

Doddinghurst Dagwood Trust

**Minutes of Doddinghurst Dagwood Trust Meeting, Monday 24th April 2023
@ 19.30. The meeting was held in the Priest House, Church Lane, Doddinghurst.**

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

1. Apologies: Christine King

2. Minutes of the last meeting held 27th February 2023 – Approved and Signed.

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. It was noted that a payment of £693.77p for bibles in 2022 has been made by the school and the action is for the Doddinghurst Dagwood Trust to issue a cheque to the Osbourne Trust to refund the money to the Junior School – NB this was done on the 27th March 2023. Payment for bibles for 2023 is pending.
- (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. The Mandate Change to add Lee Shelton as a signatory to the Doddinghurst Dagwood Trust account with Barclays Bank has been completed. **Ongoing re David Miles (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. It was noted that the Junior School had paid for DBS clearance for all those involved in reading assistance so no further action is needed at the present time.
- (f) 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) Action completed (see attached letter).** The preschool is currently trying to establish if Wi-fi access from the Village Hall will be possible before progressing any further.
- (g) The Secretary is to write a Job Description **(Action RB). Action Completed.**

4. Financial Update.

(a) **"Dialogue" with Barclays Bank re the Bank Account for the Trust** – Despite having concluded the review by phone via Victoria Smith on 27th Feb 2023 the Trust continues to get letters threatening to close the account unless the required forms are submitted. With the receipt of the confirmation of the Bank Mandate change for Lee Shelton all action on the part of the Trust has been completed.

The KYC team appear to be operating without senior management as the Director of the department is away on long term sick leave and her named Deputy is not recognised by the Bank's email system. The Trustees suggested submitting a letter of complaint as means of triggering a better response from the KYC team other than a computer generated letter.

(b) Latest 2023 Barclays Bank Statement and CCLA status.

On 29th March 2023 the Barclays account stood at £18,338.25 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. CCLA – Client Information Form dated 16th March 2023 for completion and signing by Trustees.

The secretary had completed a draft of the form prior to the meeting and finalised outstanding details and obtained signatures of 2 Trustees at the meeting. The completed form together with a copy of the latest Trust Deed was sent to the CCLA email address aml@ccla.co.uk on the 26th April 2023.

NB Charity Commission.gov database – the Doddinghurst Dagwood Trust Charity Commission account “super user” has been identified as the CC website account holder - who is the Rev Ann Coleman. It was noted that the address of the account holder needed to be updated. (ACTION AC).

6. Insurance renewal for approval – see email quote from Policy Bee (circulated on 17th April).

The trustees approved the insurance renewal for 2023/24 Action Chris Blackie (completed 25/04/2023).

7. Applications for Grants/ Donations.

(a) Request for 10 computer tablets – see item 3(f) above. Rev Ann to raise matter with VH committee for use of Doddinghurst Parish Council Broad Band by Pre School as a guest user. (Action AC).

(b) Coronation pens and bookmarks for the school children. Approved £495.84 for 250 special edition pens and small selection of bookmarks to celebrate the Coronation of King Charles III.

(c) A Grant request for the Summer Explorers, being organised by Jayne Miles, is anticipated.

(d) A Grant request for School bibles for 2023 is anticipated.

8. Replacement for Trust Secretary - following notification of pending retirement at the February 2023 meeting. The Job Description was discussed and the Rev Ann is to look for volunteers. (Action AC).

9. AOB. Use of Zoom. The secretary confirmed that the governing document permitted the use of virtual meetings for all meetings except the AGM.

10. Date of Next Meeting: will be the AGM on Monday 24 July 2023, 19.30 @ Priest House.



End of Minutes

Signed: Rev Ann Coleman (Chairman)