

LOWER HEYFORD AND CAULCOTT COMMUNITY FUND

(Registered name: 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 by Zoom, Monday 11th January 2021 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 12th October 2020 were agreed.

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

4. Trustee changes

LG noted that her first term had ended in December 2020 and so she was now on her second term as a Trustee. HS told the meeting that she would be moving away from the village, maybe at the end of March, and so she would be standing down as a Trustee. The other Trustees noted this news with regret. Potential replacements were discussed and it was agreed that LG would investigate further and inform the Parish Council of the need to appoint a new Trustee.

Action: LG

5. Financial statement

The financial statement was reviewed. All expenditure is in line with plans and all income has been received as expected.

6. Update on the Reading Room

TH reported that there have been a couple of maintenance issues which are being addressed, including a toilet repair, tree maintenance and the annual boiler service. TH to continue to progress these. The bills for these will be processed in due course.

Action: TH

7. Update on grants

A number of grants have been made to young people. It was agreed that it has been a difficult year for any young person going to university.

LG reported that it had been challenging to ensure people provided appropriate evidence of payments and she would make it clearer at the outset in future years.

HS will write to all students who are currently in receipt of grants to inform them that she will no longer be their initial contact point and directing them to LG in the first instance.

Action: HS

The support that LHCCF can provide in response to COVID-19 was discussed. The Care Watch group has been re-instated. There has been one request for support so far (non-financial).

8. Poor's Land

LG reported that the October rent payment had been received.

9. Valley News

LHCCF now has a fairly regular slot in Valley News to raise awareness of the support available to residents of Lower Heyford and Caulcott. It was noted that the contact details need to be updated and HS phone number to be removed.

10. Parish Council - nothing to report.

11. Charity Commission – nothing to report.

12. No other correspondence

13. AOB

The annual payment of £500 to the KGF CSC for membership of the Sports and Social Club for all residents of Lower Heyford and Caulcott was discussed. This payment needs to be reviewed each year. It was agreed that we would pay for the membership again this year. LG to communicate this to the KGF CSC. The Trustees noted their gratitude to the KGF CSC for managing to maintain the facility as a going concern throughout the pandemic.

Action: LG

The next meeting will be on Monday April 19th 2021 at 7pm via Zoom. If it proves possible to meet face to face, then a venue will be agreed nearer the time.

As it was likely to be the last meeting attended by HS, the Chair thanked her for all she had done as a Trustee and wished her and Peter all good wishes for their move and the future.

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
Progress boiler service and tree maintenance at the Reading Room	TH
Write to recipients of grants to give them LG as main contact point from now on	HS
Write to KGF CSC and process payment for membership of SSC for all residents	LG
Inform PC of need to appoint new Trustee and make recommendation if appropriate	LG

Signed:.....

Date:.....