

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE  
ANCIENT PARISH OF SMISBY ("The Charity")  
held at 7.15 pm on 2 December 2025 at Cedar Lawns, Forties Lane, Smisby**

- 1. Present** Mr. P. Cooper, Gemma Dickens and Elizabeth Sturgess  
Attending: Mrs S. Heap (Clerk)
- 2. Chairman** It was proposed by Elizabeth Sturgess and seconded by Gemma Dickson that Paul Cooper be Chairman of the meeting.
- 3. Minutes** Minutes of the previous meeting were approved and signed by the Chairman and the Clerk was instructed to forward signed copies to Nuvo Accountants.
- 4. Matters Arising**
  - a. Hemington Land Footpath and Bench**

As no further replies had been received it was agreed that this item be removed.
  - b. Christmas Hampers 2025**

Following the flyer sent out to all parishioners, those of 60 years and over had re-applied for a hamper/vouchers. It was agreed to increase the cost of the hamper/vouchers to £75 for a single and £150 for a double. It was also decided that the hamper contents be given out in a jute bag and if possible to have a drawing of the village printed on.  
**ACTION:** GD to arrange the jute bags and ES and PC offered to shop for the contents. Once organised they would be assembled at PC's address ready for distribution.
  - c. CIO Constitution**

ES had been in contact with Jayne at TS&P who had confirmed that due to the complex nature of the Charity's CIO application, because of the link with the Church Charity, the Charity Commission had referred the application to the special unit which will take a little longer. With regard to Co-optative Trustees, it was felt that there should be two more co-opted onto the Charity.  
**ACTION:** ES to speak to Jayne again.
  - d. Forms re increase in Student Tertiary Funding, Empowering Futures Fund and Winter Fuel Payments - GDPR**

A letter had been received from Jayne at TS & P setting out their Terms of Business with regard to the drafting of a Privacy Note and Policy concerning GDPR. This was agreed and signed by ES and returned to them.  
**ACTION:** ES to request from TS&P the paragraph for the forms and then reviewed by ES.
  - e. Car Park Lease**

The Clerk had submitted to FG the rent demand invoice for them to forward to Mr. & Mrs Hayes for payment in respect of the termination of the lease on the 24<sup>th</sup> December 2025. The Clerk confirmed that to date this had not yet been paid.
  - f. Consideration of New Website**

PC had obtained two further website quotes and had requested a schedule for them to price.
  - g. Mick Smith's Field – Forties Lane**

PC confirmed he had now spoken to Mick Smith who said he now wanted to sell the land for more than was offered. As a figure was needed for the Charity to decide upon and it was also suggested putting a cap on paying his legal fees, it was agreed that PC contact him again.  
**ACTION:** PC to revert back to him.

**h. Smisby Allotments**

A reply had not yet been received from Nelsons.

**ACTION:** ES to chase Nelsons for a reply.

**5. Business**

**a. Application for Project Funding from Karen Walker**

An application in respect of funding for plants for the village flower troughs at a cost for £52.94 was received. It was agreed that this be paid.

**ACTION:** The Clerk to pay accordingly.

**b. Moles in the Jubilee Field**

At the request of the Parish Council an invoice for the control of the moles on the Jubilee Field was received at a cost of £180.00 and it was agreed that this be paid.

**ACTION:** The Clerk to pay accordingly.

**c. Application for Tertiary Funding from [REDACTED]**

An application had been received from [REDACTED] for funding [REDACTED] University for the academic year 2025/26. The appropriate receipts had been received and it was agreed that he be awarded £2000.00

**ACTION:** The Clerk to pay accordingly.

**d. Application for Project Funding from Karen Walker**

A request for reimbursement of the cost of displaying poppies around the village for Remembrance Day was received for £4.64 and it was agreed that this be paid.

**ACTION:** The Clerk to pay accordingly.

**e. Smisby Christmas Party**

Although there was no costing received yet from Karen Walker for the Christmas Party, it was agreed that it should only include a bottle of wine per person plus a barrel of beer. This had been conveyed to Karen.

**f. Red Book Valuation of Land**

The Red Book Valuation on the Charity's land was discussed and it was agreed that FG carry this out next year.

**ACTION:** GD to instruct FG by the 31 March 2026.

**6. Investments**

**a. Cash on Deposit at 7 October 2025**

The Cash on Deposit spreadsheet was produced and it was decided to withdraw £50K from the Cambridge & Counties investment.

**ACTION:** The Clerk to arrange the withdrawal.

**b. Rathbones**

It was agreed that a Teams meeting take place with Rathbones in January 2026 when GD and PC would be able to attend.

**ACTION:** PC to contact Rathbones and request a meeting with them on a suggested date of the 6<sup>th</sup> January 2026.

**c. Close Bros. – Statements and Notification of interest rate reduction from 4.60% to 4.40% as from 08.12.25.**

**d. CAf Bank** – The Clerk informed the Trustees that CAf Bank had ceased the auto funding between accounts for the foreseeable future and that this had now to be done manually. It was agreed that as two accounts were being charged an account fee, 0089805 and 0012763, that these be closed.

**ACTION:** The necessary letter requesting closure was signed and the Clerk to post off.

**7. Payment of Accounts**

- a) St. James's Church - Half Receipts less Half Expenses determined by Nuvo Accountancy Ltd and agreed by the Trustees to be paid - £20,656.00
- b) Nuvo Accountancy – Preparation of Financial Statements - £3,060.00

**c) Consideration of Draft Accounts and Trustees Report for the year ended 31 March 2025**

Following a Teams meeting between Nuvo, GD and the Clerk, whereby explanations were given on the accounts and approved, it was agreed by GD that she complete the Trustees Report accordingly and ultimately sign both the Report and Accounts in order for Nuvo to submit to the Charity Commission.

**Terms and Conditions received from Nuvo Accountancy Ltd**

It was noted that Nuvo had forwarded to the Trustees their Terms and Conditions for signature but it was agreed that these be discussed with them more fully.

**ACTION:** ES to draft an email to Nuvo for consideration by the Trustees before signing any agreement.

**8. Other Business**

**Re-appointment of Mr. P. Cooper as Co-optative Trustee**

Mr. Cooper's term of office expires in February 2026 but he stated that he did not want to be committed to another 5 year term but would stay on as a Trustee until another Co-optative Trustee is appointed.

**ACTION:** The Clerk was instructed to prepare the necessary resolution.

There being no further business the meeting was closed at 9.10 pm

Signed..........Dated .....27/01/26.....