

Swillington Educational Charity
Minutes of Trustees Meeting held on Tuesday the 5th of March 2019

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

1. Welcome.

Reverend Diane Flynn opened the meeting.

2. Apologies.

No apologies were necessary as all present.

3. Minutes from the Trustees Meeting of the 6th of March 2018.

The minutes were accepted as an accurate record of this meeting except for a typo identified by Cllr J Smith.

Regarding the matters arising which are not agenda items;

Point 4. Ward Councillor Sarah Field is now the Leeds City Council nominated trustee. Diane B will email her the Trustees Form so that she can be added to the Charity Commission website.

Point 5. The October 2017 minutes will now be input on the Great and Little Preston website.

Point 6. Diane Brown was asked to continue as Administrator and has agreed to do so.

4. Discussion re closure of the Charity.

Since the last meeting there has been an exchange of letters and emails from the Charity to the Charity Commission asking for advice regarding closure. An email was received from the Charity Commission on the 21st of January 2019 which finally gave positive and very welcome news that the permanent endowment could be spent and would not be retained by the Charity Commission when the Charity closed.

It was agreed at the last meeting that the Charity should close, and all funds be given to identified and worthy recipients as per the Schedule of Swillington Educational Charity. To be able to action this agreement this decision must be formally resolved.

It is therefore resolved that the Trustees of Swillington Educational Charity under Section 281 of The Charities Act that the whole of the endowment will be spent in line with the aims of the Schedule of the Charity.

This is allowable under the act as the charity has annual income of less than £1,000. Once the funds have been transferred/applied Diane will complete the dissolution form online.

5. Next steps regarding the permanent endowment.

A Grant Awarding Policy and application form have been agreed by the Trustees in line with the original schedule. Cllr Field asked for a copy of this which Diane will provide. A discussion ensued as to how the application process would be advertised. In the first instance the process will be on both the website of Swillington and Great and Little Preston. Trustees agreed to use their local contacts to publicise the process. It was agreed that applications will be invited and the closing date for applications will be the 30th of June. As per the grant application form, Diane will be the main point of contact. Diane will email applications to the trustees for their consideration and a meeting will be arranged after the deadline to decide the successful applicants.

It was agreed that monies would be drawn down from the COIF in tranches to maximise the interest from funds.

6. Financial Information

Diane updated the meeting regarding the finances of the Charity, in the current account with HSBC. There is £1,227.63 in the current account £470.08 of it is the interest from the COIF.

8. Any Other Business

There was a discussion as to when the charity might finally close. A date of December 2019 was mentioned but this will depend on the success of distributing the charity's funds.

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 July the 2nd 2019 at 6 pm in the Village Hall Office.

Signed by

..... Chairperson

..... Administrator

02/07/2019

..... Date of signing