

**Horspath Stone Pit Charity**  
**Minutes of Trustees' Closed Meeting – Monday 27<sup>th</sup> January 2025 at 7.30pm**  
**held at Horspath Village Hall**

**Present:** Mrs B Oakley (Chairman), Mr D Burgess, Mrs P Cook, Mrs H Franklin, Mr I Harris, Mr P Hookham, Mr B Igoe, Mr P O'Brien, Mr E Parker, Mr G Walker, Mrs H Kogel (Clerk).

**Apologies:** Mr L Coolman, Mr R Hamlet, Mr S James-Lawrie.  
**Absent:** Mr T Bearder, Mr B Lowe.

**Public:** 0

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were made on behalf of Mr Coolman, Mr Hamlet and Mr James-Lawrie. Mr Bearder and Mr Lowe were absent from the meeting.

**2. DECLARATION OF INTEREST. – None.**

**3. APPROVAL OF COMPLETED ACCOUNTS 2023/2024.**

Trustees agreed and approved the accounts for 2023/2024 prepared by Mr Kelvin Barnes.

**4. REVIEW OF CONSTITUTION.**

**Trustees carried out a review of the Constitution and agreed the following amendments:-**

**Item 1 – currently reads:-** *The Trustees of the Charity shall be the elected Councillors of the Horspath Parish Council together with up to 5 Independent Advisers at any given time with the Chairman of the Parish Council acting as Chairman of the Trustees.*

**Item 1 – Trustees agreed and approved the following revised wording:-**

The Trustees of the Charity shall be the elected Councillors of the Horspath Parish Council together with up to 5 Independent Advisers at any given time with the Chairman of the Parish Council acting as Chairman of the Trustees. Non-attendance by either Trustees or Independent Advisors for more than 6 months is deemed as automatic resignation. Any Independent Advisor can be removed by the majority vote of Trustees at a general meeting. Independent Advisors must be a resident of Horspath village.

Trustees agreed that further Independent Advisors are required.

**Item 6 – currently reads:-** *Applications from/for individuals are in recognition of exceptional performance (in education; the arts; sporting excellence; community engagement; or is recognised as an ambassador, who promotes the village through their exceptional actions). In essence, these are recognition awards for those who give something back to the village of Horspath, or have excelled in a particular area for which the Trustees may wish to acknowledge through this process.*

**Item 6 – Trustees agreed and approved the following revised wording:-**

Applications from/for individuals are in recognition of exceptional performance in education; the arts; sporting excellence; community engagement; or is recognised as an ambassador, who promotes the village through their exceptional actions (excluding all tuition costs). In essence, these are recognition awards for those who give something back to the village of Horspath, or have excelled in a particular area for which the Trustees may wish to acknowledge through this process.

**Item 9 – currently reads:-** *All applications for organisation funding and individual awards are to be submitted in writing on the appropriate application form. Proof of residency by way of an electoral role number (or that of the head of the household if the applicant is aged under 18) a recent bank statement or utility bill shall be deemed sufficient proof of residency.*

**Item 9 – Trustees agreed and approved the following revised wording:-**

All applications for village organisation funding and individual awards are to be submitted in writing on the appropriate application form. Proof of residency by way of an electoral role number (or that of the head of the household if the applicant is aged under 18) a recent bank statement or utility bill shall be deemed sufficient proof of residency. All applications for funding made by village organisations must be accompanied by supporting documents, including current/historical bank statements and latest copy of organisation accounts.

**REVIEW OF STANDING ORDERS.**

**Trustees carried out a review of the Standing Orders and agreed the following amendments:-**

**Item 2b – currently reads:-** *When a grant application from an Individual Advisor or from an Advisor's own family or near relative is to be discussed and determined by Parish Council as Trustee, the Independent Advisor's (the Board), the Advisor concerned must leave the room and take no part in the discussion or decision-making process.*

**Item 2b – Trustees agreed and approved the following revised wording:-**

When a grant application from an Independent Advisor/Trustee or from an Independent Advisor/Trustee's own family or near relative is to be discussed and determined by Parish Council as Trustee, the Independent Advisor's (the Board), the Advisor/Trustee concerned must leave the room and take no part in the discussion or decision-making process.

**Item 2c – currently reads:-** *When a grant application from Horspath Parish Council (to include Horspath Recreation Charity and Horspath Village Hall) is to be discussed and determined by the Board, a minimum of two of the Charity's Independent Advisors must be present at the meeting and their approval in support of the application must be given before that grant can be awarded.*

**Item 2c – Trustees agreed and approved the following revised wording:-**

When a grant application from Horspath Parish Council (to include Horspath Recreation Charity and Horspath Village Hall) is to be discussed and determined by the Board, a minimum of three of the Charity's Independent Advisors must be present at the meeting and the majority approval in support of the application must be given before that grant can be awarded.

**Item 3 – currently reads:-** *Individual residents and organised community groups in Horspath may apply for grants from the Charity, but in the event of over-subscription, priority will be given at the discretion of the Advisors to the support of projects which benefit the community as a whole over those which benefit only individuals. Applications from individuals may only be granted for artistic, education & training (but excluding general tuition fees), general environment, cultural, sporting excellence or exceptional opportunity purposes (excluding general membership and subscription fees) and for care in the community for the elderly and disabled. It may be insisted that any such grants are paid to a relevant third party supplier. The Board welcomes applications for grants which will fund part of the total cost of a project which will be partly funded to an equal extent by the applicants themselves. Grants will not be made to assist business, commercial or paid activities, or as contributions towards the cost of holidays or the cost of improvements to private property. Grants will normally be awarded only for activities to be carried out within the UK rather than abroad.*

**Item 3 – Trustees agreed and approved the following revised wording:-**

Individual residents and organised community groups in Horspath may apply for grants from the Charity, but in the event of over-subscription, priority will be given at the discretion of the Advisors to the support of projects which benefit the community as a whole over those which benefit only individuals. Applications from individuals may only be granted for artistic, education (but excluding general tuition fees), general environment, cultural, sporting excellence or exceptional opportunity purposes (excluding items of sporting equipment) & (excluding general membership and subscription fees), care in the community for the elderly and disabled and

hardship. It may be insisted that any such grants are paid to a relevant third party supplier. The Board welcomes applications for grants which will fund part of the total cost of a project which will be partly funded to an equal extent by the applicants themselves. Grants will not be made to assist business, commercial or paid activities, or as contributions towards the cost of holidays or the cost of improvements to private property. Grants will normally be awarded only for activities to be carried out within the UK rather than abroad. Individual grants will be awarded at the discretion of the Trustees.

#### **REVIEW OF OPERATING GUIDELINES.**

**Trustees carried out a review of the Operating Guidelines and agreed the following amendments:-**

**Item 4 – Grants – currently reads:-** *Applications from individuals may only be granted for artistic, education & training (but excluding general tuition fees), general environmental, cultural, sporting excellence or exceptional opportunity purposes (excluding general membership and tuition fees) and for care in the community for the elderly and disabled. It may be insisted that any such grants are paid to a relevant third party supplier. In making grants to individuals, priority will be given to those which will be of benefit to the whole community in Horspath.*

**Item 4 – Grants - Trustees agreed and approved the following revised wording:-**

Applications from individuals may only be granted for artistic, education (but excluding general tuition fees), general environmental, cultural, sporting excellence or exceptional opportunity purposes (excluding items of sporting equipment) & (excluding general membership and tuition fees), for care in the community for the elderly and disabled and hardship. It may be insisted that any such grants are paid to a relevant third party supplier. In making grants to individuals, priority will be given to those which will be of benefit to the whole community in Horspath.

#### **5. REVIEW OF GRANTS AND GRANT CRITERIA.**

**Instructions for funding application for Horspath Organisations:-**

**Trustees agreed and approved the following revised wording:-**

**Page 3 – Who administers the Charity was amended to read:-**

The Charity is administered by Horspath Parish Council as Trustee with support from volunteer Independent Advisors usually from within Horspath village, as appointed by Trustees and existing Independent Advisors by majority decision.

**Trustees agreed and approved the following revised wording:-**

**Page 6 – If I am successful, what happens next?**

If your application has been successful, you will have been notified by the Secretary to Trustees. After that, you will receive a BACS payment to the value of your approved application. You should be aware that you are expected to provide all supporting information within three months of receiving this. For example, you will be expected to provide copies of invoices and receipts and declaring that you have used this money for the specific purposes it was awarded. If works are on-going, a request for an extension of time for providing receipts should be made to the Secretary. Any un-spent money from the grant must be repaid to Horspath Stone Pit Charity within three months. As the Horspath Stone Pit Charity is regulated by the Charity Commission, we are obliged to demonstrate appropriate financial management of our funds. Furthermore, we are obliged to notify the Charity Commission if we believe that funding has not been used for the intended purpose.

**Instructions for funding application for Horspath Individuals:-**

**Trustees agreed and approved the following revised wording:-**

**Page 3 – Who administers the Charity was amended to read:-**

The Charity is administered by Horspath Parish Council as Trustee with support from volunteer Independent Advisors usually from within Horspath village, as appointed by Trustees

and existing Independent Advisors by majority decision.

**Page 4/5 – What are eligible activities?**

**Trustees agreed and approved the following revised wording:-**

The awards are intended to recognise a special achievement by an individual from the village community. Award applications may be for one of the following activities:

**Community Engagement** - Supporting an initiative which involves the village community.

**Arts Award** - Supporting someone who has made significant achievement in the arts.

**High Flyer Award** - Supporting someone who has made significant academic achievement, or who has had particular challenges to overcome and succeed.

**Young Ambassador** - Someone who has done something which promotes the village through their exceptional actions.

**Sporting Award** - Supporting someone who has achieved a significant success in sport and has represented Horspath at county, or national level.

**Unsung Hero** - For example, someone who has done something which supports/promotes the village through their exceptional actions, often which go unnoticed, or unrecognised.

**Page 5 – How do I know if this application has been successful?**

**Trustees agreed and approved the following revised wording:-**

The applicant, (and their nominee, if applicable), will be notified by the Secretary to the Trustees in the first instance. After that, you will receive a BACS payment to the value of your approved application. You should be aware that you are expected to provide all supporting information within three months of receiving this. For example, you will be expected to provide copies of invoices and receipts and declaring that you have used this money for the specific purposes it was awarded. If activities are on-going, a request for an extension of time for providing receipts should be made to the Secretary. Any un-spent money from the grant must be repaid to Horspath Stone Pit Charity within three months. Non-compliance will mean that future grant applications may not be considered. As the Horspath Stone Pit Charity is regulated by the Charity Commission, we are obliged to demonstrate appropriate financial management of our funds. Furthermore, we are obliged to notify the Charity Commission if we believe that funding has not been used for the intended purpose.

**REVIEW OF SCHOOL UNIFORM GRANT.**

Trustees agreed that a grant of £200.00 is an adequate contribution towards school uniform.

**REVIEW OF CHILDREN’S GRANTS.**

Trustees agreed that the Children’s Grants will remain at £200.00 each and will be reviewed again next year.

**6. AOB.**

- a. Trustees agreed that there is no requirement to notify a Solicitor of the internal changes. Mr O’Brien recommended a Solicitor to act on behalf of HSPC & HPC. It was agreed that Trustees should put forward any other Solicitor before the next HPC meeting.
- b. Mr Parker stated that due to level of income and the value of assets, HSPC has met the criteria for an audit to be carried out. It was agreed that Trustees should put forward a company to carry out an audit in time for the next meeting.
- c. Trustees agreed that the Clerk contact Lemoneye to revise the Individual & Organisation application forms.

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