

**MINUTES OF THE SECOND TRUSTEES MEETING OF
PEAT RIGG CHARITABLE FOUNDATION**

**1.30PM ON WEDNESDAY 13th DECEMBER 2023.
PEAT RIGG**

Item No.	Agenda Item	<i>Actions required.</i>
2/01	<p>Present and Apologies:</p> <p>Present: Ian Thorpe (IT), Derek Noble (DN), Matthew Webster (MW), Alasdair Thorpe (AT).</p> <p>Apologies: Alison Featherstone (AS).</p> <p>Others Present: Claire Thorpe – minute taker</p>	
2/02	<p>Declarations of Interest and any items to be marked as confidential.</p> <p>No new declarations of interest or business interests</p>	
2/03	<p>Notification of any other urgent business</p> <p>None.</p>	
2/04	<p>Confirm the accuracy of the minutes of the meeting of the 30th of August 2023</p> <ul style="list-style-type: none"> • 2 typos rectified. • Proposed by MW seconded by AT. <p>Decision: Agreed unanimously.</p>	
2/05	<p>Matters arising:</p> <ul style="list-style-type: none"> • Clarification of Objects legal definition; Children are under 14s and young people 14 to 17 year olds. • Confirmation that all trustees received the following emails. <ul style="list-style-type: none"> - PRCF Objects - Charity Commission advice on formation - Founding Constitution - PRCIC PRCF Joint working agreement - PRCF Safeguarding policy - PRCI Staff Code of Conduct 	

	<ul style="list-style-type: none"> Meeting with Tom Craddock of Azets. Quoted £2700 for accounts and independent audit. Price accepted. Proposed by MW seconded by IT Decision: Unanimously agreed His advice was: <ul style="list-style-type: none"> pay Edwards Thomsons wages as normal and then recharge PRCF Must be clear invoice trail between PRCF and CIC Unrestricted grants are easier. Restricted grants must have clearly separated costs and spending. The existing spreadsheets will be adapted to reflect this requirement (Azets Partner) will be the independent examiner. Trustees report will be prepared by IT, but Tom Craddock will give limited feedback prior to submission The minutes of Trustees meetings are very important for the report and auditing Teams meeting with Tom in June Trustees indemnity insurance to start in the new year when we start trading DBS information ready to be forwarded to AT, MW, AF 	
2/06	<p>Financial Report (IT - verbal):</p> <ul style="list-style-type: none"> CAF bank set up. All trustees have access to CAF bank. 2 signatories (apart from IT and DN) now in place Problems with the way CAF bank operate – two signing for every transaction. Trustees don't see this as satisfactory. IT to investigate options, and if no progress we will consider another bank. No trading until spring 2024 Eds wages paid by PRCF to start in January 2024. Employment rights etc to mirror Peat Rigg CIC. Document about fees paid by PRCF to CIC discussed and they were considered to be a fair estimate of reality. Quarterly charges of £11,601 per quarter. Preposed by MW seconded by IT. Decision: Unanimously agreed to accept document and to keep it under continual review Peat Rigg has donated £50100 to PRCF Peat Rigg CIC may donate more before the year end Peat Rigg may be able to donate £75,000 in 2024 CAF Gold account only pays interest of 2.5% Discussions concluded PRCF should look for a savings account with a better rate, but reasonable access Preposed by DN seconded by AT 	<p><i>IT to look at options and keep Trustees informed</i></p>

	<p>Decision: Unanimously agreed that IT will look into and open another savings account</p> <p>Grant application may be difficult due to lack of trading history and no accounts. Many require match funding and therefore we will need to have an accessible balance. If the opportunity arises then IT will email trustees for permission, and we will keep the emails as evidence.</p>	
2/07	<p>Secretary and Administrators Report (DN)</p> <ul style="list-style-type: none"> • HMRC have replied, confirming year end of 31.12.24 	
2/08	<p>Bookings and other income</p> <p>Predicted Income to end of 2024. Course income DofE £75,000 Course income SEND groups £30,000. Course income disadvantaged groups £25,000 Donation from PRCIC in 2023 £50,100 Donation from PRCIC in 2024 £75,000 Total income £255,100</p> <p>Predicted costs to end of 2024. Eds wages £36,000 Freelance costs £25,000 Peat Rigg charges £46,382 Total expenditure £107382</p> <p>Surplus without any addition spending on projects £147,718</p>	
2/09	<p>H&S, Accidents, Incidents and Safeguarding</p> <p>None</p> <p>Discussions about what is recorded especially concerning incidents. Also about sharing information and analysis of data This will always remain on the PRCF agenda.</p>	
2/10	<p>Policies:</p> <p>Confirmation that all trustees had been emailed: Discussions by all trustees to make sure everybody understood the processes involved. Particular attention paid to the operation of DofE courses due to the use of freelance staff and the remote nature of activities.</p> <p>PRCF Safeguarding Policy. Proposed by DN seconded by MW. PRCF Staff Code of Conduct. Proposed by MW seconded by IT. PRCF PRCIC Joint working agreement: proposed by DN seconded by MW.</p> <p>Decision: all three policies were unanimously adopted</p>	

	<p>Reminder that the 6 core policies have an annual sign off by all staff (including freelancers)</p> <p>Trustees can access all PRCT policies on google drive.</p>																			
2/11	<p>Aims and Objectives Update</p> <table border="1"> <tr> <td>Charity object</td> <td>update</td> </tr> <tr> <td rowspan="3">Delivery of Charitable Objects</td> <td>22 organisations booked into 2024</td> </tr> <tr> <td>More environmental actions planned in 2024</td> </tr> <tr> <td>Environmental education an element of all 2024 courses</td> </tr> <tr> <td rowspan="3">Financial security - income</td> <td>Income will from course will start in spring 2024</td> </tr> <tr> <td>Donations (from PRCIC) held until next trustees' decision</td> </tr> <tr> <td>Discussed potential spend will not exceed either grant or match element</td> </tr> <tr> <td>Financial security - expenditure</td> <td>We will not let spending take us into the red</td> </tr> <tr> <td>Financial risk management</td> <td>Trustees still committed to no debt</td> </tr> <tr> <td rowspan="3">Compliance with company and trustee law and guidance</td> <td>All policies online</td> </tr> <tr> <td>Three policies approved at this meeting</td> </tr> <tr> <td>Ed to be sent on DSL training course</td> </tr> </table>	Charity object	update	Delivery of Charitable Objects	22 organisations booked into 2024	More environmental actions planned in 2024	Environmental education an element of all 2024 courses	Financial security - income	Income will from course will start in spring 2024	Donations (from PRCIC) held until next trustees' decision	Discussed potential spend will not exceed either grant or match element	Financial security - expenditure	We will not let spending take us into the red	Financial risk management	Trustees still committed to no debt	Compliance with company and trustee law and guidance	All policies online	Three policies approved at this meeting	Ed to be sent on DSL training course	
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2/12	<p>Development plan and planned expenditure</p> <ul style="list-style-type: none"> • To develop the offer for DofE and SEND groups. • Looking into a phased investment rather than a huge project • Grant applications will need an element of match funding that could be between 20 and 60% • No immediate decision needed. • Put surplus into 3 month access savings account Discussions about the amount resulted in a suggestion that a initial investment of £30k into a savings account 																			
2/13	<p>AOB:</p> <ul style="list-style-type: none"> • The number of meeting required per year will be kept under review 																			



2/14	Time and Date of next meeting: 10 th April 2024 at 1.30pm at Peat Rigg	
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Signed

Date 13th December 2023

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation