

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

**1.30PM ON WEDNESDAY 10<sup>th</sup> APRIL 2024.  
PEAT RIGG**

Item No.	Agenda Item	<i>Actions required.</i>
3/01	<p><b>Present and Apologies:</b></p> <p><b>Present:</b> Ian Thorpe (IT), Derek Noble (DN), Alison Featherstone (AS). Matthew Webster (MW), Alasdair Thorpe (AT).</p> <p><b>Apologies:</b></p> <p><b>Others Present:</b> Claire Thorpe – minute taker</p>	
3/02	<p><b>Declarations of Interest and any items to be marked as confidential.</b></p> <p>No new declarations of interest or new business interests</p>	
3/03	<p><b>Notification of any other urgent business</b></p> <p>None.</p>	
3/04	<p><b>Confirm the accuracy of the minutes of the meeting of the 13<sup>th</sup> of December 2023</b></p> <ul style="list-style-type: none"> <li>• Proposed by DW seconded by AT. <b>Decision: Agreed unanimously.</b></li> </ul>	
3/05	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• Clarification: the advice from Tom Craddock was for Peat Rigg CIC to pay Edward Thomsons wages then as he is an employee of PRCF the CIC will invoice (recharge) PRCF as soon as the HSBC bank account is set up</li> </ul>	<i>To be paid once HSBC account is established</i>
3/06	<p><b>Financial Report (IT - verbal): Income</b></p> <ul style="list-style-type: none"> <li>• Current situation £86404 in the CAF account: that has been derived from start of trading and donations from Peat Rigg CIC.</li> </ul>	<i>Next agenda IT will combine</i>

	<ul style="list-style-type: none"> <li>This will all be transferred into the new HSBC account and all trustees should be sent signing in instructions soon.</li> <li>If the HSBC explanation of the dual signing arrangements are not obvious then IT will contact all to clarify</li> <li>We will keep the CAF account open for a year to allow for any payments that still go to this account (cost £5/month)</li> <li>Income from trading £112k comprising SEND, Disadvantaged groups and DofE.</li> <li>Additional donation from Peat Rigg CIC still expected to be in the £75k region.</li> <li>Changes from previous income estimates: DofE lower, PR CIC higher</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>Existing charges (rent, etc) likely to be similar, freelance staff is the main variable.</li> <li>Decisions about use of surplus toward charitable objects below</li> </ul> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>Should be easier to manage with the move to HSBC.</li> <li>Cashflow OK with a year end of £167k before and spending decisions</li> <li>Profit/surplus currently £163k</li> </ul>	<i>Finance Report and bookings</i>																																
3/07	<p><b>Secretary's Report (DN)</b></p> <ul style="list-style-type: none"> <li>Email to Trustees asking for permission to use £5,500 as match funding, against a £20,000 grant from North Yorkshire Sport, for construction of a disabled access track.</li> <li>Email to trustees to seek agreement to open HSBC account and the dual signing arrangements.</li> <li>Trustees Indemnity Insurance in place 1.4.24 cost £708.53.</li> <li>Ian to email a copy of insurance to all trustees.</li> <li>Jamie Hallam contracted to complete the access track.</li> <li>28.3.24 account officially open, dual signatories over £10,000.</li> </ul>																																	
3/08	<p><b>Bookings and other income</b></p> <p>For the first financial year: July 5<sup>th</sup> 2023, to December 31<sup>st</sup> 2024</p> <table border="1" data-bbox="229 1529 1185 1872"> <thead> <tr> <th>Item</th> <th>No. of groups</th> <th>Dec. 23 estimate</th> <th>Current position</th> </tr> </thead> <tbody> <tr> <td>DofE</td> <td>7</td> <td>75,000</td> <td>40,000</td> </tr> <tr> <td>SEND</td> <td>7</td> <td>30,000</td> <td>47,000</td> </tr> <tr> <td>Disadvantaged</td> <td>11</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>PRCIC 2023 gift</td> <td></td> <td>50,100</td> <td>65,100</td> </tr> <tr> <td>PRCIC 2024 gift</td> <td>projected</td> <td>75,000</td> <td>75,000</td> </tr> <tr> <td>Number of clients</td> <td></td> <td></td> <td>424</td> </tr> <tr> <td>Total</td> <td></td> <td>£255,100</td> <td>£252,100</td> </tr> </tbody> </table> <p>Issues to influence spending decisions:</p> <ul style="list-style-type: none"> <li>We can't guarantee the PRCIC donation.</li> <li>DofE may change in 2025: hopefully increased turnover</li> </ul>	Item	No. of groups	Dec. 23 estimate	Current position	DofE	7	75,000	40,000	SEND	7	30,000	47,000	Disadvantaged	11	25,000	25,000	PRCIC 2023 gift		50,100	65,100	PRCIC 2024 gift	projected	75,000	75,000	Number of clients			424	Total		£255,100	£252,100	
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3/09	<b>H&amp;S, Accidents, Incidents and Safeguarding</b> None	
3/10	<b>Policies:</b>  Confirmation that all trustees had been emailed:  PRCF EDI policy. Proposed by IT seconded by MW. On completion of AT changes. AT to complete Safer Recruitment Training Course.  PRCF Grievance policy. Proposed by MW seconded by AT. Subject to amendments <b>Decision: both policies were unanimously adopted</b>	<i>Will be completed and made available to trustees</i>  <i>AT to complete safer recruitment course and send invoice to PRCF</i>
3/11	<b>Aims and Objectives Update:</b>  <b>Delivery of Charitable Objects</b>  Copy of the full objects made available at the meeting. <ul style="list-style-type: none"> <li>• Outdoor Education</li> <li>• Environmental education</li> <li>• Conservation and enhancement of Peat Rigg</li> </ul> What has happened since the last meeting:  <u>Object one</u> Bookings for 25 separate organisations – all outdoor education object met for all ages groups.  <u>Object two</u> There will be a strong element of teaching and learning about environmental education on all of the courses.  <u>Object three</u> <ul style="list-style-type: none"> <li>• An additional 750 metres of hedgerow incorporating hedgerow trees.</li> <li>• A new area of mixed woodland as the screening for the Basecamp - 125 trees</li> <li>• Disabled access path funding obtained and due to be in place by spring.</li> </ul>	Objects to be included in each meeting and seen as a working document.
3/12	<b>Development plan and planned expenditure</b> <ul style="list-style-type: none"> <li>• Do any decisions must tie in with our objects.</li> <li>• The longer-term project of a disabled accommodation centre can be started but will need a good 'match' contribution if external funding is to be obtained.</li> </ul>	May '25 end of planning permission for accommodation

	<p>Options to consider:</p> <ul style="list-style-type: none"> <li>• Take measures to preserve the existing planning permission.</li> <li>• Environmental education enhancement</li> <li>• Access to south woods – steps and paths</li> </ul> <ul style="list-style-type: none"> <li>• To develop the offer for DofE and SEND groups.</li> <li>• Looking into a phased investment rather than a huge project</li> <li>• No immediate decision needed.</li> </ul>	<p>block. This must be maintained.</p> <p>Services to be taken up to site. IT to explore costs with a view to going ahead. IT to communicate this with Trustees by email.</p>
2/13	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• At the moment, 3 meetings per year will adequately cover our needs.</li> <li>• DBS slow process, good practise.</li> </ul>	
2/14	<p><b>Time and Date of next meeting:</b> 24<sup>th</sup> July 2024 at 1.00pm lunch available, meeting to start at 1.30pm.</p>	



Signed

Date: 24<sup>th</sup> July 2024

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation