

# Withernwick Village Charity Trustees Meeting held on Monday 24<sup>th</sup> February 2025.

(To finalise cost's and funding for this charities Medieval day event at the playing field). Start 6:45pm Finish 8:45pm.

Attending :- L Graham, C Wilkie, M Mann, K Brown, N Harvey, C Wrightson

Apologies :- J Ashton, E Sherman, E Whittaker, C Whitton

## Minutes

1. ChW told us that the Falconry display was with SMJ Falconry, Roger Johnson was the contact. A discussion took place about no flying display with birds sat on perches for visitors to have photo's with at a cost of £550 was thought to be an expensive side show. All agreed to keep this on the back burner. CaW suggested contacting Bridlington Wildlife at Carnaby to see what they could do for us, ChW will look into this. (LG since learned that flying has been restricted by DEFRA because of bird flu).
2. The Burton Constable Archers at a cost of £200 are on hold until they have done a site visit as the playing field might not be big enough.
3. The re-enactors expenses was confirmed at £200 and they carry their own insurance. Their re-enactment will last between an hour and hour and half, depending how much time the crowd spends interacting with them. All agreed that this event should start at 2pm when the Sovereign will open it. EW told Mathew Groves about the day and as he's a trustee at Aldborough Primary, he would see if they could add it to their curriculum and apply for funding for a bus to come to the event. ChW said that at past re-enactments, school children have made shields & swords and had battles with the enactors.
4. The generator was hired from Beverley Tool Hire down Swinemoor Lane at a cost of £54 last year. It has to be picked up and returned. NH will book it again.
5. A full hog which will feed approx. 75 – 100 people cost £800 last year, NH will book one to be served at 3:30pm
6. The Hornsea Ceilidh Band is booked for £50 expenses and are just waiting a start time from LG, they are also going to advertise the event on their notice board. They will come dressed medieval and have their own gazebo, they just need 6 chairs.
7. What the Sovereign needs to open the event was discussed. ChW told us that some drop a white hankie, some push a toy sword into the ground. LG asked what were the 'favours' the knights would ask for? ChW said anything from a pair of glasses, a pen or a scarf, basically, whatever anyone had on them!
8. The poster LG has done needs the start time changing and also the addition of free entry with the newsletter. So it will read £5 entry, under 16's free and 1 free entry with the current newsletter.
9. A discussion took place on who owns the fallow field that Mathew Groves track runs along at the other side of the hedge & dyke at the playing field. LG will email S Croft and M Groves to find out as with permission from the owner, this would be great for parking the horses & horse boxes and also visitors off road car parking. Containing the horses and crown was discussed. Wooden sticks placed in the ground with rope tied around the would be a good barrier, NH suggested an electric fence (not attached to a battery!) could also be used as a barrier.
10. NH told us that the 2 Portaloo cost £55 each last year from Add Plant, they deliver on a Friday and collect on a Monday. She agreed to book them for this event.
11. KB has already got the funding wheels in motion and has enquired to some funding streams already. All agree that for this event she will apply to the wind farm for £1,264 to cover :- generator, Hog roast, 2 Portaloo, re-enactors expenses and the Ceilidh Bands expenses. All agreed that we could look for funding at a later date for the Falconry and Archers when we have more information about flying restrictions and space for the archery.
12. LG had also done posters for the May event and the sunflower competition. As EW was unable to attend, no cost or activities were discussed for the May event. A discussion took place on the 100 sunflower pack's LG had made up with seeds, a pot and growing instructions and when to bring it for judging. It was agreed that as soon as the Newsletter was delivered that she would put the sunflower poster up as the seeds need to be planted in March. Winners were discussed and it was agreed that every entry would be a winner so no child would go home empty handed and they would each receive a sweet cone which cost £1 each, a certificate on coloured card with a Rosette and Well done on it etc (LG will do) which will cost approx. £14 for 100 sheets of printing card (then ink on top) and 100 winners medal which will cost approx. £30 for 100. This would be a total of approx. £144 (plus ink if needed) to cover 100 entries. LG gave CaW an invoice for 500 seeds, 100 pots, 200 bags and printing paper for £39.25. A

discussion took place on expenses and CaW stressed that if anyone buy's anything and want reimbursing, they must have a receipt for the books. The total cost of the sunflower competition will be approx. £183 plus ink if needed.

13. Following on from 13 above, LG stressed receipts were important, more so for shared events with the Poors Charity because as well as sharing 50/50 any money made, they will also share 50/50 expenditure and she asked CaW to keep a record of expenses for those shared events including the sunflower competition for the Fete.

14. LG has been enquiring at some of the umbrella companies about enhanced DBS checks with barred list. Turns out that it's still free for unpaid volunteers but you have to pay their admin fee so our bill went down from £798 for the 12 checks to £120 plus VAT. A discussion developed on the different companies, LG said she was still waiting for more responses including Hull City Council and the gov.com customer services. To be discussed further at a full Trustee and Friends meeting, possible the AGM in April when the process is understood better and more information obtained.

15. LG said she had been looking at cash & carry, Hancocks with their novelty sweets and the New one on Air street, Metro who include the VAT in their advertised prices. No decision was made on applying for an account.

16. LG said that she was getting increasingly frustrated with the village website owner, who despite her sending a PDF list of Trustees, Officers and Registered friends, he has still got it wrong on the website with JA appearing as both Trustee and Friend! It was agreed that it reflect poorly on our charity when the details of it are incorrect but he has put up the minutes of the January meeting. I will be sending these minutes too when they are approved! The village website is hosted by Just Host.com and as they charge \$3.95 a month LG assumed it's American. She went on to say that she had been looking at DIY websites after KB suggested this at the January meeting and remembered that she developed a business one for her company in the past and said the best one she found so far to date seemed to be IONOS (as advertised on TV). Basically is a rent a site like the village website with no coding to write, for £1 per month you get the basics, your own website (with templates), free domain, SSL and an email address. For £2 per month, you also get a more powerful editor and the ability for customisation. All of the Trustees could have access to update and add posters etc, the email address and website address could also be put up on our Charity Commission account . MM thought it wouldn't be used much, KB said that not everyone has Facebook and further discussions took place but no decision was made so will be put on a future agenda for a Trustee & Friends meeting.

17. NH has received her code reader for the bank account which is currently with Lloyds and agreed to log in and request a reader for MS and add CaW as a signature to the account with full access and request a reader for her too. (Some of us thought CaW was already a signatory but turns out she wasn't!) Once these things are organised, NH will then be able to remove MS from the Account and add KB so that both treasurers and secretary have access, when this is achieved, NH will request to change the account to a treasurers account with no monthly fee. Once all of this is completed we can look at changing the name. Current details are Withernwick Community Association, sort code 77 12 22, account no 13618860.

18. LG said that the annual return is due at the Charity Commission at the end of the financial year – 31.03.25. For this current year, which started at the merger meeting on 23.10.24 and the balance sheet should show income and expenditure from then to 31.03.25. NH and CaW will need to do this together.

19. KB suggested us having our own logo, a brief discussion took place but no decision was made and will be put on a future agenda.

20. Next meeting is a joint meeting with the Poors trustees on 12<sup>th</sup> March in the Falcon at 8pm after the Parish council meeting. MS is bringing the pig racing info etc ready for the event on 21<sup>st</sup> March