

**Swillington Educational Charity**  
**Draft Minutes of Trustees Meeting held on Tuesday the 3<sup>rd</sup> of October 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.**

No apologies were received.

**3. Minutes from the Trustees Meeting of the 7<sup>th</sup> of March 2017.**

The minutes were accepted as an accurate record of this meeting.

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

At the last meeting it was agreed that the Chief Executive of Leeds City Council would be approached to ask advice re the resignation of the former Leeds City Council Nominative Trustee Cllr Andrea McKenna. It was hoped that the Head teacher from Swillington Primary School Sally Elliott could be appointed in Cllr McKenna's stead.

When advice was received it was discovered that Leeds City Council had already appointed a replacement but had not informed the Charity. Cllr Stuart McKenna was the replacement appointed and the Administrator Diane has been in contact with Cllr McKenna giving him all the necessary information so that he may carry out the role as required as trustee. Despite being sent the trustee form four times Cllr McKenna has yet to complete it and it is disappointing that Cllr McKenna did not send his apologies for non-attendance to the meeting. It was felt at this time that no further action would be taken until the next meeting.

Diane was instructed to send a copy of the Trustees form with the draft minutes from this meeting.

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

The Grant Awarding Policy and Application form was discussed. The amendments agreed from the March 2017 meeting have been implemented and both the policy and form were approved.

**6. Financial Information**

Diane updated the meeting regarding the finances of the Charity, in the current account with HSBC. There is £1,031.67 in the account £191.99 of it is the interest from the COIF. The bank reconciliation and bank statement was passed around the table for information.

Janet and Denise asked why the hourly rate of Diane's recharge had increased and Diane explained that in August 2016 she had qualified as a parish clerk and was now paid on a higher rate. Diane is paid in line with the Yorkshire Local Councils Association rates and a copy of the rates would be sent to all trustees for their information.

Diane apologised that she should have informed everyone of this change. She also explained that at her annual appraisal she also received a salary increment.

Janet and Denise have concerns that there are not the funds to continue to pay for an Administrator and that it would be preferable for a volunteer to take over this task. It was agreed that Diane would make a note of all tasks needed including the time taken to complete them. This will be useful information for the volunteer once they have been appointed.

Reverend Diane Flynn asked if her fellow trustees had any ideas as to when the Charity could go live. After a discussion it was agreed to leave it for now and that it would be an agenda item for the next meeting. The discussion will also include promotion and advertisement of the Charities aims and objectives.

**8. Any Other Business**

Diane asked if anyone knew the process of updating the minutes on the Charity web site. There is a link to the previous minutes of the Charity on Swillington Parish web site but it is not up to date. No-one at the meeting was aware of the process and Diane said that she would look into it.

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

Reverend Diane Flynn closed the meeting at 6.40pm. The next meeting will be March the 6<sup>th</sup> 2018 at 6 pm in the Village Hall Office.

Signed by

..... Chairperson

..... Administrator

..... Date of signing