

LOWER HEYFORD RELIEF IN NEED CHARITY

Charity No 237768

Chairperson: Dr S Watson

Clerk: Dr L Goodwin

Trustees: Dr S Watson, Mr L Thompson, Ms S Edwards, Mrs H Stoddart

Meeting of the Trustees of the Lower Heyford Relief in Need Charity

Held at the home of Liz Goodwin

Monday January 8th at 7pm

MINUTES

1. Apologies

Apologies had been received from Hazel Stoddart and Sarah Edwards.

2. Minutes of the meeting of October 2 and matters arising

The Minutes were accepted and signed by SW as a true record of the meeting.

There were no matters arising.

3. There were no updates or changes to Trustee details.

4. Financial Statement

Updated financial information was presented by LG who confirmed that the current bank balance is £7,958.60. It was agreed that £5,000 would be transferred to the deposit account. LG updated the meeting on investigations into alternative deposit accounts and it was agreed that we would open a new account with Secure Trust bank.

5. The Career development grant and associated publicity/promotion

It was agreed that the drafts of the paperwork would be circulated to all trustees so that these grants could be announced in the near future.

7. Reading Room

LT has not had any response from Norman Brock about his request for more detail on the quote for work. He agreed to chase him.

The boiler service is due in January. Lee will find out who does the service and will liaise with Liz to ensure it is carried out.

The insurance is also due for renewal in January and Liz will keep an eye on this to ensure it is renewed.

10. Requests for Assistance

One request for support had been received since the last meeting (from xxxxxxxx). This had been agreed and processed. Liz reported that xxxxxxxx had been very appreciative.

Receipts had been received from xxxxxxxx, allowing the grant to be paid to them.

11. Valley News

Nothing to report.

12. Parish Council

Nothing to report

14. Charity Commission

All up to date – the annual return will be made once the accounts have been approved. It was agreed that the next meeting should be at the end of March so that the draft accounts can be reviewed ahead of the PC AGM. After that, the Charity Commission return can be filed.

15. Other correspondence

Nothing to include

16. Charity Annual Action Plan

The annual plan was reviewed

17. AOB

Lee raised the question of contributions to the project on King George's Field to develop the Sports and Social Club facilities. It was agreed that we would consider specific requests for funding of items of equipment but not for a general contribution to the costs. Liz agreed to feed this back to the next meeting of the Committee of Management for King George's Field.

18. Date of Next Meeting

Monday March 26th 2018 at 7pm at the home of Sue Watson

19. Summary of actions

Action	Who
Transfer £5k to deposit fund from Barclays	Liz
Progress application with Secure Trust Bank to open a new savings account	Liz
Ensure boiler service is carried out for Reading Room	Leigh
Ensure insurance is renewed for Reading Room	Liz
Chase Norman Brock re work required at Reading Room	Leigh
Comment on paperwork for Career Development grants	All
Pull together draft accounts for next meeting	Liz
Feedback to King George's Field Committee of	Liz

Management the views of the Relief in Need trustees regarding grants to support development of the facilities on the field	
--	--

Signed:.....

Date:.....