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**MINUTES OF THE INAUGURAL MEETING OF THE
 PEAT RIGG CHARITABLE FOUNDATION**

1.30PM ON WEDNESDAY 30th AUGUST 2023
PEAT RIGG

Item No.	Agenda Item	Actions required.
1/01	<p>Introductions:</p> <p>All trustees gave an overview of their relevant experience</p>	
1/02	<p>Present and Apologies:</p> <p>Present: Ian Thorpe, Derek Noble, Alison Featherstone, Matthew Webster, Alasdair Thorpe.</p> <p>Others Present: Claire Thorpe – minute taker</p>	
1/03	<p>Declarations of Interest and any items to be marked as confidential.</p> <p>Conflicts of interest, and confidentiality explained by IT and discussed by the trustees. IT and DN declared Directorship of Peat Rigg CIC AT declared DofE freelancing several years ago but no immediate plans to freelance IT and AT brothers.</p> <p>None other declared.</p>	
1/04	<p>Notification of any other urgent business</p> <p>None.</p>	
1/05	<p>Election of Officers:</p> <ul style="list-style-type: none"> • IT proposed for Chair by DN seconded by MW. Decision: Agreed unanimously. • DN Proposed for Secretary by AT seconded by IT. Decision: Agreed unanimously. • IT proposed for Treasurer by MW seconded by AF. Decision: Agreed unanimously. 	
1/06	<p>Minute taker</p> <p>Rationale: All trustees want to be able to concentrate on the discussions in meetings, therefore:</p>	

	<ul style="list-style-type: none"> Decision: Unanimously agreed that Claire Thorpe would be the minute taker 	
1/07	<p>The Purpose of PRCF: Objectives: Handed out to all trustees and also will be sent by email.</p> <p>Established to be as broad as possible to avoid limiting the work of the Foundation.</p> <ul style="list-style-type: none"> Running and outdoor Education Centre, mainly for children and young people. Environmental enhancement of Peat Rigg Using this resource to run courses. <p>It was noted that setting the objectives followed extensive advice from Rollits (Charity Solicitors) and the Charities Commission.</p>	<i>IT will email to all trustees</i>
1/08	<p>Finances: Banking options discussed. Options: Charities Aid Foundation or existing bank HSBC. CAF is a better match with our aims therefore: Decision: Unanimously voted to proceed with CAF bank</p> <p>Discussions on how to help the effectiveness of trustee oversight and monitoring of all financial affairs and showing no bias towards Peat Rigg CIC. Only IT and DN have day to day involvement at Peat Rigg therefore: Decisions: All trustees to have access and oversight of the bank account. Two signatories for any single transaction over £5,000 and signatories to be any 2 apart from IT and DN.</p> <p>Year end: Options discussed. Not much trade in the remainder of 2023 Decision: 31st Dec 2024</p> <p>Rules about expenses for trustees explained, travel to meetings acceptable. All trustees thought that would not be necessary.</p> <p>Sources of income expected within first accounting period:</p> <ol style="list-style-type: none"> Course Income: Base Camp site to the north of the main buildings. This will include, DofE, Special Needs camping and day groups. Donations: probably from Peat Rigg CIC and Tees Valley Community Foundation Grant applications <p>Accounts will be independently audited by Azets Trust Accounting Department.</p> <p>Discussions on the need for a risk adverse attitude towards financial control</p>	<p><i>IT to submit application asap</i></p> <p><i>IT to ask for these conditions</i></p> <p><i>IT to ask CC to set 31st December 2024 as first year end</i></p> <p><i>IT and DN to have meeting with Tom Craddock. Charity Consultant at Azets accountants</i></p>

	<p>All agreed that it would be sensible to establish a reserve of at least three months of expenditure.</p> <p>Spending Priorities:</p> <ul style="list-style-type: none"> - One full time employee wage: Edward Thomson, Duke of Edinburgh coordinator. Other staffing will mainly be freelance staff. - PRCF will pay for services used at a realistic and fair rate. It will include a proportion of items such as electricity, cleaning, food costs. - To be reviewed each year. 	<p><i>IT to provide policy and predicted costings to be discussed at the next meeting</i></p>
1/9	<p>Meetings: Frequency and involvement discussed. Three would suit everybody and provide sufficient oversight, therefore: Decision: Three formal meetings a year. December, April and August. Wednesday Afternoons preferable.</p> <p>Projects that could be funded discussed once PRCF financially established. Must be majority agreement.</p>	
1/10	<p>Role of Trustees: Charity Commission Guidance Satisfying 'public benefit' requirements: Guidance handed out to all trustees.</p> <p>Managing PRCF's resources: PRCF will only undertake projects and investment when sufficient funds are available.</p> <p>Constitution Compliance: Meetings will be held three times a year. PRCF needs two trustees to be quorate 2. Discussions about separation of Peat Rigg CIC and PRCF functions. Decision: meeting will be deferred if only IT and DN available.</p> <p>Trusteeship and officers' roles: No timescales set for being a trustee being an officer.</p> <p>Any person can act as a proxy, and meetings can be run or attended virtually.</p> <p>Trustees to have knowledge of founding constitution.</p>	<p><i>Handed out at meeting and IT will send in an email</i></p> <p><i>To be sent to all trustees following the meeting</i></p>
1/11	<p>Policies:</p> <p>All policies will mirror those of Peat Rigg CIC to ensure clarity and standardisation of operations.</p> <p>Voluntary DBS to be applied for all trustees.</p>	<p><i>IT to forward online applications to MW, AF and AT IT to put all policies on google documents.</i></p>

	<p>AF suggested an online 'library' of policies that could be accessed by everybody as a resource. These documents (and minutes) can be approved and signed online.</p> <p>At least 3 policies to be considered and adopted at each meeting. First meeting should include safeguarding and the Joint working agreement.</p>	<p><i>IT to investigate and implement</i></p> <p><i>3 policies for updating and approval on the agenda for the next meeting</i></p>
1/13	<p>Professional Indemnity Insurance for Trustees: All agreed that it would be sensible to have that insurance. Zurich Insurance suggested by DN</p>	<p><i>IT to organise.</i></p>
1/14	<p>Any other business or correspondence</p> <p>Aims for the first accounting period:</p> <p>The trustees considered and amended a document provided by IT for a number of aims, closely related to the charitable objects, that PRCF intends to achieve by the end of 2024.</p> <p>AT pointed out there was different phrasing from the founding objects</p>	<p><i>To be reviewed by trustees at the next meeting</i></p> <p><i>IT to change so that first year aims match wording in objects.</i></p>
1/15	<p>Next Meeting:</p> <p>13th Dec 2023 at 1.30pm at Peat Rigg</p>	



Signed

Date 13th December 2023

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation