

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY ("The Charity")
Conducted by Zoom at 6.30pm on 2 February 2021**

1. **Present** Mr. S. J. Barnett, Mr. R.J. Hounslow, Ms. C.E. Hynam and Mr. P Cooper
Attending: Mrs S. Heap (Clerk)
2. **Chairman** It was proposed by Mr. R.J. Hounslow and seconded by Ms. C.E Hynam that Mr. S.J. Barnett be Chairman of the meeting.
3. **Minutes** Minutes of the previous meetings were approved and to be signed by the Chairman.
4. **Matters Arising**
 - a. **Appointment of Co-optative Trustee**
An application to join the Charity as a Trustee for a term of five years as from 2 February 2021 had been received from Mr. Paul Cooper and was approved by the Trustees. The Chairman then thanked him for his interest in joining the Trustees and welcomed him to the meeting. A synopsis of Charity meetings and information on the Charity's work was given by the Trustees. The Minute book was to be signed accordingly.
 - b. **Appointment of Nominative Trustee**
Following agreement by the Parish Council and Mr. Hounslow's willingness to serve as a Nominative Trustee, the Parish Council intimated that they would welcome Mr. Hounslow to their meetings as a means of helping the framework of openness and transparency between the Charity and themselves and this was agreed by the Trustees.
 - c. **"Redacted Text"**
There was no update at present "*redacted text*"
 - d. **Jubilee Field Lease**
Following a zoom between Mike Reynolds and the Trustees and a subsequent discussion between Mr. R. Brooke, Parish Councillor, and Mr. Hounslow over the proposed terms of the Lease, it was agreed that a letter be sent to the Parish Council outlining the Draft Terms for a Contract Lease being: "*redacted text*"
In drafting the above terms the following points were to be noted: "*redacted text*"
A response to the above terms is being awaited from the Parish Council.
 - e. **Telephone Kiosk**
It was noted that the ground works had been completed but no invoices had yet been received from Chris Taft of the Parish Council.
ACTION: Mr. Barnett was to contact Mr. Taft for an update on the invoices.
 - f. **"Redacted Text"**
"*redacted text*"
 - g. **Commemoration to Mr. J. Barnes**
"*redacted text*"
ACTION: The Clerk was instructed to write to the Village Hall Committee, the Parish Council and the Church Charity for their views on this.
 - h. **Cadent Gas**
The Clerk confirmed that she had sent a letter to Cadent asking them to add Mr. Hounslow to their list of correspondents.

- i. **Jubilee Football Pitch**
There had been no response “*redacted text*”
ACTION: Mr. Barnett was to chase up.
- j. **Boundary Hedge**
The Clerk confirmed Mike Reynolds had contacted the tenant concerned.
- k. **Christmas Hampers 2020**
The Christmas hampers had been organised and distributed by Mrs. Barnett and her team at a total cost of £2707.45. This wonderful effort was very much appreciated by all the recipients and 10 letters of thanks were read by the Clerk.
- l. **Fireproof Filing Cabinet**
The Clerk had purchased a fireproof cabinet at a cost of £384.00 and was duly re-imbursed.
- m. **Book Tokens 2/16 Year Olds**
The Clerk confirmed the purchase and distribution of the book tokens from WH Smith at a cost of £370.00, being 9 at £10 each and 14 at £20 each.

5. Business

- a. **Parish Council Project Requests**
A letter had been received by Mr. Hounslow from the Parish Council requesting grant aid from the Charity to consider funding repairs and maintenance to the Lock Up and adding names to the war memorial of serviceman who had died in WW2.
This was considered by the Trustees who agreed they would be delighted to help and a decision on a top up would be made following receipt of their quotes. In the meantime, these subjects would be approached when Mr. Hounslow liaised with the Parish Council at their meetings.
- b. **Student Tertiary Funding – “*redacted text*”**
An application had been received from “*redacted text*” in respect of tertiary funding at “*redacted text*” for the two years 2019/20 and 2020/21. The Trustees agreed to this request and a cheque for £1000.00 (£500.00 each year) was issued accordingly.
- c. **Student Book and Student Tertiary Funding – “*redacted text*”**
An application had been received from “*redacted text*” in respect of 2020/21 book and tertiary funding. This was granted by the Trustees and a cheque issued for £133.61 and £500.00 respectively.
- d. **Flower Troughs**
A request from Karen Walker for reimbursement of flowers planted in the village troughs at a cost of £85.00 was considered, agreed and a cheque issued accordingly.
- e. **Christmas 2020 Celebration**
Due to the current Covid.19 restrictions the village was unable to celebrate as in previous years. However, Mrs. Karen Walker offered to arrange Christmas presents for the children of the village and organise a tree and lights in the village hall grounds. The Trustees agreed to this and the cost amounted to £264.11. A cheque was issued to her accordingly.
- f. **Supplementary Grant Funding**
Mrs. C. Cuming had applied for supplementary grant funding in respect of plants for the flower troughs on the wall opposite her house. The Trustees considered this request and agreed a cheque for £28.00 be paid.

g. NFU Insurance

The NFU Commercial Select Insurance had become due for payment and it was agreed that the amount of £271.21 be paid accordingly.

h. Nomination of Trustee to Village Hall Committee

The Clerk had received a request from the Village Hall for two Trustee names to be put forward to sit on the Committee. Mr. Barnett had already resigned. Ms. Hynam was willing and it was agreed that she be nominated. The Clerk had informed the Village Hall accordingly.

6. Investments

a. Cash on Deposit at 30 March 2020

The Clerk presented a spreadsheet of the Cash on Deposit at the 2 February 2021.

b. Zoom Meeting with Clear Solutions

“redacted text”

c. Performance of Clear Solutions

“redacted text”

ACTION: “redacted text”

d. Investment Notifications for Consideration/Action:

1. “redacted text”

2. “redacted text” – their customer due diligence required a copy of the Charity’s Scheme of Arrangement be sent to them together with identity details in respect of Mr. Hounslow. These were duly sent to them by the Clerk.

3. “redacted text” – notice of interest rate reduction “redacted text”

4. “redacted text”. – interest rate reduction “redacted text”

FSCS eligibility form signed by Ms. Hynam and returned to them.

5. “redacted text” – authorised signatory update –

ACTION: Mr. Barnett and Mr. Hounslow to sign

6. “redacted text” – notification of increase in bank charges “redacted text”

ACTION: The Clerk was to investigate whether payments could be made by BACS.

7. “redacted text” – notification of account changes

e. Investment General Correspondence:

“redacted text”

all Noted.

7. Accounts

IT WAS RESOLVED that the following accounts be paid:

a. S. Heap – Copier paper and envelopes	£9.68
b. ADS Accountancy – Professional Fees	£2400.00
c. The Church Charity – Receipts less expenses (01.04.2020 to 30.11.2020)	£9102.82

The Clerk confirmed that the accounts for the year ended 31 March 2020 had been agreed, signed and submitted to the Charity Commission by ADS Accountancy.

After consultation with Chelsey Dowell of ADS Accountancy, the Clerk confirmed and it was agreed with Gary Margerison of the Church Charity that a one off payment each year of the monies owed to the Church be made commencing April/May 2022 in respect of our year ended 31 March 2022.

8. Other Business

There being no further business the meeting was closed at 8.15pm.

Signed.....

Dated.....