**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 LG, Thursday 12th September 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 4th May 2023 were agreed.

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

1. Trustee changes

The were no changes to record relating to Trustees.

1. Financial statement

The Financial statement was discussed. There were no queries. LG reported that she had investigated alternative bank options but that all the online options also had monthly charges. One of the advantages of Barclays is the lack of monthly charge. It was agreed that we would stay with Barclays for the time being. DB noted that Lloyds Bank might be an alternative high street option if we need one in due course.

We still need to send Barclays the forms with personal details for DB and AB. DB has completed her form and LG will send this to Barclays. AB had already initiated the process of registration with Barclays but it seems to have gone into a black hole. LG agreed to phone Barclays to find out what has happened.

**Action: LG**

1. Update on the Reading Room

MAE reported on the Reading Room:

* The works required in the bathroom were discussed. It is proving difficult to get quotes to compare with that from Taylor’s and there is some uncertainty about the extent of work required. We are also concerned that the tenants would need to move out of the house whilst the bathroom is out of action. It was agreed that:
  + LG to contact the owner of the Butterhouse who have recently had work done by Taylor’s, to find out whether they were satisfied with the standard of work, the value for money etc.
  + MAE to contact the tenants at the Reading Room to discuss options for alternative accommodation whilst the work is being done
* Regarding the insurance claim for subsidence, the application for permission to carry out work on the trees at the Reading Room is being considered with a decision deadline of 28th September. After this date, MAE will contact Crawford’s again to nudge the work along. It is still envisaged that actual repairs to the reading Room would be scheduled for 2024/25 once things have settled down after the tree removal/maintenance

**Actions: MAE/LG**

1. Update on grants

There has been one request for support – for the cost of transport for a young person to the school in Heyford Park. This was agreed and has been paid.

As we are now approaching the winter, we may receive new requests for support for fuel payments.

MAE and AB have met to handover grant paperwork so AB is now the initial contact point.

Other updates

* 1. Poor’s Land

LG reported that there has been no further progress with the application to register Poor’s Land with the Land Registry. The latest invoice for rent for Poor’s Land has been sent to the farmer. The first instalment should be received in the next few weeks.

* 1. Parish Council

JJ noted that he is no longer on the Parish Council. As there are now regular newsletters from the PC, the need for feedback from the PC in advance of meetings is reduced. However, LG said she would aim to email the PC ahead of each meeting in case there was anything that the trustees needed to be aware of.

* 1. Charity Commission

No update.

* 1. Valley News

It was agreed that we would make a £200 donation to Valley News as has been done in previous years.

**Action: LG**

1. AOB

AB raised the matter of document storage and management of aspects of GDPR. It was agreed that she would set up a folder and sub-folders in Dropbox which we could use to store charity papers. AB will also write down our approach to managing GDPR requirements in terms of personal information – so we are able to demonstrate having taken account of the legislation.

**Action: AB**

The next meeting will be on Tuesday 9th January 2024 at 7pm. JJ offered to host.

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

|  |  |
| --- | --- |
| **Action** | **Who** |
| Contact Barclays with form for DB and to find out what has happened to the application from AB | LG |
| Progress matters with the Reading Room – insurance claim and the work to repair the bathroom | MAE |
| Contact owner of the Butterhouse to get their views on Taylor’s and the standard of their work | LG |
| Process donation to Valley News | LG |
| Set up Dropbox folder and document GDPR approach | AB |
| Raise the matter of the Barton Bus with the PC | JJ |

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

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