

## IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

### MINUTES OF TRUSTEE BOARD MEETING

10 September 2020

**Present:** John Marsh (President)  
Jill marsh (Treasurer)  
Colin Thompson (Secretary)  
Graham Powell (Trustee)

#### 1. **Bank Account**

Agreed that, as Barclays, are now limiting free banking to charities with no more than 3 trustees, we will need to move to another bank. However, given that very few of the High Street banks are currently accepting new business account applications, it was agreed that we should take no action at present.

#### 2. **Finalising the 2019/20 accounts**

The President confirmed that he had now arranged for the accounts to be inspected by the accountant who had previously been involved with the examination of the accounts for the Ironbridge Band Festival.

#### 3. **20/21 accounts**

- a. Graham outlined the proposed spreadsheet format for the future accounts and offered to support the treasurer through the introduction.
- b. It was agreed that the updated spreadsheet should be available to Trustees on a quarterly basis
- c. It was agreed that we should show "Restricted Funds" in our future reports to the Charity Commission. It was also agreed that only funds with legal restriction should be shown in this restricted category. Where we have a moral, rather than a legal, obligation to use funds for a specific purpose, those funds should be ring-fenced but should not be reported as "restricted". At the present time, only the money received from Co-op and a very small balance from the last Lottery grant should be regarded as "restricted".

#### 4. **20/21 Gift Aid**

Colin reported that proposed detailed spreadsheet would reduce significantly the year-end work by enabling him to identify items eligible for Gift Aid under either the standard Gift or the Small Donations scheme, on an ongoing basis during the year.

#### 5. **Trustee Board membership**

Since the last meeting it had been established that, as an Associate Member, Pam Gabbitas was ineligible to become a Trustee. However, it remained the intention to increase the Board membership to 5 Trustees and it was agreed that the additional member should be identified by

nomination and election at the AGM. This should be a one-year Trustee position which would replace the one-year Director position under the previous constitution.

**6. EGM**

The 2020 AGM had been postponed in March following the announcement of the Covid 19 Lock-down and the club had agreed that the tenure of existing Officers should be extended by 6 months. Ideally, we should now hold an EGM before the end of the calendar year to elect a new team of officers who should, ideally, serve for 1 months through to the end of June 2022 when we would return to the usual annual cycle. Charlie Miller, the current Vide-president had confirmed that he would be available, if elected, to take up Presidential responsibility for 1<sup>st</sup> January 2021 and to serve for an 18 month term. Given the proposed “rule of 6” restrictions, it seemed likely that the EGM would need to be a Zoom meeting and Colin undertook to liaise with Charlie to establish a suitable date.

**7. 10<sup>th</sup> September club meeting**

Arrangements for the club meeting, including the induction of 3 new members, were discussed and agreed.

**8. AOB**

**a. Due diligence check list**

Colin had distributed a list, received from District, of issues to be considered on moving from a Charitable Trust to a CIO. It was agreed that only the issue likely to affect us was that relating to restrictions on moving funds between charities (for example under the terms of a lottery or other grant). However, this was unlikely to be a problem with the Co-op funds or with the very small amount of lottery funding remaining.

**b. Card reader**

The acquisition of a card reader for the collection of donations was discussed. The requirement for a monthly fee had been a barrier to acquisition in the past but it appeared that the i-Zettle reader was now available for around £30 with no requirement for fees other than a small percentage on funds collected using the reader. It was agreed that the availability of a card reader to collect donations would be an advantage, particularly at events such as prostate testing, and that the purchase of an i-zettle reader should be investigated.

**c. District health and safety form**

The form received recently from the district health and safety Officer was discussed and it was agreed that we should give negative answers to all questions raised.

**d. Data Protection Registration**

The requirement for registration had been established earlier this year but, on the advice of District, it had been decided that we should delay this step pending completion of the CIO transfer.

Following brief discussion it was agreed that Colin should now take the necessary steps for registration.