

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

Horspath Stone Pit Charity

Minutes of Trustees' Meeting – Tuesday 28th September 2021 at 7.30pm via Zoom

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

Apologies: Mrs E Gillespie, Mr B Lowe.

Absent: Mr T Bearder

Public: 1

1. APOLOGIES FOR ABSENCE.

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

2. DECLARATION OF INTEREST.

Mr Timbs and Mrs Horne declared an interest in one of the organisation grant applications.

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

Mrs Horne and Mrs Yendole declared an interest in separate individual grant applications.

Mr Timbs, Mrs Horne, Mrs Yendole, and Mr Peter Dobson will not take part in voting with the relevant grant applications.

Mr James Dobson stated that we need to be clear on DOI, anyone connected to an individual grant application should leave the room while the application is being considered and while voting takes place, but for anyone connected to an organisation grant application, it is beneficial to have the person in the meeting to discuss and answer questions, but not to take part in voting.

3. MINUTES FOR APPROVAL.

The Minutes of the Trustees Meeting held on 29th June 2021, were agreed and signed as correct by the Chairman.

The Minutes of the Trustees Workshop held on 25th August 2021, were agreed and signed as correct by the Chairman.

4. MATTERS ARISING.

Mrs Oakley stated that at the June 2021 meeting, it was agreed to issue grants of £100 to school children to use towards the cost of the school residential trip to Yenworthy and also for school uniforms, but it has taken a long time for pupils to receive their grant. Mrs Oakley asked if we can pay the grant as soon as the applicant applies for the grant. Mr James Dobson proposed that at the first meeting of the financial year, Trustees ratify the annual commitments and ring-fence the money so that grants can be paid out as soon as possible, seconded by Mr Burgess, In Favour – Unanimous..

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

Mr Peter Dobson reported that the Clerk has emailed Blake Morgan Solicitors for an update but no reply has been received to date. Mr Peter Dobson also stated that Mrs Frankum also confirmed that she has not received an update from her solicitor.

6. NEW HSPC WEBSITE - Update.

Mr Peter Dobson and Mrs Kogel attended a training session with Brendon from Lemoneye. The new website is almost ready to go live. The first instalment of £425.00 has been paid to Horspath Stone Pit Charity – Minutes of the meeting held on Tuesday 28th September 2021

Lemoneye for building the website. Mr Burgess is still waiting to receive photographs for the website. Mr James Dobson stated he is not sure if anything has been missed as no further sub-committee meetings have taken place. Mr Burgess stated that Brendon is waiting for our instruction. Mr Peter Dobson stated that a member of the sub-committee needs to contact Brendon for an update. Mr Burgess will circulate a link to the new website to all Trustees.

Mr James Dobson suggested that another photograph competition is held for residents to submit their photographs to be used on the new website. Mrs Oakley proposed that she asks her daughter to organise another competition, contacting organisations who have benefitted from HSPC to submit photographs to be used on the website, Seconded by Mr Burgess, In Favour – Unanimous. Mr Timbs suggested that we use photographs from HPC website. Mr Peter Dobson stated that HPC and HSPC need to be kept completely separate from each other.

7. CORRESPONDENCE.

- a. Marshall Mead – Thank you email.
- b. Horspath School. – Receipt for grant.
- c. Horspath Allotments Association. – Receipt for grant.

8. PAYMENTS.

Chq No	Paid To	Details	Total £
BACS	Lemoneye	1 st Instalment of new website	425.00
BACS	Mr M Meade	Unsung Hero Award	50.00
BACS	Yenworthy	4 x Individual Yenworthy grants	400.00
To be paid	School Uniform	8 x £100 grants	800.00
BACS	Mrs T Hennessy	Legal Advice	382.50
BACS	Mrs Hayley Kogel	Salary July/Aug/Sept 2021	162.90
		4 Additional hours from July – Sept 2021, including work required for 1 additional meeting.	65.16
		Stationery	85.98
		TOTAL	£2371.54

The Clerk reported that there are two additional payments to be made to Mr Hamlet, for grants previously approved for work on the Scout Hut door, and the paving slabs in the Play Area. Mr Peter Dobson stated that Mr Hamlet has done an excellent job on both projects, but will speak to him with regards to the removal of waste as this was not included in the quotation. Mr Burgess stated that the picnic table needs to be bolted to the ground.

9. RECEIPTS.

Date	Received from	Details	Total £
5.7.21	Stagecoach	Quarterly Rent	62,500.00
		TOTAL	62,500.00

***£62,500 due from Stagecoach in September 2021**.**

Bank Balance as of 22.9.21 - £361,992.51.

HARDSHIP FUND GRANTS ISSUED.

July 2021 - Nil

August 2021 – Nil

September 2021 – Nil

Mr Peter Dobson suggested that HSPC continue with the provision of the Hardship Fund and review at a later date.

10. AOB.

a. Mr Peter Dobson stated that he would like to purchase 3 filing cabinets for HSPC as there is not currently any facility for filing documents. Mr Peter Dobson will be reviewing the space in the toddler's room and hopefully a section of that can be used as a secure facility for filing. Mr Timbs asked if there is a need for filing cabinets as everything is digital, and suggested that a cloud base solution would be a better option. Mr Timbs stated that usually solicitor would hold any deeds. Mr Peter Dobson stated that there is a need so that certain documents can be kept secure. Mr Burgess asked if the surgery intends on using the Dr's room again in the future. Mr Peter Dobson stated that they pay a rent for the use of that room, which was used during the pandemic.

Mr James Dobson agreed with Mr Timbs, and stated that we need to understand what documents we have, and have an archiving plan, and build a register of documents. Mr Timbs stated that he suggested some time ago about having a cloud base system and an email facility that offers secure communication for HSPC. Mr Peter Dobson stated that he is concerned that at the moment documents are at risk. Mr James Dobson stated that this facility will be included in the budget for next year.

Mrs Oakley proposed that 3 filing cabinets are purchased now and document storage can be reviewed in the future, Seconded – Mr Peter Dobson, In Favour – 8, Against – 1.

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

11. 5 YEAR INFRASTRUCTURE FUND.

Mr Peter Dobson stated that Trustees approved in principle the 5 Year Infrastructure Fund at a recent HSPC Workshop, so approval is required at a full meeting of HSPC.

Mr James Dobson proposed that HSPC proceeds with the 5 Year Infrastructure Fund, Seconded by Mr Timbs, In Favour – Unanimous. Mr Peter Dobson passed thanks to Mr James Dobson and Mr Timbs for the work on this project.

12. SWIMMING LESSONS.

Mrs Dobson stated that she hasn't followed up on the provision of swimming lessons. HSPC needs to decide if this is something they want to provide, and if so, she will put forward proposals at the next meeting. Mr Peter Dobson stated that although the summer has passed, it is still important for children to learn to swim, and this may be something that we want to provide in the future.

Mr James Dobson stated that as a village, we should be providing this option to children, but we need to look at how we can do it with the easiest Administration option, and suggested that maybe we should look at contributing to swimming lessons instead of paying for them.

Mrs Dobson proposed that she will move forward with this project and put forward proposals at the next meeting. Seconded by Mr James Dobson, In Favour – Unanimous.

13. TRANSPORTATION GRANT FOR HORSPATH RESIDENTS.

Mr Peter Dobson stated that information on this grant has not yet been advertised to residents in the village, and this needs to be done before considering the two grants that have been submitted by Trustees for members of their family. Mrs Oakley suggested that she contacts the Head of 6th Form at Wheatley Park School for a list of Horspath pupils that she can email to notify them that the grant is available. Mr Peter Dobson suggested that the two grant applications that have been received, should be deferred for consideration at the December 2021 meeting, when all pupils are aware of the grant. Mr Peter Dobson suggested that the allocation of this grant is also considered at the first meeting of each financial year to ring-fence the money.

Mr James Dobson stated that Mr Bearder and Mrs Gillespie should be dealing with the fact that there is no funding available from OCC to get pupils to school. HSPC has capped individual

grants at £100 per person. Mr Peter Dobson stated that HSPC could agree £100 contribution towards transportation, which is the same as the school uniform and Yenworthy grants.

Mrs Yendole stated that the cost of transportation to school is £129 x 3 terms, she has spoken with Mr Bearder who cannot support school transport but has offered to help with the public bus, but this is not ideal for pupils getting to school on time. Mr James Dobson stated that elected members should be shouting louder as parents are now looking at charitable donations to be able to get pupils to school.

Mr Burgess stated that pupils attending Oxpens College should also be included. Mrs Oakley agreed but stated that she is not sure on the logistics of making contact with them. Mrs Oakley agreed that the amount of the grant should be £100 per pupil. Mr Peter Dobson asked that details of this grant are circulated around the village. Mr James Dobson stated that the new HSPC website allow the applicant to attach documents, and on receipt the Clerk can pay the grant.

Mrs Dobson stated that HSPC needs to show transparency and asked if we can summarise and advertise on the village noticeboard what grants are available for children in the village. Mr James Dobson agreed and suggested that this coincides with the launch of the new HSPC website and the 5 Year Infrastructure Plan, and flyers can be delivered to all households.

Trustees agreed that Mrs Oakley will produce a poster advertising the grants available for Yenworthy, School Uniform and 16-18 School Transport and display it around the village, and also make contact with Wheatley Park School. Mr James Dobson stated that this may create a big admin burden, and suggested that it would be better if applications were made via the website with the option to attach a document. Mr Burgess will contact Brendon at Lemoneye to arrange for this to be done. Mr Peter Dobson stated that HSPC needs to be as transparent as possible.

Mr Burgess proposed that the two grant applications received for transportation are approved, but payment deferred until December 2021 when the grant has been advertised. Seconded by Mr Ewart, In Favour – Unanimous. (Mrs Yendole and Mrs Horne took no part in voting).

14. APPLICATIONS FOR FUNDING

Trustees considered 7 Organisation and 4 individual grant applications.

Individual Applications

Two of the individual applications were deferred until the December 2021 meeting.

One individual application was agreed in principle subject to the receipt of further information.

One individual application was unsuccessful as it did not meet the criteria.

Organisation Applications

All seven of the organisation grant applications were successful.

A total of £15,989.00 was awarded.

Mr Peter Dobson informed Trustees that he has handed his resignation from his position as Chairman to HPC and HSPC to the Clerk, effective from 30th September 2021. Mr Peter Dobson stated that he will continue as a Parish Councillor for HPC and as a Trustee for HSPC. Mr Peter Dobson thanked all Trustees for their support.

Mr Peter Dobson raised concern over the increase in the infection rate of Covid and holding face to face meetings. Mrs Oakley proposed that under the circumstances the October HPC is held by Zoom for safety reasons, Seconded by Mr Peter Dobson, In Favour – Unanimous.

Signed Date.....