

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY**  
**IN THE ANCIENT PARISH OF SMISBY ("The Charity")**  
**held at 5.30 pm on 23 September 2024 at Cedar Lawns, Forties Lane, Smisby**

1. **Present** Mr. S. J. Barnett, Mr. P. Cooper and Gemma Dickens  
Attending: Mrs. E. Sturgess, Jayne Adams and Mrs S. Heap (Clerk)
2. **Chairman** It was proposed by Mr. Barnett and seconded by Gemma Dickens that Mr. Paul Cooper be Chairman of the meeting.
3. **Introduction of Elizabeth Sturgess to the meeting**  
Elizabeth was welcomed to the meeting and gave an insight into her present activities being a retired property solicitor, a volunteer with CAB at Loughborough magistrate court and trustee of a UK based charity. She explained that she was very interested in the parish of Smisby and looked forward to an active role in the Parochial Charity.
4. **Introduction of Jayne Adams of Thomson, Snell & Passmore**  
Jayne was thanked for attending the meeting and would be explaining the next steps of the CIO. Jayne explicated that she was a consultant and charity lawyer.
5. **CIO**
  - a) **Discussion around the trustee composition including the 5<sup>th</sup> trustee and advertising thereof**  
JA explained that the CIO was in draft form, amended with the nominations and would be updated and sent out immediately. The Charity Commission document has to be used but there is not too much deviation. The initial reason for a CIO was to alleviate the Land Registry problem whereby all trustees were listed.  
**IT WAS UNANIMOUSLY RESOLVED TO INCREASE THE NOMINATIONS TO 5 BEING:**  
2 nominated by the Parish Council, of which only one maybe a parish councillor;  
1 nominated by the village hall who may or may not be a village hall trustee/member;  
2 co-opted trustees.  
And at any given time there should only be one trustee who is a parish councillor and one trustee who is a village hall trustee/member.  
It was also agreed to try and co-opt a fourth trustee in time for the CIO but if that was not possible we would only name the three trustees (Gemma, Paul and Elizabeth) in the CIO.  
It was agreed to delete the wording requiring there always to be two co-opted trustees – Clause 9.3.1 and 9.3.3.  
Also, to include in the guidance notes that it was best practice not to operate with only three trustees.  
It was also agreed that the quorum should be three.  
**Conflict of Interest** was discussed being the hampers received by the trustees as to whether the Trustees should receive one if applicable.  
**Change of objectives.** As the Charity was struggling to spend the money would it be possible to widen the objectives especially in a change of economic circumstances. Firstly, to prioritise the parish of Smisby and then another charity or something beyond Smisby and to widen the parish of Smisby for beneficiaries.

b) **Canvassing (paper/online) of the public regarding the agreed composition of the board of trustees**

It was agreed that this was not now needed.

c) **Discussion around the probationary period**

It was agreed to review the situation of the review period.

The review confirmed that clause 12.1.5 allows for a probationary period for newly appointed trustees. However, the review recommended amending the clause to require a unanimous decision by all other existing trustees to invoke the probationary period for a new trustee.

**IT WAS UNANIMOUSLY RESOLVED THAT CLAUSE 12.1.5 BE AMENDED TO A UNANIMOUS DECISION.**

d) **Any other amendments to consider for the constitution.**

Application of income and property to be considered, item 5.2.

It was agreed that the 1982 Scheme be put in regarding the Church Charity.

**First trustees:** It was agreed that Paul, Gemma and Elizabeth be the first three Trustees.

**Term of renewal:** It was agreed that none of the trustees would be automatically re-appointed and that there would be a maximum of two terms unless it wasn't possible to get a replacement and it was necessary to retain the trustee to achieve a quorum.

e) **Any useful guidelines/documentation (where to find) for running a CIO**

JA to advise.

f) **The next legal steps to get to a point that the CIO could be ready for submission to the Charity Commission**

JA will amend the CIO and the trustees to discuss the objectives. JD would hope to get a response from the Charity Commission in approximately three months time.

g) **Other important statements (legal) surrounding the Charity as an entity and the legal requirements for trustees etc.**

None discussed.

Following the above discussions JD was to draft a transfer agreement to the Trustees.

The Trustees to enquire with CAFBank about the Charity changing to a CIO and also Insurance.

JA was again thanked by the Trustees for her attendance at the meeting and wished her a safe journey home.

**6. Other Business**

**Land Availability**

It had been agreed that SB contact Fisher German to initiate the proposed purchase of the land lying to the west of the B5006 along Derby Road, Smisby. The offer had subsequently been sent to Nelsons for them to deal with on behalf of the Charity at an agreed price with the vendor (Mr. Carl Hartley) of [REDACTED]. The Trustees had been contacted by James Coningsby at Nelsons that they were proceeding with this purchase.

There being no further business the meeting closed at 7.40pm

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