

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

**Horspath Stone Pit Charity  
Minutes of Trustees' Meeting – Tuesday 29<sup>th</sup> March 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).

**Apologies:** Mrs J Dobson, Mrs E Gillespie.

**Absent:** Mr T Bearder, Mr B Lowe.

**Public:** 1

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were made on behalf of Mrs Dobson and Mrs Gillespie. Mr Bearder and Mr Lowe were absent from the meeting.

**2. DECLARATION OF INTEREST.**

Mrs Oakley declared an interest in three grant applications, so will not take part in voting. Mr Timbs declared an interest in one of the grant applications, so will not take part in voting.

**3. MINUTES FOR APPROVAL.**

The Minutes of the Trustees Meeting held on 13<sup>th</sup> January 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Trustees Meeting held on 1<sup>st</sup> February 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Trustees Workshop held on 17<sup>th</sup> February 2022 were agreed and signed as correct by the Chairman.

Mr James Dobson asked for a 12 month schedule for meetings could be arranged if meetings are to be held face to face. Mrs Oakley suggested that HSPC meetings could be held on the last Tuesday of the quarter and stated that if meetings are held in person, members of the public can attend. Mr James Dobson stated that most of the business is confidential and meetings on Zoom makes it easier to share screens. Mr Peter Dobson stated that HSPC can guide its own meetings, whether it is face to face or Zoom and also the frequency of meetings. Mrs Oakley stated that she will monitor the situation with Covid. Mrs Oakley stated that the next meeting will be held on the last Tuesday in June, but a decision will be made nearer the time if it will be via Zoom or face to face.

**4. MATTERS ARISING.**

Mr Ewart reported that due to Covid he has not had an opportunity to meet with Brian Lowe to discuss energy heating.

Mr Timbs stated that when reading the January 2022 Minutes it's hard to remember what has been said, and suggested that we need a system to approve Minutes before the next meeting so that they can be made available to the residents sooner. Mrs Oakley stated that the process is that the Minutes from a meeting are signed at the following meeting. Mr Timbs asked if HSPC have the same rules as HPC with regards to signing Minutes, and suggested that either through email or a quick meeting could be held to agree and sign Minutes before the next meeting. Mrs Oakley stated that HSPC follows the same procedure as HPC with regards to signing Minutes. Mr Peter Dobson stated that Minutes should be approved at a meeting with Trustees present, and he doesn't support this being done by email. Mr James Dobson stated Mr Timbs has a valid point, and he would like to see how we communicate the action out of the meeting and the directions of

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the charity, which is more important than the Minutes, and although the Minutes should probably be published, we should be aiming to promptly after a meeting, communicate the action and the work that has come out of it. Mr James Dobson suggested that a small group is formed to find a way to get the message out to the village. Mr James Dobson stated that we are moving forward with a lot of things that should be communicated to the village. Mrs Oakley stated that she agrees that Minutes should be signed off by a full committee at the next meeting, and stated that it has been very difficult in both HPC and HSPC to get volunteers, so she is not in favour of forming another sub-committee. The Clerk suggested that a short meeting could be held after a HPC meeting to sign off HSPC Minutes. Mr Burgess stated that in his opinion the procedure for signing Minutes stays as it is, but suggested that HSPC could be held every 6 weeks instead of quarterly. Mrs Oakley asked Trustees for their opinion, do we keep the procedure as it is for signing Minutes at the next meeting, or do we sign off the Minutes by email. Mr Timbs stated that there are other options, but we need a system to approve the Minutes sooner.

Mrs Oakley proposed that we keep the procedure for signing the Minutes as it is. Seconded by Mrs Cook, In Favour – 4, Against – 4, Abstentions – 2.

Mrs Oakley stated that although she could use the casting vote, she would rather Trustees give this more thought and discuss again in the near future. Mr Timbs will give it some thought to come up with a way for this to be done.

Mr James Dobson stated that at the last meeting we were going to write to all organisations that were approved for the Hardship Fund, and wanted to check that this has been done and whether we have had any requests for further training, as there hasn't been any additional applications in the last three months. The Clerk stated that due to number of additional meetings being held this has not yet been done, but will be done this week. Mrs Oakley stated that she has spoken to several elderly people in the village who we know are struggling, but they won't apply to the Hardship Fund, mainly because they think that it is accepting charity. These residents also stated that they wouldn't approach the Nursery or School as they don't know anyone there, and they don't like the idea of having a Tesco voucher. Mr James Dobson stated that the Hardship Fund is not for people to apply, but for organisations to identify people who are in crisis to get support, it is a referral scheme not an application scheme. The vouchers can be for a number of different supermarkets, not just Tesco. Mr James Dobson stated that Age Concern are one of our referral agencies who may be the most appropriate agency for the residents that have been mentioned, but if we need an alternative referral agency that is better placed to support these people, then we are open to that, and guidance has been produced for this. Mr Peter Dobson stated that the Vicar is also a referral agency. Mr Burgess stated that he has recently spoken to the representative from Age Concern and she didn't know anything about the Hardship Fund. Mr Peter Dobson stated that Wheatley Park School put us on to Age Concern, and a Zoom meeting was held with them. Mrs Oakley stated that although we may be aware of people struggling in the village, we can only do so much. Mrs Oakley will speak to the representative of Age Concern. Mrs Horne asked what the resident would want if they don't want a food voucher. Mrs Oakley stated that the resident doesn't like the thought of going to the supermarket with a voucher. Mrs Riley has explained to the residents about the vouchers. Mrs Yendole asked, if residents don't want vouchers, what do they want? Mrs Riley stated that they would like help with household repairs. Mr James Dobson stated that we did have this option previously in individual grants, where individual grants of £450.00 were available, but that option was taken away as the consensus was that it was being abused/or would be abused. If residents don't want to accept charity through the Hardship Fund, it is difficult for us to reach out to them.

**5. LEGAL ADVICE – LOAN TO THE HUB.** – Deferred until the closed part of the meeting.

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

Mr Burgess stated that the Clerk now has the password for the new website. Mr Burgess asked Trustees to send on to him any other information that they would like on the website, and Horspath Stone Pit Charity – Minutes of the meeting held on Tuesday 29<sup>th</sup> March 2022

welcomed any comments. The new Google forms for applications are now up and running. Mr Timbs asked if the old domain is down now. Mr Burgess is unsure but will check with Mr Roynon.

**7. INFRASTRUCTURE FUND UPDATE – Mr James Dobson.**

Mr James Dobson stated that at the last meeting we agreed to launch phase 1 of the assessment of the Infrastructure Fund, so earlier this month Mr James Dobson and Mr Timbs hosted a launch event where they talked village organisations through what we are looking to achieve with the £600k application pot. They then launched phase 1 of the assessment process, which is a competency assessment, and the application process is open until 1<sup>st</sup> May 2022. In that process they issued the documents to everyone along with the presentations, which are also available on the website so that they are visible to village organisations that weren't invited to the launch. Mr James Dobson stated that there has been some comments as to why some organisations that were invited but not others. The criteria for issuing the invites to the launch event was that it was for organisations that had received a grant in the last 3 years. Mr James Dobson stated that he is now in the process of drafting the phase 2 assessment process. Mr James Dobson stated that they need another member to assist Mr James Dobson and Mr Timbs on the evaluation committee to assess the phase 1 applications. Mr Peter Dobson stated that he is happy to assist but thinks that positions on sub-committees should be shared. Mrs Horne stated that she is happy to support, but she will also be submitting an application. Mr Timbs stated that he will also be submitting an application. Mr James Dobson stated that for transparency, he has been drafting confidentiality agreements and conflict of interest statements so that we have documented evidence that people have declared their conflict of interest. As a group of Trustees we need to agree what it may look like to the village, and whether it sends the right message. Mrs Oakley asked if it will be the 3 members of the evaluation committee who decide if an organisations is successful or will it be considered by all Trustees and Independent Advisors. Mr Timbs stated that the final decision after the phase 2, will be made by all Trustees. Mr James Dobson stated that the evaluation committee is to review the applications to see if the organisations give us confidence that they can spend money wisely as an organisation. The Clerk stated that no applications have been received to date. Mr James Dobson suggested that we reach out to the organisations and hold an interim meeting to offer support with completing the forms.

**8. YENWORTHY, SWIMMING LESSONS, SCHOOL UNIFORM GRANTS – CRITERIA AND APPLICATION. – Proposed documented process.**

Mrs Oakley stated that these grants were discussed at the last meeting. Mrs Oakley currently liaises with the School who makes contact with the families of the children who are residents of Horspath with regards to the children going to Yenworthy. The details are then passed to the Clerk who arranges payment of the £100 grant for each Horspath child. In June, Mrs Oakley liaises with the school with regards to the school uniform grants for Horspath children that are leaving. The School provides the details of the school leavers and this information is passed to the Clerk who arranges payment of the £100 grant. The reason that these two grants are issued in this way is because Trustees felt that waiting for three months to receive the grant was too long. Applications for swimming lessons and transport costs should be made by completing an individual grant application to HSPC. The grants are not means tested, but these two grants are open to anyone who is a resident of Horspath even if they do not attend Horspath School. A notice should be placed on the noticeboard and the website to advertise these grants. This could mean that a child attending Horspath School in the village could be eligible for 3 separate grants, totalling £300.00.

Mr Peter Dobson asked if this means that there will be no individual grants made for school uniforms and Yenworthy, and if so how this is recorded to cover our requirements for the Charity. Mrs Oakley stated that she can record the information and pass it onto the Clerk, but the reason these two grants are done like this as there was such a long delay between applying and Horspath Stone Pit Charity – Minutes of the meeting held on Tuesday 29<sup>th</sup> March 2022

receiving the grant. Mr Peter Dobson stated that it is a matter of traceability and how it is recorded, as we could end up paying these grants mid meeting and we need to know how the costs of the grants are tracked. Mrs Oakley stated that she will complete a separate form for each application to ensure that there is a written record. Mr Peter Dobson stated that it may be difficult in authorising if the grants are received in between meetings. Mrs Oakley stated that if Trustees would prefer that Yenworthy and School uniform grants are submitted on an individual application form she doesn't have a problem with that but she would still obtain the information from the School. Mr Peter Dobson stated that he doesn't have a problem with the arrangement between the School and Mrs Oakley but he wants to see tracking of the grants before he authorises the payment. Mrs Oakley will complete forms for all Yenworthy and school uniform grants so that there is a trail between the School and HSPC. Mr Peter Dobson stated that this will protect the Clerk and himself when authorising the payments. Mr Burgess stated that we need to be aware that there are 5 children in the village that attend Garsington School. Mrs Yendole stated that there are also children in the village that attend Wheatley Primary School. Mrs Oakley stated that this is why some of the grants need to be advertised. Mrs Oakley stated that the grants are also available for children of Horspath who are in private education as the grants are not means tested. Mr Timbs stated that the system for these grants needs more structure, and he will circulate a proposal in due course with a view to changing this at a later date. Mr Peter Dobson passed thanks to Mrs Oakley for her communication with the School. Mr James Dobson stated that this should have been picked up in matters arising as we did have an action following the last meeting for this process to be documented. Mr James Dobson asked if that action was still going ahead as he would be able to contribute more if the process was documented. Mr Timbs stated that he is planning on putting forward a proposal to alter the whole system in due course, but it is not ready at the moment.

**9. POSSIBILITY OF ISSUING FUEL GRANTS. – Sub-committee to report.**

Mrs Oakley state that Mr Ewart has already passed on his apologies as he was going to investigate different fuel economy options for the whole village. Mrs Oakley suggested that this is deferred until the next meeting when the information is available. Mr Peter Dobson stated that it is too bigger subject not to, both financially and management wise. Mr Burgess stated that he doesn't see how we can do ground source heating or heat pumps as they are extremely expensive. Mr Burgess stated that he does think that we should offer a subsidy to some of the hard working, less well-off people in the village who will be struggling soon. Mr Peter Dobson stated that we have to bear in mind grants are not means tested. Mr Burgess stated that he is aware of this and he is also aware that the administration of this would be substantial and would probably have to be outsourced, but this is a discussion for another meeting.

**10. CORRESPONDENCE.**

- a. St Giles Church – Photographs and thank you email.
- b. Horspath Senior Residents Club. – Thank you email and receipt for grant.
- c. Mrs Horne. – Thank you email for son's transport grant.
- d. Lucas Yendole. – Thank you email.
- e. Geoff Stevens. – Thank you email.
- f. Lucian Jones. – Thank you email and receipt.

**11. PAYMENTS.**

<b>Payment Type</b>	<b>Paid To</b>	<b>Details</b>	<b>Total £</b>
BACS	Mrs Hayley Kogel	Salary Oct/Nov/Dec 2021	162.90
		Additional hours for 2 extra meetings	101.81
BACS	Barnes4Business	Accountancy Fees 2020/21	1260.00
		<b>TOTAL</b>	<b>£1524.71</b>

**12. RECEIPTS.**

Date	Received from	Details	Total £
1.2.22	Mr Wright	Repayment of part un-spent grant	55.00
14.2.22	Horspath Senior Residents	Repayment of part un-spent grant	78.00
		<b>TOTAL</b>	<b>133.00</b>

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

**Bank Balance as of 22.3.22 - £434,901.66.**

**HARDSHIP FUND GRANTS ISSUED.**

January 2022 - Nil

February 2022 – Nil

March 2022 – Nil

**13. AOB.**

Mr Ewart circulated recent information received to all Trustees regarding the usage of the bus service which has exceeded its expectations and is back to pre-pandemic usage.

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

Mr Peter Dobson stated that he has only received 3 applications on 22<sup>nd</sup> March 2022 but there seems to be more applications. The Clerk stated that all documents were attached to the same email that was sent to all Trustees.

(Mr Burgess left the meeting at 9.20pm).

**14. APPLICATIONS FOR FUNDING**

Trustees considered 6 Organisation and 5 Individual grant applications.

**Individual Applications**

Three of the individual applications were successful. Two of the individual applications were not successful as they did not meet the criteria.

**Organisation Applications**

Three of the organisation grant applications were successful.

Two of the applications were deferred until two independent advisors are present at the meeting. One of the applications requires more information to be provided. (Mr James Dobson requested that it was minuted to show that we are not acting with independents from the Parish Council for the purpose of the conversation).

One of the organisation grants also requires more information.

**A total of £8,003.60 was awarded.**

Mr James Dobson stated that we need a group to look at reviewing the criteria for individual grants and report back.

**15. LEGAL ADVICE – LOAN TO THE HUB. - Update**

The Clerk circulated an email received from Blake Morgan Solicitors regarding the Hub. Trustees agreed that the Clerk will contact Blake Morgan requesting that this matter is concluded at the earliest possible opportunity.

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