

**Swillington Educational Charity  
Draft Minutes of Trustees Meeting held on Tuesday the 6th of March 2018**

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

**1. Welcome.**

Reverend Diane Flynn opened the meeting.

**2. Apologies.**

No apologies were received.

**3. Minutes from the Trustees Meeting of the 3<sup>rd</sup> October 2017**

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

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

Despite LCC appointing Cllr Stuart McKenna as the Leeds City Council Nominative Trustee and several emails, forms and reminders being issued, no contact has been made by Cllr McKenna.

As local elections are due in May 2018 and it is understood Mr McKenna will not be standing as a candidate, the meeting agreed to wait until after the election takes place before sending a reminder to LCC to nominate a Trustee. If Leeds City Council are unable to provide a nominative Trustee the Trustees will approach Sally Elliot, head teacher before the November meeting.

**AP: After May 2018 local elections, approach LCC for a nominative Trustee**

**AP: If LCC fail to provide Trustee, SEC Trustees to approach Sally Elliot re the Nominative Trustee position.**

**5. Publication of SEC Minutes on GALPCC Website**

The SEC minutes are now published on the Great & Little Preston Parish Council website. The October 2017 minutes have been sent to website administrators for publication. The Swillington Parish Council website has a link to view these minutes. The meetings agreed assumption was this was sufficient publication and the minutes did not have to be published on the Charity Commissions website.

**AP: Before November meeting ascertain if the meetings assumption is correct.**

**AP: After circulation of the draft minutes by email to attendees and any amendments incorporated, send for publication on the GALPCC website – Denise Blackburn to action this.**

**6. Future Arrangements for covering the Admin duties (Diane Brown)**

Several people had been approached to try and find someone willing to take on the Admin role in an unpaid capacity to maximise the small amount of interest being accrued for distribution by the Charity. Unfortunately, this was unsuccessful. Denise Blackburn offered to produce the Agenda and take the minutes of this meeting and Jacqui Smith provided the Financial Information. Diane Flynn recorded her thanks for Diane Brown's work to date and Denise and Jacqui for this meeting.

**AP: Diane Brown's services and expertise will continue to be required over the coming months and the meeting hope that Diane will be willing to provide these chargeable services.**

**7. Future Viability of Swillington Educational Charity.**

After wide ranging discussion it was proposed by Jacqui Smith and seconded by Denise Blackburn and all agreed that the Swillington Educational Charity Trustees should look at the possibility of closing the charity and distributing the Funds in line with the aims of the Charity and within the Parishes of Swillington and Great & Little Preston.

**AP: All attendees to investigate potential uses for the funds, including contacting local schools and uniform groups for their input.**

**AP: Jacqui to liaise with Diane Brown regarding steps which have to be taken to legally wind up the charity.**

**AP: All attendees to report back their findings at the November meeting.**

**8. Financial Information**

Jacqui updated the meeting regarding the finances of the Charity, in the current account with HSBC. There is £1,045.33 in the account £51.34 of it is the interest from the COIF. The bank reconciliation and bank statements were passed around the table for information and verification including the £50,000.00 capital sum. A sum of £37.68 has been paid out of the account for administrative charges.

**AP: Jacqui Smith kindly agreed to collect and report the Financial information to November meeting if required.**

**9. Any Other Business**

None raised.

**10. 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 on November the 6<sup>th</sup> 2018 at 6 pm in the Village Hall Office.

Signed by

..... Chairperson

..... Date of signing