

Minutes of the meeting held 23rd February 2009
1800hrs Seminar Room Main Theatre

Those present:

Mr David Wales	Chairperson
Mrs Shelley Quantrill	Trustee (Secretary)
Dr Sanjay Deshpande	Trustee
Mrs Janine Mullen	Trustee

Apologies: Rajeev Subheder

Minutes of the previous meeting:

We have been waiting for charity status to formalise the meetings according to their requirements, therefore this is to be classed as the first meeting.

Item 1:

To discuss the charity status awarded by the Charity Commission. An email was received on 23rd February 2009 from Rajeev saying we were successful in achieving charity status by the Charity Commission UK.

1. The administration details held within the declaration of Trust dated 20th October 2008 are to be followed.
2. The charity name will be SVJC Trust account all monies going in or out of the account will be addressed as such. When the account is established all monies in the current savings account will be transferred.
3. The charity registration number is 1128077. All correspondence / sponsor forms / posters must display the registration name and number.
4. The UK Charity Commission website details are
<http://www.charitycommission.gov.uk/>

Item 2: Finances

To discuss the finances and fund raising.

- a) That an investment account is opened with the Leeds Building Society with interest paid gross annually. The signatories will be;
 - i) Dr Sanjay Deshpande
 - ii) Mr David Wales
 - iii) Mrs Shelley Quantrill
 - iv) Mrs Janine Mullen
- b) The account will be a Charity Line Investment Account with interest paid gross annually.
- c) A cheque book will be issued for flexibility.
- d) All correspondence from the Leeds BS account will go to Dr Deshpande's home address
- e) We require an income and expenditure account book, Davy to see what is available.

Item 3:

The group agreed to a standard agenda as listed below;

Agenda:

- a) Those present
- b) Apologies
- c) Previous minutes agreed as a true record
- d) Matters arising
- e) Finances
 - a. Income
 - b. Expenditure
- f) Future fundraising events
- g) A.O.B

Item 4: Meetings

1. The group must hold at least 2 ordinary meetings a year. One such meeting in each year must involve the physical presence of those Trustees who attend the meeting.

Item 5: Income / Expenditure

The account details will be made clear when the new charity account is opened.

Item 6: Fund Raising

The next event is on 18th April for the zip wire at Marden Grotto

The date and time of the next meeting will be arranged when the new charity account is opened.

Shelley Quantrill
Secretary

Email copy to all members.
Copy to Leeds Building Society