

**HEREFORDSHIRE RIDING FOR THE DISABLED
HOLME LACY THERAPEUTIC CENTRE**

**Minutes of HRDA AGM held at the Orchard Room, Holme Lacy College, HR2 6LL
2nd September 2014 at 6:00pm**

Trustees Present: John Meredith (JM) - Chairman, Louise Botfield (LB) – Treasurer, Dave Pears (DP), Nick Jenkins (NJ), Steve Jones (SJ).

| Item | Details |
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| 1 | Welcome: The Chairman welcomed everyone to the meeting |
| 1a | Apologies: Jesse Norman, Josie Pearson, Valerie Lilwall, Barbara Millman, Lisa Millman |
| 2 | Minutes of Previous AGM held on 10th September 2013 The minutes were approved and signed. |
| 3 | Matters Arising There were no matters arising. |
| 4 | <p>Treasurers Report. LB presented the Treasurers report and outlined the reasoning behind why HRDA had had such a difficult year financially. This opened discussions regarding projections for the next 12 months and how the increased expenditure was going to be addressed.</p> <p>Celia Bakers asked if there had been any contribution from the College towards the cost of re-surfacing the arena. The Trustees present were unsure if the College had been approached but would follow up. LB confirmed that Staffing costs, expenditure re the welfare of horses and repairs and maintenance costs had all been addressed and projections to March 2015 showed a small loss of approx. £5000 compared to the end of March 2014. There had been a poor start and the rest of the year was playing catch up. Projection for income £140,000</p> <p>Gail Baptist asked how would staffing levels be managed with more horses on the yard? Fenella Bennett responded that this would be managed with the support of volunteers. JM made a request for volunteers and added that we have to work together as a team. The question was asked if there was money available within the budget for fundraising. It was confirmed that there was no budget and fundraising was through the Trustees.</p> <p>Marcelle Lloyd Hayes advised the attendees that she had been in contact with a photographer who was willing and able to create a professional video to “sell” the RDA. A quote from Rural Media was around £15,000 but her contact was prepared to create the video for £500. Marcelle Lloyd Hayes also commended that the horses were in a much better condition as conveyed to her by her daughter who had attended the RDA. NJ confirmed that only being “on board” for 5 months with everybody’s support he felt they would make it work.</p> |
| 5 | <p>Chairman’s Report. JM asked if everybody had read the report which was included with the AGM Agenda and documentation and were there any questions. “What is going to happen with fundraising?”. JM confirmed that there was a fundraising committee which met on a Friday evening 6:00pm in Sainsbury’s café. Fenella Bennett confirmed she was the lead but felt she was not the “face” for fundraising and invited anyone present to join them. Marcelle Lloyd Hayes asked for an indication of things in the pipeline.</p> <p>27th September – Steady Eddie rides the Herefordshire Trail – Wyevale Garden Centre - £15. Minimum sponsorship</p> <p>31st October – Halloween Night at the yard – Donations of prizes were requested</p> <p>1st November – Race night at Woolhope Village Hall.</p> <p>It was suggested that the Green before the railway bridge in Holme Lacy could</p> |

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| | possibly be utilised for erecting billboards for advertising. NJ added that if anybody had suggestions they should contact any member of use the suggestion box. |
| 6/7 | Election of Officers JM handed over to chair to NJ for the election of the Chairman. There had been no further nominations received and JM confirmed he would be happy to stand again. There was a unanimous show of hands and JM was re-elected as Chairman. Pam Hill commented that anybody employed by HRDA could not vote. However, this did not have any bearing on the decision. Treasurer – Louise Botfield – proposed by Penny Jenkins, seconded by Marcelle Lloyd Hayes. Secretary – Barbara Millman – proposed Louise Botfield, seconded Gill Haynes. Trustee: Nick Jenkins and Steve Jones – proposed Martin Meredith, seconded Keri Meredith. Dave Pears confirmed that he would be stepping down as Trustee and officer of the Finance Sub-committee but that he would continue as a signatory and volunteer. Proposed Marcelle Lloyd Hayes, seconded Amanda Drynda. |
| 8 | Appointment of Auditor/Independent Examiner. LB advised that Thorne Widgery had been the auditor previously. However, she was recommending Able Accountancy as the new Independent Examiner for the following reasons: <ul style="list-style-type: none"> • Ex partner of Baker Tilly who had previously worked with RDA • Wants to look after people (not just figures) • Very approachable • Benefit the RDA • Cheaper Celia Baker supported the recommendation “least we can do is support you with whom you work with”. Show of hands – unanimously agreed that Able Accountancy should be the new Independent Examiner. |
| 9 | Up-date Reports from Centre Manager/Fundraising Committee This information was contained in the AGM Agenda and documentation. There were no questions. |
| 10 | Special Business The volunteers present voiced their concerns of not being kept in the loop. They were unclear as to what was happening. Derren Walsh commented that they had “upset a lot of volunteers and need to build a lot of bridges”. Rumours had been rife. Fenella Bennett confirmed that they appreciated what was being said and that it wouldn’t happen again, there would be a programme for volunteers and that more clients would be going through the Centre. NJ reiterated that the Volunteers input was more important than the Trustees and that we needed to move forward with the volunteers input. Pam Hill asked what was the plan for the Volunteers and suggested that a Volunteer Lunch should be arranged – make people feel wanted and that the Trustees needed to re-engage with the volunteers. Celia Baker added that we should not rake over the past, draw a line and move forward. A bit of nurturing would be required. An action point to move forward urgently – All volunteers should be contacted with details of staff at the centre, and timetable. A regular newsletter should be created and we should be more transparent. Terrie Cameron requested of the Volunteers “Please come back”. Rosemary Hoyes added that the Volunteers used to come into the office and have a coffee but latterly they would just go straight down the yard. “Please come back and pop in and say Hello. |
| 11 | Any other business - None |
| 12 | Meeting closed – 7.30p.m. |