

**Swillington Educational Charity**  
**Minutes of meeting held Friday 30th November 2012**

**Present:** Reverend Canon Rosemarie Hayes, Chair, Councillor Judith Woodhead, Councillor Ian Wallace, Councillor Mark Dobson, Susan Wheeler, Gill Weatherhead, Margaret Forth (Minute taker).

**Apologies:** Councillor Andrea McKenna,

**1. Minutes of last meeting:**

With amendment of the heading from Swillington Educational Trust to Swillington Educational Charity these were proposed and seconded as a true record and accepted.

**2. Definition of Committee:** The committee consists solely of the Trustees, of which there may be 6, and they are the only people who can vote on any decisions. The Trustees welcome other people to attend the meeting but they cannot vote on any actions taken.

**3. Insurance:**

**3.1** Councillor Ian Wallace has consulted an Insurance Broker who has been unable to find anyone to give insurance cover for Fire, Theft or Public Liability except at premiums in excess of £2,000. As the Charity has insufficient money to pay this no insurance is possible.

**3.2** Councillor Mark Dobson said he had spoken to LCC Asset Management Team who advised that it is very difficult to dispose of older properties but a little easier for charities. They had said insurance would be almost impossible and they would advise demolition as the best course of action.

**4. Demolition:**

**4.1** No work of any kind can proceed until an asbestos survey has been carried out. Councillor Ian Wallace had obtained 3 quotes (copies in Minute Book). These varied from £395 to £550 plus VAT. In view of clarity of quote from All Clear and the fact they had visited the site and included cost of taking samples it was proposed, seconded and agreed to ask them to carry out the survey.

**4.2** Councillor Ian Wallace presented 4 quotes for demolition of the premises which ranged from a charge of £10,000 plus VAT to a payment of £6,000 for reclaimed materials. (All quotes in Minute Book). McHugh and Sons gave the best quote and they would seek all permissions, dispose of all materials and deal with Utility Companies. Any disconnection fees for water, gas, electricity would be chargeable.

**4.3** It was agreed that it would be good to have an independent valuation of the reclaimable materials if buildings demolished. Councillor Mark Dobson said LCC would be unable to give this service and it was agreed that there are insufficient funds to pay for an independent survey.

**4.4** It was proposed, seconded and agreed that if demolition was later agreed to be the preferred option McHugh and Son would be asked to carry out the work.

**5. Sale or Refurbishment:**

**5.1** Refurbishment: Several quotes received. Where written these are in the Minute Book but some were verbal quotes. They ranged from £140,000 to £200,000 per building.

**5.2** Councillor Judith Woodhead had been unable to find anyone to give a price for sale without charging for the service and she had been advised that owing to the position of the site it would be difficult to sell. It would be doubtful if planning permission would be given for a commercial or domestic development.

## **6. Bank Mandate:**

It was agreed that the Trustees should be bank signatories. Councillor Ian Wallace had emailed Councillor Andrea McKenna asking to meet so she could be a signatory but had received no reply. It was proposed by Councillor Ian Wallace, seconded by Reverend Canon Rosemarie Hayes that 3 Trustees, Councillor Judith Woodhead, Councillor Ian Wallace and Reverend Canon Rosemarie Hayes be signatories on the bank mandate with any 2 of the 3 to sign for transactions. This was agreed.

## **7. Transfer Control of Investment Funds:**

The Trustees agreed that money from the Investment Accounts should go into the current account so that bills could be paid and the Trustees have control of all monies. Reverend Canon Rosemarie Hayes agreed to contact Councillor Tom Murray to ask him to arrange for this to happen as soon as possible.

## **8. Clearing of Buildings:**

Councillor Mark Dobson said he would arrange for 2 skips to be provided by LCC to clear rubbish and he would also give a day to help with this between Christmas and New Year. One of the Uniformed Leaders, Mark Sigsworth, will also help. A date needs to be co-ordinated. All contents belonging to other groups will have been cleared by this weekend.

## **9. Trustees Acceptance of Office;**

**9.1** All Trustees signed forms accepting office of Trustee. Councillor Andrea McKenna will have to sign when she can be contacted.

**9.2** Councillor Ian Wallace will contact the Charity Commissioners to inform of current Trustees and to check that they can legally make decisions about the future of the buildings and the Charity.

## **10. Minute Book:**

Councillor Ian Wallace will maintain this book ensuring that the signed minutes, all estimates, quotes, letters and other pertinent information will be kept in one place.

## **11. Public Meeting:**

It was agreed that a Public Meeting should be held as soon as possible to let the community know the position and listen to them. However it needs to be made clear that any decisions will be made by the Trustees. A date will be set at the next trustees meeting and every effort made to advertise the meeting to as many people as possible.

## **12. Parish Councils:**

It was agreed that Councillor Judith Woodhead and Councillor Ian Wallace would ensure that Swillington Educational Charity be on the Agenda at their respective Council Meetings and that they would make a report that could be included in the minutes of the meetings.

**Date of next meeting: Friday 4th January 2013, 4.00 pm. in St. Mary's Church, Swillington.**

Signed \_\_\_\_\_

**Chairperson**

Signed \_\_\_\_\_

**Minutes Secretary**