



Steering Committee Meeting
Monday 11th July 2011 21.35 Committee Room, Village Hall

Present: Tom Hawthorne (Chair), Carole Nicholson (Vice-Chair), Mac Gardiner, Kelvin Speirs, Oliver St John

Apologies: James Anwyl, Michael Ward

| <u>Agenda Item</u> | <u>Discussion</u> | <u>Action</u> | | | | | | |
|---|---|--------------------------|-------------------------------|-----------------------------------|---|--|---|--|
| 1. Welcome and Apologies for Absence | Tom Hawthorne (TH) thanked everyone for attending. Apologies had been received from James Anwyl and Michael Ward. | | | | | | | |
| 2. Charity Commission | <p>TH explained that this additional meeting had been requested by MG to talk through the ramifications of needing to register with the Charity Commission.</p> <p>MG reminded the meeting that he had made enquiries as to whether the fact that VAP had held certain grant funds for onward payment to other bodies meant that VAP did not trigger the threshold limit of £5,000 income in any one financial period. However, MG confirmed that VAP does need to apply for Charity Commission Status (by 31 August 2011 at the latest). The issue of 'qualifying' grants relates only if VAP were a holding agent. In this instance, the Trustees would have no influence on any decisions made regarding those funds. This was not the case in any of the grants earned in 2009/10 – as the VAP Steering Committee discussed strategy and made decisions on all of them.</p> <p>MG tabled the Charity Commission questionnaire on which he had entered draft responses. The meeting approved those that MG had completed, and authorised MG, TH and CJN to complete the remainder of the questionnaire on behalf of VAP.</p> <p>MG noted that he had received advice that it would be advisable for VAP to adopt the standard Charity Commission Constitution at the next VAP Annual Meeting on 28th September 2011. The meeting concurred with this and authorised MG to complete the necessary application forms to this end.</p> <p>MG noted that it would be necessary to make a small number of consequent changes to the VAP Steering Committee Constitution which would be a matter for the Steering Committee to consider after the Annual Meeting.</p> | <p>MG</p> <p>MG</p> | | | | | | |
| 3. Co-option to Steering Committee | <p>CJN noted that she had received one request from a VAP volunteer for consideration by the Steering Committee members for co-option to the Steering Committee.</p> <p>It was agreed that CJN should write to all Team Leaders stating that the deadline for applications will close on Friday 22nd July.</p> <p>The meeting agreed that, should no further applications be received by the due date that the applicant would be deemed to be co-opted with immediate effect.</p> | | | | | | | |
| 6. Dates of future meetings | <table border="1"> <tr> <td>VAP Sub-Committee</td> <td>VAP Steering Committee</td> </tr> <tr> <td>Tuesday 6th September</td> <td>Tuesday 5th September</td> </tr> <tr> <td></td> <td>AGM Wednesday 28th Sept</td> </tr> </table> | VAP Sub-Committee | VAP Steering Committee | Tuesday 6 th September | Tuesday 5th September | | AGM Wednesday 28th Sept | |
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| | AGM Wednesday 28th Sept | | | | | | | |
| End of Meeting | The meeting closed at 22.00. | | | | | | | |

Signed as a correct record:

CHAIR

(These minutes have been agreed by a quorum of the Steering Committee for lodging on the website. They are subject to ratification at the next Steering Committee meeting)