

LOWER HEYFORD AND CAULCOTT COMMUNITY FUND

(Registered name: Lower Heyford Relief in Need Charity)

Charity No 237768

Chair: Dr L Goodwin (LG)

Trustees: Mrs H Stoddart (HS), Mr James Macnamara (JJ), Mr Trevor Husband (TH), Mrs D Ball (DB), Dr L Goodwin (LG)

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

Held by telephone, Monday 20th April 2020 at 7pm

MINUTES

1. Apologies were received from Hazel Stoddart.
2. Minutes of the meeting of 23rd January 2020 were agreed.

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

3. Financial statement

Annual Report and Accounts

The Annual Report and Accounts were discussed. It was noted that Diana Boxall has reviewed the accounts and reported that she was content with them. The Trustees noted their thanks to Diana for undertaking this work in her own time, especially as she had been ill in the preceding weeks.

The reserves policy was discussed and it was agreed that LG would draft some amendments to the current wording so that the wording continued to give flexibility but also that it better reflected the approach being taken by the Trustees. Any agreed rewording will be used for future years. It was agreed that the current wording was suitable for this year.

Action: LG

The Annual Report and Accounts were formally approved and the Chair and JJ were authorised to sign them.

LG agreed to report to the Parish Council and also to update the information on the Charity Commission Website.

Action: LG

JJ reported that it was likely that the Parish Council would not be holding an AGM. LG said she would check with Cathy Fleet what report would be required from the Trustees.

4. Update on the Reading Room

TH reported that there were no issues with the Reading Room or tenants as far as he was aware.

5. Update on grants

One grant had been made since the last meeting.

The mix of support measures that have been put in place in response to COVID-19 was discussed. To date, there have been few requests for help or support and a watching brief will be maintained on this.

6. Poor's Land

LG reported that a payment was due at the end of April for 6 months' rent.

7. Valley News

No further update. Valley News had been helpful in providing space for the Trustees to tell residents about the support measures available in Lower Heyford and Caulcott.

8. Parish Council - nothing to report.

9. Charity Commission – nothing to report.

10. No other correspondence

11. AOB

The next meeting will be on Monday October 12th 2020 at 7pm at the home of TH (130 Freehold Street).

Summary of actions (including carried forward)

Action	Who
Community transport	LG to keep watching brief and let trustees know if accounts become available
Research similar organisations and build relationships/suggest meeting	JJ
Review rebuild cost for the Reading Room	LG
Revise the criteria for grants document and circulate to trustees	LG
Continue to progress payment for repairs to cracks at the Reading Room	LG
Sign Annual Report and Accounts	LG/JJ
Report to the Parish Council and update the Charity Commission records	LG

Signed:.....

Date:.....