

**Minutes of the Meeting of Cantley Staithe Charitable Association held on
Thursday 25th October 2018 at 8pm in Limpenhoe Village Hall.**

Present: Steve Bennett
Kevin Francis
Peter Key
Norma Knight
Dot Machin
Brenda Pawsey
Mike Smith
Catherine Moore, Interim Clerk

Also present: Two members of the Cantley Staithe Working Group were also in attendance as observers.

1. Election of Chairman

Steve Bennett was elected as Chairman, proposed by Dot Machin, seconded by Peter Key, all in favour.

2. Apologies

None.

3. Minutes of the last meeting

As this was the first meeting of the new trustees, there were no minutes to be approved.

4. Transition to Parish Council as Trustee

a) Insurance

The Clerk noted that Zurich were able to add the charity to the insurance policy, and that she would chase this up. Once the policy was in place, the old policy would be cancelled.

Clerk

b) Update Charity Commission Website

The Clerk had received the login details for the charity commission and would update the contact and trustee details. The annual return needed to be completed, and required a handover with Tim Drew.

**Clerk
Clerk**

c) Accounts to Clerk to the Trustees

The Clerk and Tim would catch up to hand over all of the records.

Clerk

d) Banking Arrangements

It was **agreed** that a bank account would be opened with Lloyds, with the signatories being Steve Bennett, Dot Machin, Kevin Francis and Melanie Eversfield.

Clerk

5. Finance

The bottle bank contractor would need to be updated and paid, together with the direct debit for the collection fee once the new bank account was opened. An application was needed for the recycling credits.

Clerk

6. Matters for Consideration

a) Recommendations from the Cantley Staithe Working Group

The following recommendations were **agreed**:

- Approval for signs relating to parking to be purchased.
- Approval to hire a pressure washer to clean the pontoons annually.

- Grounds maintenance – to be included in the Parish Council’s arrangements.
 - To approach the factory regarding a lockable power point along the adjoining wall for use by the Working Group.
- Clerk**

b) Moorings 2019

The Working Group would be managing the invitations to apply for a mooring, with slightly amended criteria. The same price of £400/mooring was being recommended. The Working Group would make recommendations to the January Trust meeting for approval of the moorings for 2019.

c) Grounds Maintenance
Covered earlier.

7. Any Other Business

Tim Drew noted that the bank balance was around £7,000 in a long term reserve for future maintenance, with around £6,000 in the current account for general expenditure.

8. Date of Next Meeting

The next meeting would be Monday 15th January 2019, on the rise of the Parish Council, at Cantley Village Hall.

The meeting closed at 8.25pm

CHAIR