**General Purposes Committee**

Minutes of meeting held at Devizes Conservative Club

on Wednesday 27th June 2018

**Present**: Mr Andrew Ryczanowski (AR) (Wilts ASA Chairperson), Mr Graham Reeve (GR)(Hon Treasurer), Mrs Andrea Christmas (AC), Mr Richard Moorhouse (RM), Mr David Jones DJ)(President) and Mrs Pauline Livesey (PL) (President elect)

* AR acted as Chairperson

1. **Apologies** – Apologies received Mrs Michele Greenan (Hon Secretary)
2. **Minutes** – The minutes of the previous meeting held on the 30th January 2018 were approved as a true record of the meeting and signed by AR.
3. **Matters Arising and Actions from the previous minutes**

**3.3** **Draft Budget Template** **for use by sub committees** – templates have been revised and issued in both Excel and Word.

**7.1 County Contracts**. Contract templates have been reviewed and passed on. There are no contracts currently in place. Insurance was discussed and must be considered when agreeing contracts. No tenders have yet been received from the CDPP.

**7.5 SLA with WASP.** Matter is still ongoing. **Action: GR to review**.

**8**. **Development Camp funding**- action from previous meeting completed

**10.** **Moonraker Leagues- GR** will check all monies received when preparing accounts. **Action AR**- to continue role that M Dimitri previously held to check monies after each event.

**11.** **Proposed amendments to constitution**- GR**/**AR have held 3 meetings with a 4th to follow. Any changes would have to be approved at the AGM. Next rules meeting is 5th July 18. **Action -GR to type up changes for next Executive meeting.**

1. **Treasurers Report to Executive Meeting-** AR reported that the inclusion of the Treasurers report with the minutes of the previous Executive meeting held 18th April has been contentious. **Action-AR to resolve**
2. **Issues with invoices** – The March sprint meet was moved from Milton Road to Link Centre. At short notice Tigersharks were requested by the Events committee to take over the timing and ran the Gala. This has resulted in a query over invoicing for the electronic timing. **Action GR-to chase the requested feedback so that issue may be resolved.**
3. **County Box Office Money** – there was discussion of ticket sales regarding door sales and allocated seating. With guidance for helpers and prior planning ticket sales can run smoothly.
4. **Budgets for 2018/19**-**GR** has only received budgets from Education and Development, GPC and Masters**.** Budgets are already overdue by 4 weeks. They must be received ASAPin order to be reviewed in time for the next financial year. **Action-AR to send urgent reminder to secretary of swim strategy committee with a 14 day deadline and attaching budget template.**
5. **AOB**
   1. **RM-** announced that he would be stepping down from the committee next year.
   2. **AC-** to check on status of tenders for food, music, timing etc with CDDP committee. **Action -e mail to be prepared by AC or GR, and AR will send out in his name.**
   3. CDPP approved purchase of new radios. **Action-GR to check for invoice or seek clarification if they had been purchased.**
   4. GR discussed data protection issued. Guidance has been received from ASA.
   5. AR to forward expense claim received from MG to GR

The date of the next meeting was agreed as Thursday 13 September 2018 at 7:00pm at Devizes Conservative Club.

The Meeting Closed at 9:35pm