

**Horspath Stone Pit Charity**  
**Minutes of Trustees' Meeting – Tuesday 14<sup>th</sup> June 2023 at 7.30pm**  
**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 H Kogel (Clerk). Mr B Lowe. Mrs H Franklin.

**Apologies:** Mrs C Riley, Mr R Hamlet.

**Absent:** Mr T Bearder.

**Public:** 5

**1. APOLOGIES FOR ABSENCE.**

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

**2. DECLARATION OF INTEREST.**

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

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

Mrs Franklin declared an interest in one of the organisation grant applications.

**3. MINUTES FOR APPROVAL.**

The Minutes of the Trustees Meeting held on 21<sup>st</sup> March 2023 were agreed and signed as correct by the Chairman.

**4. MATTERS ARISING. – None.**

**5. LOAN TO HORSPATH HUB.**

The Clerk stated that no update has been received from Blake Morgan Solicitors. Mr Parker mentioned that the interest rate in the short form agreement which was probably very low when this was first discussed but now the interest rates are much higher. Mr Parker suggested that HSPC take advice on what the minimum rate of interest would be to apply to the loan. Mr Burgess stated that HSPC has previously been advised that HSPC could charge a fixed rate of 2% interest on the loan. Mr Parker stated that there is no term to the loan, and the agreement states that it is repayable on demand given at any time by the lender. Mr O'Brien asked that as this has been on-going for several years, is there still a requirement for a loan. Mrs Oakley stated that the majority of the loans have been paid to residents but there is still a need for the loan to repay the last outstanding loans to some residents in the village. Mr Parker stated that the longer this goes on, HSPC is responsible for the costs on both sides. Mrs Radcliffe stated that the Friends of Horspath paid their solicitor up-front. It was agreed that the Clerk will contact Andrew Miscampbell about the minimum interest rate that can be applied, also check clause 12 where it states that HSPC will cover all costs on both sides, check the term on the loan as it is not shown, and also check the detail where the agreement states that the loan must be repaid on demand.

Mr O'Brien asked Mrs Radcliffe, if the delay is with the Hub's Solicitor, who within the Friends of Horspath is chasing your Solicitor. Mrs Radcliffe stated that Sheila Frankum is chasing the Solicitor. The delay has been with one of the loans, but this has now been sorted. Mr Parker stated that he would not sign this agreement if he was acting for either the Friends of Horspath or HSPC. Mrs Radcliffe will arrange for their Solicitor to be contacted to move things forward.

Mr Parker suggested that when more information has been received from Blake Morgan Solicitors, a separate meeting can be arranged with the Friends of Horspath to agree the details of the loan and then send it on to Blake Morgan Solicitors.

**6. CHARITY COMMISSION – Update.**

No further correspondence has been received from the Charity Commission.

**7. STAGECOACH – Construction of new substation.**

Mrs Oakley reported that Mr O'Brien and Mr Coolman have recently carried out a site inspection. Mr Coolman reported that the site is kept very well. Mr Coolman stated that HSPC needs to see a site plan for the sub-station before it can be considered as they are requesting a 999 year lease which is considered to be a virtual freehold. Mr O'Brien stated that during the site visit, the representative from Stagecoach mentioned the charging stations but not the sub-station. Following the site inspection, Mr O'Brien asked the Clerk to request a site plan for the sub-station. Mr Parker stated that he suspects that they are expecting HSPC to give a sub-lease for that piece of land for the sub-station and expect Stagecoach to surrender that piece of land back to HSPC and then we will issue a 999 year lease. Mr Burgess stated that he has a copy of the site plan for the sub-station. Mr Parker stated that they will not build the sub-station unless they get a long term lease. Mr Parker suggested that a 99 year lease could be considered or grant a licence and they pay a wayleave. Mr O'Brien stated that a more detailed plan is required before further consideration can be given. The representative at Stagecoach mentioned that they are part of Zebra, where the government have set aside £120m for companies like Stagecoach can claim money towards purchasing electric buses as well as an additional £3.4 billion that will be available. Mr O'Brien stated that HSPC needs expert help with this matter. Mr Parker stated that HSPC need to engage professionals to assist with this. Mr Coolman stated that the representative from Stagecoach informed them at the site visit that they have a charging station off Watlington Road to charge the buses. It was agreed that Mr Parker, Mr O'Brien and Mr Coolman will contact an expert who can advise on this and obtain costings for the next meeting.

**8. INVESTMENT OF HSPC FUNDS - Update.**

Mrs Oakley stated that Flagstone requested further information which has been provided by the Clerk but we still need a professional to certify all Trustees, a bank statement and also the constitution of the charity. Mr Parker stated that this will be impossible as the list of Trustees is not available on the Charity Commission, therefore it cannot be certified. It was agreed that the Clerk will contact Flagstone to ask if she is able to certify Trustees as the Responsible Financial Officer for HSPC & HPC and also ask if one of the Trustees who is chartered accountant can certify the list of Trustees, and then Mr Parker can arrange for the bank statements to be certified by a professional. Mr Parker stated that they will also request certified photo ID and confirmation of Trustees addresses. Mr Burgess suggested that the Clerk contact Barclays Bank to see if there is an account with a higher rate of interest.

**9. DATA PROTECTION.**

Mrs Oakley and Mrs Kogel attended a Data Protection course. All Trustees/Councillors need to have an individual email address completely separate from personal email addresses. Mrs Kogel spoke with Lemoneye who suggested that Trustees set up gmail email addresses as they are free of charge. The Clerk will look into the email addresses, and also if HPC and HSPC should be two separate email addresses. It was agreed that the Clerk will register HSPC with the ICO. Mrs Oakley stated that the Data Protection course highlighted that with the exception of Minutes and Financial information, Leases etc, all general correspondence should be disposed of after 2 years.

**10. CORRESPONDENCE.**

- a. JJ Formento. – Receipts.
- b. Ms Shorter. – Receipts.
- c. Bidwells. – Bidwells Rear Estate Acquisition Letter. – (Circulated via email). – The Clerk will arrange a meeting. It was agreed that Mr O'Brien and Mr Coolman will attend the meeting.

## 11. PAYMENTS.

Payment Type	Paid To	Details	Total £
BACS	Mrs Hayley Kogel	Salary April, May, June 2023	491.20
BACS	BHIB	Trustees Indemnity Insurance	137.00
BACS	HMRC	Employer Contributions for Mrs H Kogel	550.86
		<b>TOTAL</b>	<b>1179.06</b>

## 12. RECEIPTS.

Date	Received from	Details	Total £
27.3.23	Stagecoach	Quarterly rent	62,500.00
		<b>TOTAL</b>	<b>£62,500.00</b>

**\*\*£62,500 due from Stagecoach in June 2023\*\*.**

**Bank Balance as of 7.6.23 - £694,135.83**

## HARDSHIP FUND GRANTS ISSUED.

April 2023 - Nil

May 2023 - Nil

June 2023 – Nil

Mrs Oakley stated that the Hardship Fund was set up during Covid, but no applications have been received since September 2022. Trustees agreed unanimously to cancel the Hardship Fund.

## 13. AOB.

- a. Mrs Oakley stated that she has been asked why the Conservation Area has not been cleared and pathways cut back. Mrs Oakley stated that she usually arranges a volunteer party but due to other commitments she hasn't been able to do so, but this will be arranged in the near future. A resident has asked why HSPC can't employ a gardener for the area. Mr Burgess stated that it is a wildlife area and it should stay that way. Mrs Oakley stated that Mr Gray looks after the main area up to the bridge. Mrs Oakley stated that Mr Martin Harris also arranges volunteer parties.
- b. Mrs Oakley stated that HVHMC are urgently looking for volunteer committee members. If anyone is interested in joining, please contact Mrs Penny Drew, Booking Clerk. Mrs Oakley has passed on the contact details of one resident to Penny Drew.
- c. A resident asked about the bridge in the Conservation Area. Mrs Oakley stated that HSPC did award a grant of £5k to carry out the repairs to the bridge. The repairs will be carried out in the near future.

## 14. APPLICATIONS FOR FUNDING.

4 Organisation & 7 Individual applications to be considered.

### Organisations Applications

**Cyclability CIC** – Application refused as they are not eligible for a grant.

**Horspath Village Magazine** – Awarded £1648.00 for the production of the magazine.

**Horspath Senior Citizens** – Awarded £2450.00 for a coach trip to Runnymede with river cruise, coach trip to Bicester Garden Centre, a meal at the Chequers and a Christmas Lunch at the Queens Head.

**Horspath Village and Dog Show** – Awarded £300.00 for rosettes and sundries.

**Individual Applications**

1 application was refused as receipts for the last grant awarded were not provided.

1 application was successful for swimming lessons. Total £200.00.

3 applications were successful for school uniforms. Total £600.00.

1 application was successful for the provision of computer classes for senior citizens. Total £144.00.

1 application was successful for the provision of meal vouchers for senior citizens. Total £5000.00.

**A total of £10,342.00 was awarded.**

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