

**Swillington Educational Charity**  
**Minutes of Trustees Meeting held on Tuesday the 6<sup>th</sup> of August 2019 at 2 pm in**  
**the Village Hall Office Swillington.**

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

Diane Brown (Administrator)

**1. Welcome.**

Reverend Diane Flynn opened the meeting.

**2. Apologies.**

Were received from Ward Councillor Mark Dobson

**3. Minutes from the Trustees Meeting of the 2<sup>nd</sup> of July 2019.**

The minutes were accepted as an accurate record.

**4. Grant Distribution Update**

Payments were made by cheque to the four individual applicants amounting to £1,920.93.

At the last meeting the Trustees had asked for further information regarding the applications from the two schools who had applied for funds. Both schools had responded by the deadline set.

Their individual responses were discussed by the Trustees. It was agreed that one School had fully answered the questions raised. It was agreed that this School had therefore qualified for the full grant of £27,020 as requested.

The response received from the other School did not fully answer the queries raised by the Trustees and it was agreed that further clarification was required. A deadline of the 30<sup>th</sup> of September was agreed for the receipt of further information.

**5. Financial Information**

Diane B updated the meeting regarding the finances of the Charity. There is £1,327.83 in the current account as per the latest bank statement received dated the 5<sup>th</sup> of July. Since this date there has been a drawdown of £10k from the COIF. In order to fund the grant application of £27,020 as agreed in the paragraph above there will need to be a further draw down of funds from the COIF.

As at the date of this meeting a total of £28,940.93 of grant applications has been approved by the Trustees.

**6. Next steps for the closure of the Charity.**

The Trustees stated that they were pleased that after so many years, positive steps were being taken to give out the monies as per the original remit of the Charity. It is hoped that any remaining monies would be given out in a timely fashion to qualifying recipients.

Depending on the response received from the other School regarding their outstanding queries there may be monies for a further round of applications.

It was suggested that should there be a further round of applications that Nineland's School whose application was not approved be contacted and the parents/guardians of the children mentioned within the bid could apply individually.

Diane B stated once all monies had been distributed that a formal closure of the Charity with the Charity Commission would need to be completed.

**7. Any Other Business**

At the last meeting Jacqui said that the co-option of herself and Janet would need to be re-made in October 2019. The Schedule of the Charity states that the co-option of Co-optative Trustees must be appointed by a resolution taken at a special meeting of which not less than 21 days- notice has been given.

It was agreed that prior to the next meeting in October 2019 that a special meeting would be arranged to satisfy these criteria.

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

Reverend Diane Flynn closed the meeting at 2.45 pm.

The next meeting will take place on the 22<sup>nd</sup> of October at 1pm with the Special Meeting taking place before at 12.45 pm.

Signed by

..... Chairperson

..... Administrator

..... Date of signing