Heritage Coast Canoe Club

Minutes of meeting held Friday 11th August 2017, The Nelson Hotel, Bridport.

Present

Siobhan Baxter - SB

Denise Mathews - DM

Paula Bates - PB

Simon Baxter - SGB

Kieran Baxter – KB

Apologies - Katherine Ailward

It was acknowledged by those present that Club Chair Joy Edwards (JE) had not supported the meeting being held as she was unable to attend. An email had been received by all Club members stating that the meeting would not go ahead.

The Club Constitution was checked and details state that a general meeting could be held providing a quorum of 2 officers and 2 full members were present;

as SB and DM are officers and SGB, KB and PB are full members it was felt reasonable to go ahead with the meeting.

SB explained that the meeting was called to discuss issues arising from the handover of financial transactions and the lack of accounts and historical transactions from previous years as per financial accounting conduct; the handover being from the previous Treasurer Janet Hallbery (JH).

Concerns regarding non-compliance of record keeping and no handover of accounts or Club history dating back 7 years.

It was of concern to incoming secretary SB and incoming treasurer DM of incorrect record keeping.

DM explained prior discussions with JE re’ handover, mentioning the reluctance or indeed refusal of the previous treasurer JH to hand over financial documents, club records, club documents.

SB outlined the content of emails sent at JE’s request to Janet, asking for handover of items and subsequent contact by Janet to JE stating she would not be contacting SB to hand Club items over.

It was mentioned that JE had received communication from Janet or her husband Steve that the emails were of a harassment nature and for SB to not send further emails.

Discussion re’ content of emails confirmed no person present felt that the emails were of an harassment nature, merely a request to receive club owned items and documents relating to the club.

DM explained a conversation where JE had stated she would not be happy to sign a letter stating that as Chair she was happy to handover and sign Club accounts as being true and accurate in the absence of the previous treasurer;

DM outlined a conversation with JE outside the Clubhouse confirming that financial records for the previous 6/7 years were missing and that there were no receipts or cross referencing of income/expenditure against cheque book stubs.

DM explained that during that conversation JE stated she had ‘revamped’ the accounts herself and had not sent them to accountants due to incurring costs.

SB and DM had incorrectly assumed that the accounts would be handed to an accountant but as above this is not the case.

SB read out details of The Club constitution having checked for wording referring to Club Accounts;

*'General Committee duties; keep accurate accounts of the finances of the Organisation through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting….’*

PB queried where the accounts from present time to 2010 were as per financial accounting policies it is a requirement to hold on file for 7 years.

SB explained that to her knowledge JE did not have such records but was unable to confirm what had been received from Janet.

SB explained that JE had sent her an email mentioning that *'There are  bank statements, receipt files, paying in book and cheque book, but NO accounts!(like the ones we had been given in the past and at the AGM-ie spreadsheets), so none signed off!’*

SB explained that it was suggested by JE that Janet would not be handing over any items, on questioning why JE said that she just felt she wouldn’t as the Club was Steve and Janet’s ‘baby’ and that documents and items belonging to the Club were unlikely to be received.

SB put it to those present that the Club had to move forward, possibly with 2 options and for those present to vote on this;

1; A vote to send a full and final letter to Janet requesting for Club owned items and documents to be handed over as soon as possible; no one voted for this, zero count

2; A vote to refer ourselves as a Club to the Charity Commission seeking advice and options open to us given the concerns raised;

unanimous vote to do so.

The above vote was supported due to concerns on Club liability due to length of time of knowing and being concerned of financial record keeping particularly as the Club is a registered Charity and was up until recently in receipt of grants of various amounts.

It was discussed whether it was possible to appoint a new Treasurer until the above concerns are rectified, until the financial position of the Club is brought up to date.

Those present asked to seek clarity on this from the Charity Commission

It is recorded that JH still holds a set of Clubhouse keys, a laptop, a camera, a paddle float as per AGM minutes;

it was acknowledged that the Club is in receipt of the Radios left in the Clubhouse although the condition of them does not reflect what is known to be minimal Club use.

DM and SB to contact the Charity Commission w/b 14th August 2017.

Minutes to be circulated to Club Members, meeting closed 20.15

Next planned meeting 15th September 2017 at 19.30,Meeting Room, Wetherspons, Bridport