

**Minutes of the Meeting of Cantley Staithe Charitable Association held on
Tuesday Thursday 16th January 2020 at 6.30pm in Cantley Village Hall.**

Present: Steve Bennett
Kevin Francis
Dot Machin
Peter Key
Brenda Pawsey
Jan Davis

Also present: Melanie Eversfield, Clerk to the Trustees and 3 members of the public

1. Apologies

Apologies for absence were received from Norma Knight.

2. Minutes of the Meeting held on 17th October 2019

These were circulated and agreed as a true record.

3. Matters arising from the minutes

- a) The Clerk to the Trustees stated that the new bank account was open and all money from the old account had been received.
- b) The Clerk stated that there were two outstanding mooring fees for 2019 all of whom have until 1st February 2020 to pay.
- c) The Clerk to the Trustees stated that all recycling credit invoices were now up to date and a direct debit mandate has been set up for future payments.

4. Finance

- a) It was noted that the insurance payment to Cantley Parish Council for £806.50 for the year 2019 had been paid via bank transfer earlier on in the day.
- b) It was noted that the Annual Return for the year ending 31/03/2019 has been submitted to the Charity Commission.

5. Matters for consideration

- a) Recommendations from the Cantley Staithe Working Group had not been received via the Clerk to the Trustees. Steve Bennett had made some notes but had not bought it with him. They were looking into water and electricity at the Staithe and were in contact with the Sugar Factory. **Clerk**
- b) The Moorings for 2020 were considered. It was agreed to keep the fees the same. There are 3 moorings available. The Clerk to the Trustees to advertise this as widely as possible. **Clerk**
- c) It was noted and **agreed** that the insurance for 2020 would be £465.60. The Clerk to the Trustees to arrange payment of this from 1st April 2020. **Clerk**
- d) It was noted that Cantley, Limpenhoe and Southwood have budgeted £200.00 for the Staithe. It was **agreed** to ask the Council if it would consider paying for the surface at the Staithe to be re-done. The working party would order the materials needed and do the work. **Clerk**

6. To consider the following policies

Clerk

- a) The draft Complaints Policy was **agreed** with some amendments.
- b) The draft Conflicts of Interest Policy was **agreed**.
- c) The draft Financial Management and Control Policy was **agreed**.
- d) The draft Volunteer Policy was **agreed** with some amendments.
- e) The draft Safeguarding Vulnerable Children Policy was **agreed**.

f) The draft Safeguarding Vulnerable Adults Policy was **agreed**.

7. Any Other Business

There was none.

8. Date of Next Meeting

It was noted that the next meeting would take place on Thursday 16th April 2020 at 6.30pm in Cantley Village Hall.

The meeting closed at 6.55pm

CHAIR