



Folkestone Nepalese Community (FNC) UK
3rd Quarterly Meeting, Sunday, 14 Jan 2024, 4:00pm at the FNCC.

Minutes:

Presence: Jhapindra Thapa (Chair), Capt (Retd) Sumanchandra Rai (Vice Chair), Mrs Mamta Gurung (Vice Chair), Bikram Rai (Trustee/Treasure), Hari Rai (Media), Man Bahadur Rai (Property), Capt (Retd) Bishnu Singh (Senior Coordinator) & Maha Rai (Gen Sec).

Board of Trustee: Capt (Retd) Ram Pun, Chandra Gurung (Zoom), Cllr (Fmr) Nabin Siwa, Gyam Gurung (Zoom).

Advisors: Amar Gurung, Tika Singh Thakuri (Zoom)

FNC Members: Capt Ramprasad Gurung & Chandra Shai

Apology: Chittra Gomden (Trustee/Secretary), Abesh Rai (Assistant Treasure), Bhaskar Rai (Sport Secretary), Prithiviraj Rai (Assistant Property - Nepal), Kanchan Roka (Youth Coordinator), Kueihang Limbu (Youth Coordinator), Mina Rai (Advisor) & Omkumari Pun (Advisor).

1. **Under the Chair, Jhapindra Thapa, the FNC Meeting was commence and everyone agreed on the minutes from the quarterly meeting held on 03 Sep 2023: minutes link <https://fncuk.org/wp-content/uploads/2023/09/Minutes-03-Sep-2023-Copy.pdf>**
 - I. The meeting noted the good news that the FNC can attract new members.
 - II. The FNC Banner at the Centre (01 Dec 2023) & meeting thanked Trustee Capt (Retd) Ram Pun
2. **Previous major meeting and event:**
 - I. Debrief Meeting Held on 26 Oct 2023 for the FNC Dashain-Get-together Celebration held on 15 Oct 2023.
 - II. Minutes of finance to be published online however, finance has already been published by the Treasure to all the members in the Viber.
 - III. On Friday, 01 Dec 2023, the FNC Centre was formally visited by the Chairman of Kent County Council, Mr Gary Cooke and Folkestone and Hythe District Council Leader & the lead of Armed Forces Champion Cllr Jim Martin. The program was coordinated by Trustee Capt (Retd) Ram Pun and the admin (food) was arranged by Vicechair Capt (Retd) Sumanchandra Rai. The details of the program schedule were circulated to the FNC via email and Viber dated 24 Nov 2023.
 - IV. Chairman, Jhapindra Thapa has received a thank you letter from the Chairman of the Kent County Council.



3. Treasure Report:

- I. FNC Treasure Bikram Rai (Trustee) presented the fund of the main FNC Account - unrestricted fund = £30,645.65. Treasure also kindly circulated the quarterly statement in the Viber for all the general members. Also see annex A.
- II. General Secretary / Centre Manager presented the FNC Centre Financial Statement: See the annex B accounts from 01 April to 14 Jan 2024.
- III. General Secretary informed the meeting that account will be needed to be updated matching with KCV account from Oct-Dec 2023 will be done by end of Jan 2024.
- IV. Under the lead of Trustee Capt (Retd) Ram Pun and Trustee Chair Jhapindra Thapa the account will be made ready by the end of the Mar/Apr 2024 to be submitted the Charity Commission.

4. General Secretary updated the FNC and Kent Cost Volunteering (KCV) partnership as follows:

- I. FNC & KCV in different partnership with new MOU signed on 16 Dec 2023 and the partnership kicked off from 01 Jan 2024.
- II. FNC Trustees Meeting regarding above 4 (I) was held on 16 Nov 2023 and the FNC Trustees Decision in Summary:
 - a. FNC HR Employ Law and advice on Health & Safety will be supported by Peninsula Group Ltd - monthly £164.79.
 - b. FNC will employ Project & Centre Manager, Snr Activities Coordinator and Digital Coordinator handed from KCV subject to that the FNC Centre manages able to raise the fund for their employment.
 - c. Other Activities and project employee will be done on contractual / ad hoc basis – subjected to the funding raise by the FNC Centre.
 - d. MOU signed for one year by FNC Chairman Jhapindra Thapa and KCV Chairman Jhon Sutton lead by Trustee Capt (Retd) Ram Pun and the summary of the MOU is:
 - KCV will support to run the payroll service on behalf of the FNC - £360/yearly.
 - KCV will provide service to the FNC Centre as mentioned in the MOU signed for £3205.80/year - subject to FNC Centre manages to fund raise this expense.
- III. FNC Centre funders & funding details see below table A.
- IV. FNC Centre Funding pipeline for core salaries and running cost:
 - Kent Community Foundation - Annual £5,000.00
 - Community Fund National Lottery - For 3 years £233,456.88
 - Details of the other funding & accounts will be produced in AGM in March, ready to submit the Charity Commission.



FNC Funding April 2023 - March 2024					
S. N	Donors Name	Applied Date	Purpose	Amount	Conformation Date
1	Colyer Fergusson Charitable Trust	29 November 2022	Core Salaries	£5,000.00	21 February 2023
2	The National Lottery Community Fund	06 January 2023	Core Salaries	£10,000.00	17 February 2023
3	The Kent Community Foundation (Lawson Endowment for Kent)	29 November 2022	Salary Cost	£4,000.00	10 March 2023
4	Veteran Foundation	06 February 2023	Salary Cost	£20,000.00	29 March 2023
5	The Philip and Connie Phillips Foundation (1st August 2023 - 31 July 2024)	01 March 2023	Salary Activities Worker	£8,286.00	26 June 2023
6	Armed Forces Covenant Fund Trust: Force for Change (Dec 2023 - Nov 2024)	01 July 2023	Digital Worker & management Fees	£11,896.00	11 October 2023
			Total Grant for salaries	£59,182.00	

5	The Hennerly Smith Charity	06 December 2022	Running Cost	£10,000.00	17 March 2023
6	The Kent Community Foundation (Lawson Endowment for Kent)	29 November 2022	Running Cost	£1,000.00	10 March 2023
			Total Grant for Running Cost	£11,000.00	

Table A FNC Centre Funding for salaries and Running Cost for April 2023 - March 2024



5. **General Secretary reported at the meeting following - FNC & FNC Centre Staff**

- Project & Centre Manger / General Secretary: Maha Rai (Staff)
- FNCC Senior Activity & Centre Coordinator: Kanchan Roka. (Staff)
- FNCC Digital Activity Coordinator: Sarita Rana. (Staff)
- FNCC Digital & Language Inclusion Instructor: Abesh Rai. (Ad hoc)
- FNCC Digital & Language Inclusion Instructor- Kumar Rai. (Ad hoc)
- Water Colour Painting & Craft Instructor: Capt. (Retd) Gyan Limbu.
- Community Researcher: Kanchan Roka (Ad hoc)
- Community Researcher: Bijendra Singh Thakuri. (Ad hoc)
- Community Researcher: Norbu Lama (Ad hoc)
- ESOL Teacher: Steve Green, **Kent Adult Education**.
- Multiply Teacher: Martin Carnall, **Nuyu Academy**.
- Tai chi Instructor: Kath Jones, **Mei Quan Academy of Taiji**. (Ad hoc)
- **Kent Cost Volunteering (KCV) Liaison** Mark Connorton (mark.connorton@kcv.org.uk) (Ad hoc)

Trustee Board:

FNC Project & Centre Trustee Representative - Trustee Capt. (Retd) Ram Pun.

FNCC Out of Office Contact:

- FNC Trustee Chandra Gurung - **07525 629958**
- Or **FNC Chairman Jhapindra Thapa - 07912 433102**

Volunteers Led:

- 1) FNC Senior Citizen Volunteers Lead Coordinator: Major (Retd) Deb Pun.
- 2) FNC Senior Citizen Volunteers Assistance Lead Coordinator: Shivadhan Rai.
- 3) FNC Digital Champion Lead Volunteer: Senior Citizen Coordinator, Capt. (Retd) Bishnu Singh.
- 4) Community Farming Volunteers Led: Chandra Shai, Gyan Limbu & Chandra Gurung.
- 5) Nepalese Handicraft Volunteers Led: Padma Bhega Limbu (Ad hoc) & Chandrakala Rana Magar.
- 6) Stich & Chat Volunteers Led: Janet Johnson, Jenny Rivers & Wendy Lodge.



6. **General Secretary updated the FNC & Centre Upcoming Events for Jan 2024 and requested all the member to regularly visit FNC website to be updated:**
- Kent County Council Financial Hardship Program -Tuesday, 16 Jan
 - Bowl Screening - NHS Kent & Medway – Thursday 18 Jan, Evening.
 - Sapana Roka Magar - Visit & Interaction at the Centre followed by Evening Dinner by the FNC, Thursday 25 Jan: Trustee Capt (Retd) Ram Pun.
 - Folkestone Job Centre Representative Presentation - Friday, 26 Jan 2024: Trustee Capt (Retd) Ram Pun.
 - *Folkestone Repairs Together* - (Chair of FHDC Cllr Abena) Repair items that would normally be thrown away, bikes, clothes, hoovers, toys etc Payment by donation. Refreshments available while items are being fixed. – Saturday, 28 Jan 2024, 12:30pm-2:30pm at the FNCC.
7. **Chairman and the meeting agreed the next FNC CIO Annual General Meeting (AGM) to be held on Sunday 24 March 2024.**
8. **Vice Chairman Capt (Retd) Sumanchandra Rai informed the meeting that the FNC Charity Integration Evening Nepalese New Year on Saturday, 13 April 2024 at the Hawkinge Community Centre. FNC members and community will be informed about the program schedule nearer to the date.**
9. **Important issue was also discussed on the meeting and the FNC Executive Committee Members and the meeting consensually agreed with the FNC board of trustees that due to the FNC Centre lease contract with Kent County Council, the FNC could not subcontract or provided any other organisation to set up the permanent office at the FNC Centre.**
10. **AOB:**
- (1) General Secretary informed that he will participating in the London Marathon on Sunday, 21 April 2024 which was arranged by the Nepal Run UK. Also, General Secretary requested that he has opportunity to raise the Fund for the FNC. Meeting and the Chairman consensually agreed if monies raised on this will be used to change the carpet of the FNC Centre's Main Hall. If the members, friends, and families would like to support please click the link:
- https://2024tcs londonmarathon.enthuse.com/pf/rai-maha?fbclid=IwAR3Lnk2hSN4_P6V_TFD7XF77fLYqiOLbDIgfMOfCBXCIZmTvt_tdF_WZYU
- (2) Senior Citizen Coordinator Capt (Retd) Bishnu Singh informed the meeting that he will be hosting Gurkha Charity Dinner Night in the occasion of his completing 210 Parkruns with 22kg Doko to support the Gurkha Welfare Trust at the Harvey Grammar School, Cheriton Road, CT19 5JY. Meeting applauded and the FNC members will support the cause.



11. Chairman Remarks:

Chairman thanked all the members that attend the 3rd Quarterly Meeting and seconded that the next AGM will be on Sunday, 24 March 2024 at the FNC Centre.

Chairman emphasis that the General Secretary / Centre Manager to meet all the compliance of the governance of the FNC and FNC Centre and report to the Board of Trustees before AGM.

Chairman again requested all the members to visit the FNC website for all the updates of upcoming activities, events, and projects.

Chairman requested all the FNC members and their families to use the Centre facilities as the centre

Chairman- emphasise again that the FNC Centre facilities; Education, Literacy, Numeracy, Digital, Health and other life Skills therefore the FNC Centre is there to support FNC Members, their families, and dependents in all aspect of their lives - health and wellbeing since the FNC Centre has now well-established connection with the Council, Job Centre, NHS, College and University and other organisation that supports community's welfare and wellbeing.

Finally, Chaiman thanked all the members for their kind support making the FNC one of the best institutions to serve the members and wider community in the UK.

Sincerely,

Maha Rai
General Secertary

Jhapindra Thapa
Chairman

Annex A

FNC Quarterly Financial Meeting as at 14/01/2024

Income & Expenditures:

S/N	Date	Description	Paid in	Paid out	Total	Remarks
01	03/09/2023	B/Forward	£29,426.96		£29,426.96	Q.Mting
02	01/09/2023	FNCC Rent charge		£100.00	£29,326.96	
03	04/09/2023	Gurkha peace found	£150.00		£29,476.96	
04	08/09/2023	Subscriptions collected	£75.00		£29,551.96	In AC
05	13/09/2023	Phoenix link FNC-Nepal		£66.00	£29,485.96	
06	21/09/2023	Subscriptions Cash	£160.00		£29,645.96	
07	02/10/2023	Gurkha Peace found	£150.00		£29,795.96	
08	02/10/2023	Rent charge FNCC		£100.00	£29,695.96	
09	13/10/2023	Phoenix link FNC- Nepal		£66.00	£29,629.96	
10	19/10/2023	Incidentally transferred	£100.00		£29,729.96	B. Pun
11	19/10/2023	Subscription Collected	£75.00		£29,804.96	In AC
12	25/10/2023	Dashain Party	£7,038.00		£36,842.96	
13	25/10/2023	Dashain Party R. Draw	£348.00		£37,190.96	Raffle
14	28/10/2023	Refunded incidentally transferred		£100.00	£37,090.96	B. Pun
15	02/11/2023	Gurkha peace found	£150.00		£37,240.96	
16	02/11/2023	Paid to food provider		£3,000.00	£34,240.96	Dashain
17	02/11/2023	Paid to food provider		£3,732.00	£30,508.96	Dashain
18	01/11/2023	Kent cc-Rent Charge		£100.00	£30,408.96	
19	06/11/2023	Cheque paid by GMF	£200.00		£30,608.96	
20	13/11/2023	Phoenix link ltd FNC-Nepal		£70.96	£30,538.00	
21	29/11/2023	Subscriptions collected	£100.00		£30,638.00	In AC
22	29/11/2023	Visit bereaved family & wreath in Hawkinge		£58.96	£30,579.04	
23	01/12/2023	Kent cc- Rent charge FNCC		£100.00	£30,479.04	
24	04/012/2023	Gurkha peace Found	£150.00		£30,629.04	
25	13/12/2023	Phoenix link-FNC Nepal		£66.00	£30,563.04	
26	18/12/2023	Subscriptions collected	£75.00		£30,638.04	In AC
27	02/01/2024	Gurkha peace Found	£150.00		£30,788.04	
28	02/01/2024	Kent cc Rent charge		£100.00	£30,688.04	
29	11/01/2024	New member Fee	£25.00		£30,713.04	
30	11/01/2024	Visit bereaved family & wreath in Hawkinge		£67.39	£30,645.65	
					£30,645.65	In Bank

Folkestone Nepalese Community

Financial Activities

1 April, 2023 - 14 January, 2024

	TOTAL
Income	
Donation	1,597.04
Grant Income	34,234.00
Partners	454.66
Project Activity	47,257.39
Project Service Income	
Refreshments	265.00
Room Hire	1,193.00
Total Project Service Income	1,458.00
Sales of Product Income	50.00
Services	460.00
Total Income	£85,511.09
Cost of Sales	
Cost of sales	0.00
Total Cost of Sales	£0.00
TOTAL	£85,511.09
Expenditures	
Advertising/Promotional	45.00
Amazon fees	96.00
Building Running Costs	350.00
Building Maintenance	357.92
Cleaning & PPE Products	523.85
Cleaning Services	569.03
Phone & Internet	792.00
Rent	1,200.00
Total Building Running Costs	3,792.80
Community Event	1,060.77
Computer Costs	1,067.19
Equipment Accessories	138.99
Expense Reimbursements	114.45
Expenses	
Computer Accessorises & Cleaning Products	43.59
Volunteer Expenses	745.94
Total Expenses	789.53
Garden Compost, Equipment & Seed	287.42
Insurances	870.76
Learning and Development of Staff	1,950.00
Legal and professional fees	158.25
Member Bereavement Visit	15.00
Office/General Administrative Expenditures	1,623.98
Office/General Administrative Expenses	53.00
Kitchen Equipment and Supplies	245.78
Supplies	156.45
Total Kitchen Equipment and Supplies	402.23
Total Office/General Administrative Expenses	455.23

	TOTAL
Other Professional Services	1,966.60
Payroll Expenditures	11,719.13
Printing, Postage and Stationery	537.07
Project Expenditures	18,746.90
Purchases	433.94
Activity purchases	20,974.41
Advertising/Promotional	97.80
Groceries	868.57
Stationery	209.01
Total Purchases	22,583.73
Raising funds	250.00
Software & Technology	604.40
Subscriptions	23.99
Travel and Accommodation	290.77
Total Expenditures	£69,187.96
NET OPERATING INCOME	£16,323.13
Other Expenditures	
Other Expenditure	100.00
Tools	208.98
Vouchers	1,500.00
Total Other Expenditure	1,808.98
Total Other Expenditures	£1,808.98
NET OTHER INCOME	£ -1,808.98
NET INCOME/(EXPENDITURE)	£14,514.15