

**MINUTES OF A MEETING OF THE TRUSTEES OF THE PAROCHIAL CHARITY IN THE
ANCIENT PARISH OF SMISBY (“The Charity”)
held at 7pm on the 26 October 2022 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. Barnett
2. **Chairman** It was proposed by Mr. Cooper and seconded by Mr. Hounslow that Ms. Hynam be Chairman of the meeting.
3. **Minutes** Minutes of the previous meetings were approved and signed by the Chairman.
4. **Matters Arising**
 - a. **‘Redacted’**
 - b. **Tree Survey**
As Mr. Barnett was not able to attend the meeting this item was left in abeyance.
 - c. **Jubilee Field Lease**
The Lease had now been received from Nelsons and following discussion by the Trustees it was agreed that this be adopted.
ACTION: Ms. Hynam to contact Neil Hogbin to instruct Nelsons to forward a copy to The Parish Council for their signature.
 - d. **Jubilee Field Maintenance**
Mr. Hounslow had gone through the definitive points of SJL Landscape’s quote to the Parish Council and it was agreed that the Charity could provide a supplement and look at what additional things could be done. A proportion of the total cost of £3220.00 was considered by the Trustees and it was agreed to offer 20% of the total cost being £664.00.
ACTION: The Clerk was instructed to inform the Parish Council of the Charity’s offer and to remind them that it was their responsibility to properly cut, fine mulch, weed clear and keep the grounds in good condition.
Mr. Hounslow and Mr. Cooper offered to take a look at the grounds before the next Parish Council meeting.
 - e. **Jubilee Field Equipment Insurance**
Following no replies from the NFU the Clerk was to continue trying to contact them.
 - f. **Land Registry – CIO Constitution**
The Solicitors had requested sight of the 1794 Deed which was submitted to them but a copy of the 1879 Order was not held in the Charity’s correspondence. They believed this would not cause any issues in proceeding with the next CIO steps which includes consideration of the Charity’s current scheme and comparing it with the model constitution. Ms. Hynam had now received suggested amendments to the constitution which were discussed. Their invoice for £1458.00 was presented and agreed that this be paid.
ACTION: Ms. Hynam to report back to Thomson, Snell & Passmore with answers to their suggested amendments and would await receipt of their draft for approval by the Trustees.
 - g. **Commemorative Bench for Jeff Barnes**
The bench was now in situ in the Church grounds and two letters of thanks were received from Mrs. P. Barnes and Canon David K. Edwards of St. James’ Church Smisby.

h. Queen's Platinum Jubilee Gift

The Clerk confirmed that there were 10 Queen's Platinum Jubilee Gift sets left and it was decided to ask the Church if there was anyone attending there who would be interested in purchasing a set. Also Ms. Hynam was to enquire whether anyone on the Village Hall Committee might be interested too.

ACTION: The Clerk and Ms. Hynam to make enquires.

i. Christmas Hampers

Due to personal circumstances Mr. Barnett asked if the updated hamper list could be forwarded to Victoria Waters who had offered to take over organising this year's hampers. Receipts to the value of £221.40 had been received from Victoria Waters. It had been agreed that a further £1000.00 be paid to cover further expenses towards the hampers. The payment totalling £1221.40 was paid via BACS to Victoria in two transactions of £1 (test) followed by £1220.40.

j. Report by Mr. Hounslow on attending Parish Council Meetings

Mr. Hounslow reported that he would be attending the next meeting of the Parish Council on the 8th November 2022.

5. Business

a. Cyber-incident

A letter from Nelsons Solicitors, addressed to the Late Mr. Jeff Barnes, had been passed to the Trustees by Mrs. Barnes regarding a cyber-incident causing disruption to their IT systems.

ACTION: The Clerk was instructed to write and ask them as to what personal information they hold on the Trustees of the Charity.

b. Karen Walker – Flower Troughs

Two requests for re-imburement of monies spent on flowers for setting of the spring troughs being £28.96 and the autumn planting for £72.97.

It was agreed that these paid.

c. BACS system for paying accounts

Ms. Hynam had looked into the paying of accounts by BACS from the Charity's CAF Bank accounts. This arrangement had now been initiated enabling payments to be made electronically.

d. Smisby Website

Mr. L. South had submitted a request for reimbursement of his costs in connection with the Smisby website amounting to £15.00.

This was agreed and a cheque issued accordingly.

e. 'Redacted'

f. Smisby WI

A letter of thanks from Smisby WI was read in respect of the Charity's donation of £1250.00 to them.

g. Smisby Christmas Party

An application for funding of the Christmas Party had been received from Ron and Karen Walker at a project cost of £1660.00. The Trustees agreed they would be happy to fund this event and the Clerk was instructed to inform them of their agreement and to request the appropriate receipts for payment be provided.

h. 'Redacted'

i. 'Redacted'

j. Smisby Parochial Charity Autumn Newsletter

Due to work commitments Ms. Hynam stated that she would find it difficult to produce a newsletter before Christmas and would delay until January 2023.

The Trustees agreed that this be left until the New Year.

6. Investments

a. Cash on Deposit at 11 October 2022

The Clerk presented a spreadsheet of the Cash on Deposit at the 11 October 2022.

She had also contacted ADS regarding the Bath Building Society query and they explained that Mr. Barnes advised them that this was revenue money taken and put into an account and not invested. This could be discussed with the Trustees when preparing the 2022 accounts.

b. 'Redacted'

c. Investment Notifications for consideration

Cambridge& Counties Bank increase in interest rate to 2.30%

CAF Bank interest rate increase – Cash account to 0.15% - Gold Account to 0.50%

d. Investment General Correspondence:

BNY Mellon Annual Report and Accounts; Transact Quarterly Report, Historical Portfolio Valuation and Transaction Confirmation; 7IM Remittance and Portfolio Valuation; Close Bros. Statements; COIF Statement. **All Noted.**

7. Accounts

There were no accounts for payment.

8. Other Business

Appointment of Trustees

The Clerk was requested to forward forthcoming election dates to each Trustee.

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

Signed.....

Dated.....