**LOWER HEYFORD AND CAULCOTT COMMUNITY FUND**

**(Registered name: Lower Heyford Relief in Need Charity)**

**Charity No 237768**

**Chair**: Liz Goodwin (LG)

**Trustees**: JJ Macnamara (JJ), Denise Ball (DB), Maddy Aldis-Evans (MAE), Aimee Bronock (AB), Liz Goodwin (LG)

Meeting of the Trustees of the Lower Heyford Relief in Need Charity

Held at the home of JJ, Thursday 4th May 2023 at 7pm

**MINUTES**

1. There were no apologies for absence.
2. There were no new conflicts of interest reported.
3. Minutes of the meeting of 17th January 2023 were agreed.

The Minutes were accepted and signed by Liz as a true record of the meeting.

1. Trustee changes

Aimee Bronock was welcomed to the meeting as a new Trustee. LG reported that the Trustee details on the Charity Commission website had been updated. DB confirmed that she was willing to continue as a Trustee for a further term.

1. Annual Report and Accounts

The Annual Report and Accounts were discussed and approved. They were signed by DB and LG. LG was asked to thank Diana Boxall for reviewing the accounts for the charity again. LG said that she would now send the Report and Accounts to the Parish Council for the Parish Meeting and also upload them to the Charity Commission website.

JJ confirmed that he would be attending the Parish Meeting and so able to answer any questions from residents regarding the Report and Accounts.

**Action: LG/JJ**

1. Update on the Reading Room

MAE reported on the Reading Room:

* The tree surgeon has visited but progress with the works to address the subsidence issues is slow. MAE agreed to follow up with the loss adjustor to try to push things along
* There is an ongoing issue with mould in the bathroom. MAE agreed to visit to investigate. We are very sympathetic to trying to resolve the issues but concerned about doing lots of work before the subsidence repairs are carried out. AB suggested getting a dehumidifier in the short term.
* There are a couple of double glazed windows that have blown. Again, we are keen to repair these but should probably wait until the repair works are completed.
* The thatch is due to be reviewed next year. LG agreed to contact the thatcher to ask him to arrange to visit as there is likely to be a long wait to get any work carried out.
* MAE reported on a number of minor repairs carried out by the tenants (fans etc.). She agreed to ask for the receipts so we could repay the sums involved.
* MAE will talk to the tenants to ensure they are comfortable with the plans for the subsidence work and other works.

**Actions: MAE/LG**

1. Update on grants

There is only one current young person’s grant. It was also noted that a grant had been made to pay for the bus for one young person attending the school in Heyford Park. The potential of covering the cost of the bus for next year for the same young person was discussed and it was agreed that if we are approached again, we would respond positively.

It was agreed that we would place an advert in the next edition of Valley News to raise awareness of the fund again among residents.

**Action: LG**

It was agreed that AB would take over as the liaison point for grants from MAE. MAE and AB will meet to handover the file and update the paperwork.

**Action: MAE/AB**

1. Other updates
   1. Poor’s Land

LG reported that the application to register Poor’s Land with the Land Registry has been submitted and accepted into their ‘process’. It is expected to take at least 18 months to complete – maybe longer if there are specific queries raised.

* 1. Parish Council

No update.

* 1. Charity Commission

No update.

* 1. Valley News

No update.

1. AOB

LG reported that she had received further communications from Barclays bank regarding the details of LHCCF. The potential for changing banks was discussed and LG agreed to explore Unity Bank and CAF Bank as alternative options.

**Action: LG**

The matter of bus services was discussed. It was agreed that we would raise the matter with the Parish Council, especially to discuss whether an agreement could be reached with the Barton Bus to provide a bus service twice a day to Heyford Park. The LHCCF would be happy to contribute to such an initiative.

**Action: JJ**

The trustees thanked JJ for hosting the meeting.

The next meeting will be on Tuesday 12th September 2023 at 7pm. LG offered to host.

**Summary of actions (including carried forward)**

|  |  |
| --- | --- |
| **Action** | **Who** |
| Send Annual Report and Accounts to PC and also load onto the Charity Commission website | LG |
| Attend Parish Meeting and answer any questions from residents about LHCCF | JJ |
| Progress matters with the Reading Room – insurance claim and payment for work carried out by the tenant | MAE |
| Contact thatcher to ask him to come and review the thatch on the Reading Room | LG |
| Put advert in Valley News | LG |
| Investigate alternative bank options | LG |
| Raise the matter of the Barton Bus with the PC | JJ |
| Meet to handover the grants liaison | MAE/AB |

Signed:……………………………………………………………………………………………..

Date:…………………………………………………………………………………………………