

**Swillington Educational Charity  
Minutes of Trustees Meeting held on Tuesday the 7<sup>th</sup> of March 2017**

In attendance: Reverend Diane Flynn (Chair), Swillington Councillors Judith Woodhead and Jacqui Smith. Great and Little Preston Councillors Janet Taylor and Denise Blackburn and Administrator Diane Brown (Minute Taker)

**1. Welcome.**

Reverend Diane Flynn opened the meeting.

**2. Apologies.** There were no apologies as all existing trustees present.

**3. Minutes from the Trustees Meeting 05/04/2016**

The minutes were accepted as an accurate record of this meeting. The actions as instructed to the Charity Administrator Diane Brown of writing to Wrigley's solicitors and the completion of the CIOF have both been completed.

**4. Nominative trustee from Leeds City Council**

As Cllr Andrea McKenna is no longer a Ward Councillor and has resigned we now require a nominative trustee from Leeds CC. Jacqui has approached Sally Elliott the Head teacher at Swillington Primary School as to whether she might be agreeable to being a nominated Leeds CC Trustee. This potential appointment was discussed and agreed. Diane is to contact the Chief Executive of Leeds CC Tom Riordan to ensure that Leeds CC is in agreement with this prior to Sally being formally asked.

**5. Grant Awarding Policy and Application Form Discussion**

The Grant Awarding Policy was agreed with a change to the eligibility paragraph to reflect that the parishes being considered are council rather than the church ones. The Grant Awarding Application Form requires a number of changes to reflect the status of the applicant. Diane will amend and send out the amended form to trustees for agreement via email.

**6. Financial Information**

There have been some problems with the bank account as the HSBC had erroneously put an inhibit on the account. Jacqui and Judith have now been into the bank and sorted the problem; they were thanked for their efforts. It was agreed that as the interest from the COIF was being put into the current account that a separate spreadsheet would be needed to account for the accumulating interest and to keep it separate from the revenue budget.

**8. Any Other Business**

There was no other business.

**9. Close of the meeting and the arrangement of a date for the next meeting.**

Reverend Diane Flynn closed the meeting. The next meeting will be October the 3<sup>rd</sup> at 6 pm in the Village Hall Office.

Signed by

..... Chairperson

..... Administrator

..... Date of signing