

SWALCLIFFE VILLAGE CHARITY

MINUTES FROM MEETING 28th January 2025 (6.30pm)

Present:), In person - Martin Collett (MC), Peter Morgan, Kate Foley (KF) – By video link - Steve Gandy (SG), David McLindon (DM)

Apologies: Nico Borkmann (NB) Ian Purvey (IP), Laura Holloway (LH), Peter Riordan (PR)

Agenda	Actions
<p><u>Welcome:</u> MC welcomed everyone present and noted that this would be PM's first meeting. He confirmed that apologies had been received from NB, IP, LH and PR</p>	
<p><u>Declarations of interest:</u> It was noted that MC and SG are members of the Parish Council and KF was a member of the Village Hall Committee. Trustees were reminded to review the Conflicts of Interest Policy and return and formal conflicts using the prescribed form so that these could be recorded on the Register.</p>	All
<p><u>Minutes of the last meeting:</u> The minutes of the meeting held on 13th November 2024 were reviewed and agreed as an accurate record.</p>	
<p><u>Matters arising:</u> Trustees ran through each action and noted the following.</p> <p><u>Charity policies</u> – to be published on the website now that they have been agreed. Prominence to be given to Privacy Policy.</p> <p><u>Banking access</u> – DM still not set-up on Natwest Bankline, issue with activation code. Needs resolving.</p> <p><u>Updated Business Strategy</u> – to be published on the website.</p> <p><u>Trustee profiles</u> – NB has asked for outstanding ones to be emailed over. Request from KF to share example as template.</p>	DM PR/PM DM ALL/NB
<p><u>Trustee recruitment:</u> Trustees had been updated on the decision from PR to step-down due to personal commitments and time constraints at the end of the financial year (31st March 2025). The electronic decision by Trustees to appoint PM to the Board as a replacement Treasurer was noted and ratified. PM was thanked for his interest and the excellent work of PR over the past year was acknowledged. PM and PR are working on a handover, and PR has agreed to be available to help in the background if needed and remains a strong supporter of the Charity and its efforts.</p> <p>The need for transparency over trustee recruitment was agreed and that this should be mentioned in the pending newsletter to be circulated.</p>	PM/PR MC
<p><u>Banking and Financial:</u> PR had circulated in advance a report on charity finances, along with a record of transactions and financial forecast for 2025/26. These were noted. The Charity was holding £2,307 of which £1,389 was due to the Village Hall as the final of three payments distributing Christmas Market income (Playpark and Church had already received their share). Key areas of expenditure had been £284 purchasing three sum-up devices for use at Charity supported events and £96 to cover charity insurance.</p>	

<p>PM raised the question about cash floats and what level should be held for convenience. This was agreed as £200, with higher amounts being sourced as needed for larger scale events.</p> <p>Discussions ensued over future banking arrangements for the Village Hall, which currently has its own bank named account with Natwest. It was agreed that this separate account was practical for day-to-day income and expenditure, but that dedicated village hall fundraising events held in the future should help to build a restricted fund to provide for future major works liabilities. PM confirmed that Charity finances would be reported on a consolidated basis, but funds restricted for the Village Hall would be shown as such. Currently SG manages village hall accounts on a cashbook basis, which was felt to be sufficient so long as PM had sight of these for reporting and reconciliation. The village hall accounts currently operate on a calendar year basis but would need to move to April-March from the transfer, which would mean running a 15-month year for the current one. It was agreed that PM should have direct sight of the village hall account to aid this and he should be set-up with access. Trustees agreed to keep this under review to see what worked most practically.</p> <p>DM confirmed that there was a residual amount in the Village Fund account that was to be transferred to the Charity and the value would be around £141.</p> <p>Ensuring sufficient governance was in place over village hall finances was felt to be necessary. MC confirmed that the intention was to replicate the current Terms of Reference in place between the Parish Council and Village Hall Committee post-transfer of the Village Hall, but between the Charity and the Committee instead. This establishing the basis for the Village Hall Committee and provided delegation for day-to-day running of the Village Hall. He felt that these ToR could be expanded to cover finances, allowing the Committee to handle day-to-day operational transactions as they always have, whilst setting financial limits for activity of significant value or outside of day-to-day activity. It was agreed that this sounded a sensible approach, and ToR should be prepared for consideration.</p> <p>There was a discussion on the ability for the Village Hall to reclaim VAT. Trustees were reminded of previous discussions on this, which confirmed that on certain major works/component replacement VAT could be reclaimed based on HMRC provisions for village halls but that this was not possible on most operational expenditure. The way to approach this was to consider the best way to procure for largescale expenditure in advance on commitment to do so.</p> <p>DM confirmed that the charity website was now set-up to allow for regular and one-off donations, with transactions managed by PayPal and then directed to the Charity bank account. The potential for legacy giving was also raised and it was noted that there was a 'soft launch' approach to this is the newsletter due to be published, with further opportunities to come.</p>	<p>PM</p> <p>SG</p> <p>KF/PM</p> <p>DM/PM</p> <p>MC/KF/PM</p>
<p><u>Proposed transfer of the Village Hall:</u> MC provided a detailed update of progress. Latest efforts had focussed on negotiating a formal lease arrangement between the Parish Council and Swalcliffe Village Charity. Trustees had all received and reviewed the lease in advance of the meeting, they also noted that it had been reviewed by a real estate lawyer who had recommended some minor wording changes and tightening of some clauses – these had all been accepted in the</p>	

<p>version shared. Trustees agreed the lease and that MC and PM should be authorised to sign it on behalf of the Charity.</p> <p>MC confirmed that now the lease was agreed, this would also for the formal transfer agreement already agreed to be signed as well. This then allowing for the approval of the Charity Commission to be sought for the transfer and closing down of the prior Charitable Trust arrangement which currently constitutes the Village Hall entity. He would revert back to the charity lawyer advising on this matter and progress formalities with all parties involved.</p> <p>KF confirmed that she had updated Pdraig on progress with this matter and that he remained interested in joining the Village Hall Committee once the transfer has completed at the end of March.</p>	<p>MC/PM</p> <p>MC</p>
<p><u>John Loggins Charity:</u> MC had circulated a formal note sent on behalf of the John Loggins Charity trustees. Trustees had agreed to pay-over to the Swalcliffe Charity the annual sum of £200 set aside from their income for the Swalcliffe community. This had been decided given close alignment of charitable objects. Furthermore, as the payment had not been made for three years a total sum of £600 was being held by the John Loggins Charity agents and a further £200 would be available in December 2025. PM would make contact with bank details so that payment could be made.</p> <p>The Swalcliffe Charity Trustees noted the generosity of this arrangement and that they would look to promote access to the funding within their communications.</p>	<p>PM</p> <p>MC</p>
<p><u>Fundraising aspirations/event for 2025:</u> Trustees agreed that it would be helpful to produce a calendar of events across the year so that these were spaced out. This calendar to be published on the website.</p> <p>NB had alerted trustees that he intended to run a BBQ as part of the annual Easter event and that he would donate funds raised to the Charity. DM confirmed that this event was fundraising for the Playpark and trustees noted that income could be restricted for the Playpark on that basis. DM to discuss with NB, who was also seeking volunteers to help him on the day.</p> <p>MC confirmed that a local resident had been in touch to confirm that they intended to support a Last Night of the Proms event on 13th September 2025. Trustees agreed that this was a very kind offer and that they should seek to support this. Income generated would be used to increase the charity general funds to be used to support the community and assets.</p> <p>The success of the Christmas Carols on The Green event was noted and that attendance had exceeded expectations. Trustees agreed that they would organise something similar this year on 24th December and consider how it may also generate donations to the Charity as well as bringing the community together at this important time. Thanks were noted for those that helped to organise, Karen Riordan, Maggie Irwin and Richard Jones as well as Faith at the Stags Head who had agreed to provide refreshments at a cost affordable to the Charity.</p> <p>KF confirmed her intention to run a fundraising event at some point in the year and would consider what this might be.</p>	<p>DM</p> <p>DM/NB</p> <p>MC</p> <p>MC</p> <p>KF</p>

<p>The success of the Big Breakfast in the village hall was noted and that similar events could be considered.</p> <p>There are plans to run the Christmas Market again to raise funds for the three beneficiaries. Trustees agreed it was important to support this event as it had become a major fundraiser for important village assets. LH would be the main link via her role on the organising committee.</p> <p>Trustees were tasked to consider what other fundraising events might be reasonable noting the need to balance these across the year.</p> <p>MC confirmed that he had delayed the circulation of the charity newsletter so as to not cut across the fundraising communication recently issued by the Church. He intended to print and arrange for circulation at the start of February.</p>	<p>ALL</p>
<p><u>Trustee Update:</u></p> <p>Communications:</p> <p>NB had circulated a note for consideration in advance of the trustee meeting. Points not already discussed included clarity over how the website should be updated. DM confirmed that the easiest approach was to email him details of changes and he would action.</p> <p>The value of proactive communications was noted and that trustees should agree a plan for these across the year. They agreed that this should be an agenda item at the next meeting so that such a plan can be developed and reviewed at each meeting. The risk to the DellaDella email mailing was raised and trustees considered how the Charity may be able to work with Della once her move was confirmed, to establish if contacts on the list wanted to transfer to a new list that the Charity could operate on behalf of the community. IP to be tasked with contacting Della to explore principles.</p> <p>Trustees noted the newsletter to be circulated detailing charity activity and incorporating individual giving details. MC to arrange to print and distribute at the start of February. DM offered to assist with templating future newsletters.</p> <p>Christmas Market</p> <p>The success of this and hard work of the organising committee led by Catherine Warrington was noted.</p> <p>Grants & Volunteering</p> <p>MC and LH had yet to schedule another meeting to develop plans further.</p> <p>Parish Council</p> <p>SG confirmed that the Parish Council's intention was to continue to support the Charity for the year ahead this was most likely to be through continuing to support insurance arrangements for the Village Hall rather than a financial grant. The Annual Parish Meeting was scheduled for 7th April and the Charity would be invited to take part and share details on its work and future plans.</p>	<p>MC</p> <p>IP</p> <p>MC</p> <p>MC/LP</p> <p>MC/SG</p>

Any other business

Trustees discussed the frequency and setting of future meeting dates. It was agreed that these would be set in advance for the year and every three-months. Trustees felt that this was proportionate, and provisions existed for important decisions to be taken outside of meetings or for further meetings to be called at short notice should this be necessary. MC confirmed that he would circulate proposed dates.

MC