

PDMS Trustees Meeting Minutes

10:30am Tuesday 23rd April 2019

Aldis Farm Shop Cafe

Present: HG, JM, RB, SD, LB, PS, MB

Apologies TR

The meeting had been called to discuss two specific topics

1. To formally adopt a Financial Controls Policy (FCP)
2. To discuss claiming of Gift Aid from donations received.

SD talked the trustees through the draft FCP which had been circulated prior to the meeting. Suggested amendments were made and a document finalised. Following the meeting the FCP has been circulated to all members and posted on the website.

RB had produced a memo summarising the new FCP and this has also been circulated to all members.

It was also agreed the Charity Commission Checklist will be used each year at around the time of our Annual accounts to review our controls.

As part of the FCP we formally agreed the the signatories for PDMS cheques and use of PDMS Debit Cards (subject to our FCP rules) are Roy Burson, Steve Dowall and Les Banks.

It was recognised that our Responsible Persons need to be briefed at the earliest opportunity.

Gift Aid claims were discussed and PS shared his findings with trustees and a working party led by PS will submit a legitimate claim to HMRC for past donations and put in place a process for future claims.

Meeting Closed at 11:45am