

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

**1.30PM ON WEDNESDAY 22nd JULY 2024.
PEAT RIGG**

Item No.	Agenda Item	<i>Actions required.</i>
4/01	<p>Present and Apologies:</p> <p>Present: Ian Thorpe (IT), Derek Noble (DN), Alison Featherstone (AF). Alasdair Thorpe (AT).</p> <p>Apologies: Matthew Webster (MW),</p> <p>Others Present: Claire Thorpe – minute taker</p>	
4/02	<p>Declarations of Interest and any items to be marked as confidential.</p> <p>No new declarations of interest or new business interests</p>	
4/03	<p>Notification of any other urgent business</p> <p>None.</p>	
4/04	<p>Confirm the accuracy of the minutes of the meeting of the 10th of April 2024</p> <p>Subject to typo correction</p> <ul style="list-style-type: none">Proposed by AT seconded by DN. Decision: Agreed unanimously.	
4/05	<p>Matters arising:</p> <ul style="list-style-type: none">The matter of part of a grant (that was paid into the now unused CAF bank account): IT will confirm old transfer arrangements with another Trustee and transfer the money back into the Charity HSBC accountAs stated in the last meeting the finance and bookings items will be combined, rather than separate items as stated in the agendaAT has completed the Safer Recruitment Training Courses as suggested in the last meeting (on the Trustees secure page on Peat Riggs website)	

4/06

Financial Report (IT - verbal): Income

- Current situation £107205 in PRCF HSBC account £119705 when £12500 transferred back from the CAF account. As before all from trading and donations from the CIC.
- Income from trading gone up from £112k to £132k comprising SEND, Disadvantaged groups and DofE.
- Additional donation from Peat Rigg CIC still expected to be in the £75k region.
- Changes from previous income estimates: More DofE groups have booked in, and more SEND groups.
- AT raised the potential for open DofE courses (individual bookings) IT thinks we are not set up for it at the moment with the increased admin input required. However, this may be considered in the future.

Expenditure

- Costs remain predictable
- The increase in turnover does not warrant a change in the charges made by the CIC, but that will be kept under review
- Decisions about use of surplus toward charitable objects below

Summary

- Having both accounts within HSBC is making it much easier
- Cashflow OK with a year-end of £196k before and spending decisions
- Profit/surplus increased to £183k (was £163k at last meeting)

Bookings and other income

For the first financial year: July 5th 2023, to December 31st 2024

Item	No.of groups	Estimate at last meeting	Current position
DofE	12 up from 7	40000	52,400
SEND	8 up from 7	30,000	55,000
Disadvantaged	11 same	25,000	25,000
PRCIC 2023 gift		50,100	65,100
PRCIC 2024 gift	projected	75,000	75,000
NY Sport grant		20,000	20,000
Number of clients		424	621
Total		£252,100	£292,500

4/07

Secretary's Report (DN)

- Confirmation that all trustees have password protected access to a range of information on Peat Rigg's website including policies, bank statements, and proofs of compliance with CC requirements. Password PRCFtrustees

	<ul style="list-style-type: none"> Discussed the need for Tom Craddock (Azets) to have access to Trustees website section. Proposed by IT seconded by AT. Decision: Agreed unanimously. IT has started the process to investigate the costs of an electricity upgrade with Northern Powergrid. The feedback is that this will be slow and expensive. No other correspondence 	
4/08	<p>Trustee Scrutiny of Financial Matters</p> <ul style="list-style-type: none"> Recharging of monies paid into Peat Rigg CIC was explained by DN. All trustees had seen and understood the transfers 	
4/09	<p>H&S, Accidents, Incidents and Safeguarding</p> <ul style="list-style-type: none"> All accident records are kept together to help keep an overview of any patterns for trends. Ed will extract accidents, incidents and safeguarding reports for us to examine This since last meeting: one accident with a dislocated kneecap. The kneecap went back into position and no further action was necessary <p>Ticks found on participants are recorded separately but will disproportionately be on DofE courses due to the terrain that they use. Advice about prevention, good management and information to those affected</p>	<p><i>IT will check if insect repellent is on the DofE kit list</i></p>
4/10	<p>Policies:</p> <p>Confirmation that all trustees had been emailed:</p> <p>GDPR Policy, Disciplinary Policy, Safer Recruitment Policy</p> <p>Discussions from Trustees experience and expertise resulted in some changes to make all three policies more robust:</p> <p>Disciplinary Policy: Proposed by DN seconded by AT Subject to agreed amendments Decision: Disciplinary Policy unanimously adopted</p> <p>Safer Recruitment Policy: Proposed by AF seconded by DN Subject to agreed amendments Decision: Safer Recruitment Policy unanimously adopted</p> <p>GDPR Policy: Proposed by IT seconded by AT</p>	<p><i>AF will email information about</i></p>

	<p>Subject to agreed amendments Decision: GDPR Policy unanimously adopted</p> <p>The most up to date version will always be on the website.</p>	<p><i>data breach action to IT</i></p>
<p>4/11</p>	<p>Aims and Objectives Update:</p> <p>Delivery of Charitable Objects</p> <p>Copy of the full objects made available at the meeting.</p> <ul style="list-style-type: none"> • Outdoor Education • Environmental Education • Conservation and enhancement of Peat Rigg <p>What has happened since the last meeting:</p> <p><u>Object one</u> Strongly meeting this objective with increased bookings and numbers of participants from all target groups</p> <p><u>Object two</u> Still a standard element on all courses and development plans will strengthen this further.</p> <p><u>Object three</u> The big projects paid for through FiPL have been completed, but ongoing management of these sites is continuing, and further projects are planned for the remainder of 2024 and beyond.</p>	
<p>4/12</p>	<p>Development plan and planned expenditure</p> <ul style="list-style-type: none"> • Any decisions must tie in with our charitable objects. • We have a need for a multi-use 'outdoor classroom' that will also give poor weather protection. This would meet the charity's' objective of environmental projects and should be funded by the charity. It would also be well used by the DofE groups. • IT and CT have had an onsite with Neil Duffield to discuss the implications for a planning application. IT would like to progress this idea by submitting a pre-application to the North York Moors Planning department. Proposed by DN seconded by AF Decision: Decision to submit a preapplication agreed • Measures to improve access are still important, however we will wait to see if we are successful with a grant from NYM FiPL to assist with this • New lake path will significantly improve the accessibility and therefore the offer for SEND groups 	<p><i>IT to provide an estimate of costs for this project. If this progresses before the next meeting, IT will email Trustees to ask if they want to go ahead</i></p>

4/13	AOB: <ul style="list-style-type: none">We discussed whether we need to have three meeting per year, and it was agreed that we should continue with three.	
4/14	Time and Date of next meeting: Wednesday the 4 th of December 2024 at 1.00pm lunch available, meeting to start at 1.30pm.	



Signed:

Date: 22nd July 2024

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation