

# The Dagwood Trust

## Minutes of the Dagwood Trust Annual General Meeting Monday 25<sup>th</sup> January 2021 @ 19.30. The meeting was held via Zoom.

In Attendance: Revd Ann Coleman (AC); Mrs Chris King (CK); Mr Bill Parkinson (BP) (Part Time); Mr David Miles (DM); Mr Roger Blake (Secretary) (RB); Mrs Chris Blackie (CB) (Treasurer).

1. **Apologies:** Cllr David Potter (DP).
2. **Minutes of the last meeting held 19<sup>th</sup> October 2020** – Approved.
3. **Actions from last meeting minutes.**
  - (a) *Provision for a grant of £400 be set aside for a Virtual Summer Explorers event.* The parents contributed £7.5 per child but some needed support and the Dagwood Trust agreed to meet a shortfall for this year's Summer Explorers activity. *No shortfall existed; item discharged.*
  - (b) The audit of accounts for the calendar year 2019 is to be progressed as a matter of urgency with the pro bono accountant Ruth P Dimond. *Accounts for 2018 and 2019 issued and signed off; item discharged.*
  - (c) It was noted that an invoice for the swimming pool lease arrangement fees, and issued by Essex County Council in August 2019, had been challenged by the Trust and was now in "suspended animation". Therefore, its charge of £2541.50p should be recognised as an ongoing liability to the trust. *Item identified in accounts as a liability; item discharged.*
  - (d) A re-quote from Policy Bee was obtained for Trustee and Directors liability insurance for £43.38 pa for £250,000 cover. Given the total assets of the trust are under £150,000 the trustees felt that the Secretary should follow up on the quote from Policy Bee. RB to enquire as to alternative payment arrangements rather than recurring credit card arrangements, to be agreed by email **(Action RB)**.
  - (e) The local Facebook "Doddinghurst Discussion Group" will be used to raise awareness by informing people of the existence of the Dagwood Trust and "point" to the website (see below) where more information will be held. This data is to be refreshed at least every 2 months. Text to be agreed by email **(Action RB)**.
  - (f) Doddinghurst Parish Council website. Also, on this website, will be a downloadable application form, Dagwood Trust grant application guidance paper and brief history of the Trust. *Action Completed, Discharged. Agreed that The Secretary to have added to the PC website, recent minutes and other key documents such as the Governance statement.* **(Action RB) - ongoing.**
  - (g) Paper documents such as Minutes over 2 years old, and other key documents (e.g. Governance, Policy, annual accounts and leases), would be filed at the Essex County Records office. This action would take place at two yearly intervals. *Ongoing*
  - (h) Access to working files of the Dagwood Trust will be enabled by the establishment of a zero cost Cloud drive accessible only by all Dagwood Trust officers and trustees. **(Action DM)**. *Ongoing*
  - (i) The Charity website will be updated, at least annually, to meet the requirements of the Charity Commission (including the annual audit report). **(Actions DM)**.
  - (j) **Scouting Groups.** A grant of £500 to the Scouting Group was approved. AC to issue and deliver the cheque. *Action completed; discharged.* The prospect of a demand for financial assistance for parents where computer equipment needed for on-line support was raised. The Chairman to ask if this perceived need existed and if so to steer applicants towards the application process. *No action had been identified; item discharged.*
4. **Financial Update.** Latest 2020 Barclays Bank Statement. CCLA update. Financial Report for 2020 and 2021 and audited account for approval and submission to Charity Commission for 2018 and 2019.

All the above reports had been submitted by the treasurer and attached to the meeting invitation for information. The only item missing was the Barclays Bank statement for the last quarter of 2020 up to December 2020 and the Treasurer is to ask Barclays for a resend of this quarterly statement. **(Action CB)**. The balance of accounts in Barclays Bank, as at the 29<sup>th</sup> Sept 2020, stood at £11,879.96p with the cheque

100076 of £500 for the support of children at village schools being cashed on the 28<sup>th</sup> June 2020. A further cheque for £500 in support of the scouting groups (containers) has been issued. The CCLA report for Dec 2020 showed the Trust holding 6412 units at the end of December 2020. The units were valued at 1797.57p each, so the bid market of units held by the Trust was £115,260.19p. Dividends paid were £845.74 and £832.92 for the periods ending June and Sept 2020, indicating that the Trust's income is holding despite the current conditions. The Dagwood Trust accounts for 2018 and 2019, kindly provided pro bono by Stevenson & Co Accountants Ltd, were approved by the trustees for lodging on the Charity Commission website (Action DM).

5. **Land registration** of plot EX944263. The auditor reported that the land leased to ECC/school does not have its freehold registered with the Land Registry as being owned by the Dagwood Trust. Agree action to remedy and pay fees to do so. It was agreed that the Trust should register the land in its name but the last reference to the title deeds were in a letter dated 3<sup>rd</sup> August 2015 to Janet Morl from the ECC solicitors dealing with the land lease. The secretary is to try and contact Essex Legal services to see if they can assist as the current Trustees do not know where the original title deeds have been stored. (Action RB).

6. **Applications for Grants/ Donations.** None made. It was noted that the Church Village support hub has some £2100 remaining of the £3000 donated by the Trust in April 2020.

7. **AOB.**

8. **Date of Next Meeting Monday 26<sup>th</sup> April 2021, 19.30 @ Priest House/ or Remote.**

**End of Minutes**

**Signed: Rev Ann Coleman (Chairman)**