

LOWER HEYFORD RELIEF IN NEED CHARITY

Charity No 237768

Chair: Dr L Goodwin (LG)

Trustees: Mrs H Stoddart (HS), Mr James Macnamara (JJ), Mr Trevor Husband (TH), Mrs D Ball (DB), Dr L Goodwin (LG)

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

Held at the home of Hazel Stoddart

Thursday 23rd January 2020 at 7pm

MINUTES

1. Apologies

All trustees were present and there were no apologies.

2. Minutes of the meeting of October 31st 2019 were agreed.

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

3. Trustee tenures

Liz reported that the first trustee to reach the end of their term would be herself at the end of 2020. Currently, she plans to continue for a second term.

4. Financial statement

The updated accounts were reviewed. Income is stable and all expenditure is in line with expectations. It was noted that the cheque which had been written to pay for the repairs to the cracks in the walls at the Reading Room had not been cashed. LG agreed to progress the matter with the contractor.

It was agreed that a payment for £500 would be made to the King George's Field Committee of Management by way of membership fees for the Sports and Community Centre for all residents of Lower Heyford and Caulcott.

5. Update on the Reading Room

TH reported that the boiler service was carried out the previous week and the invoice was now ready to be paid.

There was a discussion about the renewal for the buildings insurance and in particular whether the rebuild cost was adequate. LG said she would try to ask Brian Varney or another builder whether they could give us a rough estimate for the re-build costs. TH said he would review the thatch conditions in the insurance policy to make sure we comply with them all.

6. Update on grants

One grant had been made since the last meeting.

Criteria for grants. The draft document that had been circulated by LG was discussed and a number of changes agreed. LG to update the document and re-circulate it. It was recognised that we would need to keep the document under regular review and revise in light of experience periodically.

7. Poor's Land

LG reported that a payment had been received for 6 months' rent.

8. Valley News

It was agreed that a notice would be put in the next edition of Valley News to remind people of the existence of the charity and funds available.

10. Parish Council - nothing to report.

11. Charity Commission – nothing to report.

12. No other correspondence

13. AOB

Barton Bus – LG reported that she had investigated the Barton Bus to see whether there would be any merit in our making a financial contribution in exchange for the ongoing support to residents of Lower Heyford and Caulcott who use the bus service. Unfortunately, she had been unable to get a copy of any accounts and therefore felt unable to recommend any investment or further dialogue at this stage. She agreed to keep a watching brief and to let the trustees know if and when accounts became available.

Charity name – following the discussion at the previous meeting and further investigation with the Charity Commission, it was agreed to change the operating name of the charity to The Lower Heyford and Caulcott Community Fund. LG will incorporate this into the piece for Valley News. The official name registered with the Charity Commission would remain the same (Lower Heyford Relief in Need Charity).

14. April 20th 2020 at the home of TH (130 Freehold Street)

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
Check thatch conditions in the insurance policy to ensure we comply with them	TH
Write piece for Valley News, including the new name	LG

Revise the criteria for grants document and circulate to trustees	LG
Pay invoice for boiler service	LG/TH
Make payment to KGF for membership	LG plus one other trustee
Continue to progress payment for repairs to cracks at the Reading Room	LG
Check whether we need to list the operating name with the Charity Commission	LG

Signed:.....

Date:.....