

**Minutes of the Annual Meeting of the Trustees of the  
Michael and Christine Foulger Charitable Trust  
Monday 25<sup>th</sup> January 2021 19:30**

**Present:**

Mary-Anne Burch, John Elldred, Mark Hunter, Carol Parsons, Kaye Pentland, and Melvyn Wooding.

**2021.01 To agree the meeting can be held virtually in accordance with the Charity Commission advice.**

The Trust Deed clause 13 requires “*One such meeting in each year must involve the physical presence of those Trustees who attend the meeting 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 mitigations measures limit the scope for face to face meetings. Whilst it hoped that a meeting later in the year will be held face to face, it is prudent to ensure that this meeting is not subsequently challenged as being held contrary to the Trust Deed.

The advice from the Charity Commission 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.

**2021.02 Welcome from the Chair and Apologies for absence.**

Kaye Pentland welcomed everyone to the meeting and asked for apologies (none).

**2021.03 Election of Chair and Clerk for 2021.**

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 2021.

Mark Hunter was nominated to be the Clerk.

There being no other nominations, it was unanimously **RESOLVED** that Mark Hunter be elected as Clerk to the Trust for 2021.

**2021.04 To approve the minutes of the Meeting held on 15<sup>th</sup> September 2020.**

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

**2021.05 Report from the Clerk.**

The Clerk advised that since the last meeting, the Trust is continuing to accumulate funds, in accordance with the Trustees’ wishes, and a further £6,000 was transferred from the Unity Trust Bank (UTB) to the Virgin Money account in November, as Charities Aid Foundation (CAF) are not accepting cheques, due to the Covid-19 restrictions.

The UTB deposit account was closed in the December, as it no longer paid interest.

At 24 Duchy Close, window and gutter cleaning had been undertaken in November.

The tenancy agreement was renewed in October, for a three year lease. As agreed by the Trustees, the property gross rental was held at £975 pm (since 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. In response to a question from John Elldred, the Clerk confirmed the agents did not wish to reduce their fees and they were comparable with other agencies.

A rent review will take place at the agreement anniversary and will increase by 3%.

The tenants have continued to pay their rent during the Covid outbreak.

The accounts showed a balance of **£179,379.25** up **£10,726.42** on the start of the year.

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

The Trustees noted the report.

**2021.06 To consider and agree the Trustees Annual Report and the Accounts for the year ending 31<sup>st</sup> December 2020.**

The meeting reviewed the Trustees Annual Report and the Accounts for the year ending 31<sup>st</sup> December 2020. One spelling mistake was identified and corrected.

The Trustees **RESOLVED** to agree Trustees Annual Report and the Accounts for the year ending 31<sup>st</sup> December 2020.

**2021.07 To consider and agree to activating the online banking element of the UTB current account.**

The Clerk explained that at present, only he had activated electronic banking, so as to allow him to see the funds in the UTB account and get the bank statements. With the ongoing Covid mitigations, he would like the other Trustees to agree to use online banking, so that BACS payments can be made, both for transfers and future grant payments.

The Trustees **RESOLVED** to agree to online banking and to provide the Clerk with the required information.

**2021.08 Any other business raised by Trustees.**

None.

**2021.09 Date of the next meeting.**

The Trustees would look to meet in July, or sooner if a grant application is received. The Clerk to circulate dates.

Kaye Pentland  
Chair of the Trustees