

**Minutes of a Special Meeting of the Trustees of the
Michael and Christine Foulger Charitable Trust
Tuesday 15th September 2020 19:30**

Present:

John Elldred, Mark Hunter, and Kaye Pentland.

2020.9 To agree the meeting can be held virtually in accordance with the Charity Commission advice.

The Trust Deed clause 16 requires “*Special meetings must be held within the geographic boundaries defined in clause 3*”. Clause 3 defines this is the Civil and Ecclesiastical Parishes of Chelveston-cum-Caldecott Parish. However, the Covid-19 mitigation measures limit the scope for face to face meetings.

The advice from the Charity Commission regarding holding virtual meetings where this is not covered in the governing documents is “*Generally, if there is no such clause in the governing document and you decide to hold meetings over the phone or using digital solutions, we will understand but you should record this decision and that you have done this to demonstrate good governance of your charity*”.

The Trustees agreed their unanimous approval that it was necessary to hold a virtual meeting for the good governance of the Trust.

2020.10 Election of Chair for the remainder of 2020.

Kaye Pentland was nominated to be the Chair.

There being no other nominations, it was unanimously **RESOLVED** that Kaye Pentland be elected as Chair of the Trust for the remainder of 2020.

2020.11 Apologies for absence.

Apologies have been received from Mary-Anne Burch, Gillian Jeffcoat and Melvyn Wooding.

2020.12 To consider and agree the appointment of Mary-Anne Burch (WI) and Carol Parsons (PC) as Trustees.

As Gillian Jeffcoat had completed 4 years as the beneficiary Trustee for the WI, the branch had nominated Mary-Anne Burch to serve as the new beneficiary Trustee for the WI.

Following Ray Daniells automatic resignation on his standing down as a Parish Councillor, the Council had nominated Cllr Carol Parsons to serve as the new beneficiary Trustee for the Parish Council.

The Trustees agreed their unanimous approval to elect Mary-Anne Burch and Carol Parsons as the new beneficiary Trustees, effective immediately.

Carol Parsons joined the meeting.

The Trustees agreed their unanimous approval to thank Gillian Jeffcoat and Ray Daniells for their service to the Trust since January 2016.

2020.13 To approve the minutes of the [Meeting](#) held on 17th January 2020.

The Trustees agreed their unanimous approval and the Chair was **AUTHORISED** to sign the minutes.

2020.14 Report from the Clerk.

The Clerk advised that since the last meeting, the trust is now accumulating funds, in accordance with the Trustees' wishes, and a further £4,000 was transferred from the UTB to the Virgin Money account in August 2020, as CAF are not accepting cheques due to Covid-19 restrictions. Interest rates on all accounts have been falling.

John Elldred suggest moving up to £82,000 to CAF 12 Month Fixed Rate Saver - Issue 4 (operated by Shawbank) offering 0.45% interest.

[Post Meeting Note – if the Trust was to do an electronic money transfer, it would be more beneficial to move the £82k to the existing CAF Shawbank 60-day notice account at 0.9% interest rate.]

At 24 Duchy Close, DC Heating had carried out a service and issued the annual gas boiler certificate in August 2020. Window and gutter cleaning had been undertaken three times during the year.

The insurance was renewed in June 2020.

The property gross rental is £975 pm (as of October 2019) and is managed by Charles Orlebar Ltd for a fee of 10% of the gross rent + VAT, leaving £858 pm to the Trust. At this time, the Trustees were not minded to increase the tenant's rent at the next review, but the agent's fees should be reviewed.

The accounts showed a balance of **£176,178.58** up **£7,525.75** on the start of the year.

Total grants approved to date is **£89,127.23**.

The Trustees noted the report.

2020.15 To consider and agree the Clerk's expenses.

The Trustees **RESOLVED** to pay the Clerk's [expenses](#) for the period 1st January to 14th September 2020.

2020.16 Any other business raised by Trustees

The Chair asked what support the Trust could give to the villagers in the event of another Covid-19 lockdown (or similar). The Clerk advised that the Trust could not give direct support, rather it could only fund the four beneficiary organisations.

2020.17 Date of the next meeting

The Trustees would look to meet towards the end of November, or sooner if a grant application is received. The Clerk to circulate dates.

Kaye Pentland
Chair of the Trustees