

Doddinghurst Dagwood Trust

Minutes of Doddinghurst Dagwood Trust Meeting, Monday 27th February 2023
@ 19.30. The meeting was held in the Priest House, Church Lane, Doddinghurst.

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

1. Apologies: None

2. Minutes of the last meeting held 24th October 2022 – Approved.

3. Actions from last meeting minutes.

- (a) *Re: the freehold registration of the old swimming pool land:* Cllr Potter undertook to follow up the registration of the ex-swimming pool land with the Doddinghurst Dagwood Trust in order to establish the process and costs involved. David Potter updated his action with the information that he needed to obtain a declaration of land ownership (via Adrian Hargreaves (Solicitor)) in order to pursue the registration of the freehold of the land with the Land Registry (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 noted that the latest payment for the 2022 purchase of school bibles did not seem to appear on the Bank statements, so this is to be traced/checked by the Treasurer and Chairman. (Action CD/AC) Ongoing.
- (d) 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. *This process is underway but stalled on the signature recognition of one of the Trustees.* Ongoing (Action CB)
- (e) The Chairman had a request in principle on behalf of the Junior school. In follow up to the Trust's previous support in funding books to help with the Junior schools reading programme, the school was seeking to boost their supply of teaching assistance by using parents to provide extra support. To do this funding for safeguarding measures would be necessary. The Trustees considered that this would be possible in principle but that the proposal needs crystallising so that a well-defined and costed request could be submitted to the trustees. Ongoing (Action AC)

4. Financial Update.

(a) "Dialogue" with Barclays Bank re the Bank Account for the Trust - Original Trust Deed of 1921. The Secretary has received letters from Barclays Bank, signed by Victoria Smith, relating to their initiative called "Getting to know your customers" in late 2022. The letters had been correctly addressed to the Banks correspondence address at "Willowdene", Rectory Chase and contained an "033..." telephone number and email address for contacting Victoria Smith. Despite 4 phone calls and two emails and a letter during January and February no response had been forthcoming until the Secretary visited Barclays in Brentwood with the paperwork and confirmed that Victoria Smith was indeed an employee of the Bank but worked in America and was therefore in a time zone 5 hours behind the UK. Two days after my visit I received an email from Ms Smith asking for an interview to be scheduled - and this was held at 16.00 on the 27th Feb 2023 during which all the matters Ms Smith asked to be informed on were completed to her satisfaction. I confirmed with Ms Smith the Doddinghurst Dagwood Trust's address to be "Willowdene" and sent her a copy of the latest CCLA report as an "independent" document with the Trust's address on it for this verification. Finally, I also confirmed with her that that the 2019 "governing document" Trust Deed for the Doddinghurst Dagwood Trust supercedes the original Trust Deed of 1921, so the search for a copy of the original Trust Deed can cease.

(b) Charity Commission return for 2023 – updated set of questions – see email of 7th Feb 2023
The financial return requirements have changed and will affect the 2023 return (not the 2022 one)

Annual Return for 2023

The Charity Commission has published an updated set of questions that many charities will need to complete as part of their 2023 Annual Return. Several changes and improvements have been made as a result of feedback received from charities and interested parties during a consultation which ended in September 2022. This will not change the questions asked for the 2022 Annual Return.

Find out what questions you might be asked:

<https://www.gov.uk/government/consultations/charity-commission-revisions-to-the-annual-return-2023-25/outcome/annex-11-charity-annual-return-questions-2023-data-publication>

(c) Latest 2022 Barclays Bank Statement and CCLA update.

On 29th Dec 2022 the Barclays account stood at £17,257.88 and at 31st Dec 2022 the CCLA investment value stood at £116,537.46p with a mid-market unit value of £18.1749 for the 6412 units held.

5. Charity Commission .gov database update for the Trust – see email of 7th Feb 2023 – extract below

“My Charity Commission Account

Last year we let you know that we are introducing a new, improved sign-in process for charities and their trustees to access our online services. This new way of signing in will be through individual Charity Commission Accounts. We have started inviting charities to set up their accounts ahead of a launch later this year.

- Please check your charity details are up to date, including who your charity contact is so we reach the right person. You can check this by logging in to our online services

<https://www.gov.uk/guidance/online-services-for-charities>

- If you are the charity contact, please make sure we have an email address for you that only you access
- Make sure that your date of birth is correct and matches the one we currently have on record. We'll use your date of birth to verify who you are
- Look out for Charity Commission emails (check your junk/spam folders, just in case) and set up your account when you receive your link

To find out more, read our guidance on My Charity Commission Account Setting up 'My Charity Commission Account' – [GOV.UK](https://www.gov.uk/guidance/setting-up-my-charity-commission-account)

<https://www.gov.uk/guidance/setting-up-my-charity-commission-account> “

NB. The Charity Commission will invite the Chairman of the Trust (as the current contact point for the Charity Commission with the address being The Rectory, Church Lane, Doddinghurst) to set up a new account in the next couple of months, after that individual trustees can have a sign in to the account to undertake tasks as assigned by the Trustees to individuals.

6. Applications for Grants/ Donations.

Request for 10 computer tablets, used to aid administration, from the Village Community pre-school based at Doddinghurst Village Hall, at an estimated cost of £1000 - (see letter).

The Trustees agreed to a payment of £1000 subject to certain conditions being met - see below:

The secretary is to write to the Preschool to ask for a quote for the tablets and to confirm the agreement of the infant school to make use of the tablets if the preschool no longer requires them for any reason and that the pre-school satisfy GDPR regulations for the use of personal data on computers. **(Action RB)**

7. **Retirement of Trust's Secretary.** The Secretary gave notice of his intention to retire from the role of Secretary to the Trust during 2023.

The Secretary is to write a Job Description **(Action RB)**.

8. **AOB.** None raised

9. **Date of Next Meeting:** will be Monday 24 April 2023, 19.30 @ Priest House.

End of Minutes

Signed: Rev Ann Coleman (Chairman)



24/4/2023