

Friends of St Benet's (Registered charity number 1107224)
Minutes of 7th Annual General Meeting & Trustee Meeting
Tuesday 10th March 2009

Present: Marie Lamb (ML), Suzanne Robbins (SR), Elaine Tones (ET), Joanne Anderson (JA), Steve Anderson (SA), Graeme Page (GP), Alasdair Bailey (AB), Joan Clemo (JC), Damian Groark (DG), Amanda Vaughan (AV)

Apologies: Joanne Wollaston (JW), Louise Coulson (LC), Anne Page (AP)

AGM Business

Report and accounts

The Secretary's report was received and the Treasurer tabled the accounts for the year ended 31st October 2008. JA pointed out that the accountant will be amending the last page of the accounts to show that the majority of our funds are restricted. It was acknowledged that Barbara Cookson had prepared the accounts free of charge and it was agreed that her company logo (Balance Accounting and Bookkeeping) be acknowledged on the school newsletter as a token of appreciation.

Appointment of Charity Trustees:

- Chair – Elaine Tones re-appointed
- Vice Chairs – Marie Lamb re-appointed and Suzanne Robbins appointed
- Secretary – Louise Coulson re-appointed
- Vice Secretary – Amanda Vaughan appointed*
- Treasurer – Joanne Anderson re-appointed
- Vice Treasurer – Joanne Wollaston re-appointed

*Amanda agreed to take responsibility for taking and distributing minutes of meetings.

Trustee Meeting

Action points in bold

Minutes of last meeting – 20th January 2009

_Accepted as a true record.

Treasurer's update

JA tabled a Sage nominal report outlining the financial activity of the charity since the last meeting. The nominal balances for each bank account are:

- Current a/c - £1771.65
- Savings a/c - £16,341.34*
- Caroline's Library a/c - £8,901.92**
- Petty cash - £35.90

*An amount of £1k was transferred from the savings account to the current account on 2nd March as agreed at the last meeting (to cover projected expenditure for the summer fayre).

The Caroline's Library account balance includes a recent cheque received from St Leonard's – representing the proceeds of Harry Theobald's fundraising initiatives. A letter of thanks needs to be drafted and sent to Mr Campbell. **JA

Summer Fayre planning

- Advertising – DG informed the meeting of a printing deal for 10,000 double sided A5 full colour glossy leaflets at a cost of £195. For a further £200 the company will distribute them locally.
- Letters – LC has started contacting companies for donations. It would be useful to have a list of those contacted for the next meeting. SR suggested we try contacting Walkers again this year for a donation of crisps. **LC**

AV agreed to source contact details for the management companies of Take That and Girls Aloud so that Year 6 pupils can draft letters of request for autographs/memorabilia/tickets.

AV

- Jobs to be done:
 - Book fire brigade. **SA**
 - Contact John Lee O'Brien and request similar attractions to last year – conditional that no vendor sells soft drinks. **JA**
 - Karate demonstrator – to book **DG**
 - Belle tents – marquee & tables. Secure booking based on last year's invoice price. **JA**
 - Identify volunteer face painters. **AV**
 - Identify possible rock band as entertainment. **AV**
 - Crepes – book caterer. **ET**
 - Paninis – to contact Susan Murray. **ET**
 - Sports Memorabilia – to contact Steve Murray. **DG**
 - St John's Ambulance – to book. **ET**
 - To source and order coconuts. **LC**
 - To enquire with our bankers (HSBC) whether they offer a matched funding scheme. **JA**
 - To explore the opportunity of applying for a Grassroots Grant. **JA**
 - To discuss options for Year 6 to staff their own stall. **JC**
 - Raffle tickets – to design for printing (including £200 pamper package as top prize + £100 cash as second prize. **JA**.
 - Book Simply Soccer speed tunnel. **JA**

Date of next meeting

Thursday 23rd April 2009. **All action points to be completed by this date.**