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| Newchurch Village Community Association  [newchurch-village.co.uk](file:///C:\Users\Cherry\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\1651\www.newchurch-village.co.uk) @NewchurchRoss |

****NVCA Trustees Meeting Minutes** 17th Jan 2024**

Present: Fiona Heppleston, Danny Allen, Iain Blair, Kath Riley, Mike Ormerod, Natalie Ashworth, Julia Barrow  
Minutes: Cherry Hughes

**1. Frequency and dates of Trustees meetings**Iain suggested quarterly meetings - all agreed.The general meetings will continue to be every two months.  
Next trustees meeting will be in April**.**

**2. Management accounts to 31st Dec 2023**Iain raised the Income/expenditure account and balance sheet circulated a week in advance the meeting.

Natalie suggested that we look at resuming raffle ticket sales & calendar sales to bring in some funds. Mike highlighted that NVCA needs to look at the net money made from activities so members focus on those activities which offer maximum return. Fiona/Kath suggested that raffle ticket sales and producing calendar were ‘a lot of effort’ for minimal return. Kath felt that the quiz/karaoke night was an ‘easy’ fund raiser and offered a good return.

Fiona keen to look at what we’re raising money for/where we should be donating

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**3. Reserves Policy**

Iain introduced the need to adopt a Reserves Policy. This is required in case of ‘adverse conditions’ to ensure the Organisation has sufficient funds to meet obligations or to cover loss of income and outstanding financial responsibilities should NVCA need to ‘close down’. The trustees also need to check we don’t have excess reserves; so the reserve amount has to be reviewed by trustees regularly. Iain read out a lengthy policy, previously circulated, that could be adopted.  
Mike proposed that NVCA trustees accept the Policy - Danny seconded.

Iain referred to the ‘Reserves Policy Required Amount’ document. Iain suggested that to cover our obligations, NVCA hold a reserved figure of £2,300) in the Reserves Policy account (this would cover NVCA obligations over a one year period). Iain said that we would need to review the amount if we take responsibility for the Staghills Hut.

Proposer to accept Reserve figure: Julie Seconder: Fiona

This leaves NVCA with £3000 that is available for spend. Natalie considered whether we use this as a ‘reserve’ if NVCA get ‘responsibility’ for the Staghills Hut. Fiona said the Hut is currently in very dilapted condition and suggested NVCA shouldn’t spend any funds on doing the Hut so it can be used – this should be RBC’s responsibility. Mike suggested that we put money aside for running costs should NVCA take responsibility for the Hut. Fiona suggested trustees revisit the Reserves amount at next Trustees meeting should there be any progress in NVCA being offered the Hut.

Discussion around NVCA asking the community what is needed locally. Iain suggested we could present NVCA finances to a NVCA General meetings, once we’ve got Reserves Policy, to identify what funds might be available for community projects.

Fiona mentioned that Cherry had developed a ‘survey’ that could be circulate on social media that we could circulate. Natalie suggested that we approach Schools as well to see ways we can support them.

**4.Clarification of NVCA constitution.**

Iain shared the Articles of Association, (previously circulated) on screen. Members can appoint trustees every three years and the trustees decide between themselves which roles they will hold. Micheal suggested that our current articles give NVCA a wide remit, so should be kept as they are. NVCA just need to just have some key positions – e.g. Chair & Finance Officer. Safeguarding Officer discussed – decided as we don’t do unsupervised work with children NVCA don’t need Safeguarding Officer. Iain says that a Safeguarding Policy does need drafting – where we could note that there is no unsupervised work with children. Michael said he was happy to draft a Policy.   
**ACTION:** To draft a ‘Safeguarding Policy’ for next Trustees Meeting.

**5. Subscriptions**

The ‘friends’ of NVCA subscription (£2) has only ever had one payee!! Dan suggested that if non-members come to a meeting, they be invited to make a ‘donation’ when they attend.

Iain suggested that new full members subscription year starts as they join, to the following 30th June. Iain can easily administer an annual renewal. Currently got around 30 members. Micheal suggested we could push to get up to several hundred members which would benefit NVCA accounts. Iain offered to work with Michael/Fiona to draft a small document outlining what NVCA membership is about. Cherry to circulate a ‘survey’ to see if this would support this to be communicated.

**6. Trustees interests and declarations.**

Reminder that Iain wants completed declarations as soon as possible.