

## DRAFT

### ROTARY CLUB OF CANTERBURY

#### Minutes of a meeting of Council held on 27th January 2015

1. Present: Viv Pritchard (President), Harry Cragg, David Barton, Robert Yonge, Peer LeFleming, Alan Mepstead, Peter Hermitage (part), Lewis Norris, Robert Boyd-Howell, Martin Ward, Geoff Goodban, Brian Dobinson

2. Apologies: none.

3. Minutes: the minutes of the last meeting held on 25th November 2014 were approved.

4. Matters arising (by reference to the November minute numbers):

4a): PLF had written to MB, who had claimed the benefit of Rule 85, and it was therefore

**RESOLVED that the Council formally approved the application of Rule 85 to MB**

4a): VP had been in touch with AC, who had paid his current subscription. AC was considering whether to apply for the benefit of Rule 85.

5c): VP had circulated the questionnaire to the whole Club, and had received a number of replies, which contained some interesting comments on the direction the Club should take, but the majority of members had not yet replied, and he urged everyone to do so promptly so that the survey reflected the wishes of as many as possible

5d): Awards Committee. PH had considered whether changes were necessary in the organisation and operation of this committee, the intended purpose of which was to put forward to the President the names of those members who were to be considered for a special award.

As he saw it, the alternatives were:

- (i) To stick broadly to the present arrangements, with the President in attendance at meetings. Need to clarify role of the committee and the procedures.
- (ii) To make membership of the Awards Committee open to the membership by election.
- (iii) To leave the awards to Council,
- (iv) To leave it to the whole Club to vote

PH unreservedly favoured option (i). After discussion

**RESOLVED that the Council approved option (i) and that PH discuss both the changes to the system with AS, current Awards Committee chairman, and a presentation to be made to the Club by the Awards Committee, in due course, explaining how the Committee would be working.**

5e): VP had received committee chairmen's comments on the draft paper on the roles of the committees, and it had been published.

5f): LN had created the single Emergency Constancy reserve budget

5g): PLF had received 50 year certificates from RIBI and presentation had been made to KB; that for DN was to be awarded next week.

6: Foundation payments – an email had been received from RKC emphasising that payments due to Foundation should be made asap. The Accounts revealed a sum of £2283 allocated to Foundation, but it was not clear to LN exactly what this represented.

**RESOLVED that LN and VP discuss this with AS and a decision on remittance be made promptly thereafter.**

7: The Club archives had been refurbished for a cost of around £75. PLF repeated his plea for new storage to be found and said he was unnerved by the sight of AF ascending the ladder to his office garret.

10b): LN had passed to Club's share of the Swing Band proceeds to the Lord Mayor's Fund

## 5. President's Business:

- a) Simon Langton Girls' School Interact Club: For over a year our successive Presidents had been trying to ascertain what had happened to the funds, which the Interact Club had amassed prior to its dissolution at the behest of the headmistress. Following another approach by VP, a letter dated 21st January 2015 had been received from the Chairman of the Governors of the school, copies of which had been circulated. The confirmed that it had sent to the "Interact Group" a cheque for £1308.95, the amount in the school's Interact account. Internet enquiries had since established that Interact Group who received this cheque is a small charity, based in Chelmsford, seeking to assist disabled children. It has nothing whatever to do with Rotary and would have no knowledge of our Club. After discussion, it was agreed there was no point in the Club seeking any kind of restitution of the funds, and that any efforts to improve relations with the school were unlikely to succeed. Nevertheless

**RESOLVED that VP draft a reply to the Chairman, to be shown to BD, pointing out the facts, and suggesting a meeting with him or the headmistress to try to clear the air regarding Rotary's position generally in the hope a more amicable atmosphere might be established for the future.**

- b) Business meeting: For the next business meeting VP proposed a possible preliminary report on the questionnaire and PH proposed an address on TCK

- c) Millennium Fund: PLF had received an email from Roger Power, which had been circulated, drawing attention to the importance of members of the Millennium Fund Committee having copies of the Trust Deed etc and having regular recorded meetings. PLF confirmed that he would check whether Girlings, solicitors, had these documents. VP agreed to check that the committee was holding annual recorded meetings

**RESOLVED VP to contact Millennium Fund Committee to ensure at least one formal annual meeting of the trustees is held in future and the minutes of the meeting will be published on the website.**

- d) Election of RIBI President: Dennis Spiller of Strood was the RIBI recommended candidate of president in 2017/8. He was known to a number of members and it was agreed to support him. There was only one nominee for the post of Treasurer

**RESOLVED that PLF submit the Club's voting paper for Dennis Spiller.**

- e) Club Protection policy: PLF confirmed he would deal with the compliance requirements

## 6. Members' Business:

- a). Wishing Well: RY introduced a paper on the proposed purchase of a portable wishing well at a cost of approximately £1350 plus delivery. Amounts collected in similar wells by other clubs varied greatly from about £650 pa to several thousands, but it was felt that Canterbury should make a good site on the basis that the well would be moved between different sites in the town. In principle members were prepared to proceed with the purchase subject to funding the cost, and at least 2 sites being first secured. The discussion moved to funding. PLF and BD felt that the well would have to be paid for out of members' funds, rather than the charity account. Earlier indications that the debentures taken out by some members to launch the website might be available ahead of the planned 5 year term has proved premature. GG suggested that it might be possible to sell advertising on the well to assist with funding. RY said he thought it might be possible and would investigate. LN said that there were sufficient members' funds to buy a well,

but he had hoped to use the money for Pentangular. MW suggested the possibility of a surplus in the TCK admin account, which he would investigate.

**RESOLVED that the Club proceed with the purchase in principle, at a price of approximately £1350, subject first, to the monies required being funded in an acceptable way out of members' funds and, secondly, to at least 2 suitable sites being first made available with any necessary consents obtained. RY and LN to report on funds and sites in due course.**

b). Website: MW reminded the meeting that the website had been funded by loans from members that were to be repayable after 5 years from the income which would by then have been received from commercial sponsors. Not only was the 5 years only halfway through, but in addition some of the commercial contributions were irrecoverable as accounts had not been submitted. Furthermore, the website would require updating and modification on an ongoing basis. Currently, it needed re-branding and up-dating, in particular to adapt it make it more tablet friendly. MW had no figures for the work. No formal resolutions were passed and it was left for MW to raise the issue again with Council in due course.

## 7. Financial Report:

LN produced a summary of accounts which was circulated. On General Members fund, the unallocated balance was £2699 (after allowing £1900 for the debentures and £706 for the 100 club). On Website, cost to date had been £2800 and income from sponsorship £3300, making a surplus of £500 (£400 was outstanding for commercial sponsorship). The balance on Pentangular was £2354, on Mini Group exchange £220, RIBI subs due January had been paid. On charity account, the unallocated sum available was £4803 (including recent fundraising of £498 for the weekly raffle, and £800 and £239 respectively for the Christmas collections at Morrisons and the Station. The sum of £4803 did not include allocated sums of £3000 Emergency fund, £700 Vocational Service and £2313 for Foundation, now the sums allocated to but unspent by Community Service and International committees. Millennium Scholarship fund (valuing the investments at the end of June) was £71470. LN pointed out that there was currently a surplus of £35 pa per member on subs and said he would like to build up a small fund from that

## 8. Committee Reports:

a) Club Service: Verbal report by PH set out in Matters Arising

b) Community Service: minutes of January and December meetings circulated. Forest of Blean club was co-operating with Try-angle awards. Each club had contributed £250, and members of both clubs were to attend the awards, where there would be a speaker. Sunrise wished to help with the prostate awareness day, and this was to be welcomed as GD had for many years organised it and wanted assistance. A cheque for £1100 had been presented to The Prince of Wales Youth Club and DB wished to thank Mark Rosen and Andrew Barchi for the hard work they had put in on the project. The committee had considered the proposal that it publish guidelines for seeking its assistance, but apart from advising that matters concerning animals, politics or anything unrelated to people would not be considered, the committee had reached the conclusion that no guidance would be published.

c) International: December minutes circulated. Any enquiries for assistance from students were in future to be referred first to the Millennium Fund.

d) Public Relations: no meeting but MW reported that there had been good coverage of the Club on social media, and that the RIBI President was following it. BD reported that Gerry Warren of the Gazette had spent a long time with him discussing the Innovation Competition and subsequently a good article was published in the paper, including a photograph of last year's winner. He seemed generally well disposed to Rotary

e) Vocational Service: minutes of December and January meetings circulated and AM listed the events that were currently being considered. He asked for guidance on the number of visits etc that was appropriate -

one every other month had been suggested, but Council members thought probably there should be more in summer, fewer in winter.

#### 9. Secretary's Report:

- a) District Council meeting 12th February. VP and LN to attend. There were 2 items on the agenda of interest;
  - (i) a proposal to create a family membership for District purposes whereunder the current District subscription of £16 per head would apply to only one member of the family and would fall to £4 for each other member (spouse, child etc) of the same family. District Executive was in favour and was urging Clubs to make the same concessions in their own subs. The contention by District was that the measure would increase total membership, thus offsetting the loss of income, but its effect on individual clubs would have to be weighed up.  
Questions were raised about accepting married couples as members anyway, but RY pointed out that the Club had no special rules preventing couples from joining on the basis that individually they were to be treated exactly the same as other members, including entering the seating lotteries
  - (ii) the proposed introduction of a rule whereby once any motion had been passed or rejected, the same matter was not to be brought up again for at least 12 months.

#### **RESOLVED that the Club's representatives vote in favour of the 2 motions**

- b) District Young Chef competition - no local entrant
- c) RIBI Conference in Belfast 10-12th April 2015 - a voting delegate would have to be appointed and PLF was to raise the matter at the next Business meeting

#### 10. Any other business:

- a) HC had been approached by 2 or 3 members who were concerned that the Club Directory should only be used for Club business, and that outside events etc in which members as individuals were concerned should not be marketed to members by using meetings or the Directory. He cited a concert which had been organised by the Friends of Canterbury Festival. VP replied that he understood the point, but the concert in question was just after his year began and he had endorsed it as a Club event as a way of starting his year. Other members confirmed how enjoyable the concert had been and the conclusion was that a balanced view had to be taken. Publicity for any non Rotary event should only be given in exceptional circumstances and only with the express permission of the President.
- b) RY - Sailor Ted fund had reached £470 which was the total for the year.
- c) GG had been in touch with JB, who had not attended recently. She explained that she was having an exceptionally busy time with her work, and GG advised her to apply for leave of absence, which she agreed to do
- d) MW reported that SJ had agreed for her name to be put forward to become 2nd Vice President.
- e) GG had noted the number of collaborative events with other Rotary clubs, and was concerned that thereby the Club should not lose its identity. It was explained that certain initiatives were much easier to carry out in collaboration, especially those involving schoolchildren, where clubs such as Sunrise had members with youngish children, whereas no one in the Club had any, but there was no intention of losing any identity.
- f) VP said that a note of each business meeting, prepared by him, would be attached to the minutes of the following Council meeting, but it would be made clear that the decisions recorded were not resolutions of the Council.
- g) VP reported Rotary publicity leaflets were available at £4 for 50, and it was

**RESOLVED that 100 leaflets were to be purchased.**

11. Date of Next Meeting:

Tuesday 24th February 6.0pm at the K & C Club

#### **ACTION PLAN**

<b>Item</b>	<b>Action</b>	<b>Action by</b>
4.5c)	All members to return questionnaires not already sent to VP	ALL
4.5d)	Discuss changes to Awards Committee with AS and arrange presentation to Club	PH
4.5d)	Discuss remittances to Foundation with AS	LN & VP
5a)	Draft reply to S L Girls school	VP
5b)	Arrange next business meeting agenda	VP & PH
5c)	Discuss with LS need for minuted AGM for Millennium Scholarship Trustees	VP
5d)	Vote for RIBI President	PLF
6a)	Report on proposed Wishing Well sites and funding methods	RY and LN
6b)	Report in due course on website updating requirements and costs/ methods of payment	MW
9a)	Vote at District Council meeting	VP and LN
9c)	Raise matter of RIBI voting delegate at next business meeting	PLF
10f)	Ensure notes of business meeting make clear they are not Council resolutions	VP
10g)	Purchase publicity leaflets	VP

...more

# **Business Meeting – 6<sup>th</sup> January 2015**

## **Notes**

The notes below are not resolved decisions of Club Council

### **Item 1 – Terms of Reference of Committees**

VP explained that he had arranged to post on the website, members area, a summary of the current roles of the committees with an organisation chart to show the reporting and communication lines. This is intended to clarify the roles and to help members, particularly new members, to understand how the club is managed. VP urged all members to read the summary and let him know if there is any disagreement, query or concern. In due course, it may be necessary to review the roles and the work undertaken could help to highlight any gaps or overlaps.

### **Item 2 – Questionnaire**

VP has worked with Club Council to develop a simple questionnaire to gauge opinion on the way the club works currently. A number of copies were distributed at the meeting and VP explained that he would send an email with the questionnaire attached to all members within the next day. Members are asked to fill in the form and return to the President by the end of January. It is not clear whether anything new will be learnt from this exercise but VP felt that it is important to give all members the opportunity to express their views and to make suggestions. The results will be reported back at a future Business Meeting.

### **Item 3 – RC Chestfield Cycle Ride**

Brian Dobinson explained that a charity Coast to Coast cycle ride is being organised for 19<sup>th</sup> April. The full distance is 100 km from Whitstable to Hythe and back. Brian proposed that a team from Canterbury could opt for a shorter one way option, taking plenty of time and with vehicle support. Practice rides could be arranged to work up to basic fitness. Anyone interested to contact Brian.

### **Item 4 – Schools Public Speaking Competition**

Alan Mepstead reminded members of this competition to be held at the Guildhall on 5<sup>th</sup> February from 5.00pm. Attendance by Rotarians would help greatly to provide an audience, to listen to the speakers and to ask questions.

### **Item 5 – Progress reports International Committee, Community Service Committee**

Tony Pomeroy gave a brief report on the work of the committee over the past 12 months and circulated a summary list of awards.

David Barton reported on the CSC and explained that he wishes to explore the idea of members offering volunteer practical help to organisations as well as financial help.

Post meeting – VP has agreed with TP and DB that the work of these committees requires a fuller debate at a future Business Meeting and this will be arranged.

### **Item 6 – Pentangular Weekend – Leuven, 23-25<sup>th</sup> May 2015**

Erik Vander Linden gave a presentation on the programme for the Pentangular weekend. The theme for weekend will be International Dialogue, with visits to the European Parliament in Brussels. Leaflets were handed out to all members and additional copies were given to VP to give out at future meetings. Registration forms need to be filled in by 1<sup>st</sup> March and these will be collated by Alastair Scott.

---

There follows the **SUMMARY OF FUNDS – January 2015**

## SUMMARY OF FUNDS - January 2015

	Income	Expenditure	Funds Allocated	Cheques Outstanding	Total
<b>GENERAL FUND</b>	5448.5	2749.12		187.35	
Members Debentures (Ringfenced)	1900		1900		
100 Club (£500 balance from 2014)	706		706		
<b>GENERAL FUND BALANCE</b>	8054.5	2749.12	2606		5305.38
<b>GENERAL FUNDS AVAILABLE</b>					2699.38
<b>WEBSITE</b>					
Company Sponsorship (to date)	3300	2800			
Website Costs (to date)					
<b>Website Balance</b>	3300	2800	500		500
<b>PENTANGULAR</b>	2927	572.4	2354.6		2354.6
<b>MINI GROUP EXCHANGE</b>	915	695	220		220
<b>RIBI SUBSCRIPTIONS</b>	2949	1512			
Subscriptions paid January		1488			
<b>Balance</b>	2949	3000			-51
<b>DISTRICT SUBSCRIPTIONS</b>	1020	1071			-51
<b>FELLOWSHIP ACTIVITIES</b>	4708.46	4580.23	128.23		128.23
<b>TOTAL CLUB FUNDS</b>	23873.96	15467.75	5808.83		8406.21
<b>DINING ACCOUNT</b>	8896.19	3544			5352.19

...more

## SUMMARY OF FUNDS - January 2015 contd

<b>CHARITY ACCOUNT</b>					
Emergency Reserve			3000		<b>3000</b>
Vocational Service			<b>700</b>		<b>700</b>
Foundation			2313		<b>2313</b>
Duck race	5764.32				<b>5764.32</b>
Transferred from Events Account	4000				<b>4000</b>
Total transferred to Charity Accounts		6500			<b>-6500</b>
Weekly Raffle	498.5				<b>498.5</b>
Xmas Collections (Morrisons)	800.29				<b>800.29</b>
Xmas Collections (Railway Station)	239.89				<b>239.89</b>
<b>Total</b>					<b>10816</b>
<b>Total Ringfenced</b>			<b>6013</b>		
<b>CHARITY ACCOUNT AVAILABLE</b>					<b>4803</b>
<b>CHARITY FUNDS BALANCE</b>					<b>10816</b>
<b>COMMUNITY SERVICE</b>	6145.84	4569.92			<b>1575.92</b>
<b>INTERNATIONAL COMMITTEE</b>	<b>5853</b>	<b>2130.71</b>			<b>3722.29</b>
<b>TOTAL CHARITY FUNDS</b>					<b>16114.21</b>
<b>EVENTS ACCOUNT</b>	<b>9420</b>	<b>6741.09</b>			<b>2678.91</b>
<b>MILLENNIUM SCHOLARSHIP FUND</b>					
Investments (at end June)					<b>61962</b>
CCLA Bank Account	7152.55				<b>7152.55</b>
Natwest Bank Account	4105.53				<b>4105.53</b>
Cheque to Charlotte Wyeth		1000			<b>-1000</b>
Cheque to Matthew Gwyn		750			<b>-750</b>
<b>Total Funds Available</b>				2355.53	<b>2355.53</b>
<b>TOTAL MILLENNIUM FUND</b>					<b>71470.08</b>
<b>TOTAL ASSETS HELD</b>					<b>104021.6</b>