

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY ("The Charity")**

held at 7pm on 17 September 2024 at Cedar Lawns, Forties Lane, Smisby

1. **Present** Mr. S. J. Barnett, Mr. P. Cooper and Gemma Dickens
Attending: Mrs S. Heap (Clerk)
Apologies: Elizabeth Sturgess
2. **Chairman** It was proposed by Paul Cooper and seconded by Gemma Dickens that Simon Barnett be Chairman of the meeting.
3. **Minutes** Minutes of the previous meeting was 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**
The Trustees were still awaiting a decision from Mr. Hayes so it was agreed that this be left for the time being. It was noted that the car park was due for a lease break up to 2025.
 - b. **Tree Surgeon**
Following SB contacting Fisher German, Neil Hogbin confirmed that the Ash Tree on the Jubilee Field had already been felled on the instructions of the PC. This was confirmed by GD following a recent PC meeting. It is expected that the PC should have sought permission to carry out this work thinking that it came under general maintenance. In future someone on the PC, as tenants, has to be made aware to ask permission before carrying out work on the Jubilee Field.
 - c. **Jubilee Field Maintenance**
It had been agreed at the previous meeting that the PC be paid £518 in respect of the Jubilee Field Maintenance and the Clerk was instructed to issue a cheque accordingly.
 - d. **CIO Constitution**
The aspects of the last two minutes of 1 July and 27 August 2024 to be discussed at a separate meeting on the 23 September 2024 when Jayne Adams, Solicitor from Thomson, Snell & Passmore has agreed to be present.
 - e. **Hemington Land Footpath**
Following SB consulting with Fisher German, Robyn Dearden confirmed that they were still in the process of completing the submission for the declaration of the footpaths with the appropriate Council.
 - f. **Clarification of Student Funding**
The new wording had been circulated and it was agreed that it be adopted.
 - g. **Smisby Summer Party 7th September 2024**
Karen Walker had submitted the appropriate receipts for the cost of the summer party and it was agreed that the amount of £1359.63 be paid. The Clerk was to issue a cheque accordingly.
 - h. **Smisby Christmas Party – 30th November 2024**
There was no update on this item.

i. Christmas Hampers 2024

Following the cut off date of 31 August 2024 there had been no further applications for a hamper and therefore the Clerk to notify Victoria Waters accordingly. It was suggested by SB and agreed that Simon's daughter, Emilie, be asked to do a sticker for inclusion in the hamper that they wished to receive a hamper again next year, and if not in at the time of delivery, notification of where the hamper was left or for collection from Victoria. It was agreed that the cost of the Christmas Hampers be £70 for singles and £140 for doubles.

j. Application from [REDACTED] for Student Tertiary Funding

The appropriate receipt had been received. The Clerk read a thank you note from [REDACTED] for the Trustees kindness in granting her another year of student funding.

k. Donation to Smisby WI

A letter of thanks was received from Smisby WI for the Charity's donation which was read by the Clerk.

5. Business

a. Resignation of Claire Hynam as Nominative Trustee

A letter of resignation was received from Claire Hynam as from 2 September 2024. She stated her decision had not been taken lightly and enjoyed her time serving the Charity and taking great pride in contributing to village life. Her workload for the Charity had been relentless over the past twelve months but coupled with the situation and after-effects of a recent meeting it was starting to have a negative impact on her health. Claire was a valued Trustee on the Charity for the last seven years and the work she has undertaken has been invaluable. It is with regret that she has resigned.

b. Appointment of Elizabeth Sturgess as Nominative Trustee

Following the resignation of Claire Hynam the Clerk was instructed to inform the Parish Council and request their nomination of a Trustee to take her place and a reply was received nominating Elizabeth Sturgess. A date was to be fixed for her induction.

c. Newsletter Entry and Distribution

The newsletter entry for the Parochial Charity was agreed. Claire had obtained three quotes and it was agreed that the quote from Solopress be taken up, the Clerk to inform GD.

ACTION: SB has done address sheets for Kilworth to do the labels. GD will supply the envelopes one for posting and one for hand delivery.

d. Karen Walker request for reimbursement

Receipts had been received from Karen Walker for an amount of £109.70 in respect of plants for the village planters.

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

e. Smisby Web Pages

A request from Larry South was received for reimbursement of the cost of the webhosting for Smisby Parochial Charity for £15.00.

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

f. [REDACTED] – Application for Student Tertiary and Book Funding

Applications were received from [REDACTED] for Tertiary and Book Funding in respect of [REDACTED] first year at [REDACTED] University.

This was agreed and a cheque for £500 plus £119.70 respectively was issued.

g. Overhanging Hedge, Ashby Road, Boundary

Letters had been received from Leicestershire County Council concerning the overhanging hedge and a request that this be cut back.

ACTION: As SB had already received such a letter this was actioned by him.

h. Karen Walker – Project Funding Application

An application had been received for the purchase of a Gazebo for the Village.

Following consideration of the quotations supplied the Trustees agreed to the purchase of a Gazebo from Gala Tent recommended by Mark Parnham at a cost of £1128.97.

ACTION: The Clerk to inform Karen to go ahead with the purchase.

i. Land Availability

The Clerk had been informed of a piece of land along the B5006 that could come available for purchase by the Charity. The Trustees agreed that this be pursued.

ACTION: SB to contact Fisher German in order that they could follow this up and report back to the Trustees.

6. Investments

a. Cash on Deposit at 17 September 2024

The Cash on Deposit spreadsheet was produced.

It was noted that there was an interest rate reduction in the following investments:

Mansfield Building Society reduced to 2.25% as from 01.09.24

Close Bros. reduced to 5.30% as from 08.10.24

CAFBank reduced to 2.3% as from 10.10.24

b. Rathbones

Mr. Cooper stated the Investment Policy was not quite completed yet.

Investments

c. The Clerk confirmed that Close Bros. had now corrected the interest received.

d. Mr. Barnett suggested that the investment with Bath Building Society be topped up to £85K and a further two investments made. This was agreed.

e. CAFBank notifications to request users to check their contact details and change from existing Designation Name, Smisby Parochial Capital Account to Smisby Charity Capital Account.

7. Accounts

Payment of Accounts

a) Nuvo Accountancy Ltd – Preparation of Financial Statements to 31.03.24 £2940.00

Accounts for the year ended 31 March 2024

a) Mr. Barnett and the Clerk had met with Nuvo Accountancy to finalise the accounts for the year to 31 March 2024 and in particular to discuss their opinion that two of the CAFBank accounts be closed in order to save on bank charges, which they agreed. Also, they confirmed to take off the £8072.27 in respect of Transact shown on the Cash on Deposit spreadsheet as this would have been included in the transfer of £45700.00 in February from Clear Solutions to Rathbones. SB to sign the Trustees Report.

ACTION: The Clerk was instructed to request CAFBank to close [REDACTED] and [REDACTED] and for [REDACTED] to be used as the basic current account together with the capital account [REDACTED]. She was also asked to request the possibility of a credit/debit card facility.

b) Church Charity

It was confirmed by Nuvo Accountants that the payment of £31,573.09, being half receipts less half payments, be paid to the Church Charity for the year ended 31 March 2024. The Clerk to action accordingly.

8. Other Business

a) Consideration of Honorarium for the Clerk, Mrs. S. Heap

An amount of £2,700 was shown in the accounts for the year ended 31 March 2024 and it was agreed that this be adopted.

b) Application for Product Funding from Smisby Village Hall

An application was received from Smisby Village Hall for the purchase of a village notice board due to the present one suffering age deterioration.

Quotes were produced and it was agreed that Robert Lewis Signs quote for £1150.00 plus Vat (total £1380.00) be accepted and that the Village Hall be given the go-ahead to purchase. The Clerk to inform them accordingly.

9. Next Meeting

It was agreed that a meeting to discuss the CIO be on Monday the 23 September 2024 at 5.30pm when Jayne Adams from Thomson, Snell & Passmore was to attend.

There being no further business the meeting was closed at 9.30pm

Signed.....

Dated.....15/10/2024.....