

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY ("The Charity")
held at 7pm on 30 April 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 Gemma Dickens and seconded by Elizabeth Sturgess 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**

A reply had been received from Fisher German that the Council had approved the Joint Application and that this would now be progressed.
 - b. **Christmas Hampers 2025**

The Trustees discussed how to best organise the hampers for 2025 now that Victoria Waters had indicated that she would not be doing the hampers this year. It was decided that a questionnaire be included in the Newsletter requesting parishioners indicate whether they would prefer a voucher or hamper or a combination of both. Following a response the Trustees would then discuss how to proceed.
 - c. **CIO Constitution.**

Thomson Snell & Passmore had now confirmed that the CIO had been submitted to the Charity Commission and that a reply is now awaited.
ACTION: In the meantime the clerk was instructed to write to the appropriate banks and building societies for their advice on what would be required in changing over to the CIO.
PC was to contact Rathbones for their advice too.
ES to inform Jayne of Thomson Snell & Passmore on the actions required when the CIO becomes active and to speak to Nelsons.
 - d. **Forms re increase in Student Tertiary Funding, Empowering Futures Fund and Winter Fuel Payments**

PC confirmed the forms had been updated and were now on the website except the Empowering Futures Fund which PC was to initiate.
It was also mentioned by ES that the redacted minutes had not yet been completed and uploaded onto the website but would be shortly.
 - e. **Retirement of Simon Barnett as Co-opted Trustee**

The Trustees had agreed to fund and present Simon with a gift from themselves as a token of their appreciation for the contribution he and Dawn had made to the Charity over the years as a Trustee. A letter of thanks was received from Simon.
 - f. **Jubilee Field Grounds Maintenance**

A decision to make a contribution to the Parish Council for the grounds maintenance was voted to pay by PC and ES.
ACTION: PC to look into the percentage the Charity pay for the responsibility of looking after the grass cutting and to report back to the Clerk for a decision of what amount to pay.

g. Renewal of Farm Business Tenancies

The Clerk confirmed that the signed Business Tenancies had now been received from A. J. Parker & Sons.

h. VE Day Celebrations 2025

The celebrations were to take place on the 4 May 2025 and a costing would be received from Karen Walker in due course.

i. Car Park Lease

This matter had now been put in the hands of Fisher German for them to deal with. It was noted that the rent must be paid before the 16th December 2025 in order to trigger the rent review before the expiry of the lease.

5. Business

a. Property Review and Other Matters – Meeting with Fisher German

A meeting between the Trustees, GD and ES, Neil Hogbin and Tara Foster at FG had taken place when all the property assets of the Charity were discussed, in particular:

Car Park rent review as “i.” above and portfolio updated;

Farm Business Tenancies at Annwell;

Hemington land rent review and Highways Notice together with correspondence from Strategic Land Holdings Ltd regarding their approach to purchase;

FG’s involvement with tenant insurance policies;

Valuation of Mick Smith’s field and purchase.

The Allotment field and Jubilee field were not of their concern.

FG’s fees were also discussed.

b. Consideration of New Website

Consideration was given to a new website which could be funded by the Parochial Charity if all parties were agreeable.

ACTION: GD to find out who owns the website.

c. Cadent Correspondence

Correspondence had been received from Cadent concerning the ownership of the Charity’s Land upon which the gas pipe runs. The Clerk had forwarded this to PC who dealt with the Charity’s response on line.

d. Student Funding Request from [REDACTED]

A request was received from [REDACTED] for a grant towards attending the [REDACTED] [REDACTED] at the University of [REDACTED]. The appropriate documentation was provided and it was agreed she be awarded £185.73.

ACTION: The Clerk arranged payment.

e. Application from Karen Walker for Project Funding of Flower Trough Plants

It was agreed that she be re-imbursed £19.92 in respect of the bedding plants.

ACTION: The Clerk arranged payment.

f. Approach from Strategic Land Holdings Ltd re Hemington Land

Letters received were forwarded on to Fisher German for their attention.

g. Mick Smith Field – Forties Lane

A valuation of the field was to be carried out by Fisher German.

ACTION: PC to request his Solicitors contact details.

h. Robert Butler Insurance Renewal

The Renewal Notice had been received in the sum of £649.51.

It was agreed that this be paid and the Clerk to action.

6. Investments

a. Cash on Deposit at 30 April 2025

The Cash on Deposit spreadsheet was produced.

b. Rathbones

PC had updated the Investment Policy and submitted to Rathbones

c. Cambridge & Counties – Notification in reduction of interest rate to 4.05% from 04.04.24

d. CAFBank – Notification of Change to Automated Service and confirmation of receipt of new bank mandate details

e. Schroders – Correspondence re LEI Requirement – no action required

f. Close Bros. - Statements

Payment of Accounts

a) Fisher German – Consultancy Fee relating to all property owned by the Charity £4204.60

b) Nelsons – Legal Services re purchase of land along B5006 £2562.00

c) Mrs. S. Heap – Expenses – Stamps £ 13.60

8. Other Business

There being no further business the meeting was closed at 8.30 pm

Signed.......... Dated 24/6/25