



Minutes

Date: Thursday 16th February 2017

Venue: Didcot Town Football Club

Time: 20:00hrs

Meeting: Accounts Meeting

Scriber: Theresa Lamble

Agenda

The items on the Agenda for the Accounts Meeting on Thursday 16th February 2017 will be as follows:

1. Club accounts
-

Officers present:

- *Daniel Fisher (Chair)
- *Geoffrey Jackson (President)
- *Theresa Lambly (Club Secretary)
- *Ben Adams (Treasurer)
- *Paul O'Connell (Championship Coordinator)

Apologises:

- Claire Jones (Membership secretary)
- Simon Woods (Social Secretary)
- Meg Stanton-Humphreys (Wellbeing officer)
- Mike Suggate (Cross Country Coordinator)

Meeting commenced at 20:16

Action / Deadline

The Chair thanked the officers that could make the meeting at short notice for attending.

The Chair stated that this meeting must be minuted as actions were occurring that were not agreed in the scope of the previous committee meeting, but based on the timescales involved felt it was pressing to hold the meeting as soon as possible.

It was noted that over the past three weeks without an account:

- The club has been unable to process memberships (16 members outstanding on the EA platform).
- The Didcot 5 Sub-committee has paid a deposit for chip timing at their own risk.
- Theresa has collected membership money from new members and Beginners fees 9 members.
- AGM and Cross Country receipts have gone unpaid.

Club Accounts:

Geoff emailed the former Treasurer as agreed on 7th February 2017 to state his concern about the club accounts and asked for the hand-over to be completed.

It was felt by all officers present that the former Treasurer's reply was unhelpful.

Concern was raised that if account details were not handed over the club would lose information spanning back over the past 14 years of history.

Discussion on how best to retrieve the account will continue at the next Committee Meeting.

7th March

Dan stated that he had asked the secretary to talk to Lloyds bank about the account information supplied by Alan (as agreed on 7th February 2017). Lloyds bank advised Theresa of the following:

- The account was in the name of Didcot Runners and not the former Treasurer.
- The Former Treasurer is sole signatory on the account.
- That mandates could be provided to transfer the account over to the new Treasurer and three new signatories and two non-signatories can be added to the account.
- Transfer of the accounts would take six weeks.

Non-signatories were discussed and it was decided to add Geoffrey Jackson and Paul O'Connell as they were present at the time.

The bank mandates were then completed and signed by the following:

Signatories (as agreed on 7th February 2017)

- Ben Adams (Treasurer)
- Daniel Fisher (Chair)
- Theresa Lamble (Club Secretary)

Non-signatories

- Geoffrey Jackson (President)
- Paul O'Connell (Championship Coordinator)

A covering letter detailing that the committee would like to remove the former Treasurer from the clubs' accounts with immediate effect and that the new signatories were to be the new Treasurer, the Chair and the Secretary.

A covering letter (circulated to all officers on Tuesday 14 February 2017) requesting the removal of the former Treasurer as a signatory on the account and the addition of the above mentioned Officers was signed by all new signatories.

It was agreed that the letter and mandates were to be sent to the Business Banking for Clubs and Societies at Lloyds bank as soon as possible.

It was noted that Lloyds bank will contact the officers to provide ID, this needs to be completed by each officer listed on the mandate, in person original ID, (photocopies are not accepted). Dan does not need to provide ID as he banks with a partner bank and his ID is already on their system.

Theresa to post the paperwork ASAP. ASAP

All signatories to produce original ID when requested by Lloyds bank. ASAP

Date for next meeting: Tuesday 7th March, 20:00hrs.

Meeting closed by chairman at 20:40.

Signed: T Lamble

Date: 16th February 2017