

Swillington Educational Charity
Draft Minutes of Trustees meeting held Friday 30th January 2015

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

1. The meeting was opened by Reverend Canon Rosemarie Hayes

2. Apologies: Councillor Andrea McKenna, Reverend Diane Flynn

3. Minutes of Trustees Meeting, 19/12/2014:

There were the following amendments to the minutes:

3.1 Point 5.4 should request a letter from St. Mary's Swillington Parochial Church Council to alter wording in Rule 6 after 'Rector' add, 'or his/her nominee' Margaret Forth will request this.

3.2 Point 5.5 - change City Councillor term of office to FOUR years and 'elect as trustee' to 'NOMINATE as trustee'

With these amendments the minutes were agreed as a true record.

4. Matters Arising from Trustees meeting: None

5. Minutes of Open Meeting, 08/01/2015:

There was one amendment. Janet Taylor had sent her apologies for missing the meeting. The minutes were then agreed as a true record.

6. Matters Arising from Open Meeting: None but it was agreed it had been a useful and productive meeting.

Suggestions and comments regarding updating the Scheme will be discussed during today's meeting.

7. Charity Commission:

There has been no reply as yet to Councillor Ian Wallace's last email. He will contact them again.

8. Governance Document Review:

8.1 Councillor Ian Wallace will draft scheme to include changes recommended at last meeting of Trustees and agreed at the open meeting. He will email this to all Trustees to consider/amend before sending to Charity Commission.

8.2 He will request that Groups representing young people who reside in the designated areas be included as being able to apply for grants in the same way as schools.

8.3 It was agreed that it was important that the process for applying for grants be publicised as widely as possible. The suggestion at the Open Meeting that information on the grants be sent to local High Schools was agreed wholeheartedly.

9. Receive Finance Report:

9.1 All paperwork is complete to open the deposit and investment accounts but permission from Charity Commission to put £5,000 in a COIF deposit account not yet received.

Proposed by Councillor Ian Wallace that the accounts are opened with £5,000 in the Deposit Account and £45,000 in a COIF Investment Account until reply received from Charity Commissioners.

This was seconded by Jacqui Smith and agreed unanimously.

10. Contact Details:

The Charity and Trustee contact details were circulated to all on the residents contact list and interested parties along with the minutes of the Open meetings and a direct link to published SEC minutes.

The list consists of those who gave contact details at Open Meeting and those who have previously attended Trustees meeting or requested information.

11. Any Other Business:

11.1 The Trustees will need to determine the level of any grants and devise an application form for grants. They will also need to decide the closing dates for applications to be received bearing in mind that 31st December is the end of the accounting year for the Charity Commissioners..

11.2 The Rothwell Record have contacted Jacqui Smith asking for an update of the Charity. Jacqui Smith will draft a reply and circulate this to all trustees before sending to Rothwell Record.

12. Date of next Trustee Meeting:

Friday 27th March, 2.00 pm. at Bowers Row Chapel.

Signed

_____ **Chairperson.**

_____ **Minutes Secretary**

Link to previous minutes

<http://www.greatandlittlepreston-pc.org.uk/sec.html>