

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY (“The Charity”)
held at 7pm on 7 May 2024 at Cedar Lawns, Forties Lane, Smisby**

1. **Present** Mr. R.J. Hounslow, Ms. C.E. Hynam and Mr. P. Cooper
Attending: Mrs S. Heap (Clerk)
Apologies were received from Mr. S.J. Barnett
2. **Chairman** It was proposed by Mr. P. Cooper and seconded by Mr. R. Hounslow that Ms. C. Hynam 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 a signed copy to Nuvo Accountants.
4. **Matters Arising**
 - a. **Redacted**
 - b. **Tree Surgeon**
As Mr. Barnett was absent from the meeting it was agreed that this be left in abeyance.
 - c. **Jubilee Field Maintenance**
Waiting to hear from the Parish Council. Robert Hounslow to advise after next Parish Council meeting.
 - d. **CIO Constitution**
The Trustees were briefed by Claire Hynam on the latest advice from Thomson Snell & Passmore. They stated that it would be in order to increase the Trustees to 5 (from 4). Following a short discussion, it was agreed that the best way forward was to convene a meeting, shortly after 16 May, when the new Nominative Trustee from the Smisby Parish Council (SPC) would succeed the current SPC Trustee (Robert Hounslow). The purpose of that meeting would be to welcome the new Trustee and brief him/her on the responsibilities of a PC Trustee. The meeting would then decide whether or not to increase the Trustees to 5 and, if so, decide on the category of that Trustee (co-opted or nominative). Action - the Clerk was to organise that meeting for late May.
 - e. **Lockington cum Hemington Parish Council re Proposed Local Green Space**
As there was nothing to report at the present time it was agreed that this item be removed from the minutes.
 - f. **Hemington**
As nothing had been reported Ms. Hynam agreed to follow up.
 - g. **Clarification of Student Funding**
Ms. Hynam had formulated the new wording for the Tertiary Education Application Grant which she agreed to circulate again.
 - h. **Nominative Trustee Appointment**
The Parish Council had replied to the Charity’s request for them to nominate Mr. Hounslow for a further term but to date confirmation of their appointment of a nominative Trustee had not been received.

5. Business

a. 'Redacted'

b. Cadent Paperwork

It was noted by Ms. Hynam that correspondence received by the Trustees from Cadent in some cases did not reflect their correct contact details.

ACTION: It was agreed that once the nomination of the nominative trustee is confirmed that Thomson Snell & Passmore when completing the CIO inform them of the correct details.

c. Newsletter

The Parish Council had requested the Parochial Charity's insert into the local Newsletter and this was prepared by Mr. Hounslow and agreed by the Trustees.

It was mentioned by the Trustees that they had some concern that the Newsletter might not reach all parishioners in its present form on line or a few copies placed in the telephone box.

It was, therefore, suggested and agreed that the Parochial Charity fund the cost and distribution of the newsletter and that the Parish Council be informed of this decision.

d. Robert Butler Insurance

A renewal notice had been received from Robert Butler Insurance in the sum of £631.48 and It was agreed that this be paid.

e. 'Redacted'.

f. Investment Policy

An enquiry had been received from Rathbones concerning the Charity's investment policy, the last one being on file for 2019 and a suggestion that this be updated. A guide to writing a Charity's investment policy was attached and as Rathbones offered their help with this task they would happily review any draft the Charity produced.

It was agreed that this be looked into.

6. Investments

a. 'Redacted'

b. Rathbones

A face-to-face meeting between the Trustees and Rathbones took place in the Village Hall on the 4 April 2024 to have an update on the Charity's investments. Mr. Hounslow provided refreshments. Rathbones Quarterly Valuation to 31 March 2024 was received.

Investment Notifications for consideration

c. Close Bros. Statements

d. Bath Building Society – Annual Statement

e. Mansfield B.Soc. information.

7. Accounts

Payment of Accounts

a) Mr. R. Hounslow – Rathbones meeting refreshments £36.05

The Clerk had prepared the accounts for the year ended 31 March 2024 which had been circulated for perusal.

'Redacted'

8. Other Business

There being no further business the meeting was closed at 9.15 pm.

Signed.....

Dated.....