

LOWER HEYFORD RELIEF IN NEED CHARITY

Charity No 237768

Chair: Dr L Goodwin (LG)

Trustees: Ms S Edwards (SE), Mrs H Stoddart (HS), Mr James Macnamara (JJ), Mr Trevor Husband (TH), Dr L Goodwin (LG)

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

Held at the home of Mrs H Stoddart

Thursday 2nd May 2019 at 7pm

MINUTES

1. Sue Watson

The Trustees noted with sadness the death of Sue Watson who had been a Trustee and Chair of the Relief in Need Charity for a number of years. She made a valuable contribution to the work of the charity and had a clear desire to help people develop to their full potential.

2. Apologies

Apologies had been received from Sarah Edwards.

3. Minutes of the meeting of January 21st 2019 were agreed.

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

4. Trustee tenures

SE has indicated that she wishes to stand down as a Trustee in June when her term ends. She is happy to continue to act as a contact point for people she knows and lives close to in Cherwell Bank and surrounding area.

LG agreed to write to Cathy Fleet to ask the Parish Council to start the process to look for a new trustee. It was agreed that we would see whether either Denise Ball or Emma Read might be interested in standing (Emma has previously been a trustee so may not wish to do it again). LG to investigate.

5. Annual report and accounts

The draft Annual report and accounts were discussed. LG reported that Diana Boxall was currently doing an 'external review' of the accounts with a view to our being in a position to send the report and accounts to the Parish Council in time for their meeting later in May.

The draft report and accounts were approved subject to any comments from Diana.

6. Defibrillator and Notice Board

Two requests for funding have come forward – firstly to purchase an exterior box for the defibrillator which is currently located inside the new Community and Sports Centre and secondly to purchase a notice board which would be located in the layby on Freehold Street and be primarily for village/community use (as opposed to a Parish Council notice Board). LG noted that she had a conflict of interest as she was proposing both these items.

It was agreed to fund both of these proposals. Regarding the defibrillator, this would be clearly of benefit to residents and should be located outside the building. It was agreed that we must ensure the box is registered on the official database and it was also suggested that we ask Dick Tracy to carry out another training session for residents. LG to follow this up.

For the notice board, this was also agreed to be of benefit to the community. There are 2 hardwood options available and the trustees agreed we should get it constructed in oak. This notice board would be part of a group order. LG to feedback to Bruce Eggeling who is coordinating the order.

7. Reading Room

TH reported that the thatch replacement is still scheduled for May.

He commented that the issue of repairing the window at the Reading Room was still outstanding and that he was finding it difficult to get anyone to quote. HS suggested someone who they had used for carpentry work and offered to send TH contact details. JJ offered to ask his wife if she knew of anyone. LG suggested we also ask Barry Varney if he would be willing to quote.

TH asked whether we should include an amount each year in our reserves for maintenance other than the thatch. Given the refurbishment of the building was carried out over 5 years ago, it was likely that things would start to need maintenance and repair e.g. the boiler. It was noted that the reserve for the thatch is generous and will more than cover the cost of the work in May. It was agreed to review whether it would be helpful to increase the annual payments to the reserve at the next meeting once the thatch work has been completed.

TH asked whether we should have a minimum limit below which we do not require 3 quotes. It was agreed that we should ask for 3 quotes on any expenditure above £500.

8. Grants

a. The Career development grant

The name of this grant was discussed and it was agreed to review again in 6 months.

b. Personal grants

LG reported on the latest regarding individual grants.

Given the poor paperwork received recently relating to grants, it was agreed that we would update the grant application paperwork to provide a bit more explanation as to why we need quotes. LG to send TH the latest forms and TH will then propose additional wording.

9. Valley News – nothing to report. LG will check with SE when the last entry was put in.

10. Parish Council-nothing to report.

11. Charity Commission-no update.

12. No other correspondence

- 13. AOB
- 14. October 24th 2019 at the home of JJ.

Summary of actions (including carried forward)

Action	Who
Community transport	Sarah
Next Door (to publicise LHRINC)	Sarah
Research similar organisations and build relationships/suggest meeting	Sarah
Progress recruitment of a new trustee	Liz
Oversee thatch replacement project and get quotes for window repair	Trevor
Progress proposals to fund defibrillator box and notice board	Liz
Ensure defibrillator box is registered and ask Dick Tracy if he will do another training session	Liz
Send grant application form to TH for him to amend	Liz/Trevor

Signed:.....

Date:.....