

**ELLGaS**  
**Executive Committee Meeting Minutes**  
**Wednesday, 10<sup>th</sup> March 1999.**

**Present:-** Clive, Jeremy, Alistair, Ken, Maggie.

**Apologies:-** None.

**Matters Arising from the Minutes of the last Executive Committee Meeting:-**

The petty cash is now in the process of being sorted out. The amount in the tin is being brought to £40.00 and the analysis for the last 18 months is being entered into a cathedral analysis book.

Ken has written the article for North West Networks and this has been sent off via e-mail.

All deadlines concerning the National Lottery Bid were met and it went in on time. Our thanks go out to Maggie for all the hard work she invested in this project. It hopefully will have major implications for ELLGaS's future development and expansion into a major organisation with considerable influence in the North West.

The letter of invitation to the Annual General Meeting is being organised:- *Action Maggie.*

**Treasurer's Post (deferred from last Executive Committee Meeting):-**

A sound, thorough and effective accounting system is, thanks to Clive, now in place. It was agreed that whilst a permanent external accountant would be very expensive, they could be useful on a periodical basis (say, every 2-3 months) for auditing purposes. The larger amounts of money we hope to be dealing with in the future should have no effect on the actual accounting procedure itself when managed responsibly. In addition the idea of a treasurer external to the organisation having a say in what we spend our money on could have major adverse repercussions.

**Draft and Format of Annual Report:-**

Clive's draft of the Annual Report was read and approved after a few minor alterations were made. It was agreed by all to be a very impressive looking document.

The format, it was agreed would follow the same template as that of previous years, namely highlighting achievements over the last year and proposed developments for the forthcoming twelve months.

**Venue for the Annual General Meeting:-**

Jeremy has gone ahead and booked Blakey's at St George's Hall. The fee quoted is £180.00 to include the hire of the room and a buffet for 40 covers. Numbers can be changed up to as late as the Friday before.

The application form (in Jeremy's name) has been sent off along with a cheque deposit of £50.00. They will be sending us an invoice for the balance.

From the look of the literature, this venue, it was agreed, will provide prestigious surroundings from which to announce our achievements and forthcoming plans.

### **Running Order for the Annual General Meeting:-**

- Welcoming Introduction.
- Apologies.
- Minutes of the last Annual General Meeting.
- Matters arising from the minutes of the last Annual General Meeting.
- Presentation of the Annual Report (incorporating Treasurer's Report, Worker's Report and Statistics).
- "blank" item for changes to constitution\*/procedures.
- Ratification of Policies.
- Setting of the Subscription Fee (required for charitable status, presently set at zero).
- Election of Officers.

\* If somebody wants to make a change to the constitution, ELLGaS needs to know at least 21 days before the Annual general Meeting (28.4.99).

It was suggested that we might consider having name badges made up for the A.G.M.

As mentioned above, Maggie is organising the invitations. She has an invitation list in mind which she advised the meeting of and will put this in writing and forward it to all Executive Members:- ***action Maggie.***

### **Membership:-**

We are in receipt of one of Viv's references.

We are also in receipt of Michael's application although we need one alternative reference as both proffered were ELLGaS members.

### **Treasurer's Report:-**

	£	<u>Budget Head (i.e. funding source)</u>
Balance brought forward:-	4,936.83	

Less outgoings:-	589.38	Joint Finance (support worker)
(internet)	572.14	Joint Finance Communication Plus
	805.56	East Lancashire Health Authority
	106.00	Other (Consultant & Bank Charges)
	438.92	National Lottery
Plus income:-	4,773.70	National Lottery
	<u>=====</u>	
Balance carried forward:-	<u>7,198.53</u>	

**The next General Meeting will be on 31.3.99.**

**The next Social will be on 1.4.99. at The Burnley Mechanics**

**The next Executive Committee Meeting will be on 14.4.99.**

**The Annual General meeting will be on 28.4.99.**

**PLEASE COMMUNICATE ANY ALTERATIONS TO THESE DETAILS TO ALL MEMBERS, THANK YOU.**