



THE  
WORSHIPFUL COMPANY  
OF  
ENVIRONMENTAL  
CLEANERS

**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**held at**  
**ARMOURERS' HALL**  
**on**  
**TUESDAY 26th March 2019**  
**MINUTES**

**1. The Master opened the Meeting:**

**THOSE PRESENT:**

**Master - PM      Maureen A Marden**  
**Deputy Master - PME John (Jack) R Broadley**  
**Senior Warden - PME Barrie P Torbett**  
**Junior Warden - Gary G Fage**  
**Court Assistant - Ms Ceris M Burns**  
**Court Assistant - Darren Marston**  
**Court Assistant - John C Shonfeld**  
**Liveryman -      Ms Lorraine Thomas**  
**Liveryman -      Robert Sutherland**  
**Honorary Treasurer - Michael D Stubbs**  
**Clerk - Matthew Johnson**

**2. The Master received apologies for those absent from the meeting and who have notified the Clerk of their inability to attend:**

**PME – Robert Burtinshaw**  
**Court Assistant – James Melvin**  
**Liveryman - Nigel G Cotterill**

The Master welcomed John Shonfeld and Darren Marston to the Committee and thanked Deputy Master Jack Broadley for his services, as this would be his last meeting.

**3. Membership Interviews**

- i Mr Chris Parkes was interviewed by those members of The Finance and General Committee present and was recommended to the Court for membership of the Company.
- ii Mr Simon Constantine was interviewed by those members of The Finance and General Committee present and was recommended to the Court for membership of the Company.

The Clerk explained the next steps in the process to each applicant at the end of his interview. Both were to be recommended for admission to the Freedom of the Company at the May Court.

Darren Marston expressed the wish that a vote of thanks should be expressed on behalf of WCEC in recognition of the efforts made by active members of our company in attracting such a raft of quality members of late.

A number of committed members and indeed commercial entities had made significant investment both in time and hard cash over a number of years much of which had not been recognised in terms of membership results. However, it was clear to see that currently WCEC had attracted some excellent candidates typified by Chris Parkes today and both the proposer (Lynn Webster) and seconder (Gary Fage) should be congratulated.

It was unanimously acknowledged that the success now experienced was as a result of the work and investment made over recent years.

#### **4. Approval of Minutes of the Meeting held on 15<sup>th</sup> January 2019.**

The Minutes of the Meeting held on 15<sup>th</sup> January 2019 were approved and signed.

#### **5. Matters Arising from Minutes of Meeting held on 15<sup>th</sup> January 2019**

There were no matters arising from the Minutes of the Meeting held on 15<sup>th</sup> January 2019.

#### **6. P&L Accounts and Balance Sheet as at 18<sup>th</sup> March 2019 and Treasurer's Report**

Honorary Treasurer Michael Stubbs (MS) gave a verbal financial report.

He explained that the reasons for the discrepancy between Royal Bank of Scotland and Xero statements had been identified and are being rectified. MS is now reconciling manually. The method being employed using Xero had been adjusted.

##### **P&L Report as at 18<sup>th</sup> March 2019**

MS explained the amendments that had been made. He stated that the Year End accounts will be more accurate as a result.

According to his calculations the projected operating surplus was £9,000 but recognised that the Accountants may wish to make adjustments.

The revaluation of investments will allow the actual figures to be tied in with the Statutory Accounts.

##### **Fixed Assets**

Gowns and other fixed assets will be depreciated as agreed at the F&GP Meeting held on 15<sup>th</sup> January 2019.

Stock sales are now handled accurately on the Xero Computing system, including cost of purchase against cost of sales.

The insurance cost of replacement v Fixed Assets was discussed and explained.

The insurance premium had decreased due to the treasures being stored at Armourers' Hall.

**7. To Receive and Record any Comments on the Company's Investment Portfolio Valuation as at 31<sup>st</sup> January 2019**

The report from Brewin Dolphin was accepted.

**8. To Consider Any Relevant Matters Brought Forward from the Charity Trustees Meeting this day.**

None arising.

**9. Communications and Marketing Committee**

The Livery Card had been handed out at the Cleaning Show and had led to people wanting to attend WCEC events. It was agreed that it was necessary to build on such openings.

**10. Outstanding Debtor Update**

The Outstanding Debtor Report was presented. It showed that Michael Sharp, Barbara Ellul and Ian Sturgeon had not paid their Quarterage. It was decided that following repeated reminders, if no payment was received, it would be recommended to The Court in May that the debtor be resigned from WCEC. (Note Michael Sharp has now bought his account up to date)

**11. Education and Chartered Practitioners' Register**

Senior Warden Barry Torbett (BT) presented a verbal update. A two minute presentation had been given by BT at the Cleaning Show. The Privy Council had responded to our submission requesting a consolidated document. The Council also require a Court Minute, and an AGM Minute to be sent to the Privy Council. An EGM can be held on the same day as a Court Meeting.

**ACTION:** BT to provide documents to Clerk in time for an EGM after the May Court.

**12. Request to Come Out of Dormancy**

A request by Stuart Buswell and Lucy Lloyd to revive their membership of WCEC had been received. It was agreed that their request to come out of Dormancy should be presented to the Court Meeting to be held on 21<sup>st</sup> May 2019.

**13. To Consider Any Other Business Permitted By the Master**

A discussion on the future of the Installation Banquet ensued. Several suggestions were made:

Survey of Membership – Mail shot?

Different venues?

Lunchtime venues?

Sponsorship for Installation?

Look at different style of Invitation?

These will be discussed more fully at a future meeting.

Meeting Closed at 16:30

**14. To note date of next meeting – 13:30 pm 11<sup>th</sup> June 2019 at Armourers' Hall. This will be preceded by a Sandwich Lunch at 12:30.**

