



c/o Kettledrum
Root Hill Estate Yard, Dunsop Bridge, BB7 3AY,
tel: 01200 448000 www.championbowland.org.uk

**MINUTES OF CHAMPION BOWLAND
ANNUAL GENERAL MEETING
10th November 2015 at the Assheton Arms, Downham**

1. Present: Jonty Collinson (Chair), Paul Reynolds, Janet Sharp, Martin Charlesworth, Barrie Tyrer
In attendance: Cathy Hopley, Isobel Hall
Apologies: Brenda McLoughlin

2. Minutes of the previous AGM, held 24th November 2014, were amended to show that the donation from Bowland Experience Ltd had not been paid and this was still listed as a debtor on the annual accounts.

The amended minutes were approved.

Proposed: JC, seconded: JS

Action: CH to put the minutes on the website

3. Annual Accounts for the year ending 31st July 2015

Isobel talked the Trustees through the draft accounts which had been prepared by Bootstrap. She explained the deficit for the year is to be expected as the charity is a grant giving organisation, and spends more than it currently receives.

- I. The Tramper is no longer listed as a depreciating asset as it has been financially written off.
- II. Debtors on page 7 – the deficit here is due to the Scrapbook being re printed, and this cost is expected to be re-couped through sales in the coming months.
- III. Creditors – this is accountancy fees due for the last two years
- IV. Deferred income – this is £17,000 SDF monies, for grants to be committed and paid in 2015/16 (it is in the bank and will show in next year's accounts)
- V. General reserve - stands at £8799, this sum is available for grant giving, although there is the Scrapbook deficit to be re paid and new grants already committed from this sum to be taken into account.
- VI. Debtors – Bowland Experience is shown as a payment due as the donation from 2013/14 remains unpaid. Isobel told the meeting that there would not be a payment made for 2014/15 either, due to financial restrictions and activity in the year just closed.

Comments from the Trustees: everyone asked for Jane at YDMT to be thanked for all her hard work on the finances over the year and in putting the final year end accounts together with Bootstrap.

The Trustees also agreed to recommend to BEx that they would like to officially write off the donation from 2013/14.

It was agreed that the income and expenditure report, page 9, would be the most useful report for Trustees to receive at quarterly meetings, using the new SAGE package that we are now embarking upon.

The accounts were approved, subject to the amendments agreed.

Proposed: JS; seconded: MC



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4. Annual report for the year 2014-15

This was approved.

Proposed: JC; seconded: PR

Action: CH to arrange to review Scrapbook sales and to issue a press release/social media promoting it for Christmas

5. Review of Membership and election of Chair

In the light of Jonty tendering his resignation at this meeting, the Trustees discussed who would replace him as Chair. It was suggested Paul should stand, and he agreed to try this for a year. **This was agreed unanimously and the Chair passed to Paul** for the remainder of the meeting.

There was a discussion about who to approach to stand as a new trustee. It was suggested by Martin that someone with good ecological or sustainability knowledge would be useful to the grants making process. Several suggestions were made and Cathy agreed to speak to these people, in an agreed order of priority.

6. Appointment of Accountants

Isobel reported that Gillian from Bootstrap had suggested that as YDMT were now doing the finances (separate from the AONB) and were also using SAGE software, that the accounts would only require a quick informal audit rather than full accountancy input at the year end. The Trustees agreed that this made sense and requested that this change be made.

7. Any Other Business

Cathy passed round forms to be signed for HMRC, and Isobel asked for signatories for a new bank mandate.

Cathy outlined an idea for a new visitor giving project – Landmark Trees – and a paper is attached, for fuller discussion at the next meeting.

Paul asked for a protocol to be drawn up outlining the authority required and number of signatories needed for approving each type and level of payment/grant

Action: IH to do this

Dates for 2016 meetings are as follows, to be held at 9.30am at the AONB offices in Dunsop Bridge unless otherwise amended:

15th February

16th May

12th September

21st November (AGM)