**LOWER HEYFORD AND CAULCOTT COMMUNITY FUND**

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

**Charity No 237768**

**Chair**: Dr L Goodwin (LG)

**Trustees**: Mr James Macnamara (JJ), Mrs D Ball (DB), Mrs M Aldis-Evans (MAE), Dr L Goodwin (LG)

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

Held at the home of MAE, Tuesday 17th January 2023 at 7pm

**MINUTES**

1. Apologies had been received from DB.
2. There were no new conflicts of interest reported.
3. Minutes of the meeting of 4th October 2022 were agreed.

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

1. Trustee changes

It was noted that we had yet to find another trustee to fill the current vacancy. Potential options were discussed as well as skills we might find useful (e.g. understanding or knowledge about benefits or someone with young children). All trustees agreed to ask possible candidates.

**Action: All**

1. Financial statement

The Financial statement was reviewed. There were no queries. We still need to investigate alternative savings options at CCLA instead of relying on the Barclays deposit fund. LG to progress.

**Action: LG**

It was noted that MAE has not yet received the card reader and login details for Barclays as a new signatory. LG agreed to phone Barclays to find out what is causing the delay.

**Action: LG**

1. Update on the Reading Room

MAE reported on the cracks to the internal walls at the Reading Room. She had taken photographs on 29th November and informed NFU, the insurance company. They have now appointed a loss adjustor who will visit in the next few weeks. If a claim is made, there will be an excess of £1100 to pay. MAE has also been added to the NFU policy as an additional contact point (as well as LG).

MAE also reported that the shower at the Reading Room had been repaired but that the probably had not been completely fixed. It was agreed that she would ask the tenants if they were satisfied with the repair or whether we should engage a plumber to look at it. Finding a plumber is likely to take some time (because of limited availability) so worth putting in place if we think the fix is only a short term measure. It was also suggested that we ask the plumber to advise on the potential to install a water softener which would help reduce limescale problems.

**Action: MAE**

MAE also reported that the gate has not been repaired yet but it is in hand.

LG said that we should formally write to the tenants extending their tenancy for another year.

**Action: LG**

MAE agreed to chase the tenants again to secure an original copy of the signed, updated tenancy agreement. LG would then process the repayment of part of the deposit.

**Action: MAE**

1. Update on grants

It was noted that grants had been paid to two households for oil. There have also been further discussions with other applicants.

Young person’s grants have also been paid to two young people.

The principles for cost of living grants were discussed. It was agreed:

* £300 would be the normal amount for each grant – up to a max of £500
* We would offer up to 3 payments of £500 in a 3-5 year period
* If this proves inadequate, then we will review
* We will require receipts where possible. If the grant needs to be made in advance, then a quote and evidence of a previous payment will be accepted
* Our preference is to fund consumables and repairs. Contributions to significant capital assets (e.g. new boilers) would not normally be considered except as a modest percentage of the overall cost.

We will keep these principles under review and add to them over time as more experience is gained.

It was agreed that we should continue to place notices in Valley News to raise awareness about the availability of grants and help, in particular relating to the cost of living crisis.

It was agreed that it would be useful to have a briefing note to send residents in need about the options for advice and financial support from the government and other sources (citizens advice etc.). MAE agreed to start a draft of this based on the sources she has already identified for recent recipients of grants.

**Action: MAE**

A formal application has been received from the Friends of Heyford Station for support towards the cost of replacing the raised bed beside the foot path running towards the station. They have written to all local parish councils and other organisations with potential interest or funds to ask for contributions. The LHCCF has been asked to contribute £383 towards the costs. LG noted that her husband is an officer of Friends of Heyford Station and so her comments should be taken with that in mind. The request was discussed and agreed. LG to inform Friends of Heyford Station.

**Action: LG**

1. Other updates
   1. Poor’s Land

LG reported that the PC has asked LHCCF to try to register Poor’s Land with the Land Registry. Having investigated the process involved, it is clear we need documentary evidence explaining the background – what happened to any lease, why it wasn’t registered in the past etc. She has written a potted history of Poor’s Land based on PC minutes and other records of Lower Heyford and Caulcott history. She will now start the process of trying to register the land. It is likely to take some time and highly unlikely to be successful at the first attempt. LG to keep the trustees informed as this process progresses.

**Action: LG**

1. Parish Council

No update.

1. Charity Commission

No update.

1. Valley News

The donation of £200 to Valley News was made.

1. AOB

LG reported that she had received various communications from Barclays bank regarding the details of LHCCF. This seems to have been triggered by requirements to prevent money laundering. LG has tried to answer all the questions and has sent copies of the trust document to the bank. She believes they have all the information they now require.

The trustees thanked MAE for hosting the meeting.

The next meeting will be on Thursday May 4th 2023 at 7pm. JJ offered to host.

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

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| --- | --- |
| **Action** | **Who** |
| Community transport | LG to keep watching brief and let trustees know if accounts become available |
| Research similar organisations and build relationships/suggest meeting | JJ |
| Review rebuild cost for the Reading Room | MAE |
| Consider options for new trustees to fill current vacancy | All |
| Phone Barclays to find out why there is a delay to MAE becoming a signatory | LG |
| Investigate investment options which might pay better returns than Barclays deposit | LG |
| Chase tenants for the original signed version of the tenancy agreement for the Reading Room, so that repayment of part of the deposit can be made | MAE |
| Progress assessment of cracks at the Reading Room and potential insurance claim | MAE |
| Progress gate repairs for the Reading Room | MAE |
| Review need for plumber to repair the shower and consider option of water softener | MAE |
| Write letter confirming extension of tenancy | LG |
| Draft briefing note for residents on support and advice available for people regarding the cost of living crisis, fuel etc. | MAE |
| Write to confirm support for Friends of Heyford Station project | LG |
| Progress registration of Poor’s Land | LG |

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

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