

Swillington Educational Charity
Draft Minutes of Trustees meeting held Friday 19th December 2014

Present:, Trustees Reverend Canon Rosemarie Hayes (Chair), Councillor Ian Wallace, Councillor Judith Woodhead. Councillor Andrea McKenna , Councillor Jacqui Smith, Councillor Janet Taylor. Observer Reverend Diane Flynn, Minute taker Margaret Forth.

Agenda Item 1. Reverend Canon Hayes opened the meeting and welcomed Councillor Taylor to her first meeting. As Councillor Andrea McKenna had to leave the meeting early it was agreed Agenda Items 8 and 5 were to be discussed first.

Agenda Item 8. Agenda for Open Meeting:

8.1 Agenda for Open Meeting

RESOLVED:1. Overview of current Scheme (Councillor Jacqui Smith and Councillor Ian Wallace)

2. Suggestions / comments from floor. (Any changes will be the responsibility of the Trustees and need the agreement of the Charity Commissioners).

3. Future - where now? (Hand outs to be available with contact details for any comments or queries).

8.2 RESOLVED: It was confirmed the Open Meeting will be held at Swillington Miners Welfare Club on January 8 2015 at 7.30 p.m. following the Garforth and Swillington Forum meeting. Although an Open meeting, only residents of Great and Little Preston and Swillington will be able to participate.

Agenda Item 5. Governance Document Review Suggestions:

5.1 Application of Income: Generally all points in Rule 27 agreed but some clarification of the word 'education' in 27d needed.

5.2 All references to land or property owned by the Charity need removing as none now owned.

(Councillor Andrea McKenna left the meeting at this point.)

5.3 Rule 5 in document - agreed at last meeting (see minutes) that six Trustees is sufficient. The Trustee body has the power to increase the number of co opted members if the need arises. Any alterations to the conditions of appointing nominated Trustees or the ex officio member must be agreed by the nominating body. In all cases the Charity Commission must be informed of any changes.

5.4 Rule 6 in document - after 'Rector' add 'or his/her nominee'. This would have to be agreed by the Parochial Church Council.

5.5 Rule 7 in document - nominated Trustees should serve as Trustee from the date of their acceptance of office of Trustee to the end of their elected Local Government period. i.e. This would mean that a City Councillor would serve a maximum of 3 years and a Parish Councillor 4 years before having to be re elected as as a Trustee. A nominated Trustee does not have to be a Councillor, in which case the period of office for a person nominated by the respective council is the 3 or 4 years from the date of signing the acceptance of office. (The term of office of the current nominated Parish Councillors will expire in May 2015. As residents of the area of benefit, Councillors Smith and Taylor are co opted members and their term is 5 years from the date of signing their acceptance of office.)

5.6 No other changes needed but Rules 23,24,25 should be removed as refer to land no longer owned.

RESOLVED: The above points along with any from the open meeting (agreed by the Trustees) will form part of an application to the Charity Commission to update the Scheme Contents of which will be decided at the first Trustees meeting after the open meeting

Agenda Item 2. Minutes of last meeting.

RESOLVED:The minutes of the Trustees meeting held 14th November 2014 were agreed as a true record.

Agenda Item 3. Matters Arising. None

Agenda Item 4. Charity Commission:

4.1 Councillor Ian Wallace has applied to Charity Commission for permission to put £5,000 in a Deposit Account to allow the Charity to be able to accept application for grants. Has had automated reply to say there will be at least a 25 day delay before a reply can be expected. Copies of the application and reply in the minute book.

Agenda Item 6. Receive finance report and investment.

6.1 Application forms have been completed for the COIF Investment Account for £45,000 and the COIF Deposit Account of £5,000, both in respect of SEC. Approved signed copy of the November minutes containing the resolution and cheques need to be signed and submitted with the applications.

6.2 New user details are required for access to the HSBC online banking system. The previous authorisations have been removed. There is a withdrawal limit of £1,000 on the current account. Application forms have been completed and require signing by the existing cheque signatories.

Agenda Item 7. Election of Secretary and first point of contact.

7.1 RESOLVED: Councillor Ian Wallace was proposed as Secretary by Councillor Jacqui Smith, seconded by Councillor Judith Woodhead and agreed unanimously.

7.2 RESOLVED: It was agreed that any contact with SEC had to be in writing, either letter, email or handed to any Trustee. Councillor Ian Wallace will set up a designated email account and the postal address was agreed as: Swillington Village Hall, Church Lane, Swillington, Leeds LS26 8DX.

Agenda Item 9. Any Other Business:

9.1 A written request for a grant towards cost of attending the World Scout Jamboree in Japan in 2015 has been received.

RESOLVED:Councillor Ian Wallace will reply to say that not possible to issue any grants at the present time. The application would be held on file pending the Charity Commission decision

9.2 Publicity for the Open Meeting.

RESOLVED:Councillor Jacqui Smith will distribute posters around Swillington, it will be on Parish Council websites in Swillington and Great and Little Preston. M Forth will email contact list.

Agenda Item 10. Date of next Trustees meeting..

10.1 Friday 30th January 2015, 10.00 am. at Bowers Row..

Signed

_____ Chairperson. _____ Minutes Secretary