

# SWALCLIFFE VILLAGE CHARITY

## MINUTES FROM MEETING 2<sup>nd</sup> July 2025 (6.30pm)

**Present:**), In person - Martin Collett (MC), Peter Morgan, Kate Foley (KF), Nico Borkmann (NB), Ian Purvey (IP), Laura Holloway (LH) By video link - Steve Gandy (SG),  
**Apologies:** David McLindon (DM)

Agenda	Actions
<u>Welcome:</u> MC welcomed everyone present and thanked NB for hosting. Apologies had been received from DM.	
<u>Declarations of interest:</u> The following declarations were noted. MC and SG are members of the Parish Council. KF is a member of the Village Hall Committee. LH and IP are members of the Swalcliffe Christmas Market Committee. PM is Treasurer of the PCC.	
<u>Minutes of the last meeting:</u> The minutes of the meeting held on 24 <sup>th</sup> March 2025 were reviewed and agreed as an accurate record.	
<p><u>Matters arising:</u> Trustees ran through each action and noted the following not covered elsewhere on the meeting agenda.</p> <p><u>Business Plan</u> – this had been published on the website.  <u>Loggins Money</u> – this had been received.  <u>Egg rolling</u> – thanks were recorded by DM, NB and others involved. £325 had been raised for the Playpark (exc. gift aid). PM was in the process of claiming Gift Aid and awaiting the final set-up on HMRC now PR had stepped down from the Board.  <u>Trustees</u> – Peter Riordan (PR) had been removed as a trustee as of 31<sup>st</sup> March following his resignation.</p>	PM
<p><u>Village Hall Update:</u> KF confirmed that the VH Committee met, and that SG, MC and PM were also in attendance. The Committee meeting had welcomed Pdraig O'Connor (PO) as a new member. PO had produced minutes, and these would be circulated to trustees for information. The meeting included a discussion about updating operational matters relating to the running and hire of the VH and to aid with this the Charity had subscribed to the ACRE Village Halls Advisory Service at a cost of £50. This gave access to advice and a range of standardised templates and guidance, many of which had already been supplied to and were to be adopted by the VH Committee.</p> <p>The Committee had also discussed an annual VH budget for 2025/26 which had been produced by SG and shared with charity trustees in advance of the meeting. It was noted that the budget set an ambitious target for lettings income at £5,000 and that this was around £1,000 higher than the prior year. The budget also incorporated some discretionary items such as an enhanced marketing budget £500 and insurance costs £1,084. The focus on enhanced marketing to secure additional hire income was emphasised and something that the VH Committee are working on. Examples of imagery, marketing material and advertising channels were shared between trustees. Trustees also noted that the VH Committee had not sought to increase hire costs based on local benchmarking. The risks around income not meeting expenditure were noted, however the VH had sufficient reserves to accommodate this, and should the risk materialise</p>	KF

<p>consideration would need to be given to other income sources such as fundraising. Although the trustees recognised their responsibilities for the VH they felt it was important that this was not seen internally or externally as the focus of the Charity.</p> <p>A discussion ensued about how best to manage the production of VH accounts, which should ultimately be reflected in the Charity accounts on a consolidated basis. PM generously offered to help produce VH accounts on a quarterly basis and confirmed that these would be reported on as part of the regular financial updates to trustees. The option of holding only one bank account was discussed, with the VH account being stopped and payments/income transacting solely happening through the charity account. The merits of this were noted, but for the moment it was agreed that the status-quo should continue but that PM would need copies of the VH bank account monthly statements and details/records of expenditure. Adding PM to the VH bank mandate was to be explored. This matter to be kept under review. Trustees noted that the VH accounting year had now also been aligned with the Charity and that it would be helpful to sequence future trustee meetings after each quarter so that PM could supply accounts for review across the year.</p> <p>KF confirmed that the agreed Terms of Reference for the VH Committee had been signed by all Committee Members and provided to MC for counter-signing and safe storage.</p> <p>SG confirmed that the current 2025/26 budget contains no provision for capital works to the building and that the next project would be to update the external cladding. It was felt that many grant sources had been exhausted for the moment in relation to other works and others required match funding which there was not sufficient reserves to support at this time. SG agreed to explore the ACRE Village Hall Grant route though, which is the exception to the above and available now given the transfer to the Charity – it was the lack of clear governance and ownership that previously prohibited access to this source of grant funding.</p> <p>MC provided an update on VH insurance. Trustees noted that due to the transfer of the VH to the Charity and new lease arrangement the previous insurance arrangements, which were included within the Parish Council (PC) policy could no longer continued. MC confirmed that he had clarified this with AJG the PC insurance broker. Consequently, it was necessary for the Charity to take out alternative cover for the VH. MC had sought three quotes, which ranged from £1,084-£1,800 annually. The negative impact of the cladding on premiums was noted. Arrangements had been confirmed with the lower cost, which was a specialist VH insurance product offered through brokers Norris &amp; Fisher. A three-year Long-Term Agreement had been entered into. Details of the insurance arrangements had been circulated to trustees in advance of the meeting. PM noted that the documentation from the insurers included a risk assessment template. MC had not been asked to complete this as a condition of the insurance, but it was felt a helpful document to bring to the attention of the VH Committee. MC also noted that the insurers required a prescribed liability insurance document to be printed and displayed in the VH, which KF confirmed had happened. Trustees noted that the cost to PC for the prior VH insurance was in the region of £1,000, so comparable. The PC had received a pro-rated refund for their current annual policy which totalled £684, subject to final administrative matters this would be transferred to the Charity to help</p>	<p>PM</p> <p>KF</p> <p>MC</p> <p>MC</p> <p>SG</p> <p>KF</p> <p>PM</p>
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<p>offset the cost to the VH for the current year. These figures had been included in the VH budget for 2025/26 and KF noted that this would be an additional cost burden in future years for the VH. Trustees noted this and that ultimately the Charity would need to ensure that VH covered costs through revenue or with its support. NB asked SG if he felt that the PC might provide aid with VH insurance in future years, SG stated that he could not comment on that at this time.</p>	
<p><u>Requests for support:</u> MC confirmed that he received three requests from within the village for support and trustees discussed these as follows:</p> <p>Church Concert for Ukraine: PM had received a request from the Gay Harris to assist the Church with collecting donations at the forthcoming concert in aid of Ukraine. Although no charges are made for access to the concert, donations are sought and on prior occasions the inability to accept these by bank card has been an issue. The Church have asked if the Charity would provide a sum-up machine to collect card donations, with money collected being transferred to them afterwards adjusted for transaction costs incurred. NB reminded trustees that this approach lacked the benefit of gift aid, which would enhance the level of money raised. Trustees agreed and that as a preference an option that enabled gift aid should be considered in the future, however given timings and circumstances proceeding without gift aid benefit would be pragmatic on this occasion. It was also noted that DM was exploring automated gift aid options for transactions that if successful may resolve the issue in the future. PM explained that the money collected by the Charity would be transferred to the Church, who then transferred to a national UK Aid Charity who distribute within Ukraine. Trustees noted that as the event was being organised by the village, within the village and supported by the community it would be reasonable for the Charity to agree to the request. They were assured by the due diligence undertaken as to how funds would eventually reach beneficiaries in need. Related to this, SG stated that the Charity must be seen as the 'go to' place for supporting village fundraising and that this was still not happening in all cases. Trustees agreed with and endorsed SG's viewpoint, noting that the Charity must be seen as supportive and trusted as it strived to be.</p> <p>Defib training: MC explained that he had been approached by Ryan Smith from the Parish Council, who were arranging community wide training on use of the defibrillator. Ryan will be arranging the training event using EventBright, which allows attendees to register and manages event communications. The Software is free for charities to use, so the request was that he set-up an account on behalf of the Charity and use it, with login details being shared with the Charity so it can ultimately use it should the need arise to. Trustees agreed this request. Ryan had also asked if the PC could use the Charity sum-up machine to collect donations at the training event that would be used to offset the cost of arranging the training. Trustees agreed to this but the conversation arose again about how to best use gift aid, and it was felt that there was time to agree the most advantageous option given that the training was not to be scheduled until after the summer.</p> <p>Swalcliffe Christmas Market: MC explained that the Christmas Market Committee had approached him about the Charity supporting the event again this year as it did for 2024, this including assisting with invoicing stall holders, supplying floats, provision of sum-up devices and transfer of funds. Trustees agreed that it was important to support</p>	<p>PM</p> <p>DM</p> <p>MC</p>



<p>Harvest Supper: MC confirmed that he has had a positive conversation with Sarah Taylor in relation to this event that did not happen in 2024. ST and MC intend to convene a group of volunteers currently being approached to assist with organising the event. The suggested date was 25<sup>th</sup> October. Discussions had also taken place with the Church who were positive about others becoming involved and a joint conversation would be held to progress further in coming weeks.</p>	MC
<p>Oktoberfest: NB confirmed that he intends to run this fundraiser again on 27<sup>th</sup> September.</p>	NB
<p>Christmas Eve Carols on the Village Green: MC confirmed that Karen Riordan was keen to be involved again. The inaugural event last year arranged at short notice was hugely popular and could be grown this year. It was noted that the location and volume was a boost for the Stags Head Pub and that this year mulled wine and refreshments could raise funds for the Charity to distribute to local causes.</p>	MC / KR
<p>Musical Concert: SG confirmed that Tina Gandy was practicing along with friends to host a concert, which given the timings of other events should be held in November at the Village Hall.</p>	SG
<p>Trustees noted the huge success of the prior breakfast club and that this could also be resurrected should a volunteer be found as another event.</p>	
<p>LH provided an update on progress to engage and support volunteering efforts in the village. She alerted trustees to a meeting that MC had had with Colin Hill, the outcome of which was a suggestion that the Swalcliffe Society jointly organised an event with the Charity for current and potential volunteers within the village. Trustees supported this idea.</p>	MC
<p>LH noted that a potential source of new volunteers was those who move to the village, who currently have no clear information on how to get involved or who to contact. Trustees felt that communications being developed by IP and NB could be used to inform these new households, including regular reminders, published details on the website or even a targeted flyer.</p>	LH / IP
<p><u>Communications:</u> IP confirmed that he and NB had progressed the Charities approach to communication, with help and support from DM. He updated trustees as follows:</p>	
<p>Biographies for the website: These had all been progressed to final drafts. IG had reviewed for consistency of voice and format. These would be shared with trustees with a short deadline for reply in advance of being published on the website.</p>	IG / DM / NB
<p>Mailing list: The plan was to build a Charity mailing list, by encouraging registration on the website but also by circulating details of how to join using DellaDella and the PC mailing list. It was noted that this approach was necessary due to GDPR. IG would be using MailChimp as a means of managing the Charity mailing list.</p>	IG / NB
<p>Newsletter: IG shared a template newsletter which could be built out every quarter for circulation. It would promote events, spotlight the work of the Charity (inc. photos), celebrate volunteers and share volunteering needs. Trustees noted that it would be a collective</p>	IG / ALL

<p>responsibility to provide content for the newsletter and doing so would be essential if the impact and frequency were to be achieved.</p> <p>Navigation: IG shared a proposed new navigation format for the website, which trustees endorsed. They linked the need for a volunteering one to reflect earlier discussions and that one should contain details of how to donate / get involved in fundraising. As well as having the ability to donate via the website, the need to keep promoting legacy giving was endorsed as trustees felt that in the longer term this could be a potential source of capital to deliver good works within the village. They noted that the navigation should also include a tab for the Village Hall and that this linked back to the VH discussion relating to marketing.</p>	IG / DM / NB
<p><u>Trustee update:</u></p> <p>SG updated trustees on the recent decision by the PC to progress the purchase and installation of two new electronic traffic calming signs to replace those now old and obsolete at either end of the village. This decision reflecting the strength of feeling in the village in relation to cars speeding. Although the decision had been made to move forward with the signs no exact timeframe had been set yet for installation and the financial commitment was greater than the PC had provided for within its annual budget. SG asked if the Charity might be able to seek donations with the benefit of gift aid from those in the community who felt strongly about this issue. Trustees felt that there should be an opportunity to encourage this within the newsletter to be produced through a specific ask, funds being transferred to the PC.</p>	IG / SG
<p><u>Any other business</u></p> <p>There was none</p>	
<p><u>Date of next meeting</u></p> <p>6:30pm on 7<sup>th</sup> October 2025 – Old School House, Main Road</p>	