

**Minutes of the Meeting of Cantley Staithe Charitable Association held on  
Tuesday Thursday 15<sup>th</sup> October 2020 at 6.30pm via Zoom**

**Present:** Dot Machin  
Peter Key  
Brenda Pawsey  
Jan Davis

**Also present:** Melanie Eversfield, Clerk to the Trustees

**1. Apologies**

Apologies for absence were received from Norma Knight, Kevin Francis and Steve Bennett.

**2. Minutes of the Meeting held on 9<sup>th</sup> July 2020**

These were circulated and agreed as a true record.

**3. Matters arising from the minutes**

- a) The Clerk to the Trustees stated all mooring spaces had now been taken with two invoices outstanding of which she will continue to pursue. **Clerk**

**4. Finance**

- a) It was noted that a direct debit of £12.60 is due to be paid to URM on 28<sup>th</sup> October 2020.
- b) The accounts from 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020 were received and noted. The Clerk to the Trustees stated that at the January 2021 meeting we will be discussing the 2021/22 budget and allocated/unallocated reserves.

**5. Matters for consideration**

- a) An email from the Secretary of the Staithe Working Group had been received and was noted.
- b) It was noted that the Clerk to the Trustees would undertake a risk assessment of the Staithe. Previous risk assessments to be looked for by Dot and Jan. It was also noted that the Broads Authority water safety notice boards are illegible and damaged. The Clerk to raise this with the Broads Authority. **Clerk**

**6. Any Other Business**

There was none.

**7. Date of Next Meeting**

It was noted that the next meeting would take place on Thursday 21<sup>st</sup> January 2021 at 6.30pm in Cantley Village Hall or online via Zoom.

The meeting closed at 7.54pm

**CHAIR**