



**November 2013 Amended**

Trustees Finance Committee

## **CEQ Committee meetings at Priory Rooms Policy and procedures for refreshments**

### **Background:-**

Following a request from an Area Meeting Committee for clarification, Trustees Finance Committee has drawn up a policy for the funding of refreshments for meetings of Area Meeting Committees held at Bull Street/Priory Rooms.

### **Policy**

To qualify for pre-meeting refreshments the group must be an official Area Meeting committee or group, to which members are nominated by area meeting (and have a duty to attend).

The term "refreshments" means a simple food selection of (eg) sandwiches, crisps and fruit. Coffee and tea is usually available for Committee meetings, as a matter of course, free of charge. For meetings lasting more than 3 hours and having 15 or more attendees, a charge will be made, per head per serving for tea/coffee/biscuits - currently 30p + VAT (Nov 2013).

Food may be ordered for both daytime and evening meetings.

Groups should be aware that there is a cost involved, and that the facility should be provided at the request of members - in other words groups should make a considered decision to "opt in".

### **Procedure**

Food should be ordered, for the appropriate number of attendees, through Priory Rooms, either at the time of making the room booking or well in advance of the meeting. A special menu for Committee meetings has been agreed with Priory Rooms, to ensure that the food provided is inexpensive and (in terms of quantity) sufficient rather than excessive.

The cost for the food is currently (Aug 2013) £2.50 + VAT per head, and will be funded as follows:-

- Groups with their own bank account should fund the cost from their own budget
- Refreshments for Trustees and Trustee committees will be funded from the Trustee Property Fund
- For Committees with no bank account (eg Nominations Committee) the cost will be funded from the CEQ General Fund.

Each group must advise Priory Rooms, when the food is ordered, to whom the invoice should be directed. Groups relying on support from the General Fund should notify the General Fund Treasurer of their decision to opt into the scheme, so that the cost can be budgeted.