

Draft minutes

MINUTES OF THE SECOND TRUSTEES MEETING OF PEAT RIGG CHARITABLE FOUNDATION

1.30PM ON WEDNESDAY 4th DECEMBER 2024.
PEAT RIGG

Item No.	Agenda Item	Actions required.
4/01	<p>Present and Apologies:</p> <p>Present: Ian Thorpe (IT), Derek Noble (DN), Alison Featherstone (AF). Alasdair Thorpe (AT) Mathew Webster (MW).</p> <p>Apologies: None</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 24th July 2024</p> <p>Subject to typo correction</p> <ul style="list-style-type: none">Proposed by AT seconded by AF. <p>Decision: Agreed unanimously.</p>	
4/05	<p>Matters arising:</p> <ul style="list-style-type: none">None	
4/06	<p>Income and Expenditure report (IT - verbal):</p> <p>Income</p> <p>Summary of 2024 and projected bookings for 2025</p> <ul style="list-style-type: none">Current situation £90k in PRCF HSBC	

	<ul style="list-style-type: none"> • As before all from trading and donations from the CIC and a grant from North Yorkshire levelling up fund (£20k) • Income from trading gone up from £130,657 comprising SEND, Disadvantaged groups and DofE. • Additional donation from Peat Rigg CIC still to be decided following advice from Azets accountants but expected to be approximately £140,000 <p>Expenditure</p> <ul style="list-style-type: none"> • Main items are the re-charge of Eds wages and the monthly rent to Peat Rigg CIC • The next biggest item are freelance instructors • 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 <p>Summary</p> <ul style="list-style-type: none"> • Cashflow OK with a year-end of £208k before and spending decisions • Profit/surplus increased to £201k (was £183k at last meeting) <p>Bookings and other income</p> <p>IT shared the management accounts for 2024 and 2025 with all trustees during the meeting</p> <p>This is a real time document, but currently shows the profits and expenditure today</p> <p>Both of these documents are also in the finance section of the Trustees section of the website</p>	
4/07	<p>Secretary's Report (DN)</p> <ul style="list-style-type: none"> • Meeting with Tom Craddock (today) confirmed that he is using the Peat Rigg trustees' section of the website and he stated that the meeting minutes show good governance • End of year accounts will be with Azets accountants in early January 2025 and we hope to have them prepared by the next meeting in April • Tom Craddock will provide information about the preparation of the end of year report. This is called a trustees report therefore it will need to be reviewed and signed off by Trustees • The PRCF and PRCIC joint working agreement has been reviewed and is a fair reflection of operations in 2024 	

	<ul style="list-style-type: none"> No other correspondence 	
4/08	<p>Trustee Scrutiny of Financial Matters</p> <ul style="list-style-type: none"> All bank statements up to date on Trustees section of the Peat Rigg website and individuals can sign in to check any transaction AF asked about BHD design and IT explained that it was the initial design and planning application for North Rigg Trustees confirmed that they have access and have seen the bank statements on the secure section of the website 	
4/09	<p>H&S, Accidents, Incidents and Safeguarding</p> <ul style="list-style-type: none"> IT shared the whole centre end of year accident analysis 18 accidents/incidents have occurred in the course that were run by the Charity Charity element matches the spread for all groups at Peat Rigg in 2024 – behaviour related accidents largest. No patterns or trends. Trustees explored and discussed the categories of accident/incident, the activities where they occurred and the potential pitfalls of analysing small data sets. Confirmation that Insect repellent is included on the DofE kit list 	<p><i>Whole centre analysis added to Trustees secure section of the website</i></p>
4/10	<p>PRCF and PRCIC joint working agreement</p> <ul style="list-style-type: none"> Confirmation that this item will always be on the agenda (IT had left it off the draft agenda) Following CC guidance and our own decision in previous meeting we have agreed to review this agreement every meeting 	
4/11	<p>Policies for Review</p> <p>Confirmation that all trustees had been emailed:</p> <p>Data Breach Policy and DBS Information Handling Policy</p> <p>In the Data Breach policy: add trustees into the scope and training section of the policy. Confirmation that all policies have a January review, and will automatically be reviewed if an incident occurs where policy guidance is needed.</p> <p>Data Breach Policy:</p>	

	<p>Proposed by DN seconded by AT Subject to agreed amendments Decision: Data Breach Policy unanimously adopted</p> <p>DBS Information Handling Policy: Proposed by MW seconded by AT Subject to agreed amendments Decision: DBS Information Handling Policy unanimously adopted</p>	<p><i>Amended and added to the Trustees secure section of the website</i></p>
4/11	<p>Review of first year objectives and charitable objects</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 in 2024: <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> A standard element on all courses throughout 2024.</p> <p><u>Object three</u> Ongoing maintenance of all environmental projects and areas. Plan being drawn up to use ELMs scheme to go even further</p> <p>Measurable and evidenced delivery on all Charity Objects meeting and exceeding all the first year aims.</p> <p>Review of first year aims shared with Trustees. It demonstrates that PRCF met and exceeded all of the first year aim and PRCF's Objects</p>	<p><i>It to put review of first year aims on Trustees secure section of website</i></p>
4/12	<p>Development plan and planned expenditure</p> <ul style="list-style-type: none"> • Variation of planning permission applied for • Decision due on the 23rd • Difficulty in obtaining a realistic cost – but suggested cost £200k • Builder Richard Owen agreed to start in March but groundworks could start in mid-January/Feb • Worst case scenario: Peat Rigg to pay for everything • IT has three current grant applications and will be applying for at least three others before building starts. 	

	<ul style="list-style-type: none"> IT particularly hopeful for some financial assistance from Tees Foundation Trustees discussed options if events result in the costs rising: These included halting building works (worst option), pausing on non-essential items (eg green roof), considering bringing forward any donations from the CIC (depending on income and cashflow) 	
4/14	<p>AOB:</p> <ul style="list-style-type: none"> Trustees discussed and agreed the move the farm management and payments over to PRCF as it fits in with the objects We would need to get transfer arranged with DEFRA If successful we will join SFI and Higher-level Countryside Stewardship hopefully in 2025. Trustees discussed and agreed the move of the accessible bike track into the remit of PRCF Permission from NYM Farming in Protected landscaped team will be required 	<i>If this occurs before the next meeting IT will inform Trustees</i>
4/15	<p>Time and Date of next meeting: Wednesday the 16th of April 2025 at 1.00pm lunch available, meeting to start at 1.30pm.</p>	



Signed:

Date: 2024

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation