



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

## MINUTES OF CHAMPION BOWLAND AGM 24<sup>TH</sup> NOVEMBER 2014

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

Isobel Hall introduced herself to the meeting and explained the role that Yorkshire Dales Millennium Trust have taken on since 1<sup>st</sup> November for both Champion Bowland and Bowland Experience. The management and systems set up are now being tested between Isobel and Jane at YDMT and Cathy and Hetty at the AONB Unit. A cheque run will be made on or just before the 20<sup>th</sup> of each month (which Trustees may be asked to sign for) and the annual accounts for CB are just being finalised. All Registered Office and bank addresses are now changed to YDMT. The Trustees thanked Mike for engineering the smooth handover prior to his departure.

### 2. Minutes of the last AGM (13<sup>th</sup> November 2013)

These were agreed to be correct

Proposed by: Paul Reynolds. Seconded by: Brenda McLoughlin

### 3. Accounts for the financial year ended 31 July 2014

The only creditor listed was Bootstrap (for 2 years fees) – these have now been paid  
The only debtor listed was Bowland Experience Ltd for the donations for the financial years ending 2013 and 2014. The company's fixed asset, the Trampler, has now been written off in total

Cash at the bank has now been itemised to show the various funds that CB manages for other parties (eg SDF, Scrapbook and Farm Visit Fund)

There is a suspected error on the Scrapbook project accounts which meant that the accounts cannot be approved until the accountant has checked this.

**ACTION: Cathy will ensure that once this is confirmed, the correct accounts will be signed by the Trustees and returned to Bootstrap to send to HMRC.**

Martin also pointed out that his initials needed correcting (M R not M C Charlesworth)  
Paul asked, given the size of the General Reserve and the slow rate at which it is distributed as grants, whether some funds should be deposited in a higher interest account. All agreed that this was worth looking into.

**ACTION: Paul to enquire at the bank and to report back**

### 4. Annual Report to the year ended 31 July 2014

Mike talked the meeting through the report (NB this may have to be re compiled if the Scrapbook project figure needs amending). Once this is confirmed it will be posted on the website alongside the accounts and these minutes.

Isobel suggested that finance and activity reports can be updated periodically through the year on the website if necessary.

Champion Bowland, Company number 6933532  
Reg. office; YDMT, The Old Post Office, Main Street, Clapham, LA2 8DP

Trustees; M. R. Charlesworth, J. Collinson, P.C Reynolds, B.K McLoughlin, J.E. Sharp



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

## 5. Review of membership of Trustees

All Trustees were happy to remain in post. Brenda apologised for her absences from some meetings due to work commitments and the others were happy for her to remain. The Trustees were also happy to retain Barrie Tyrer as the CB nominated Director on the Board of Bowland Experience Ltd.

## 6. Grant protocol

Mike raised the issue of VAT as a recent grant had asked that Vat be paid on top of their original grant allocation. It was agreed that the existing wording on the guidance notes be amended to say:

- Projects can apply for up to a maximum of £750 (This includes VAT if the **applicant** organisation is not VAT registered) subject to the funds being available.

**ACTION: Cathy to remedy this and also to chase any outstanding claims**

## 7. Appointment of accountants

It was agreed that in the interests of continuity at this time of transition that it would be advisable to remain with Bootstrap.

Proposed: Jonty. Seconded: Paul

## 8. Any Other Business

a. Paul explained how he had been analysing the CB website stats and was very disappointed to find just 91 visits over 3 months, mostly for no more than a few seconds and the majority of them from the AONB office or via the AONB website! Paul suggested that we needed to raise the profile of the organisation via a social media campaign which was free and only reliant on people volunteering a little time. This was agreed by all to be an important move and others agreed to help out.

**ACTION: Paul to set up Hoot Suite to run twitter, facebook and Google Plus accounts for CB. Janet, Jonty and Brenda all keen to help**

**ACTION: Cathy to send info about the grants to local Councils for Voluntary Service and also to produce press releases for new and completed grants.**

**Also to ask Hetty to support Janet & Brenda with twitter training.**

**ACTION: Cathy to send Paul contacts for recent grants so he can set CB to 'follow' them and ask them to reciprocate**

b. Mike proposed the idea of a one-off Anniversary Grant to celebrate the AONB 50 years and to allocate the c£1000 raised via the raffle to a 'legacy' project. All agreed this was a good idea.

**ACTION: Cathy will draft a press release to promote this locally, also to put on the website**

## 9. Dates of future meetings

These are:

16 Feb 2015

18 May 2015

17 August 2015

23 November 2015 (AGM)

Champion Bowland, Company number 6933532  
Reg. office; YDMT, The Old Post Office, Main Street, Clapham, LA2 8DP

Trustees; M. R. Charlesworth, J. Collinson, P.C Reynolds, B.K McLoughlin, J.E. Sharp