

The Dagwood Trust

Minutes of the Dagwood Trust Annual General Meeting, Monday 25th July 2022 @ 19.30. The meeting was held in the Priest House, Church Lane, Doddinghurst.

In Attendance: Revd Ann Coleman (AC); Mr Bill Parkinson (BP); Lee Shelton (LS); Mr Roger Blake (Secretary) (RB); Mrs Chris Blackie (CB) (Treasurer).

1. **Apologies:** David Potter; Chris King
2. **Minutes of the last meeting held 30th May 2022** – Approved.
3. **Actions from last meeting minutes.**
 - (a) *Re: the freehold registration of the old swimming pool land:* See also item 5 below on the original conveyance documents from 1921. Cllr Potter undertook to follow up the registration of the ex-swimming pool land with the Dagwood Trust in order to establish the process and costs involved. **(Action DP) Ongoing.**
 - (b) A cheque for £445 has been issued (for reading books) and the Rev Ann took an action to check the amount to be paid and to advise the school how the amount of the grant had been calculated **(Action AC). Ongoing.**
 - (c) It was further agreed that the Trust's Barclays Bank account needed to be amended to remove David Miles as a signatory to the account and to add Lee Shelton. *The Treasurer had undertaken the task of contacting Barclays Bank for a Bank Mandate in order to make the account revisions and had obtained it shortly after the last meeting, and the document was held by the Chairman. However, the mandate still required signing by David Potter as a Trustee before it could be returned to Barclays Bank- the secretary is to contact David Potter to remind him of the Chairmans request to sign it, now as a matter of urgency (N.B. DP contacted and so advised by RB).* **(Action DP).**
 - (d) Lee Shelton undertook the task of lodging the 2021 accounts on the Dagwood Trust charity commission website. **(Action LS). Ongoing.**
 - (e) A request for funding towards the 2022 All-Saint's Summer Explorers Holiday Club of £750 had been received from Jane Miles. The secretary was asked to reply giving approval in principle for the funds but asking for more information (such as the total expected cost of the event and availability of previous accounts) and if the book "A Place in the Country" would be a useful contribution to the event. **(Action RB).** Action completed and information supplied by Jane Miles on the costs of the last two events – see below.
4. **Financial Update.** Latest 2022 Barclays Bank Statement at 29th June 2022 £16,261.89. CCLA update – see statement attached to email used to circulate the minutes (document not published at time of meeting). The last CCLA receipt was £866.19 on 31st May 2022 and the lease payment of £200 for 2022 had also been received.
5. **Governance. Checklist of Governance actions taken in 2022.**
 - (a) **Governing Documents** – in place and up to date
 - (b) **Trustees and Officers** - one change to Trustees in 2022 from David Miles to Lee Shelton recorded – and updated on CCW.
 - (c) **Insurance** -renewed for 2022/23.
 - (d) **Lease** – current and ongoing.
 - (e) **Charity Commissioner's Website (CCW)** – awaiting lodging of signed financial accounts for 2021 see 3(d) above.
6. **Applications for Grants/ Donations.**
 - (a) **Correspondence re Summer Holiday Club and costs. NB The request (in 2019 and again 2022) was for £750. In April 2020 a Virtual summer camp was proposed when a grant of £400 was paid.** The trustees agreed to the issue of a £750 grant cheques for the Summer Explorers (as requested by Jane Miles in her letter of the 30th May 2022), payable to the All Saints Church funds for the benefit of the Summer

Explorers club. The trustees discussed the feedback from Jane Miles on the expenditure to date and were satisfied as to the use of the funds being to the benefit of the Children of the Village.

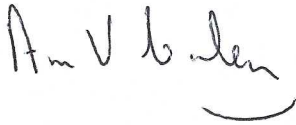
(b) Other grant requests. Funds for the provision of school leavers bibles was noted, on the same basis as previous years.

7. **AOB.** Means of raising awareness of the existence of the trust were discussed with the possible inclusion of a briefing to the local Parents Teachers Association, the use of the "Link" magazine as well as using local Meta social media to direct people to the website with the Dagwood Trust background and application form. No specific action was agreed.

8. **Date of Next Meeting: will be Monday 24th October 2022, 19.30 @ Priest House.**

End of Minutes

Signed: Rev Ann Coleman (Chairman)

A handwritten signature in cursive script, appearing to read "Ann Coleman", with a small flourish underneath.