

**Swillington Educational Charity**  
**Minutes of Trustees Meeting held on Tuesday the 5<sup>th</sup> of April 2016**

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. Reverend Diane Flynn was formally accepted as Chair; this was proposed by Cllr Jacqui Smith and seconded by Cllr Judith Woodhead. **Reverend Diane Flynn opened the meeting.**

2. **Apologies.** There was one apology from Ward Councillor Andrea McKenna.

**3. Minutes from the Trustees Meeting 14/01/2016**

Following a proposal from Cllr Jacqui Smith and being seconded by Cllr Janet Taylor the minutes were agreed as a true record. Reverend Diane Flynn asked for it to be noted that item 7.3 regarding the Bank Mandate had now been completed.

**4. Formal note of the appointments of Trustee Denise Blackburn and Administrator Diane Brown.**

The appointments of Cllr Denise Blackburn as Trustee and Diane Brown as Administrator of Swillington Educational Charity were proposed by Cllr Jacqui Smith and seconded by Cllr Judith Woodhead. Both Denise Blackburn and Reverend Diane Flynn completed their declaration forms which will be placed on file. Cllr Denise Blackburn updated the meeting regarding the approval of her appointment as trustee from Great and Little Preston Parish Council and gave the administrator a copy of the draft minutes of Great and Little Preston Parish February Meeting where this was agreed. This will be placed on file.

**5. Discussion of the meeting of the 25/02/2016 at Wrigley's Solicitors and the proposed acceptance of the terms of reference.**

It was agreed that the note of the meeting compiled by Diane Brown at Wrigley's solicitors was an accurate one and will be placed on file. Since the meeting it has been clarified that the money held is on a permanent endowment basis so without changing the scheme the interest can only be spent. It was agreed that £50k would be invested in the Charities Investment Fund (COIF) and the interest only would be spent once the interest had accrued. By investing £50k there will be enough funds left to pay for on-going administrative expenses.

At the meeting at Wrigley's it was thought that the Scheme needed amendment to change the status of the ex-officio trustee as there is no longer a Rector in Swillington. As the Scheme needed changing it was agreed that the services of Wrigley's Solicitors would be required to write a resolution to change the Scheme. However at the recent Parochial Church Council it was agreed that the ex-officio representative would be a member of the Clergy. Although there is no longer a Rector for Swillington there is a Team Rector covering the three parishes of Kippax, Allerton Bywater and Swillington. As this change in title is not material the advice from Wrigley's was that there was no obligation on the part of the Charity to change the wording. It was agreed to follow this advice and Diane Brown would draft a letter to that effect which would be agreed by all trustees prior to being sent out.

**6. Discussion of the completion of the investment forms in the COIF.**

Diane Brown was instructed to start the process of completing the Charities Investment Fund (COIF). Each trustee will have to provide some information and sign the form and Diane Brown will contact each trustee to arrange.

**7. Financial Information**

It was agreed to reimburse Swillington Parish Council £39.03 for the services of their clerk Diane Brown as the charity Administrator. There is currently £51,011.84 in the bank.

**8. Any Other Business**

Once monies have accrued a Grant Awarding Policy will be needed, it was agreed that Diane Brown would draft one and distribute to all trustees for comment. It will be some time however before the Charity will be in a position to distribute funds.

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

Reverend Diane Flynn closed the meeting. It was agreed that until funds were accrued that there was no point in setting a future meeting date at this time.

Signed by

..... Chairperson

..... Administrator

..... Date of signing