

**Swillington Educational Charity**  
**Minutes of Trustees Meeting held on Tuesday the 21<sup>st</sup> of October 2020, at 7pm.**

Owing to the COVID-19 Pandemic this meeting was held remotely

In attendance: Great and Little Preston Cllrs Denise Blackburn (Acting Chair) and Janet Taylor, Swillington Village Councillors Jacqui Smith, and Judith Woodhead.

Diane Brown (Administrator)

**1. Welcome.**

Cllr Denise Blackburn opened the meeting as Acting Chair.

**2. Apologies.**

Were received from Reverend Diane Flynn and Ward Councillor Mark Dobson.

**3. Minutes from the Trustees Meetings of the 7<sup>th</sup> of July 2020.**

The minutes were accepted as an accurate record.

**4. Grant application from Swillington School.**

The Trustees were pleased to receive a bid from Swillington School. It contained all the necessary information which enabled the trustees to have an informed discussion. The application is for a trim trail for Key stage 1 pupils.

At the close of the discussion the Trustees agreed to give the school the sum of £10,440 which is the total net cost of the project (minus VAT which the School can claim back).

Diane the Administrator will contact the School to ascertain the deadline needed for the receipt of the funds.

**5. Open ended grant applications**

The Trustees agreed that there would no longer be deadlines for the grant application process. Instead this would be an ongoing system which will hopefully speed the process of giving all monies out and the subsequent closure of the charity. It was further agreed that this change to the process would require a new poster. Jacqui had emailed trustees a more eye-catching template which Diane will use and tailor to the Charity's needs. This can then be displayed in all the relevant notice boards, websites etc.

**6. Financial Information**

Diane B updated the meeting regarding the finances of the Charity. There is £18 k remaining in the COIF and £1,652.09 remaining in the current account. Since the date of the last statement (05/10/2020) a further cheque to a grant recipient will have been cleared which will leave £558.96 in the current account. Further monies will need to be drawn down from the COIF to facilitate the grant agreed to Swillington School.

**6. Any Other Business**

It was agreed that Diane would contact Great Preston C of E School to ascertain if they have received the minibus purchased with the Charity's funds.

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

Denise closed the meeting at 7.30 pm.

It was agreed not to set up a future meeting at this time. Trustees keep in regular contact via email as to all developments affecting the Charity and a meeting can be arranged at short notice to agree any grant applications.

Signed by

..... Chairperson

..... Administrator

..... Date of signing