

explained that the numbers were broadly consistent with the previous year:
in 2016: 64 unwaged walkers and 11 low waged walkers; we have supported slightly more than half the walkers on 6 Legs (Northern, London, Oxford, Midland, Kettering, Ely.)

- e) The **New Funding Model**: Clare found the Google document very helpful for last minute changes; there were slightly more late drop-outs last year.
- f) **Leg accounts and returns**: accounts and returns have been received from 7 Legs but not from Ely and Wensum.

There was much general discussion about Leg accounts, during which the following points arose:

- any walker on a Leg should be able to see that Leg's accounts;
- the SCA must be able to see a Leg's accounts to check that SCA money is being used properly;
- the SCA needs to know the number of walkers aided by the SCA
- it was asked whether Leg accounts were audited each year
- Easter Cross: their accounts are told to the Leg at their Leg Meeting. There is no need for any accounts to be submitted to the SCA unless a Bursary or other SCA funding were given to that Leg in that particular year. It was suggested that it might be sensible to do them according to CB's model in future, if SCA funding were to be requested and bursary given in future.

Two Legs (Oxford and Kettering) need to repay money to the SCA. Clare will return to those Legs to clarify their position.

CB

Clare will request the accounts from Ely and Wensum again. It was agreed that if no reply or contact was forthcoming, then the Legs concerned could not receive funding in 2017. If Leaders do not reply, Clare will try to make contact through the SCA reps.

g) Bank signatories:

- (i) As Dominic Shirt is no longer a member of this Committee, a new signatory is required; it was proposed by Clare Byrne, seconded by Helen Vale and carried unanimously that Una Moran be appointed a signatory.

CB, UM

The other current signatories are: Clare Byrne, Murray White, Damien Sweeney and Michèle Crawford.

- (ii) Bank Mandate forms will be available in Walsingham for new Leaders' teams to start to change their Bank details immediately. Leaders will be asked to make sure that their accounts are in order.

*CB, G.O.D.
DS to warn
at Lead w/end*

- h) There was discussion about the G.O.D. accounts which at present are not audited or shown. G.O.D. checks that Legs are solvent but does not scrutinize the accounts. Sarah agreed that in future there is a need for someone with financial ability to be available to help with auditing accounts and other financial matters. She will include this as a note for the future for G.O.Ds to take forward.

G.O.D.

6. Funding Model for Family Legs:

The Working Party, which includes many members from the Family Legs, has worked very hard to produce a fair funding model for the Family Legs.

*UM
and Working
Party*

The overall aims of the original model was that it should:

- meet the charitable aims of the SCA
- be transparent and open
- must not require means testing.

The proposed model was sent to the Family Legs before Easter last year; it was based on the same principles as the general model with families treated as entities and, as in the general model, being waged/ unwaged/ low waged.

Two Legs responded with some minor alterations; one Leg has suggested treating adults as individuals not part of a family; that raises the question of how children will be treated. This proposal does not fulfil our criteria and there is as yet no solution. The former procedure of the "block grant" does not meet the Charitable Aims of the SCA. The Family Legs will need to know what their funding will be for 2017.

Procedure to be followed until we have an acceptable model:

*Working
Party*

- the Working Party will reconvene as soon as possible;
 - if solution is proposed, Trustees, Chair and Treasurer asked to discuss and agree;
- Trustees*
- if no agreement can be reached, the Working Party will continue to draft a proposal
 - any new proposal will come to Trustees, Chair and Treasurer who will reconvene as soon as possible.

Jon Riley thanked the Working Party warmly for all their hard work in this difficult matter; Una reported to the meeting that the proposal sent out before Easter was not intended to be a consultation document. The Working Party appreciated the time that people had put into feeding back to them and the Working Party had undertaken this task most seriously and with integrity.

Damien reminded the meeting that the Constitution defined our object as “making grants to poor pilgrims, not the adjective “needy”.

7. Disbursement 2017

Clare reported that last year’s amounts worked quite well. It was proposed by Susanna Tayler, seconded by Joe Power and passed unanimously that grants for 2017 should be: £65 for unwaged; £30 for low waged.

There will be no change to Bursaries and Clare will seek Trustees’ approval for Bursaries. It was proposed by Una Moran, seconded by Craig Ince and passed unanimously that the amount available for Bursaries be £1,200.

*CB
Trustees*

Timings for Easter 2017.

October: Damien and Una will attend the Leaders’ weekend and give all relevant information

DS, UM

January: Clare will ask Legs for Bank details

CB

15 March: Google document will be sent out

31 March: date for completion of Google document.

If there is a need for last-minute funding, Clare will be able to provide it but not immediately.

8. Additional Financial Matters

a) Sarah reported that the arrangements for **costs at the Pilgrim Bureau** will be simplified this year. In subsequent years there will be substantial extra costs and the G.O.D team have already made contingency plans. Leaders will be warned that they will need to plan in advance for these increased costs.

G.O.D.

b) It was suggested at the Easter Committee meeting that an **Assistant Treasurer** might be appointed. Clare explained that at this point it would not be beneficial as she was still setting up systems, but that in future it might be helpful.

CB

c) **storage of electronic financial records:** Clare is to investigate secure storage for the personal and sensitive information she holds owing to her position as Treasurer. Murray has checked the Charity Commissioners’ advice which is to abide by Data Protection Law.

d) Murray explained that this year’s online booking process was a trial; this year it will be adjusted slightly and a booking form for the Family Legs introduced.

e) It was agreed that the SCA should continue to offer help with travel expenses for those attending the Music weekends; a statement from M.O.D. must be sent to this meeting if money has been granted. This agreement will be on the Agenda for the Autumn meeting and reviewed each year.

*M.O.D.
Agenda*

f) Clare has received notification from RBS, reserving the right to make a charge for an account in the future.

9. Merchandise

- a) Thanks were expressed to Susanna who is willing to continue in this role. At present there are: 40 pens; 2 hoodies; many CDs; 100 folding shopping bags. Michèle will check how many cards and postcards she has in store. Last year 8 people pre-ordered hoodies. Susanna will organise a pre-order for hoodies again this year. MC
- b) Susanna would be pleased to have **creative ideas** from Leg members and will send round an email asking for ideas; Sarah will forward to Student Cross mailing list. ST, G.O.D.
- c) It was proposed by Brian Roberts, seconded by Andy Wilson and passed unanimously that **£500 will be made available for non pre-ordered goods.**
- d) Kathryn will send out a rota for selling KA
- e) The Anglican Shrine were not happy with the use of a table in the Dining Room. Perhaps another venue could be found or merchandise available at Leg meetings? Two floats will be needed for two venues. CB, KA

10. Elections

It was proposed by Una Moran, seconded by Jon Riley and passed unanimously that Michèle Crawford be re-elected as Hon Secretary. There were no other nominations. If in future an Assistant Secretary is needed, this will be reviewed.

11. Website

Murray reported that the Website is up to date; the Minutes, the Accounts summary and Officers included. Murray has been managing the Website for about 10 years and felt that in the longer term it would be good for the Pilgrimage to move on to a content management system. Andy Wilson offered to help. MW, AW
Warm thanks were offered to Murray; the Website looks great!

12. Policies

Damien reported that the Trustees had met prior to this meeting and would consider the area of Policies at the next Trustee meeting and report back to the main Committee. It should remain on the SCA Agenda. Trustees

13. A.O.B.

- a) In future members of the Committee should print and bring their own copies of Minutes All
- b) Travel costs may be claimed from Legs for Leg reps; in other cases, ask Damien.
- c) Patrons: it was suggested that we might have a discussion about the role of our patrons and perhaps reconsider or refresh the list. Please pass on any ideas to the Trustees. All
- d) Trustees will now meet prior to each Committee meeting and probably have a second meeting this year. Most Charities have separate Trustee meetings. Chair and Treasurer will be invited to these meetings. Trustees
Michèle will review and collate all Minutes from the inception of the Charity regarding the role and election of Trustees. MC
The Trustees will work on compiling a set of guidelines and rules for management to clarify our processes. MW
- e) Consultation Day: is likely to be Saturday, 19 November in Leicester. Details have been sent round Student Cross and family Legs are asked to pass on information.
- f) Chair: Kathryn will reach the end of her term of office in Autumn 2017. Jon Riley, currently Vice-Chair, is willing to stand for election, but there may be other nominations. We will need to elect a Vice-Chair at the Autumn 2017 meeting. Chair

The meeting closed at 3.45 pm

Date of Next meeting: Holy Saturday 2017 in the Library of Elmham House, Walsingham, immediately after the Student Cross AGM.