**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), Mr Trevor Husband (TH), 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 LG, Tuesday 7th June 2022 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 18th January 2022 and 24th March 2022 were agreed.

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

1. Trustee changes

No changes. It was noted that TH reaches the end of his first term in November 2022. He could be re-appointed for a second term. However, TH said that he would probably prefer to stand down in November in light of his other commitments. The other trustees noted this with regret but understanding. It was agreed that we should try to identify a potential replacement. There was a discussion about skills gaps among the trustees. It was agreed that we have good coverage of the village and diversity in terms of age profiles and gender. However, we are not very diverse in terms of other aspects e.g. disability, ethnicity. We should bear these in mind when considering potential new candidates. We recognise it is not easy when there is not wide diversity among the residents of Lower Heyford and Caulcott.

**Action: All**

1. Financial statement

The Financial statement was reviewed. There were no queries. There was a discussion about the level of reserves. There was a discussion about the level of reserves and ideas for the best ways to use the funds available to the charity.

Options discussed include:

* Creation of a fund for green energy projects (including insulation, energy supply changes, electric vehicle charging points etc.). An amount would be specified per household to contribute to improvements.
* Investment in another property e.g. by taking out a mortgage on The Reading Room and then using the funds to buy and renovate another property. There may be issues with this option as there are limited properties on the market at any time and the PC owns The Reading Room (not the charity which leases it from the PC) so it may not be possible to take out a mortgage.

It was noted that recent price increases for food and energy means that more households are struggling to meet their bills. We agreed to put a note in the next edition of Valley News reminding people about the existence of the charity to help residents who may be struggling.

**Action: LG**

There was a discussion about the interest being paid on our reserves in the deposit account and the funds held by CCLA. JJ offered to look at alternative options.

**Action: JJ**

1. Update on the Reading Room

TH reported that the repairs to the wall of the Reading Room will be carried out in the coming weeks.

TH and LG have updated the tenancy agreement which has now been signed by the residents. TH and LG need to sign the original and then make copies.

**Action: TH/LG**

LG then needs to progress the repayment of part of the deposit (the amount in excess of the standard percentage which is considered best practice)

**Action: LG**

TH reported that it is unclear whether the boiler service for The Reading Room was ever carried out despite his request to Fairford Heating. He will contact them again to start the process again. JJ offered to provide details for an alternative contractor should Fairford Heating prove unresponsive.

**Action: TH**

1. Update on grants

No new grant applications have been received.

It had been previously agreed that an advert would be placed in the next edition of Valley News to promote the availability of grants and raise awareness among prospective recipients.

1. Other updates
   1. Poor’s Land

The second payment for 2021/22 has been received. JJ and LG reported that they had met the tenant since the last meeting. It had been a useful and reassuring meeting where we learnt more about the approach being taken by the farmer. At that meeting, it was agreed that we should try to tidy up the tenancy agreement so that it reflected current farming practices (the existing agreement includes a handwritten modification).

JJ reported that he had tried to progress this but that the cost was likely to be in the region of £1000 which he felt was disproportionate. He agreed to continue to look for a more cost effective alternative. It was agreed that it would be preferable to update the agreement but that it was not urgent.

**Action: JJ**

1. Parish Council

No update.

1. Charity Commission

No update.

1. No other correspondence
2. AOB

The trustees thanked LG for hosting the meeting.

The next meeting will be on Tuesday October 4th 2022 at 7pm. TH has offered to host.

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

|  |  |
| --- | --- |
| **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 | LG |
| Consult James Cridland about the market rate for rental properties similar to The Reading Room | LG/TH |
| Consider options for new trustees who might replace TH in November | All |
| Put advert in Valley News reminding residents of support available | LG |
| Investigate investment options which might pay better returns than CCLA | JJ |
| Progress signing of the tenancy agreement for the Reading Room, repayment of part of the deposit and boiler service | LG/TH |
| Investigate options for amending the tenancy agreement with J Norman and Sons for Poor’s Land | JJ |

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

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