

LOWER HEYFORD RELIEF IN NEED CHARITY

Charity No 237768

Chairperson: Dr S Watson

Clerk: Dr L Goodwin (LG)

Trustees: Dr S Watson(SW), Mr L Thompson (LT), Ms S Edwards (SE), Mrs H Stoddart (HS)

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

Held at the home of Sue Watson

Monday March 26 at 7pm

MINUTES

1. Apologies

There were no apologies.

2. Minutes of the meeting of January 8 and matters arising

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

LT reported that he had spoken to Norman Brock regarding work required at The Reading Room, and he had quoted £1000 for the required work which included one ton of builder's sand and two bags of natural lime plus five days of labour. It was agreed that LT should ask Norman Brock to go ahead with the work.

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

4. Financial Statement

Updated financial information was presented by LG who confirmed that she had investigated opening a new account with Secure Trust bank, but that this had proved to be problematic and therefore an account with Barclays was now being looked at and this in work in progress.

The annual plan, annual report and accounts were all presented. These were approved by the meeting and SW and LG were authorised to sign the balance sheet and report.

The accounts are now ready to be presented to the auditor and financially the organisation is in a very healthy position with approximately £32,000 available to be used to benefit the inhabitants of the parish. A reserve is, of course, available for the Reading Room thatch.

LG reported that the parish council has yet to cash the cheque for £1 and it was agreed that it would be more sensible to consider issuing a cheque for a larger sum to cover a number of payments instead. The sum of £25 was suggested.

5. Reading Room

LT reported that everything was being managed appropriately and there were no matters of concern. A boiler service was carried out in January, and although there had been a problem during the cold snap, this has now been resolved.

6. Poor's Land

LG offered to look at the lease on this land.

7. The Career development grant and associated publicity/promotion

It was agreed that the paperwork is now complete and information can be circulated. SE will send it to Valley News for inclusion in the next available issue. (please see attached documents relating to this).

10. Requests for Assistance

LG submitted revised paperwork for the Young Persons Grant and Educational Travel and Development Grant (attached)

One request for support that had been initially discussed has not yet progressed. LT offered to chase this up.

LG presented a proposal for a request for assistance to support the new King George Playing Field facility.

Trustees agreed that the project should be supported and were presented with a comprehensive list of requirements. Trustees were also asked to support the annual funding of membership to the new facility for each person in the village at a cost of £500. It was agreed, in principle, that the charity would aim to support the annual funding of membership but this would need to be discussed each year and considered in light of prevailing circumstances. The terms of the trust deed mean that this support would need to be ratified each year.

Initially concern was expressed regarding the funding of fixtures and fittings on the list, but it was agreed that other items on the list could be funded through a donation from LHRINC.

On further consideration it was agreed that both LG and LT had a conflict of interest and should not be involved in the decision making. Therefore, a new proposal was suggested by SW that the LHRINC should offer additional financial support to the amount of £10,000 as a one-off donation. This was agreed by SW, HS and SE.

LG will report back to the King George Committee.

11. Valley News

It was agreed to make a donation of £200.

12. Parish Council

The installation of the new bench around the tree in Market Square was welcomed, and a request made to see if an acknowledgment could be placed on the tree/in the area to inform people about who had made it.

14. Charity Commission

All up to date – nothing to report.

15. Other correspondence

Nothing to include

16. Charity Annual Action Plan

The annual plan was received and agreed.

17. AOB

18. Date of Next Meeting

Monday May 21 2018 at 7pm at the home of Hazel Stoddart.

19. Summary of actions

Action	Who
Career Development Grant to be included in Valley news	Sarah
Progress application to open a new savings account	Liz
Feedback to King George's Field Committee of Management the news regarding a grant to support development of the facilities.	Liz

Signed:.....

Date:.....