

Summary of action taken & key decisions of Society Trustees appointed at the AGM on 25th March 2010, to manage the financial and accounting business of the Society pending the appointment of a new Treasurer.

*forwarded at
Committee on
14/2/11.
and accepted*

Trustees: Ian Fulton (President); John Hunt & Keith Jennings (Vice-Presidents); Anthony Steele (Chairman); Malcolm Howe (Vice-Chairman) & Peter Barrett (Secretary).

Meetings of Trustees: 30th March 2010; 29th April 2010; 20th May 2010; & 2nd August 2010

Treasurer Designate: Arnold Allen (AA), appointed 20th May 2010.

Acting Treasurer: the Secretary (PB) from 25th March to 21st September 2010, when financial affairs were handed over to AA. PB retained an advisory role on Society business.

Actions/Decisions :

- All Society documents and assets received from former treasurer, Lilian Weekes;
- CAF Bank - Society has an account (reserve fund) – operation transferred to PB and subsequently AA, having two signatories (decision of trustees 30.3.10);
- NatWest Bank - Society has a current ^{having} account – operation transferred to PB and subsequently AA, having two signatories (decision of trustees). Since 25.3.10, the Bank has failed to correctly change the contact address for the Society and still it is not resolved. Also, delays have been experienced in changing signatories.
Signatories: AA, PB, & MH – AS no longer included since not standing for re-election this year;
- All renewal subscriptions, outstanding invoices and donations have been settled and income received accounted for.
- Society annual insurance (AON) – effective cover from 1.5.10 – Secretary to continue renewals.
- Charity Commission website – annual accounts figures recorded, as required. In future Secretary will update annually;
- Changes to the Constitution – meetings held to consider and amend before final approval of the Committee on 6th September 2010;
- Gift Aid – change of details registered with HMRC and membership records, files and HMRC claims for Gift Aid traced and checked. A computerised system and schedule of members created by the new Membership Secretary, Barbara Ouston, with the assistance of AA. Claim being made to HMRC for Gift Aid by AA retrospectively for 2009 (not previously claimed) and 2010;
- AGM Treasurers Reports – the Society Accounts and Independent Examiners Report being prepared by the Treasurer whilst the report on the annual “Principal Achievements & Activities” is being prepared by the Secretary.

Arnold Allen is prepared to stand and be elected Treasurer of the Society at the forthcoming AGM convened for **31st March 2011**. Subject to the completion of a nomination form, duly signed by a proposer and seconder, I recommend his appointment be accepted. The role of the trustees in managing the financial and accounting business of the Society should be concluded on that date. I recommend this to the Committee of the Society.

The past 12 months has been an unprecedented period in the history of the Society having trustees manage the financial affairs and a challenging one reviewing procedures and introducing changes.

Peter Barrett - Secretary
5th February 2011.

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Peter Barrett - Secretary
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Suggested further amendment:

Section 2. MANAGEMENT OF THE SOCIETY'S BUSINESS.

Replace the existing introductory paragraphs 4 and 5 with the following

The President, the Chairman, the Vice-Chairman, the Secretary and the Treasurer will be the Officers of the Society and together with the Vice-Presidents will comprise the Trustees of the Society.

The Trustees will have authority to form a sub-committee, to act with the same authority as the full committee, to deal with urgent or exceptional business provided that a quorum of at least three members is present.

Mary Barrett

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Steele, Anthony" <ahsteele@bcs.org>; "Howe, Malcolm" <m.howe@stalbans.gov.uk>; "Jennings, Keith" <kaypjay@yahoo.co.uk>; "Hunt, John" <gordon.hunt@sky.com>; "Arnold Allen" <arnold@ajallen.org>
Sent: 26 September 2010 08:19
Subject: Treasurer's Business for the Society - Handing Over
 Dear All

Just to report where the Society stands re: the Treasurer's work and responsibilities and my undertakings at this time.

On 21st September 2010, Arnold and I had a meeting and the treasurer's files and affairs I took on following the AGM have been handed to him as follows:

The files have been checked and relevant documents held such as bank statements, the Society insurance, etc, have been received by Arnold. The Bank Mandate forms have been completed by Malcolm and myself re: NatWest and CAF, but there is some doubt as to their full completion and variation - deletion of Anthony (by his choice immediately following the last meeting) and the adoption of Arnold as the authorised replacement. It is the policy of the Society that there shall be 2 signatories on any cheques issued - see Trustees Minutes 30.3.10. para. 2 - with the treasurer being the principal signatory. Arnold is arranging an appointment with NatWest re: the proper completion of the Bank Mandate forms, obtain past statements of accounts for the Society - some of which are missing - and ensure the Society's contact details of the new treasurer are correct and brought up-to-date which has not been the case in respect of myself (continued to be sent to Lilian, an inconvenience to her!).

✓ I shall continue undertaking the business with the Charity Commissioner's and for this year complete the Society AGM Report on the Achievements, etc, liaising with Arnold in order that he can familiarise himself about the Report for future years.

Re: Gift Aid, I am endeavouring take steps to complete and compile the application and I have a meeting arranged with Brenda and Barbara for this coming Thursday (30th) to throw some light on what the current membership records reveal for this year in numbers, monies taken and paying in-slips retained, which at present are incomplete and do not correspond with the documents held by Arnold.

There is only one outstanding payment (hire of St John's Hall) which I hope to complete this coming week when Malcolm (a 2nd signatory) returns from his holiday.

Finally, the NatWest Bank Mandate Form specifies the need to quote the date of the Committee meeting at which the changes in signatories was agreed and that is recorded on the Form as 6th September 2010. The Minutes of our next meeting will formally record that information to accord with this statement. Arnold and I will be in attendance at our next meeting on 18th October 2010.

I think I have covered everything but if there are any queries please let me know.

Peter

26/09/2010

Mary BarrettArnold Allen

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Arnold Allen" <arnold@ajallen.org>
Sent: 10 September 2010 07:28
Subject: Re: Meeting of Society Signatories
 Arnold

Thank you for your experienced views which are most helpful and appreciated.

To explain further, on 21st I intend handing over the finances of the Society to you with you becoming the principal signatory on the cheques exactly the same I have been since volunteering the work on 30th March 2010. The inconvenience and nuisance in some respect for me as I am sure it will be to you initially is the seeking of a 2nd signatory, to meet up and sign three or four cheques at a time in your presence. The present rate is around 2 or 3 cheques a month on average and there have rarely been any urgent ones for signature now that we have overcome recent setbacks and problems. As you saw on Monday, I choose the meeting as the time for explaining and signing in the presence of other signatories or the other two signing a cheque relating to me. Personally I should only have one more cheque to submit before the AGM.

Since the Trustees did not know who was likely to take over the role of treasurer, they have adopted a cautious approach to avoid any further potential problems - I am sure you understand. It was proposed that the requirement of 2 signatories should continue until the AGM next March when it would revert back to a single signatory if all was satisfactory. The Trustees felt that they should keep a watching brief in the meantime following the recent problems. This arrangement could change earlier!

Of course, some difficulties may arise if you are away from home in the near future for some lengthy period of time. However, I am generally available within a day or two to sign cheques if that helps. I too will be pleased when I totally relinquish the work of the treasurer and hand over to you fully. In recent months I have given more of my time than I expected though for necessary reasons.

I hope this information is helpful.

I must assume that you did receive the Society details of Committee Members', their addresses, and emails. Directly following the sending of this email I shall send that document to you again. If you have not received it please let me and I will send/deliver a copy to you.

My address: Old Pewters, The Common, Kinsbourne Green, Harpenden, AL5 3PD - 01582 715306
 directions since the bungalow is on an obscure site: A1081 to Luton, turn left at The Common, pass Derwent Road on your left, 100 yards beyond take the first turning left across The Common and travel straight on in between two pillars leading behind the large houses, and I live at the second bungalow.

I look forward to seeing you.

Again with many thanks

Peter

----- Original Message -----

From: Arnold Allen

To: 'Mary Barrett' ; 'Howe, Malcolm'

10/09/2010

Sent: Thursday, September 09, 2010 10:21 PM
Subject: RE: Meeting of Society Signatories

Dear Peter

I expect to be available on 21/9 at 4.30pm, what is the address?

I am not known to Nat West so will have to provide i.d. which I shall be able to do the following day.

In my view security is a dangerous illusion when cheques which require signature of two individuals are signed by one of those signatories prior to completion – it is a very common practice but that does not mean it is correct! I am of course happy to go along with the requirement for two signatures and I think one of those signatures should be mine, except in rare circumstances; I cannot keep control of finances if cheques are being drawn without my knowledge.

I look forward to meeting with you on 21/9

Regards

Arnold

From: Mary Barrett [mailto:evelyn.barrett@btopenworld.com]
Sent: 09 September 2010 19:01
To: Howe, Malcolm; Arnold Allen
Subject: Meeting of Society Signatories

Dear Malcolm/Arnold

I have obtained the copies of the appropriate Bank Mandate Forms from Nat West and CAF Bank for which in addition there is a Change of Contact form. I admit that these forms are not familiar to me so assistance would be appreciated with their accurate completion and, from what we learnt last time, completion at the same time by all three signatories, should alleviate any unforeseen delays or problems.

Regrettably, with auctions - 2 on this occasion - next week at the Harpenden Public Halls and a commitment at the end of the week, I shall not be available until at the earliest Tuesday 21st September for form completions and handover of treasurers documents, etc. I am quite happy for a meeting of the three of us to be held at my house at Kinsbourne Green at 4.30pm. Anthony has decided to stand down as a signatory thus he will not be attending.

Arnold, at the end of Monday's meeting you quite correctly expressed your views with the inappropriateness of 2 signatories on each cheque for which I do thank you and I do understand what you were saying. However, the Trustees of the Society at their meeting on 30th March 2010 decided that 2 signatories on cheques should be adopted for the foreseeable future in their view to "safeguard the Society funds". I hope this throws some light on the matter.

With many thanks

Peter

10/09/2010

TRUSTEES MEETING HELD 4.30pm 2/8/10 AT
13 MEADWAY, HARBORVIEW.

PRESENT: IAN FULTON (PRESIDENT), MR ANTHONY STURGE (CHAIRMAN),
KEITH DUNN (SECRETARY), KEITH JENNINGS (VICE PRESIDENT), JOHN HUNT (VICE-CHAIRMAN),
AND MALCOLM HOWE (VICE CHAIRMAN).

MR ALLEN NOT ATTENDING FOR MEETING.

TO DISCUSS FINAL DRAFT OF CONSTITUTION:

DISCUSSED, RESOLVED AND RECOMMENDED TO THE NEXT COMMITTEE
MEETING ON 6/9/10 SUBJECT TO ANY MINOR CHANGES.

J. Barnes
(SECRETARY) . 2/8/10

**3rd Trustees Meeting held at 57 Meadway, Harpenden
4pm on Thursday 20th May 2010**

Present: Mr John Hunt (Vice President), Mr Anthony Steele (Chairman), Mr Peter Barrett (Secretary) and Mr Arnold Allen (Treasurer Designate).

Apologies for absence: Mr Keith Jennings (Vice President), Mr Malcolm Howe (Vice Chairman) and Mr Ian Fulton (President) due to ill-health.

The Minutes of the Follow-up Meeting of the Trustees held on 29th April was approved and used as the basis for the Agenda. Trustee's are referred to by their initials. Mr Allen was invited to attend the meeting.

1. The Secretary explained the nature of the Society treasurer's files, records, accounts and cheque/paying-in books that he was holding following the resignation of the former Treasurer. AA checked this information, made brief notes and retained the paying-in slips/receipts and correspondence relating to cheques paid since the AGM on 25th March 2010, the official date of the vacancy. He was handed a copy (5 pages) of the 2009 AGM Treasury reports for his information since he will be responsible for the financial preparation and presentation of the 2010 Reports with the exception of the "The Principal Achievements & Activities Report" which the Secretary will prepare - initially AA will not have the background knowledge of the Society. AS sending an electronic copy of the Report to AA for permanent and easy record.

Since AA is not available until late June and will not be able to attend a Society Committee meeting until September, the Secretary will continue to undertake the work of the Treasurer assisted by the Chairman. AA was thanked for attending and his comments about the financial management of the Society funds. The Secretary will be making a formal claim re: the tax benefit applicable under Gift Aid.

2. In line with para.1 of the previous meeting, JH had circulated his views followed by draft amendments showing inclusions and deletions to the current Constitution, to accord with the review proposed for the Society. This was discussed in depth and detail and further amendments recommended – JH dealing. He was thanked for his time spent and valued efforts to date.
3. Upper Lea Valley Group (Oliver Randell) – the Chairman to discuss submission of an invoice re: 2 ULVG banners at a cost of £200 to be met by the Society.

Next Meeting: Date to be arranged when draft constitution prepared.

PB Secretary - 22.5.10.

Walking 604

**Follow-Up Trustees Meeting held at 57 Meadway, Harpenden
4pm on Thursday 29th April 2010**

Present: Mr Keith Jennings (Vice-President), Mr John Hunt (Vice President), Mr Anthony Steele (Chairman), and Mr Peter Barrett (Secretary).

Apologies for absence: Mr Malcolm Howe (Vice Chairman) and Mr Ian Fulton (President) due to ill-health.

The Minutes of the Inaugural Meeting of the Trustees held on 30th ^{March} April was approved and used as the basis for the Agenda. Trustee's are referred to by their initials.

- ① Committee Meeting Monday 29th March 2010 - it was agreed that JH should review the Society Constitution and draft amendments as regards the appointment of trustees, including numbers; their role when generally overseeing the financial management and in the absence of a Treasurer; and their standing down, where necessary. This should accord with the approved guidelines set out by the Charity Commission for an unincorporated charity such as the Society as set out in their publication "The Essential Trustee". Clarified that the Trustees act as a sub-committee to the Society. Discussed in some detail.
Secretary's Note: A copy of the publication being sent to JH. *- sent by PB 21/5/10*
- ② Society Bank Accounts of NatWest and CAF Bank (Charity Aid Foundation) for the reserve fund - Bank Mandate forms completed and provided to Nat West (Harpenden) re: signatories of AS, MH and PB with, in future, 2 signatories on any cheque issued as a safeguard. Applies similarly with CAF Bank in respect of whom the mandate form together with a covering letter has been sent by the Secretary to clarify accounting/transactions - reply awaited. PB has collected a new Nat West Bank cheque book from Lilian and paid £30 tea/coffee money into the account. PB now holds all files, records, accounts, etc.
- ③ Charity Commission - only require the preparation and submission of full reports and audited statement of accounts where the annual expenditure and income exceeds £10,000 which since 2007 has not been the case. These documents are still prepared and presented to the Society AGM, even though they are not strictly necessary, and it was agreed for reasons of practical sense and openness that this procedure shall continue. A dedicated 'Password' has been obtained from the CC for the Society to update any changes, ie. key officials; annual accounts for under £10,000, etc. Secretary dealing - deadline October. *cc - 16/8/79*
WJ 4/5/10
4/5/10
4. Gift Aid - PB to discuss with Mrs Brenda Suitters (Membership Secretary) and, if need be Penny Ayres, as to making a proper claim.
- ⑤ Harpenden Society annual insurance due 1st May 2010 - renewed by PB.
- ⑥ PB - collected all remaining outstanding Society items held by Lilian on 31st March 2010, including Harpenden Society name plate; the Gavel; membership badges; tea/coffee, etc, which are now held by him.
KJ confirmed sending the letter by post to Lilian, on behalf of the Committee, seeking a letter of resignation and it's sending to PB - not yet received. PB following up by email/telephone call to draw to a close, in the light of the need to appoint a successor. *email 4/5/10*
Note: the latest Newsletter reports her resigning due to ill health.
- ⑦ PB to check previous Society minutes re: membership to the Open Spaces Society. An outstanding payment(s) for the hire of St John's Hall being resolved by PB. *circled sent*
- ⑧ Committee Meeting Monday 29.3.10. - approved £500 each for a specific purpose to the Upper Lea Valley Group (Oliver Randell) and the Batford Community Action Group (Chris Grey) - AS dealing as regards ULVG and PB BCAG. *2/5/10*
- ⑨ Emphasised that future meetings of Trustees to be as and when required with greater emphasis on more frequency at the present time and when a new Treasurer is appointed.

Next Meeting: 4pm Thursday 6th May 2010 - meet potential new Treasurer, Mr Arnold Allen.

PB Secretary - 1.5.10.

Mary Barrett

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Steele, Anthony" <ahsteele@bcs.org>; "Jennings, Keith" <kaypjay@yahoo.co.uk>; "Hunt, John" <gordon.hunt@sky.com>; "Howe, Malcolm" <m.howe@stalbans.gov.uk>
Sent: 02 May 2010 11:32
Subject: Further to the Trustees Meeting 29.4.10.
 Dear All

I will keep this brief on this miserable and wet morning.

This is an attachment to the minutes for the Trustees Meeting held on 29.4.10. and arises from my brief check of the files, records, accounts, etc. I received from Anthony - formerly held by Lilian - and the records I hold as Secretary:

Firstly, as previously circulated, please amend "30th April" to read "30th March".

Para. 3 - Charity Status was attained by the Society on **16th August 1979** - confirmation in the Treasurer's red ledger accounting book.

Para. 7 - Re: a discussion item at the Committee Meeting on 10th May as to the renewal of the subscription to the Open Spaces Society (OSS) - form received and yet to be finalised.

Society annual subscriptions to other similar bodies over recent years has amounted to between £90 - £130 approx. - last year £120 - I do not have the records/receipts for other than last year. In handing over, Penny referred to membership to CPRE; Herts & Middlesex Wildlife Trust; London Green Belt Council; Antas; and Keep Britain Tidy. The renewal to OSS is not referred to but she did renew the annual subscription last year. I do not know whether or how long previously the Society has been a member of the OSS. My letter dated 13th May 2008 to the OSS was with specific regard to a request for a donation - of which a number are quite frequently received from them - in support of potential legal actions against local authorities over the protection and preservation of Commons and Greens to which I provided a reasoned response and refusal as per the HS decision.

My views: I have yet to see any particular help or assistance to our Society from this Society that exceeds those necessary skills and knowledge that we already have and provide to our membership - Not to renew.

Unless views are to the contrary, I am not now intending to raise this matter for discussion on Monday (10th).

PB Secretary - 2.5.10.

02/05/2010

**Inaugural Trustees Meeting held at 57 Meadway, Harpenden
4pm on Tuesday 30th March 2010**

The meeting was convened with due haste following the resignation through ill-health of the Treasurer, Mrs Lilian Weekes, at short notice, and the resolution at the AGM on 25th March 2010, that, in the meantime, the Trustees should manage the financial and accounting business of the Society pending the appointment of a new Treasurer.

Present: Mr Keith Jennings (Vice-President), Mr Anthony Steele (Chairman), Mr Malcolm Howe (Vice Chairman), and Mr Peter Barrett (Secretary).

Apologies for absence: Mr John Hunt (Vice-President) and Mr Ian Fulton (President) due to ill-health.

All the above are appointed Trustees of the Society and are referred to by their initials.

The Statement of Accounts of the Society was approved at the AGM having been compiled from financial documents and records obtained from Lilian by the Chairman and Secretary immediately prior to the AGM and available to the meeting. Below are the key issues needing immediate attention:

- ✓ ① The Charity Commission publication "The Essential Trustee" sets out the role, duties and responsibilities of Trustees of an unincorporated charity such as the Society. MH obtaining a copy from the website for KJ, newly appointed. ACTION
OBTAINING
3/4/10
- ✓ ② Society Bank Accounts of NatWest and CAF Bank (Charity Aid Foundation) for the reserve fund. Signatories to be AS, MH and PB with, in future, 2 signatories on any cheque issued as a safeguard. MH to look at details of each account and change of signatories, where needed. Mrs Penny Ayres (former Treasurer) still the only signatory on CAF cheques. AS to check NatWest identity requirements in the event of no passport or photo driving licence. JOURNALING
WITH MH
3/4/10
- ✓ ③ Charity Commission - PB looking at requirements and any statutory deadline for submitting return. See note from MH on 31.3.10. re: information obtained from website. (ACTION)
OBTAINED
4. Gift Aid - AS to investigate with Penny and Mrs Brenda Suitters (Membership Secretary) how to make a proper claim.
- ✓ ⑤ Society annual insurance renewal due 1st May 2010 - premium due £172.50. PB checking renewal notice and information to renew w/c 19th April. EMAIL
SENT 3/4/10
- ✓ ⑥ PB to collect all remaining outstanding Society items held by Lilian, as soon as possible.
Note: 9.30am Wednesday 31st March 2010 a most helpful and cordial meeting with Lilian. Collected the following: Harpenden Society Plaque; the Gavel; Bag containing membership badges and Secretary's name place; Water flask and glass; Tea, sugar, biscuits, etc.; outstanding tea/coffee money of £21.40p; a cash float of £10.01p; and correspondence re: the hire of St. John's Hall, Park Hall and Gift Aid subs for Jan 2010; Harpenden Society Membership re: new members, renewals, and paying in slips; and finally the only outstanding annual renewal of The Wildlife Trust due 1.3.10. PB to liaise with AS over these matters.
 She claims the CAF chequebook is with the correspondence handed to AS and PB.
 Arrangements made for any further correspondence to be forwarded to/collected by PB. RECEIVED
31/3/10
- ✓ ⑦ Committee Meeting Monday 29.3.10. - approved £500 each to the Upper Lea Valley Group (Oliver Randell) and the Batford Community Action Group (Chris Grey). The issue of the cheques and their specific purpose to be established by AS as regards ULVG and PB-BCAG. EMAIL TO
CHAIRMAN
3/4/10
8. Future meetings of Trustees to be as and when required with greater emphasis on more frequency at the present time and when a new Treasurer is appointed.

PB Secretary - 31.3.10.

Mary Barrett

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Steele, Anthony" <ahsteele@bcs.org>; "Howe, Malcolm" <m.howe@stalbans.gov.uk>; "Jennings, Keith" <kaypjay@yahoo.co.uk>; "Hunt, John" <gordon.hunt@sky.com>
Sent: 31 March 2010 18:06
Attach: Trustee's Meeting.doc
Subject: HARPENDEN SOCIETY TRUSTEE'S MEETING
Dear All

In the light of yesterdays meeting; Anthony's helpful circulation on the decisions taken; my visit today to Lilian to receive all Society items, and the most recent helpful info from Malcolm, I have compiled minutes of the inaugural Trustees Meeting which incorporate all useful information and is accurate, in my belief, up to the time of sending. I have adopted this more formal approach since I feel such a record is required given the unusual and exceptional circumstances. Please advise me if amendments are required.

Regards

Peter

Mary Barrett

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Steele, Anthony" <ahsteele@bcs.org>; "Howe, Malcolm" <m.howe@stalbands.gov.uk>; "Jennings, Keith" <kaypjay@yahoo.co.uk>; "Hunt, John" <gordon.hunt@sky.com>
Sent: 01 April 2010 07:33
Subject: Charity Status of the Society
 Dear All

For some unknown reason the computer has just cut out and I have lost the complete email message - over half hours work - which seems to be happening more frequently and I am having to start afresh of which I am not best pleased at this time of day. However, I will have another go.

Thank you to Malcolm for his email on the subject - information most useful - and I have ~~that~~ thanked Penny for her contribution which, again, has been most helpful. I have now had time to check the bundle of papers, documents, and information handed by Penny to Lilian when she took over of which I have discovered the following guidance and advice upon which I based by opinion and views. I have not been on the website yet but should anyone know or learn anything to the contrary please let me know.

Included in Penny's former file is an extract from "Tolley's Charities Manual" where The Regulatory Framework for Charity Accounting states that:

- i) In the case of a charity having between £1,000 and £10,000 income per year, there shall be a 'light touch' regime regards an examination of the accounts; account records must be kept; receipt and payments basis of financial statements may be chosen; the Charity Commission may request financial statements; an external scrutiny will automatically be required and an annual return will be requested. The Society complied fully falling within this framework up to 31.12.06.
- ii) You will recall that the funds swelled in 2007 as a result of approximately £20,000 being placed in the accounts arising from the Southdown Ponds debacle which has now been resolved. In that year the annual income rose above the former level to a higher threshold between £10,000 and £100,000 whereby more stringent rules and framework applies. There shall be an Independent Examination and accruals of financial statements; annual reports, financial statements and annual returns **must go to the Charity Commission**.

According to my understanding, the Society funds on annual income and expenditure have reverted back to the lower threshold of under £10,000 thus, though not a requirement, some aspects of our AGM reports/accounts prepared by the Treasurer are not strictly necessary particularly the Independent Examiner's Report which previously was a short statement of certification. I believe the status quo should be maintained as at present and retained as were presented in the form at the AGM - the Society is doing all it should and more.

I have confirmed with Penny and Lilian that no request has been received from the Charity Commission for any annual reports or accounts from the Charity Commission thus far this year. There is no immediate hurry and I am away and also occupied in some work until 21.4.10. but I do need to inform the Charity Commission about the position of Treasurer and that the funds are being temporarily managed by Trustees providing my address and details as a contact point and offering the annual accounts and reports for scrutiny if required. I have not checked on line at present.

I hope I have clarified the position as best I understand. Please let me know of any other matters relating. I best press the 'send' before the computer suffers another cut out.

With thanks

Peter

01/04/2010

Item 6

Mary Barrett

From: "Mary Barrett" <evelyn.barrett@btopenworld.com>
To: "Weekes, Lilian" <lyn.weekes@talktalk.net>; "Steele, Anthony" <ahsteele@bcs.org>; "Howe, Malcolm" <m.howe@stalbans.gov.uk>; "Hunt, John" <gordon.hunt@sky.com>; "Jennings, Keith" <kaypjay@yahoo.co.uk>; "Suitters, Brenda" <brendasuitters@talktalk.net>
Sent: 01 April 2010 05:32
Subject: Collection of Society Items
DearLilian

Thank you for the cordial meeting and your help yesterday (31st March) in identifying and collecting the remaining outstanding Society items from you. Your friend, from whom I collected the tea and biscuits, coffee money, float and sundry items, was most helpful in freely telling me about your health problems over the past year of which I was truly sorry to learn more. As I said I would, I confirm having received the following which I believe is everything and for which your email of the 30th March refers: "The Harpenden Society Plaque; the gavel; bag containing Committee members badges and the Secretary's name place; water flask and glass; tea, sugar, biscuits, etc.; outstanding tea/coffee collected of £21.40; a cash float of £10.01p; and correspondence re: the hire of St John's Hall, Park Hall and Gift Aid subs for Jan 2010; Harpenden Society membership re: new members, renewals, and paying in slips; and finally the only outstanding matter of the annual renewal of The Wildlife Trust due 1st March 2010".

The CAF Bank chequebook is not amongst the bundle of papers and documents I have received. You believe that it was amongst the 2 boxes of correspondence that Anthony and I received from you earlier since you have not been able to trace it. Again if you discover other correspondence please let me know.

As we agreed, should any further correspondence arrive for the Society if you could forward or notify me for collection in order that it may be promptly dealt with, that would be most helpful.

If you are up to it in health terms, you and your lady helpers will be most welcome to continue the excellent service of providing teas, etc, at the next public meeting at the Park Hall on Thursday 22nd April 2010, and, of course, subsequent meetings. It was most unfortunate to learn that their car broke down on their way to attending the AGM - they were certainly missed! I shall be retaining the tea and coffee items at present so I will be at the Hall in advance of the meeting about 7.15pm.

I think I have covered all matters but if there is anything I have missed please do not hesitate to contact me on return from your Easter break for which I hope you have had a refreshing and restful time.

Best wishes

Peter

01/04/2010

If the building is listed or in a conservation area, there are legal penalties and personal liability if you, as a member of the Church Council, allow alterations to be made to the building without approval from the connexional Property Committee.

Full details about the duties of managing trustees and of the legal basis of the Methodist Church are to be found in the Constitutional Practice and Discipline of the Methodist Church. Your minister has a copy if you wish to refer to it.

9 A summary of trustee responsibilities

Trustees and their Responsibilities		
Trustees have full responsibility for the charity and must	Trustees will be put at risk of personal liability ONLY if they	Trustees are responsible for all the operation of the charity especially
<ul style="list-style-type: none"> act together and in person and not delegate control of the charity to others act strictly in accordance with the charity's governing document; act in the charity's interests only; manage the charity's affairs prudently and take a long-term as well as a short-term view; not derive any personal benefit or gain from the charity of which they are trustees; take proper professional advice on matters in which they are not themselves competent 	<ul style="list-style-type: none"> cause loss to the charity by acting: unlawfully, imprudently or outside the terms of the charity's governing document(s) commit the charity to debts which amount to more than its assets. trustees may in some circumstances insure against such liability. 	<ul style="list-style-type: none"> managing the charity's finances (CC 51/52) applying the charity's income for charitable purposes only (e.g. CC 11 Remuneration of trustees) managing land or buildings (CC18/28/33) investing funds (CC14/14a/32) employing people appealing for funds (CC20/20a) ensuring that all the charity's property is under the control of the trustees (CC8); collecting all money owed or due to the charity, including tax and rating reliefs

Adapted from the publication "Responsibilities of Charity Trustees – A Summary" by permission of the Charity Commission on behalf of the Controller of HMSO.

Other Charity Commission leaflets are referred to in brackets.

A full list of Charity Commission publications is available from the Commission (0870 333 0123) and is given on the Commission's website: www.charity-commission.gov.uk.

Note: Under our trust instruments managing trustees may delegate all or specific powers to others but remain ultimately in control of the charity (see *Model Trust 16k*).

20/7/07

Penny from Charity Commission

with site
next page - see

Speak to
Anthony
re Trustees

Trustee duties at a glance

This page summarises the main duties and responsibilities of charity trustees. Again, it is not a legal document, but sets out the legal principles in everyday language. The headings on this page are also used for sections of the more detailed guidance that follows.

Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

Anthony
763113

→ ask Peter B.
→ "John"

(1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance – Trustees must:

(2) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.

(3) Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

(4) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

(5) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – Trustees must:

(6) Ensure that the charity is and will remain solvent.

(7) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

(8) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

(9) Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – Trustees must:

(10) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

(11) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

If things go wrong:

The Charity Commission offers information and advice to charities on both legal requirements and best practice to help them operate as effectively as possible and to prevent problems arising. In the few cases where serious problems have occurred we have wide powers to look into them and put things right. Trustees may also be personally liable for any debts or losses that the charity faces as a result. This will depend on the circumstances and the type of governing document for the charity. However, personal liability of this kind is rare, and trustees who have followed the requirements on this page will generally be protected.

E. Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

E1. What should I do before I become a trustee?

The Short Answer

You should take all reasonable steps to find out as much as you can about the charity, and about what will be expected of you as a trustee.

In More Detail

Finding out more: Before you become a trustee, you should learn as much as you can about the charity, and what being a trustee will mean for you. For instance, for an existing larger charity, we advise you to read annual reports, important policies and the annual accounts; we also advise that you meet existing trustees, senior staff and perhaps some of the people who benefit from the charity's work. Some charities may also invite you to sit in on a trustee meeting as an observer before you formally join. You may wish to find out what training and support the charity offers its trustees.

The governing document: You should also get a copy of the charity's governing document, and read it. It will probably be a dry legal document, but it is the charity's main constitutional document, and governs key aspects of the charity's work. If it isn't clear what it means, then one of the existing trustees or the charity's Secretary should explain it to you.

I don't think we need
insurance - if you like I
could print this out in quantities
for our next meeting