

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY ("The Charity")
held at 7pm on 1 July 2024 at Cedar Lawns, Forties Lane, Smisby**

1. **Present** Mr. S. J. Barnett, Ms. C.E. Hynam, Mr. P. Cooper and Gemma Dickens
Attending: Mrs S. Heap (Clerk)
2. **Chairman** It was proposed by Mr. S. Barnett and seconded by Ms. C. Hynam that Mr. C. Cooper be Chairman of the meeting.
3. **Minutes** Minutes of the previous meetings were approved and signed by the Chairman and the Clerk was instructed to forward a signed copy to Nuvo Accountants.

4. **Matters Arising**

a. **Car Park, Smisby Road, Ashby-de-la-Zouch – Mr. & Mrs. Hayes**

There was no update on this matter as the Trustees were awaiting a decision from Mr.Hayes.

b. **Tree Surgeon**

Mr. Barnett had obtained three quotes for consideration and it was agreed that the quote from AA tree Services for £1000 be accepted being the removal to ground level of a tree in The Jubilee Field, £40 and a reduction in height by 50% of a tree on the Hemington land, £960. The appropriate Council's will need to be informed especially as the Hemington land has cattle on it.

ACTION: Mr. Barnett agreed to send details to Neil Hogbin and James Beverley to deal with.

c. **Jubilee Field Maintenance**

Mr. Hounslow had informed the Clerk that a figure of £518 was to be paid to the Parish Council for the 2024 maintenance of the field.

ACTION: Gemma to confirm the figure with the Parish Council and inform the Clerk.

d. **CIO Constitution**

The Trustees were briefed by Claire Hynam on the latest advice from Thomson Snell & Passmore. TSP stated that our governing document does not require any trustee to attend Parish Council meetings. Gemma Dickens (current Parish Council nominated trustee) noted the recommendation that the Parish Council discuss their attendance requirements with future nominated trustees. TSP advised that handover and probationary periods would not form part of the CIO governing document but would be noted in our CIO Policies and Procedures, allowing flexibility for adjustment as necessary. TSP confirmed that a record of the CIO would be held by Companies House. However all filings will continue to be made via the Charity Commission and there is no need for the Parochial Charity to file any information direct with Companies House.

Following a discussion on the appointment of trustees the following resolutions were passed unanimously by the trustees at a meeting of the trustees of the Parochial Charity:

In exercise of the power conferred by section 280 of the Charities Act 2011 and any other relevant powers, we resolve that clause 3 of the scheme ordered by the Charity Commission on 25th January 1982 shall be amended with immediate effect to state:

3. Trustees. - The body of Trustees of the Parochial Charity shall consist when complete of five competent persons being:

Two Nominative Trustees (one to be nominated by each of Smisby Parish Council and Smisby Village Hall Committee)

and

Three Co-optative Trustees.

TSP confirmed that there is no requirement in charity law or in our governing document to advertise the position of fifth trustee. However, for the purposes of openness and transparency, the trustees agreed to advertise the position through the Smisby Village newsletter and Smisby Village Facebook page. It was agreed that the best way forward was to convene a meeting once the position had been advertised and the closing date passed, to review applications and elect a fifth trustee.

Following agreement to the above, trustee eligibility declaration forms and CIO information forms were checked and signed by the current four Trustees in preparation for submission to the Charities Commission.

Cadent

To avoid multiple copies of cadent paperwork being sent to the Clerk, it was agreed that we await formalisation of the CIO before updating Cadent with the Clerk's contact details.

No action required until CIO has been completed.

e. Hemington Land Footpath

Ms. Hynam reported that she had contacted James Beverley at Fishers and asked for an update. His reply was that they were waiting for it to be referred to the North West Leicester District Council.

f. Clarification of Student Funding

The new wording was completed but there were certain points that needed agreeing to by the Trustees and it was decided that Claire circulate these by email for agreement at the next meeting.

g. [REDACTED] request for Student Tertiary Funding

The correct information had been received and the grant of £500 was paid accordingly.

h. Cadent Paperwork

See item (d) above.

i. Newsletter

An invoice had been received from Kilworth for £94.46 in respect of postage in sending out the May newsletter on behalf of the Parish Council.

It was agreed that this be paid and the Clerk to arrange accordingly.

5. Business

a. Smisby Summer Party 7th September 2024

Karen Walker had approached the Charity for funding for the summer party. The Trustees agreed to this in principle and the Clerk was to request an application form be completed showing the full breakdown of costs before this could be fully agreed. As a breakdown had not yet been received the Clerk was instructed to request this again from Karen.

b. Smisby Christmas Party – 30th November 2024

As this party had been advertised by Karen Walker to take place on the 30th November, the Clerk was instructed to request from Karen the fixed costs and what kind of refreshments she had in mind, such as a hog roast etc.

c. Christmas Hampers 2024

Claire had had a discussion with Victoria Waters regarding the hampers for this year. As Victoria wished to start assembling the hampers earlier Claire suggested the cutoff date for applying should be 31 August 2024.

It was agreed that this be made clear in the next newsletter and also from next year that everyone in the parish, eligible to receive a hamper, complete an application form.

d. Allotment Receipt

The Clerk confirmed that an amount of £300 had been received from Smisby Allotments for the year 2024.

e. Application for Project Funding of Village Hall Plants

A request had been received from Suzanne Jones for the reimbursement of plants purchased for the window boxes and borders around the Village Hall at a cost of £154.83.

It was agreed that this be paid and the Clerk to arrange accordingly.

f. Application from [REDACTED] for Student Tertiary Funding

An application had been received from [REDACTED] for [REDACTED] third year at [REDACTED] University. Although documents were produced a receipt of payment for the accommodation was still required.

ACTION: The Clerk to request a receipt and following this being produced the grant of £500 be paid.

6. Investments

a. Cash on Deposit at 1 July 2024

The Cash on Deposit spreadsheet was produced.

b. The Redwood Bank investment was now closed and the monies received of £85K and £85K from Hinckley & Rugby were transferred to Rathbones for further investment.

ACTION:

(1) Mr. Barnett to look at investing with another building society in place of the Mansfield B. Society.

(2) The Clerk to query Nuvo about the Transact (uninvested) amount of £8072.27 shown in Capital on the spreadsheet.

(3) As no reply had been received from Close Bros. the Clerk to request a reply.

c. Rathbones

Rathbones had supplied draft potential Investment Policy documents which the Charity could consider for their own investment policy.

ACTION: Mr. Cooper took away the documents for perusal and to report later.

Investment Notifications for consideration

d. Close Bros.- being dealt with in item a. (3) above

e. Cambridge & Counties Bank – statement and notification of change in Terms and Conditions.

7. Accounts

Payment of Accounts

There were no accounts for payment.

Church Charity Payment

The Clerk had met with Gary Margerrison at the Church and he agreed that just one payment per year was his preference. Following agreement, the accounts for the year ended 31 March 2024 be submitted to Nuvo Accountants for audit and verification of the Church payment.

The Clerk confirmed that these had been submitted accordingly.

CAF Bank – New Trustee

The Clerk was instructed to obtain the necessary forms from CAF Bank for Gemma to be added to the account.

It was also agreed that Mr. Barnett look into the possibility of the Charity changing from CAF to another bank in order to obtain a better return and a more combined account. This he agreed to do.

8. Other Business

a. Consideration of Donation to Smisby WI

It was agreed that a donation of £1400 to Smisby WI be made and the Clerk was to organise accordingly.

There being no further business the meeting was closed at 9.45pm

Signed.....



Dated.....

6th August 2024