

**DUE TO THE CURRENT GOVERNMENT RESTRICTIONS IN PLACE FOR THE CORONAVIRUS EMERGENCY, HORSPATH STONE PIT CHARITY HAS CANCELLED THE JANUARY MEETING, WHICH WILL BE HELD REMOTELY.**

**Horspath Stone Pit Charity**  
**Minutes of Trustees' Meeting – Thursday 13<sup>th</sup> January 2022 at 8.00pm via Zoom**

**Present:** Mrs B Oakley (Chairman), Mr D Burgess, Mrs P Cook, Mr P Dobson, Mr J Dobson, Mr P Ewart, Mrs J Horne, Mrs C Riley, Mr M Timbs, Mrs L Yendole, Mrs H Kogel (Clerk). Mr B Lowe.

**Apologies:** Mrs J Dobson, Mrs E Gillespie, Mr T Bearder.

**Absent:**

**Public:** 1

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were made on behalf of Mrs Dobson, Mrs Gillespie and Mr Bearder.

**2. DECLARATION OF INTEREST.**

Mr Burgess declared an interest in one of the organisation grant applications.

Mrs Horne declared an interest in one of the individual grant applications.

Mrs Yendole declared an interest in one of the individual and one organisation grant applications.

**3. MINUTES FOR APPROVAL.**

The Minutes of the Trustees Meeting held on 28<sup>th</sup> September 2021, were amended on:-

**Item 13 – Transportation Grant** for Horspath Residents to read “Mr James Dobson stated that *County and District elected members* should be shouting louder as parents are now looking at charitable donations to be able to get pupils to school”.

**Item 6 – New HSPC Website** – To read:- Mr Burgess stated that *Brendon from Lemoneye* is waiting for our instruction.

The Minutes were then agreed and signed as correct by the Chairman.

**4. MATTERS ARISING. – There were no matters arising.**

**5. LEGAL ADVICE – LOAN TO THE HUB – Update.**

The Clerk reported that no update is available. Mr Peter Dobson asked that the Clerk contact Blake Morgan Solicitors to ask why there is a delay. Mr Burgess stated that the Friends of Horspath Solicitor is waiting for SODC to pass on the information. It was also agreed that the Clerk will write to SODC to inform them that there is an urgency to complete on this matter.

**6. NEW HSPC WEBSITE - Update.**

Mr Burgess reported that the Clerk is waiting to receive more training from Brendon at Lemoneye. Mr Burgess is still waiting to receive photographs from Mr Judges. Mr Peter Dobson stated that he was on the understanding that the website was ready to go live and that Mr Burgess was going to circulate the access code to the website to all Councillors. Mr Burgess stated that he will check the website as he believes that it is live and also email the access code to all Councillors. Mrs Oakley suggested that another photograph competition is held. Mr Timbs stated that if he was building the website it wouldn't need photographs. Mr James Dobson suggested that village organisations that have been supported by HSPC should be asked to send photographs, with a prize of £100.00 going to the winning organisation. Mrs Oakley stated that the prize should be £50.00. Mrs Horne stated that she has sent photographs of the wildlife area to Mr Burgess and Mr Judges has a large amount of photographs that could be used. Mrs Oakley agreed that she will contact Mr Judges. Mr Timbs stated that the lack of photographs should not

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delay the website going live, and if necessary use photographs from the internet and update them at a later date. Mr Peter Dobson stated that it has not yet been confirmed if we are at the stage for the website to go live. Mr Timbs stated that we should be asking Brendon from Lemoneye why the website is not ready as we have already paid a lot of money for it. Mr Peter Dobson stated that we have only paid the first instalment of £425.00 so it is probably not that far forward. Mr Burgess stated that after checking, the website is live. Mr Timbs stated that it is live but not ready to use. Mr James Dobson stated that he is concerned that we have a live website that has not yet been approved by HSPC and reputationally could be quite damaging. Mr Burgess will make contact with Lemoneye.

**7. APPROVAL OF YEAR END ACCOUNTS 2020/2021.**

The Clerk circulated the accounts that have been prepared by accountant Mr Kelvin Barnes for approval. Mr Burgess proposed that the accounts are approved, Seconded by Mr Peter Dobson, In Favour – Unanimous. The Clerk will arrange for the accounts to be signed by the Chairman and the Vice Chairman and then submit the accounts to the Charity Commission.

**8. YENWORTHY, SCHOOL UNIFORM, 6<sup>th</sup> FORM TRANSPORTATION GRANTS & SWIMMING LESSONS.**

Mrs Oakley stated that swimming lessons should be considered in this category along with the other grants available to children in the village, and the amount of £100.00 per grant per child should be ring-fenced each year. Mrs Oakley stated that posters should be advertised to let people know about the grants. Mrs Oakley has spoken with Mrs Dobson who has suggested three possible options with regards to swimming lessons. Mr James Dobson requested that this item be deferred to Item 12 which will give some structure to this discussion.

Mrs Oakley stated that we have already received requests for the Yenworthy grants and providing receipts are provided the same should be done for swimming lessons for all children in the village, providing a receipt is submitted. Mrs Dobson is in agreement that a grant of £100.00 per child for swimming lessons would give flexibility to families to make their own plan for swimming lessons. Mrs Oakley stated that swimming is a life skill and we should support it. The grants for Yenworthy and School Uniforms were agreed over two years ago. Mrs Horne stated that there is a lot of children suffering with social and mental health issues, so maybe we should look at changing the rules and give grants to children in the village for other kinds of physical activities. Mr Timbs stated that although the £100.00 grant for Yenworthy has been previously agreed, more discussion is required on the proposal swimming lesson grants, and it is too early for posters to be advertised in the village. Mr Peter Dobson stated that HSPC have previously agreed on Yenworthy and School Uniform grants, but he is concerned about the transport grant. At the last meeting we deferred the transport grant in the hope that we were going to have something sorted out for transport so that the two applications that were deferred at the last meeting could be considered in the grant applications this evening. Also, is the grant £100 per item, which would be £300 per person at Horspath School? Mrs Oakley stated that the transport grant is only for sixth form students and the grants of £100 for Yenworthy and School Uniform grants have been previously agreed. Last year there were eight pupils who applied for these two grants. Mrs Oakley stated that it would be good to advertise that these grants are available for Horspath children.

Mr James Dobson stated that just because we agreed something three years ago, we do need to re-ratify those decisions on a yearly basis. Mr James Dobson stated that Item 12 on the Agenda will cover this. With the school uniform grants, we have a defined route through the School to pay them. We need a flow chart showing the route and we need a straight forward process for these grants and then he would fully support these grants. Mr James Dobson stated that we need someone to take on this project to come up with a straight forward process of paying the grants.

Mrs Oakley stated that the reason the two applicants were deferred at the last meeting on the transport grant was that to make it fair, we had to wait and advertise the grant first. Mrs Oakley  
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has been in touch with Wheatley Park School and the College to let them know about the grants, but no applications have been received. Mrs Oakley stated that if notices are displayed everyone will see that the grants are available and that the grants are not restricted to the Trustees. Mrs Horne agreed that notices should be displayed on the noticeboard and on the website and then everyone is aware of the grants available. Mrs Yendole confirmed that parents of Wheatley Park students did receive information about the grants on Parent Mail.

Mr Peter Dobson stated that this could be £400 in grants going to each child. Mr James Dobson stated that the maximum grant would be £200 per child and possibly another £100 per child if they applied for a grant for swimming lessons. Mr James Dobson stated that he supports these grants but he would like to see a clear route for applying for the grants and ensure that the Clerk is clear on how grants will be made. Mrs Oakley will ask Horspath Primary School to send out details of the grant to the parents of all of the pupils attending the Yenworthy trip, and again in June to the parents of the pupils leaving in the summer for the School Uniform grant. Mrs Oakley stated that notices need to be displayed so that everyone is aware of the grants. Mr James Dobson stated that he will support the grants if someone can show how the process will work. Mrs Oakley stated that applicants will contact her directly and the details will be passed to the Clerk for payment if it is for a grant that has been ring-fenced, and if not back to HSPC.

Mr Burgess proposed that the grants of £100 for Yenworthy, School Uniforms, Swimming Lessons and Transportation are approved. Seconded by Mrs Cook. In Favour – 7, Against – 1. (Mrs Yendole & Mrs Horne did not take part in voting but would if voting be in favour of the grants). Mr Lowe, Independent Advisor was also in favour.

#### **9. FUNDING FOR BUS SERVICE 46 – 2021/2022 & 2022/23.**

Trustees had previously voted in favour of awarding a grant for a contribution of £16,915.00 towards the provision of the bus service for 2021/22. Mrs Oakley stated that she is in favour of contributing towards the service for 2022/23. Mr Burgess is also in favour and the bus service is being used more and more. Mr James Dobson stated that although he agrees, he would like more information as to how the contribution is made up, and as the service becomes more popular the amount of the contribution amount should go down. Mr Peter Dobson stated that we should have some information about the bus service and how the money is spent and who else is contributing, along with data on how many people used the service as this information may be required by the Charity Commission for auditing purposes. It was agreed that the Clerk will request more information from OCC about the service, data on number of users and the contributions. Mr Ewart stated that around six months ago he was sent the data on the bus usage, so he will contact the bus company again for up to date figures.

Mr James Dobson proposed that the invoice for 2020/2021 is paid on production of the invoice as previously agreed, and then before considering a contribution towards the service in 2022/23, the Clerk will contact OCC stating that HSPC fully support the bus service, but we want to engage with them to get a valuation of the level of the grant that is required to sustain it along with information on who else is contributing. Seconded by Mr Peter Dobson, In Favour – Unanimous. Mrs Riley stated that the bus company were going to keep a record of usage and times of use as we may not need a bus service every hour, every day. This information would be useful to have.

#### **10. INFRASTRUCTURE FUND UPDATE AND AGREEMENT OF NEXT STEPS. – PUBLIC LAUNCH AND STAGE 1 ASSESSMENT. – Mr James Dobson.**

Mrs Oakley stated that Mr James Dobson is looking for a decision on his proposals, but given the amount of work that has been done, Mr James Dobson deserves the appropriate time to go through his proposals, and suggested that all of the proposals would be better to be considered in a separate closed meeting, which would allow people more time to look at the proposals. Mrs Oakley has picked up several things that she considers to be contentious. Mr Timbs stated that Mr James Dobson should be allowed to present his ideas and then discuss.

Mr James Dobson stated he hopes that everyone has had the opportunity to go through the proposals. The Infrastructure Fund has previously been agreed which will move the spending forward to meaningful projects in the village. We have now developed a project plan and also engaged with Tessa Hennessy for a legal view on what we are trying to do, which she is supportive of, as she is keen that the steps that we are taking move us forward from some of the comments that were raised by the Charity Commission. Mr James Dobson and Mr Timbs have developed the first stage of the application form for the Infrastructure Fund in two phases, the first being, is the organisation capable of spending the money/grant wisely, and secondly, are we as a charity confident that the project will add value to the village and meets the charitable aims. The first stage of the application form is for any organisation that wants to apply for a grant would have to demonstrate that they have leadership skills, that they operate with integrity, processes are in place for decision making and risk control, they have a committee that is effective, and they embrace equality, diversity and inclusion and that the organisation is open and accountable, and a big part of that is to make sure that the schemes that come forward that they are proposing are very much of the village and are supported by the village. The proposal is effectively to keep the Infrastructure Plan going. Mr James Dobson would like to start talking to village organisations by holding an open event to launch the fund. We also want to engage professional support to effectively write a contract to go with the grant. We will then issue the pack to organisations so they can start completing it and then we can assess it to ensure that the organisation is credible and capable of running a project. We also want to start to draft stage 2 of the assessment criteria, which is how organisations will demonstrate that their scheme is of the village and will add value to the village. Mr James Dobson stated that this is the proposal that he is making. Mr Peter Dobson stated that these project grants that will need a certain level of support. The Infrastructure Fund will see a proportion HSPC's income dedicated to providing Infrastructure, and the applications will not impact the normal organisational grants but would take it forward so that they can apply for anything above £4,500 up to £75,000, with separate arrangements in place for grants over £75,000, which would be treated as a loan which would be an investment for the long term benefit of the charity. Mrs Oakley asked how it would work for loans above £75,000. Mr James Dobson stated that anything up to £75,000 would be treated as a grant, and the additional balance would be treated as a loan, and we would enter into a loan agreement and the organisation over a period of time would repay that amount of money with a form of interest against it, in line with Charity Commission requirements. Mrs Oakley asked if there is a ceiling on the amount of money that can be borrowed. Mr James Dobson stated that there is no ceiling as such, but the fund in total has been capped at £600,000 over five years but some of the projects will be small and others sizeable. Mr James Dobson stated that we need to engage with village organisations to get an idea of what grant requests will be coming through. Mrs Horne stated that we can't make all of those decisions. Mrs Horne stated that if Horspath Nursery applied for a grant/loan of over £75,000 to build a Nursery, she wouldn't want to take a loan as that would mean doing it herself and a charity cannot take a mortgage. Mr James Dobson stated that the proposal is to engage with Tessa Hennessy to help us work through these issues. Mrs Hennessy has stated that these things need to be worked through on a case by case basis, which is likely to vary from organisation to organisation. If there is infrastructure, then there will be inherent value within that infrastructure for the loan period. Mr James Dobson would not envisage individuals taking a loan for a charity, it would need to be an organisation or a Trustee level. Mr James Dobson stated that Tessa Hennessy will assist with the applications on a case by case basis. Mrs Horne stated that she thought that the understanding was for HSPC to own more properties, so would it not be better for HSPC to own the building and then charge a rent to the organisation. Mr James Dobson stated that HSPC would need to look at this when we know the shape and size of the grants required. Mr James Dobson stated that HSPC has already voted on the £75,000 cap. Mr Peter Dobson stated that the concerns raised by Mrs Horne have been addressed on the application form which says that the structure has to be there for the application to be successful. Mr Burgess stated that he agrees with Mrs Horne and that it would be better for Horspath Stone Pit Charity – Minutes of the meeting held on Thursday 13<sup>th</sup> January 2022

HSPC to charge a rent rather than give a loan. Mr Burgess stated that the application form is very demanding for the structure of who we are going to lend money to. Mr James Dobson stated that we are giving grants up to £75,000, and potentially more than that through different arrangements and we need to make sure that we are dealing with bona-fide organisations. Mr James Dobson stated that he wouldn't feel comfortable giving that level of investment without the organisation proving that they can spend the money wisely. Mrs Oakley asked what will happen if every organisation applies for £75,000. Mrs Oakley stated that Chelgate Ltd are planning on putting a new school and nursery on the Northfield development, and doesn't want the nursery to commit to a financial arrangement without being aware of this. Mr James Dobson stated that through Stage 2 assessment, decisions will be made based upon the benefit to the village, and which of the schemes will add the greatest benefit to the village. Mrs Horne stated that realistically, with the Northfield development, Horspath will need an additional School and Nursery, and if the existing school and nursery are re-vamped, this will entice people to come to Horspath village. Mr James Dobson stated that the proposal is to agree to move forward and launch the pack, have a meeting, engage professional services and proceed with issuing the Stage 1 document to the organisations, and proceed with drafting the Stage 2 assessment criteria of how to evaluate the scheme. Mrs Oakley asked about the assessment process and the 14 day period to appeal the decision, it says that appeals will be dealt with by the Independent Advisors. Mr James Dobson stated that Trustees will be involved in the decision making, so if an organisation wishes to make an appeal, then Trustees have already conflicted themselves by saying yes/no, so are not independent in any appeal, so that is where the Independent Advisors come in, as the appeal will not be on the criteria, it will be on whether Trustees have followed their process by awarding it fairly. Mrs Oakley stated that this is putting too much onus on the Independent Advisors, and Trustees should still be involved in the appeal with the Independent Advisors. Mr Lowe stated that he wouldn't want to be in the position where he is making decisions. Mr Timbs stated that Mrs Hennessy has suggested that there may not an appeals process at all, and at the moment we are covering all eventualities. Mr James Dobson stated that this is the Stage 1 assessment, if we assess an application incorrectly, the organisation could appeal the reason, and this is where the Independent Advisors would decide if had been considered correctly or incorrectly. The second stage of the assessment still needs some thought, but we need approval for stage 1 first. Mr Peter Dobson stated that he is concerned that HSPC have a large bank balance, which may be a high risk with the Charity Commission. Mr James Dobson and Mr Timbs have put in a lot of work and taken legal advice from Mrs Hennessy, and from the accountant, Mr Kelvin Barnes with regards to the Infrastructure Fund. Mr Burgess stated that £150k should be ring fenced for the Infrastructure Fund and put in a separate high rate bank account to show the Charity Commission that it is for Infrastructure projects. Mr Peter Dobson stated that with the Infrastructure Fund we can demonstrate to the Charity Commission that the money in ring-fenced for projects and the Clerk has to report the value every year to the Charity Commission and at the moment it is a considerable amount of money to hold in an account without any plans to move forward. Mr James Dobson stated that Mr Kelvin Barnes has done a lot of work that will be shown in Item 12 to move that situation forward. Mr Ewart stated that it is fundamental that HSPC appoints an experienced individual to act as an executive to the charity as Trustees do not have the experience to deal with it. Mr James Dobson stated that there are things in the village that residents want, so the Infrastructure Fund unlocks the potential for these projects to move forward. Mrs Oakley stated that Trustees only received this information pack two days ago and has read through it and do have comments to raise, but don't think that we can approve all of these proposals. Mrs Oakley refused to give permission for two people to work and to be spending up to £600k of HSPC money. Mr Timbs stated that this proposal is for the Infrastructure Fund Phase 1, to get involved with the solicitor to do the contracts and to announce the Fund to the village. Mrs Oakley stated that she is against the proposal. Mr James Dobson stated that this is to launch a Fund that we have already agreed to do, and about how we assess the organisations are acceptable. How we assess the impact of the scheme needs to be considered by Mr James Dobson

and Mr Timbs, and hopefully at the next meeting we will be able to report back on how many organisations we are dealing with. Mr Peter Dobson stated that we need start partitioning the money before we face serious implications.

Mr Peter Dobson proposed that Trustees approve all four items in Stage 1 with the help of our solicitor and accountant, seconded by Mr Timbs, In Favour – 9, Against – 1.

**11. PROPOSAL – CHANGES TO HSPC FINANCIAL REPORTING (CASH BASED TO ACCRUAL) WHAT IMPACT THIS WILL HAVE, THE BENEFITS AND ADDITIONAL REPORTING REQUIREMENTS. – Mr James Dobson.**

Mr James Dobson stated that HSPC currently uses cost based accounting. The accountant has now advised that we move to accrual based accounting. The downside of this is the level of reporting that we have to do to the Charity Commission that is also open to the public increases, and we have to put more narrative around our decision making. We will also have an opportunity with the annual report to include a lot more information, including details of the schemes we have supported and where the money has been spent, which is something that we have wanted to do for a long time. As recommended by the accountant and Mr James Dobson, Mr Burgess proposed that we move from a cash based reporting system to an accrual based system. Seconded by Mr Timbs, In Favour – Unanimous.

**12. 2021/2022 BUDGET – OVERVIEW, DISCUSSION AND AGREEMENT. – Mr James Dobson.**

Mr James Dobson has spoken to the accountant about our plans with regards to the Infrastructure Fund, swimming, Yenworthy, school uniform grants, and other things to see how this will work from an accounting prospective. The accountant has looked at our risks and reserves pots and has proposed a reserve figure to cover approximately 12 months of normal expenditure for grants, if we were to lose our income. That would allow us to maintain some of the commitments that we have and also allow us to mount a legal challenge as to why we have lost our income. The accountant feels that this is a legitimate amount for us to hold in reserves. We need to look at what type of account this money is held in. We will need two funds, one for normal operational expenditures and the other for the Infrastructure Fund, so our accounts can be seen in two different ways. The accountant has also set up funds for organisational, individual, hardship and defined grants, defined grants are for Yenworthy, swimming lessons, post 16 transport grants and school uniforms. He has then split down our costs in the areas that they come. There is also an area for Executive level support to help move this forward. The proposal is that we adopt this cash flow and it is important that we adopt this and amend the details if necessary and agree how much money is allocated against each category. If any money from a category has not been spent on a quarterly basis, there is no reason why this money can't be moved to another pot to increase the spending within that category. Mr James Dobson proposed that we adopt a 5 year cash flow forecast. Mr Peter Dobson asked if the 5 year forecast is work in progress. Mr James Dobson stated that some things can naturally change, but looking at our last 3 years cash flow and our planned cash flow, it is probably around 85-90% correct. Mrs Riley stated that she has only had all of the information for a couple of days and she needs to know more information. Mrs Riley asked if this will be discussed again. Mr James Dobson stated that this is a forecast not a budget, but we need to agree the pots of money to be spent on different things which is based on what we have been spending. We can move things around but we should be using it as a guiding principle. If things change, we have a health reserve that we can draw on and we can move the pots of money around.

Mr James Dobson proposed that we adopt a 5 year cash flow forecast. Seconded by Mr Timbs, In Favour – 7, Against – 2, Abstained – 1.

Mr Burgess stated that he doesn't think that we need this level of complication. Mr Peter Dobson stated that this is high level business, and we must be able to guarantee the grants that are given and check the credibility of the people applying for the grants. Mrs Oakley stated that there  
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hasn't been sufficient time to consider all of the proposals. Mr Peter Dobson stated that it is the best way forward for HSPC, and if necessary it can be reviewed.

**13. PROPOSAL – HSPC CHALLENGES & SPECIALIST SUPPORT TO RESOLVE THEM. – Mr James Dobson.**

Mr James Dobson proposed that we agree to bring in additional support that can work at an executive level, as we do not have the degree of discipline, or the time or expertise to do it ourselves to comply with Charity Commission. Mr James Dobson is looking for Trustees to agree that we want additional support, and then engage a specialist recruitment company that specialises in charity appointments to work with us to generate a job description and then see what the attractiveness is in the market to bring someone in to support us. Mr James Dobson stated that he would expect this position would be for around one day a week for someone with the right level of expertise to listen to what we want and then come up with a proposal and details of how we can make it happen, which will allow us to achieve a lot more. With regards to funding this position, this is capped at below 10% which is a reasonable level of the charitable income. Mr Burgess asked what we are giving permission for. Mr James Dobson stated that he is looking for an agreement that it is the right thing to do, and it is feasible and within budget we would look to support it. We need to come back and discuss again when all of the details are available, but we do need to make a commitment to take it forward. Mr Peter Dobson stated that there is not an alternative option available as there are no Trustees that will be able to manage HSPC in line with Charity Commission requirements.

Seconded by Mr Ewart, In Favour – 6, Against – 4.

**14. CORRESPONDENCE.**

- a. Horspath Cycle Speedway – Receipts for grant.
- b. Horspath Pre-School Nursery. – Thank you email & receipt for grant.
- c. St Giles Church. – Thank you email.
- d. Bluecrest Land. – Premises and Bus Garage – Horspath Road, Oxford. – (Circulated via email). – **Noted.**
- e. Mr David Wright. – Thank you letter and refund of £55.00 unspent from grant. – **The Clerk reported that Mr Wright has returned £55 of the grant that was un-spent.**
- f. Horspath Hub. – Email regarding change of use for grant issued. – **Trustees agreed that a retrospective grant application is submitted to include the quotations for the work.**

**15. PAYMENTS.**

Payment Type	Paid To	Details	Total £
Debit Card	Viking Office Supplies	3 x Filing Cabinets	310.32
BACS	Mrs T Hennessy	Legal Advice – Mr J Dobson	255.00
BACS	Mrs Hayley Kogel	Salary Oct/Nov/Dec 2021	162.90
BACS	OCC	Contribution towards the Bus Service	16,915.00
		<b>TOTAL</b>	<b>£17,643.22</b>

**16. RECEIPTS.**

Date	Received from	Details	Total £
4.10.21	Stagecoach	Quarterly Rent	62,500.00
4.1.22	Stagecoach	Quarterly Rent	62,500.00
		<b>TOTAL</b>	<b>125,000.00</b>

**\*\*£62,500 due from Stagecoach in March 2022\*\*.**

**Bank Balance as of 4.1.22 - £459,899.03.**

**HARDSHIP FUND GRANTS ISSUED.**

August 2021 – Nil  
September 2021 – Nil  
October 2021 – Nil  
November 2021 – Nil  
December 2021 – Nil

**17. AOB. - None**

**\*\*\*The meeting was closed to the public for grant applications to be considered\*\*\***

**18. APPLICATIONS FOR FUNDING**

Trustees considered 3 Organisation and 4 Individual grant applications.

**Individual Applications**

All four of the individual applications were successful.

**Organisation Applications**

Two of the organisation grant applications were successful. One application was deferred until two independent advisors are present at the meeting.

**A total of £5,737.47 was awarded.**

Signed ..... Date.....