

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY (“The Charity”)
held at 7pm on 7 October 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 Paul Cooper and seconded by Gemma Dickens that Elizabeth Sturgess 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**

No reply had yet been received from Nelsons regarding contact details for Mr. & Mrs. Sewell. Following a request from the Trustees to Hemington Parish Council for them to offer any further information on the bench, as to how and when the seat was installed and who might have maintained it since then, no reply had been received to date. It was agreed at this point not to pursue the matter further.

ACTION: As no further information had been received from FG, GD to follow up with them on the siting of the footpath signs

b. **Christmas Hampers 2025**

It was decided to continue with the provision of the hampers for this year but in order to understand the Charity’s objectives better, in the light of the pending CIO, it was agreed that ES contact Jayne at Thompson, Snell & Passmore for their advice.

It was also agreed that in order to know the wishes of the parishioners receiving hampers that in the next newsletter a questionnaire be included giving three points upon which the parishioner was to respond to the Clerk. These being the request for a full hamper (which would include vouchers), vouchers only, or the cost donated to a food bank.

ACTION: ES to contact Jayne. PC to set up an email address for parishioners to re-confirm their wishes for a hamper.

c. **CIO Constitution**

There had been a communication from Jayne at T,S&P having received Regularity Advice from the Charity Commission which she has passed on to the Trustees. As there were a number of questions raised on the Trustees structure it was agreed that Jayne go back to the Charity Commission requesting that they use the wording originally used by the Trustees in respect of the Objectives of the Charity.

ACTION: ES to revert back to Jayne at T,S&P.

d. **Forms re increase in Student Tertiary Funding, Empowering Futures Fund and Winter Fuel Payments.**

The question of GDPR was brought up by the Trustees when forms were completed for funding. PC recommended, and it was agreed, that there should only be one form which would incorporate all consent needed.

ACTION: ES to request advice on this subject from Jayne.

e. **Car Park Lease**

Fisher German confirmed that Mr & Mrs Hayes had agreed to the rent review and the Trustees would await advice from FG and that Tara would be contacting the Clerk re the payment for the car park. Potential users of the car park were considered by the Trustees.

ACTION: GD to ask FG what the next steps are and about potential users of the car park.

f. Consideration of New Website

A new website was discussed and it was agreed that we write a new one or get a company to re-write. PC had found a company that could do this at a cost of £995 plus vat and we could then edit following instructions on their video.

ACTION: PC to obtain further quotes for hosting and management charges.

g. Mick Smith's Field – Forties Lane

PC had still been unsuccessful in contacting Mick Smith but would carry on doing so.

h. Smisby Allotments

ES and GD reported that they had attended a meeting with Sarah Rushman, who is the last remaining member of the original committee when the allotments were first set up, and who is now wishing to step down. In view of Sarah being the only one managing it, it was agreed that a formal agreement between the Charity and the Smisby Allotment Association (SAA) be drawn up whereby the SAA manage it.

It was decided that ES raise with Nelsons the relationship of the Charity with the SAA.

ACTION: ES to contact Nelsons for their view on this before reverting back to Sarah on how best to move forward.

5. Business

a. Cadent Gas Limited

A communication had been received from Cadent informing the Charity of their intending survey of the Charity's land that their gas pipeline runs along. The Clerk confirmed she had notified the tenants concerned accordingly.

b. Messrs. Higgins - Hemington Farm Business Tenancy

The Clerk confirmed receipt of the FBT from FG in respect of the 10.67 acres of land at Hemington.

c. Smisby WI

A letter of thanks was received from Smisby WI giving details of their educational visits and speakers for the year.

d. Application from [REDACTED] for Student Tertiary Funding

An application for tuition costs had been received from [REDACTED] in respect of [REDACTED] University for the year 2025/26. It was agreed that she be awarded £2000.00.

ACTION: The Clerk to pay accordingly.

e. Application from [REDACTED] for Student Tertiary Funding

An application had been received from [REDACTED] in respect of [REDACTED] accommodation [REDACTED] University. The appropriate receipts were received and it was agreed that she be awarded £2000.00.

ACTION: The Clerk to pay accordingly.

f. Application from Suzanne Jones for Project Funding

Suzanne had supplied an application and receipts for planting winter pansies at the Village Hall at a cost of £101.91. It was agreed she be reimbursed.

ACTION: The Clerk to pay accordingly.

6. Investments

a. Cash on Deposit at 7 October 2025

The Cash on Deposit spreadsheet was produced.

b. Rathbones

It was agreed by the Trustees that a meeting with Rathbones to discuss the Charity's investments with them to gain more of an understanding of their worth in particular what was capital and revenue.

ACTION: PC to contact Rathbones and request a meeting with them.

c. Cambridge & Counties – Notification in reduction of interest rate to 3.55% from 28.09.25.

d. Close Bros. – Notification of interest rate reduction to 4.60% from 22.07.25 – Statements of Account

e. Bath Building Society – Notification of interest rate reduction to 1.80% from 02.06.25

7. Payment of Accounts

a) Mrs. S. Heap Postage Stamps £6.96

8. Other Business

a) Consideration of Clerks Honorarium

It was discussed and agreed that the Clerk be awarded £3000.00 for the year ended 31 March 2025.

b) Next Meeting

It was agreed that the next meeting be on the 2 December 2025.

There being no further business the meeting was closed at 8.50 pm

Signed.....

Dated 2nd December 2025