

**Horspath Stone Pit Charity**  
**Minutes of Trustees' Meeting – Tuesday 13<sup>th</sup> December 2022 at 8.00pm**  
**held at Horspath Village Hall**

**Present:** Mrs B Oakley (Chairman), Mr D Burgess, Mrs P Cook, Mr L Coolman, Mr I Harris, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mrs C Riley, Mrs H Kogel (Clerk). Mr B Lowe. Mrs H Franklin.

**Apologies:** Mr P Ewart, Mrs Gillespie.

**Absent:** Mr T Bearder.

**Public:** 2

**1. APOLOGIES FOR ABSENCE.**

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

**2. DECLARATION OF INTEREST.**

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

**3. MINUTES FOR APPROVAL.**

The Minutes of the Trustees Meeting held on 27<sup>th</sup> September 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Closed Trustees Meeting held on 3<sup>rd</sup> October 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Closed Trustees HR Meeting held on 3<sup>rd</sup> October 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Trustees Meeting held on 4<sup>th</sup> October 2022 were agreed and signed as correct by the Chairman.

The Minutes of the Closed Trustees Meeting held on 22<sup>nd</sup> November 2022 were agreed and signed as correct by the Chairman.

**4. MATTERS ARISING.**

The Clerk reported that the first invoice for the village magazine is £350.00 and Trustees previously approved a grant for 4 x £295.00. It was agreed that the additional amount will be granted. Mr Underdown stated that the next edition may be a lower cost.

Mr Igoe stated that not the whole village received a copy of the newsletter. Mr Igoe, Mr Parker and Mr O'Brien stated that they did not receive a copy. Mrs Oakley stated that spare copies of the newsletter are available in the Church. Mr Underdown agreed that he will speak to the distributors to ensure that every household receives a copy. The newsletter is also available to view online. Mr Underdown stated that he has received very good feedback from residents regarding the newsletter. Mr Coolman asked if Mr Underdown will keep within the budget with the next edition. Mr Underdown stated that there was more information that had to be included in the first edition. Mrs Cook reported that Mr Underdown has also asked residents for contributions. Mrs Oakley stated that it is a very good magazine but the Church Services doesn't include January with the next edition not being until February.

**5. APPROVAL OF AUDITED ACCOUNTS 2021/22.**

It was agreed that this item will be deferred as the audited accounts have not yet been received.

**6. DRAFT RESERVES POLICY.**

On recommendation from the accountant Mr Kelvin Barnes, the Clerk circulated a draft reserves policy. Councillors voted unanimously to approve the draft reserves policy. Mr Parker requested that the Clerk ask the accountant about the freehold of the property.

**7. LOAN TO HORSPATH HUB.**

The Clerk circulated the recent correspondence received from Blake Morgan Solicitors to all Councillors, and stated that some of the information in the Short Term Agreement is not correct. The incorrect information has been passed on to Blake Morgan Solicitors to amend. Mr Parker asked about the interest on the loan as the Agreement states that interest will be charged at 4% above the base rate, whereas he has been informed that the loan will be interest free. Mr Burgess stated that it was agreed around 5 years ago that the interest will be around 2.5%, which the Hub could afford to pay. The Clerk stated that it has not been agreed that the loan will be interest free. Mr Parker asked if we have a copy of the signed agreement drawn up by Blake Morgan Solicitors. The Clerk confirmed that the agreement has not yet been signed Blake Morgan are waiting for more information from the Solicitor who is acting for the Hub. Mrs Oakley stated that when the loan was first discussed, HSPC had to add the “power to loan” to the Governing Scheme. The Clerk will circulate the Minutes of the meeting where HSPC agreed to loan money to the Hub. Mr Parker stated that for HSPC to loan money to the Hub, all other loans need to be discharged, charges settled, and HSPC will take first charge on the building.

**8. PAYROLL FOR HSPC.**

The Clerk recommended that an accountant is appointed to carry out the payroll for HSPC. The accountant who does the payroll for HPC has agreed to carry this out for £20.00 per month. Trustees agreed unanimously for Tetbury Accounting to carry out the payroll.

**9. HSPC’s LEGAL ADVISOR.**

The Clerk informed Trustees of the hourly rate for two different Solicitors. Blake Morgan Solicitor has advised that their costs range between £265.00 and £285.00p/h, with a fee of £300.00 for preliminary advice, and if the Charity Commission have to be contacted, the cost will be around £1500.00. Mr Roger Taylor has stated that his hourly cost is £230.00 p/h, but he usually works on a fixed fee basis. Mr Parker stated that the fees do not seem excessive. Mrs Oakley stated that Roger Taylor is a highly recommended Charity Law Solicitor, who works with OLAC & NALC and also writes the Arnold Baker for Councils book. Trustees voted unanimously in favour of appointing Roger Taylor to be the Solicitor for HSPC.

**10. CORRESPONDENCE.**

- a. Oxford Harlequins. – HSPC & Horspath Sports Ground. – (Circulated via email). – **Mrs Oakley stated that a grant application has also been received, but the letter states that there is a need for better football facilities as the surface is poor. Mrs Oakley stated that Oxford Harlequins have received a lot of grants to improve the facilities. They have asked to hold a meeting with HSPC. Mr Coolman stated that the request is not directly for the good of the village. Mrs Oakley stated that Oxford Harlequins is not located in Horspath village. Mr Igoe stated that Oxford Harlequins lease the land from Oxford City Council, so it is their responsibility to maintain it. Mr Igoe stated that they have also recently approached HSPC for a grant to go towards the heating system on site. Mr Burgess stated that if a grant is being given for football facilities, then it should be on the Mutton Field. Trustees voted unanimously that no grant will be given, therefore there is no requirement for a meeting.**
- b. Ms G Bell. – Thank you email & receipt.
- c. Ms Evelyn Johns. – Thank you email & receipts.
- d. Mrs Franklin. – Thank you email & receipt.
- e. St Giles Church. – Thank you email.

- f. John Underdown. – Thank you email.
- g. Mr J Burgess. – Thank you email & receipt.
- h. Francis Goodliffe. – Thank you email.
- i. Bluecrest Land. – Premises and Bus Garage, Horspath Road, Oxford. – (Circulated via email). – **Noted.**

#### 11. PAYMENTS.

Payment Type	Paid To	Details	Total £
BACS	Mrs Hayley Kogel	Salary October, November, December 2022	613.80
		<b>TOTAL</b>	<b>613.80</b>

#### 12. RECEIPTS.

Date	Received from	Details	Total £
3.10.22	Stagecoach	Quarterly rent	62,500.00
24.10.22	HVHMC	Return on un-used grant	4,856.80
		<b>TOTAL</b>	<b>£67,356.80</b>

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

**Bank Balance as of 6.12.22 - £596,180.98.**

#### **HARDSHIP FUND GRANTS ISSUED.**

October 2022 - Nil

November 2022 - Nil

December 2022 – Nil

#### 13. AOB.

- a. Mrs Oakley suggested that letters are sent to any applicant who has not provided receipts for grants within the 6 month requirement. There is an applicant who has received two grants for swimming lessons over 6 months ago and has not provided receipts. Mrs Oakley also reported that one of the village organisations have also received a grant and not provided the receipt. Trustees agreed that the Clerk write to the applicants and request that receipts are provided or if the grant is un-spent, that the money is returned to HSPC.
- b. Mr Burgess recommended that HSPC to look at investing money. Mr Parker has spoken to a colleague who is a Trustee to another charity and they have used CCLA and Flagstone to invest their money which is low risk and gives a good return. Mr Parker will circulate the details to all Trustees.
- c. Mr Brooks asked how people can apply to the Hardship Fund. Mrs Oakley stated that referral forms are available from Horspath School, Horspath Nursery and St Giles Church. Mr Brooks asked why the village shop wasn't mentioned in the village newsletter.
- d. Mrs Oakley passed thanks to Mr Brooks for all of his voluntary work on the memorial and also in the burial ground.
- e. Mrs Franklin suggested that a representative from organisations applying for a grant should attend the meeting to answer any questions from Trustees.
- f. Mr Lowe reported that in February the Church will be having a meeting to discuss the toilets/kitchen facilities. The architect will then go to contractors to obtain quotations.
- g. Mr Underdown asked for more information to be made available for the next edition of the village magazine with regards to the grant application that was awarded for meals for senior citizens.

**14. APPLICATIONS FOR FUNDING**

6 Organisation and 4 Individual grant applications have been received.

Mrs Oakley stated that for transparency reasons members of the public are now permitted to stay at the meeting while grant applications are considered. This is a change in procedure as applications have always been considered in a closed meeting. Mrs Oakley stated that details of individual applicants will not be disclosed, but will include details of the grant required. All information will be disclosed for applications received from village organisations.

Mr Parker stated that he thought that all grants were frozen until further notice. The Clerk stated that after this, grants were re-opened. Mrs Oakley stated that two organisations had already submitted applications before this meeting. Mrs Oakley stated that at the March meeting the new rules for HSPC will be advertised. Mr O’Brien stated that Trustees need to be mindful that HSPC money is for the whole of the village.

**Individual Applications**

1 application was successful for swimming lessons.

1 application was successful for Yenworthy School Trip.

1 application was successful for School Trip to France.

1 applications was refused as no details was included on the application.

**Organisation Applications**

**Horspath Allotments Association.** - Application deferred as the quotations do not match the application submitted.

**Horspath Nursery** - Application refused as the quotation does not match the application and it does not meet the criteria of HSPC, and Trustees feel that there is no evidence of “need” for the grant.

**Maureen Underdown** – Awarded £997.00 to purchase storage units and other resources for the Clatter & Chatter Group held in St Giles Church.

**HVHMC** – Awarded £1000.00 to improve the safety & security of Village Hall.

**HPC** – Awarded £520.00 to re-fix topping to Burial Ground wall.

**Oxford Harlequins** – Application refused as it does not meet the criteria of HSPC.

**A total of £3,117.00 was awarded.**

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