

IRONBRIDGE AND SEVERN GORGE LIONS CLUB CIO

MINUTES OF TRUSTEE BOARD ZOOM MEETING

8 pm 11th January 2021

Present: Charlie Miller (President)
Jill Marsh (Treasurer)
Colin Thompson (Secretary)
Graham Powell (Elected Trustee)
Jane Turner-Bragg (Elected Trustee}

21/01 Chairman's opening remarks

The president welcomed fellow Trustees to the meeting.

21/02 Minutes of the meeting on 10th September

The minutes were adopted as a true record on the basis of a proposal by Graham, seconded by Jill.

Minute 8b: Colin confirmed that an i-Zettle card reader had been purchased and had been used very effectively over the Christmas period both as a card reader and as the generator of invoices to support on-line payments. In both modes it had performed very successfully.

Minute 8d: Colin confirmed that he had completed the Data Protection registration for the club.

In response to a question from the Chairman related to the card reader, Jill confirmed that we do not currently have an Assets register.

21/03 Colin explained that the paper "Formal reporting requirements and dates" (See appendix 1 to these minutes) was intended as an aide memoire to guide Trustees through the formal requirements for reporting relating to both the old Charitable Trust and the new CIO.

21/04 Accounts and Treasurer's report for quarter ended 31/12/20
Jill presented her report showing a balance of £28096.71 in the charity account and £2281.91 in the Admin account..

21/05 To agree the extent to which current charitable funds should be regarded as formally restricted to or informally ringfenced for, a specific purpose.

The Chairman thanked Graham and Colin for the paper supporting this item. Graham gave a brief explanation explaining that we were currently holding around £21,000 for prostate testing while the funds available for other general purposes were now down to around £7000. Only a small part (approx. £3300) of the £21,000 was legally restricted to prostate – essentially the balance of the Lottery grant and the money from the Co-op. The purpose of the paper was to show that we could safely free up around £7000 of the prostate funds for other purposes. Following discussion, it was agreed that £3300 should be shown on our Charity Commission report as being “Restricted” and a further £10,000 should be regarded as “ringfenced” for prostate. The remaining funds currently shown in the accounts as “prostate funds” would then be regarded as available for general charitable purposes – which could include prostate testing if required.

It was also agreed that members should be informed at the upcoming business meeting. However, a vote of the members was not considered necessary.

Trustees also discussed the proposal to launch a home testing programme using a “white label” web page with Ironbridge Lions branding fronting the Graham Fulford home testing arrangements and offering a 50% discount on the £22 charge. This would then enable the club to email the men tested in March 2020, apologising for our inability to run a test event in March this year but promising to do so as soon as the Covid restrictions allow and, in the meantime, offering home testing.

Graham asked whether we could effectively restrict the offer of discounts to local men. Failing this, he suggested we could potentially be offering an unsustainable financial commitment. Colin agreed to investigate the possibility of a location-based restriction, but he thought it likely that the only way of controlling this might be to impose an overall restriction of, say, 300 men.

Following the discussion, it was agreed in principle that we should proceed with a home testing offer. Colin was asked to liaise with GFCT to agree the arrangements for creating the Lions front end web page and that he should have authority to proceed within a budget limit of £125 for the web site costs.

- 21/06** Ironbridge Lions in 2021 – a general discussion on plans and ambitions for the coming year
In the discussion on this item there was general agreement that we should:
- Maintain and extend the community relationships that we have built over the past two years
 - Re-establish the SOB programme
 - Look for ways of rebuilding our income
 - Implement the plans for a major charity walk
 - Implement the prostate testing arrangements discussed earlier in the meeting
 - Seek opportunities for social events
 - Ensure all members are engaged

21/07 Any other business

Graham mentioned that Past President Jim Philbin had indicated a wish to re-join the club. Since he resigned his membership over 12 months ago this will require a formal application for membership and, under the CIO constitution, it will be for the Trustee Board to decide whether or not he should be admitted.

Following a brief discussion, the President agreed to discuss with IPP John before arranging a meeting with Jim.

Appendix 1

Trustee Board

Formal reporting requirements and dates

This brief note is intended as a reminder of the processes and the key dates for reports to Lions District and to the Charity Commission over the next 18 months

The club currently has two registered charities – the original Charitable Trust Fund and the new Chartered Incorporated Organisation (CIO) which was registered on 28th July 2020. The plan is to close the trust fund as soon as we are able to open a new bank account in the name of the CIO. In the meantime, the trustees of the trust fund have resolved that the ownership of funds held in the existing bank account should be regarded as transferred to the CIO and this resolution has been endorsed by a General Meeting of the club.

All of this means that the club will, for some time, be responsible for two registered charities and for the associated accounting and reporting responsibilities. In more detail these reporting responsibilities are as follows:

Charitable Trust Fund

2019/20: The accounts for the y/e 30th June have been independently inspected and approved by the Trustees, and the required report has been submitted to District. These accounts now need to be approved by the club at an AGM and reported to the Charity Commission before the end of April 2021.

2020/21: The accounts for the y/e 30th June 2021 (showing the transfer of all funds to the CIO) will need to be approved by the Trustees and reported to District by the end of December 2021. They will then need to be reported to the Charity Commission by the end of April 2022.

2021/22: Our aim should be to close the Charitable Trust Fund before the end of June 2021 in which case there will be no requirement for any further returns.

It should be borne in mind that the trust fund has a separate set of trustees. At present the trustees are the President, Treasurer and Secretary plus Gordon Weston, Frank Hill and John Toll. Given the limited life of this charity and in the interest of ease of administration during the close down period, we might wish to seek approval from the next AGM to reduce the trustee body to say, the President, Treasurer and Secretary.

Chartered Incorporated Organisation

2020/21: The accounts for the y/e 30th June 2021 and the associated Trustee Report must be signed off by the Trustees and reported to District by the end of December 2021. They must then be submitted to an AGM of the club and reported to the Charity Commission by the end of April 2022. These accounts will show the transfer of funds from the charitable trust together with the oncome and expenditure for the period from 28th July 2020 to 30th June 2021.

Colin Thompson
December 2020