

## **Coles' Charity, Moorpool Charity & The Eyre St Thomas Day Charity Minutes**

Minutes of the meeting of Rampton Parish Council acting as the Corporate Trustee of the above charity's, held on the 28<sup>th</sup> Feb 2017 in the Village Hall, Manor Grounds, Rampton, DN22 0JU Nottinghamshire. The meeting commenced at 7:00pm.

<b>Present.</b>	Muriel Arden	Corporate Trustee Chairman
	Barrie Doyle	Corporate Trustee Vice-Chair
	Ivor Lewin	Corporate Trustee Member
	Libby Hauton	Corporate Trustee Member
	Ted Morris BEM	Corporate Trustee Member

**Also, present** Ed Knox Clerk/Responsible Financial Officer to the Corporate Trustee  
1 Members of the Public

CMT/1/16 Trustee Declaration Forms  
As per the requirement of the Charity Commission for England & Wales, each Councillor who is a member of the Corporate Body of the Trusteeship of the charities signed & completed the Charity declaration forms.

CMT/2/16 Fit & Proper Persons Forms  
As per the requirement of the HMRC & the Finance Act 2010, each Councillor who is a member of the Corporate Body of the Trusteeship of the charities signed & completed the 'fit & proper' person's declaration forms.

CMT/3/16 Apologies for Absence  
After discussion, the Corporate Trusteeship **resolved** to accept the apologies of Corporate Trustee Member Rebecca Sheppard. Corporate Trustee Member's Pam Hawkins and Ted Morris did not attend.

CMT/4/16 Declarations of Interest  
None made by Corporate Trustee members in relation to items discussed during this meeting.

CMT/5/16 To Approve Merger of Coles' Charity, Moorpool Charity & The Eyre St Thomas Day Charity  
  
After discussion, Corporate Trustee Member Barrie Doyle **Proposed**, Corporate Trustee member Libby Hauton **seconded** and the Corporate Trusteeship unanimously **resolved** to merge Coles' Charity, Moorpool Charity & The Eyre St Thomas Day Charity as one with immediate effect, for economic reasons which is in the best interest of the charities. The merged charity shall be known as: **Coles', Moorpool & The Eyre St Thomas Day Charity**

CMT/6/16 To Appoint the Clerk to the Trustees

After discussion, Corporate Trustee Member Ivor Lewin **Proposed**, Corporate Trustee member Barrie Doyle **seconded** and the Corporate Trusteeship unanimously **resolved** to appoint Ed Knox as Clerk to the Trustees. Clerk, Ed Knox signed a 'fit & proper' person's declaration form.

CMT/7/16

To Approve Internet Banking Accounts for the Charity

A new savings and deposit bank account is required for the charity. After discussion, Corporate Trustee Member Libby Hauton **Proposed**, Corporate Trustee member Ivor Lewin **seconded** and the Corporate Trusteeship unanimously **resolved** that: **1)** - The clerk shall proceed to set up internet banking current and deposit accounts with Santander for the charity. **2)** That Trustee Chairman Muriel Arden, Vice-Trustee Chairman Barrie Doyle and Clerk/RFO to the trustees (who is the Treasurer/Secretary) Ed Knox, are the three initial signatories on the accounts. **3)** That once accounts are set up, the Clerk is to arrange to transfer the balances from the various old NatWest and Building Society charity accounts to the new Santander Accounts, close the old accounts and notify CCLA of the new Bank Account information to pay the six-monthly dividend into. **4)** That the Corporate Trusteeship may add additional signatories to this account in due course. **Action** Clerk, Ed Knox.

CMT/8/16

To Co-opt Additional Trustees and Completion of Co-opted Trustee Declaration/Fit and Proper Forms

The Charity Commission recommend that the number of trustees for a charity number between 3 and 10 people. The Corporate Body of the Parish Council includes 7 people; therefore, the Corporate Trusteeship felt it was worthwhile considering up to 3 additional co-opted members. These members ideally will be people who are connected to the Civil Parish of Rampton through residence, occupation or employment, voluntary work, or otherwise has special knowledge or a special connection to the Civil Parish of Rampton. The Corporate Trusteeship felt that it will be prudent to consider applications for co-opted trustees from people who maybe in a position to help identify people who are 'in need'. For example, this may include, but is not limited to a member of the Parochial Church Council of the Parish of All Saints or a member of the Diocese of Southwell, Woodbeck Residents Association, Rampton Village Hall Committee, Rampton Primary School Board of Governors or Staff members etc.

Corporate Trustee Chairman, Muriel Arden invited the member of public present to speak. Felicity Ferriter then spoke and the Corporate Trusteeship listened to and welcomed Felicity's views on the charity and co-option of potential additional trustees.

After discussion, Corporate Trustee Member Barrie Doyle **Proposed**, Corporate Trustee member Muriel Arden **seconded** and the Corporate Trusteeship unanimously **resolved**: (i) There shall be up to three additional Co-opted Trustees to make the full Trusteeship of 10 members. (ii) That Co-opted Trustee Member Felicity Ferriter be co-opted as a trustee with immediate effect. (iii) Felicity will approach

the 'family care group' to see if they will express an interest of nominating a potential co-opted trustee. (iv) That co-opted Trustee Member Felicity Ferriter shall approach the PCC to see if they will express an interest of nominating a potential co-opted trustee. **Action** Co-opted Corporate Trustee Member, Felicity Ferriter.

The Co-opted Trustee Member Felicity Ferriter signed the Charity declaration form and completed and signed the 'fit and proper' person's declaration form. Felicity shall act as a 'church' representative for the time being. Should a PCC member or Diocese of Southwell member wish to become a Co-opted Trustee, if and when this occurs, Felicity will continue in her role as Co-opted Trustee but as an individual rather than church representative.

After further discussion, the trusteeship **resolved** that (i) Co-opted Trustee Member Felicity Ferriter shall visit Helen Slattery as soon as conveniently possible to collect **all** documents, papers, files and banking documents to pass onto the Clerk to the Trustees, Ed Knox, who requires these to be able to finalise the Charity Constitution Document, close the old bank accounts and enable the opening of the new bank account. The insurer also requires the address, location and size details of all the charity fields.

CMT/9/16

To Adopt a Charity Constitution Governing Document

Clerk, Ed Knox circulated a draft Constitution, which is a requirement for a charity. It is also necessary to adopt the constitution to allow for the creation of a new charity bank account and insurance cover. After discussion, the Trusteeship members unanimously **resolved** to adopt the Constitution with immediate effect.

CMT/10/16

To Arrange Insurance Cover

Clerk, Ed Knox advised it is a legal **requirement** for the Trusteeship to obtain insurance to cover for the charity:

- Employers' Liability (min of £5Million) to cover:
  - i. Volunteers
  - ii. Trustees/Trusteeship Members
  - iii. Officers/Employees
- Public Liability (because the Charity owns Land)

It is also a **recommendation** to consider the following types of insurance:

- Trustee Liability Insurance
- Professional Indemnity Insurance

Clerk Ed Knox has obtained a quote and advice from Came & Company, the Insurer for Charities and Local Authorities. Had the three charities remained separate, each would require a separate insurance policy costing £160. The merged charity would cost £289 for an insurance policy via Came & Company. The Parish Council currently hold the following Charity Funds in its accounts:

- Moorpool Charity Field Rent 2015-16           £55.20
- Coles' Charity Field Rent 2015-16           £90.00
- Moorpool Charity Field Rent 2016-17       £55.20
- Coles' Charity Field Rent 2016-17       £90.00

**Total** **£290.40**

Clerk, Ed Knox advised he had shopped around for alternative comparable quotes covering the following:

- Public Liability £5million
- Employers' & Volunteers Liability £10million
- Trustees Liability £250,000
- Professional Indemnity £500,000

The cheapest like for like cover is with Policy Bee LLP at £140.25. After discussion, Corporate Trustee Member Libby Hauton **Proposed**, Corporate Trustee member Barrie Doyle **seconded** and the Corporate Trusteeship unanimously **resolved** that Clerk, Ed Knox is to take out the Policy Bee LLP Insurance Policy ASAP and use the £140.25 from the £290.40 Charity money currently held by the Parish Council to pay for this. **Action** Clerk, Ed Knox.

CMT/11/16 Finance:

1. To Approve Payments:

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Policy Bee LLP	Charity Insurance Cover	£140.25
<b>Total Payments</b>		<b><u>£140.25</u></b>

2. Receipts:

Receipts Received this month:

<u>From</u>	<u>Item</u>	<u>Amount</u>
None		
<b>Total Receipts</b>		<b><u>£0.00</u></b>

3. Bank Balances

The Following Balances are a couple of months old because the latest statements are still being sent to former trustee Jeff Rickell's home as Correspondence Address and Helen Slattery has the St Thomas Day bank Book.

Coles' Charity Bank Current Account	<b><u>£3,983.88</u></b>
Coles' Charity CCLA* Charity Fund Investment Shares	<b><u>£5,026.79</u></b>
Moorpool Charity Bank Deposit Account	<b><u>£1,565.41</u></b>
Moorpool Charity Bank Current Account	<b><u>£294.80</u></b>
The Eyre St Thomas Day Charity Building Society Account	<b><u>£3,599.98</u></b>
<b>Total Cash at Bank</b>	<b><u>£9,444.07</u></b>
<b>Total Shares</b>	<b><u>£5,026.79</u></b>
<b>Grant Total</b>	<b><u>£14,470.86</u></b>

\*CCLA - (Churches, Charities and Local Authorities) manage investment funds for the public sector. CCLA information:

- They are a fund manager which specialises in the Churches, Charities and Local Authorities sectors.
- They hold funds of £6.8 billion on behalf of some 35,000 clients.
- The clients range from very small to very large e.g. small parish councils to Unitary Authorities.
- 60% of CCLA is owned by the Central Board of Finance of the Church of England Investment Fund. 25% by COIF (the Charities Investment Fund) and 15% by LAMIT (Local Authorities Mutual Investment Trust).
- They do not have personal or commercial clients.
- CCLA has operated cash funds for churches since 1958 and charities since 1982.
- CCLA provide two funds for local authorities to invest in:
  - i. property fund
  - ii. cash fund

The CCLA fund for Coles' charity was set up in 1973 following the sale of a field to the south of Rampton for £500. The proceeds of which were invested with CCLA to produce a small income for the charity, currently dividends of approximately £45.00 every six months paid to the Coles' Charity Current Account.

CMT/12/16 Any Other Charity Business

The trusteeship discussed the potential future ideas for the charity including:

- Frequency of meetings
- Maximising of income, (i) the need to assess the lands for their true rental value and the potential idea to review the rents and tenancy agreements where necessary. (ii) Potential investment of funds via the most suitable sources, CCLA, Danum Finance, savings accounts etc. (iii) Future land rental of the Moorpool field following the Landswop, solar farms etc.
- Co-opted Trustee Member Felicity Ferriter expressed an interest in carrying out further research to expand on the written history of the local charities of Rampton. That Felicity shall work with Ed to put something together, which in time, may be suitable for including on the large parish noticeboard which has been talked about for Pinder Park.

CMT/13/16 Date/time of next meeting

After discussion, the trusteeship decided that meetings shall be called as and when required. It is not envisaged to need many meetings per year, perhaps 2 meetings, in addition to the Annual Parish Meeting. Normal Charity meetings will mainly be to discuss any applicant's requests for assistance. Future meetings may be small meetings held on the same night as a Parish Council meeting, but before and **separate** from the Parish Council meeting.

Next Meeting to be called as and when required by the Clerk or Trustees.

CMT/14/16 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:54 PM.

Signed \_\_\_\_\_

Date \_\_\_\_\_