

**Swillington Educational Charity**  
**Minutes of meeting held Thursday 4th April 2013**

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

**1. Apologies:** Councillor Mark Dobson, Jan Pettitt

**2. Minutes of last meeting:**

were proposed and seconded as a true record and accepted by the meeting.

**3. Matters Arising.** None

**4. Report of meeting with potential developer:**

**4.1** Reverend Canon Rosemarie Hayes, Councillor Judith Woodhead, Councillor Ian Wallace and Margaret Forth met with Mr Jim Carter, and Mr Malcolm Smith from Beech Tree Developments on 2nd April 2013. A full report of meeting is in Minute Book.

**4.2** As agreed by resolution 4.4 of meeting on 7th March 2013 the 3 Trustees present signed the 8 week exclusivity agreement.

**5. Reports of Solicitor meetings and correspondence:**

**5.1** As agreed by resolution 5 of meeting on 7th March 2013 Ison Harrison have been engaged to act for SEC and Councillor Ian Wallace met with Mr Martyn Phillips on 12th March.

**5.2** No action possible until after 8 week exclusivity period but Deeds need to be located. Solicitor says Mr B Caulfield (previous Clerk to Swillington Parish Council) signed for and collected deeds and documents on 12th September 2007. Mr Caulfield has no recollection of this says he has never seen any these. The documents collected were almost certainly to do with the Community Centre as Ison Harrison acted for the Parish Council and Booths of Leeds acted for the Charity. Councillor Ian Wallace and Councillor Judith Woodhead have not been able to find these in any of paperwork they have been able to access.

**5.3** Susan Wheeler, Gill Weatherhead and Councillor Ian Wallace will go to West Yorkshire Archives to see if they have any record of deeds. Councillor Ian Wallace will also contact Charity Commission to see if land can be sold without deeds.

**5.4** Solicitor also requires documentary proof that current Trustees have been formally nominated to act for SEC. Councillor Ian Wallace and Councillor Judith Woodhead will ask for formal confirmation of this from their respective Parish Clerks as recorded in Parish Council minutes and Councillor Mark Dobson is to pursue this with LCC.

**5.5** It was also suggested that the Councillors register their interest as Trustees with LCC Monitoring Officer.

**6. Demolition and Reclamation:**

**6.1** McHugh's remain the preferred company to carry out any demolition work and the developers have agreed to use them if needed and the SEC will retain any profit made from demolition as previously agreed with McHugh's. Councillor Ian Wallace will keep McHugh's informed.

**7. Finance Report (to include mandate and Account Book progress) :**

**7.1** Councillor Judith Woodhead went to Bank to sign mandate but they were unable to accept her proof of identity. She has clarified what is acceptable and will return as soon as this is available.

**7.2** Councillor Tom Murray has not forwarded any documentation to do with accounts as requested and it is not possible to create an Account Book as required by law until this information is available. Councillor Judith Woodhead will contact Councillor Tom Murray to ask him to expedite this.

**7.3** The accounts show a current balance of £2147.84

**7.4** Councillor Ian Wallace presented invoices for money he has paid out for land searches and the hire of lamps when clearing the properties for a total amount of £126. It was proposed by Reverend Canon Rosemarie Hayes, seconded by Councillor Judith Woodhead that this be paid immediately.

**9. Date and Location of Public Meeting:**

Unable to arrange until all information available.

**10. Any Other Business:**

**10.1** If land is sold for development it will be necessary to employ a Chartered Surveyor to ensure

the Charity receives a fair price, and/ or the refurbished hall is up to standard. There are concerns about how this and the legal fees will be paid if no money available in account.

**10.2** Councillor Ian Wallace to contact Solicitor to explain about limited finance and need to keep costs low. Will also enquire if they know of a suitable Surveyor.

**10.3** Gill Weatherhead will contact Ripon and Leeds Diocesan Office to ask if they may be able to offer any help with supplying or finding a Surveyor.

**11. Date of next meetings:**

Thursday 2nd May, 2.00 pm. in Church and Wednesday 22nd May at 11.00am.

**Signed.....Chair person**

**Signed.....Minutes Secretary**