



## **Hurst Rethink Finance and Structure Meeting**

**7.00 pm, Thursday 17<sup>th</sup> March 2022**

**Held online via Zoom**

**Attendees: Charlotte Wilson, Lucy Bennett, Sonia Macdavitt, Anna Carmichael, Bec Hanley, Georgina Judd, Kate Shanahan, Kirstin Gaymer**

### **Agenda Items**

1. Structure of Hurst Rethink as constituted group
2. Agreement to open a bank account
3. Funding Opportunities

#### **1. Structure of Hurst Rethink as constituted group**

The options for making our group official were discussed, including the pros and cons of setting up as a constituted group, CIC or charity. We unanimously agreed to become a constituted group.

Our name as a constituted group is Hurst Rethink. Our web address is <https://hurstrethink.org/>

Charlotte showed a copy of the group constitution and talked through the key points. This document has been signed by Hurst Rethink Chair, Lucy Bennett, Treasurer Sonia Macdavitt and Secretary Charlotte Wilson.

*Action: Charlotte to scan and email a copy of the constitution to all attendees*

*Action: Charlotte to gather all policy documents together including: volunteer policy, equal opportunities, health and safety. Once gathered, Charlotte to put in the admin folder on the G-Drive.*

#### **2. Agreement to open a bank account**

Sonia presented the different options for bank accounts which had been sent to her from Mid Sussex Voluntary Action (MSVA). Many banks require us to already have an account with them to open a community bank account.

For this reason, we all agreed to open a Community and Charity account with Metro Bank. We all agreed that Lucy Bennett and Charlotte Wilson would be the two signatories on the account.

We agreed that both Lucy and Charlotte will each have a debit card and that only one of them is needed to approve and process online or retail transactions.

All cheques, other payments in store and all other admin will require two signatories.

*Action: Charlotte to make an appointment with Metro Bank in Brighton to arrange a time to open the account.*

*Action: Lucy and Charlotte to attend appointment with proof of identity and address*

### **3. Funding Opportunities**

Funding opportunities were discussed. Once we have a bank account we can apply to:

**Hurst Community Charity shop** - this funding will cover the launch of Hurst Village Market

**Hurstpierpoint and Sayers Common Parish Council** - funding to cover insurance and marketing costs such as public liability, web hosting, paid social media promotion

Agreed we need to find someone to take on the fundraising role

*Action: Charlotte to email group members to see if anyone is interested in running our fundraising. Also add as an agenda item for our next group meeting on 29th March.*

I can confirm these minutes are a true representation of the meeting:

Signed:

Signed: