

Swillington Educational Charity
Draft Minutes of Trustees meeting held Thursday 14th January 2016

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

1. The meeting was opened by Reverend Canon Rosemarie Hayes.

2. Apologies: None

3. Minutes of Trustees Meeting, 27.3.15:

Following a proposal by Councillor Andrea McKenna and being seconded by Jacqui Smith the minutes were agreed as a true record.

4. Matters Arising from Trustees meeting:

None

5. Resignations:

5.1 Councillor Ian Wallace has formally resigned as nominated Trustee from Great and Little Preston Parish Council and as Secretary owing to personal difficulties. His letter is filed in the Minute Book.

5.2 Reverend Canon Rosemarie Hayes is also resigning following this meeting and her place is being taken by Reverend Diane Flynn who is her nominated successor.

5.3 Margaret Forth also resigned as Minute Taker from the end of this meeting.

5.4 Jacqui Smith said all these resignations were accepted with regret and thanks given for the work undertaken by these people.

6. Consider Vacancies:

6.1. Nominated Trustee: Councillor Ian Wallace has informed Great and Little Preston Parish Council that they will need to nominate a replacement and Janet Taylor will ensure this is raised at the next PC meeting.

6.2 Secretary: Several possibilities were considered. Jacqui Smith will ask if the Swillington Parish Clerk would take on the role as it would probably only involve 2 meetings per year and the Trustees feel they could pay someone to undertake the role. It could also be advertised on Parish Council Websites and by word of mouth to try to find someone if the Parish Clerk does not feel able to do this..

7. Financial Reports and Investments:

7.1 Councillor Ian Wallace has updated the Charity Commission Website with the Financial Statement for 2015. This shows a current Balance of £51,011.84.

7.2 It was agreed to invest £45,000 as soon as possible in a COIF account and to use the money remaining in the current account to facilitate grants as specified in the Scheme.

7.3 Bank Signatories: In view of the resignation of Reverend Canon Rosemarie Hayes and Councillor Ian Wallace it was proposed by Jacqui Smith and seconded by Councillor Andrea McKenna that the Bank signatories be changed to Reverend Diane Flynn, Jacqui Smith and that Judith Woodhead remain as a signatory. Any two of the three to sign on behalf of the Charity. A bank mandate will be completed after this meeting.

8. Future Plans:

8.1 Jacqui Smith has spoken to the Senior Governance Advisor at VAL (Voluntary Action Leeds).. She suggests we consult a solicitor who has expertise in Charitable Law and recommends Natalie Johnson of Wrigley's Leeds.

8.2 It was agreed to arrange a further Trustee meeting to discuss exactly which points should be discussed with the Solicitor and to arrange an appointment with Natalie when all, or most, of Trustees could be present.

8.3 Councillor Judith Woodhead confirmed that she had been re-nominated as a Trustee by Swillington Parish Council following elections last April.

8. Date of next meeting:

Thursday 11th February, 10.30 am at St. Mary's Swillington.

Signed

_____ **Chairperson.**

_____ **Minutes Secretary**

Link to previous minutes

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