**Minutes of Transition Chesterfield EGM held via Zoom on Thursday 23 September 2021 at 19.00.**

**Present**: Lisa Hopkinson, Alastair Meikle, Margaret Hersee, Darryl Cowley, Dawn Ward, Chris Brooks, Polly Bentley at 7.30

**Apologies**: Alison Cowley, Greg Hewitt, Martin Baxter.

1. **Welcome and apologies**

Lisa agreed to chair the meeting. Apologies as above.

1. **Accounts for 2020-21 and Treasurer’s Report**

The agreed income and expenditure and balance sheet was shared. Darryl noted that the entries for Potato Day covered two years as there was a delay in some expenditure from the previous financial year and handing over the share to Inspire Garden.

It was noted that the final amount should be: Balance available to TC: £ 3245.52 [£4288.59 + £306.93 = £4595, less the Restart Grant].

**The accounts were passed subject to the above amendment,** proposed by Lisa, seconded by Alastair, all agreed.

1. **Election of Treasurer & other Core Group members**

As Darryl and Polly were not able to attend the AGM, they had not formally been confirmed as continuing Core Group members. Polly said she was willing to continue, although Thursdays would still be a problem for her.

Darryl said that he was prepared to continue as Treasurer for a final year and agreed that some of the recommendations from the Independent Examiner would help with this.

The recommendations were then considered in turn:

1. **Quarterly check.** Darryl agreed this would be useful and should also be done after Potato Day. The first one would take place at the October monthly meeting.
2. **Project accounts** to be maintained separately. Projects to keep their own accounts as corroboration of Treasurer records.
3. **Transaction records.** All transactions to be recorded, in particular donations for each event and activity.
4. **Petty Cash.** Recommendation is for £100 max. However, it was noted that £300 float was needed for Potato Day and paying in money for the Treasurer was difficult due to work commitments. £300 float to be kept up until Potato Day. Treasurer to purchase receipt book to ensure all transactions noted.
5. **Procedures.** Lisa offered to assist Darryl with the accounts, but he felt that the quarterly checks would mean that things were kept on track.

**Polly and Darryl to continue on Core Group:** proposed by Alastair, seconded by Dawn, all agreed.

1. **Any Other Business**
2. Potato Day 2022. Alastair noted that a decision was needed by end Oct on whether to stick with pre-orders only. Special meeting to be arranged if necessary to check on volunteer support.
3. Monthly meetings. To continue on Zoom, except when accounts to be checked. Margaret to check Monkey Park booking for October.

Meeting closed at 8.00pm. Next monthly meeting on 14th October, 7pm at Monkey Park.