

The Dagwood Trust

Minutes of the Dagwood Trust Annual General Meeting Monday 19th October 2020 @ 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)

1. **Apologies:** Cllr David Potter (DP), Mrs Chris Blackie (CB) (Treasurer).
2. **Minutes of the last meeting held 27th July 2020** – Approved.
3. **Actions from last meeting minutes.**
 - (a) *Provision for a grant of £400 be set aside for a Virtual Summer Explorers event.* This has been paid and 56/58 children took part in the Summer Explorers event. Details of the income v expenditure remain to be worked out. 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, if needed. Action ongoing. **(Action AC).**
 - (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. **(Action CB.)** The Treasurer could not attend this meeting. The Chairman reported that the work had been completed but had yet to be circulated. The Chair is to arrange for a copy to be supplied to the Secretary for the report to be scanned and circulated. **(Action AC).**
 - (c) David Miles noted that he needed to be added as a trustee to the Charity Commission website **(Action AC).** Action completed (by David Miles).
 - (d) 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. **(Action CB).** Awaiting visibility of the audit of accounts – see 3b above.
 - (e) The Secretary was asked to obtain Insurance quotes for Trustee Liability cover. **(Action RB).** On a suggestion from David Miles a quote was obtained from James Reid of the brokerage Findentia. This was done and a quote from Godiva Insurance was provided for a premium of £422.80 pa for £1m cover. 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. **(Action RB).**
 - (f) 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. **(Action RB).** Ongoing. Proposed text to be circulated.
 - (g) 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 RB).** Ongoing. Proposed text to be circulated. **Noted:** That the proposed application form and guidance document circulated by the Secretary was accepted by the trustees.
 - (h) 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. **(Action RB).** Ongoing
 - (i) 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
 - (j) The Charity website will be updated, at least annually, to meet the requirements of the Charity Commission (including the annual audit report). **(Actions DM)**
 - (k) **Scouting Groups.** A grant of £500 to the Scouting Group was approved. This was for funding towards the cost of the replacement of one rusted container with two second hand containers. The secretary is to advise Tina Nobel. Planning permission was assumed to be in place. (Action RB), to inform trustee of the details of the payee, and for AC to issue for a cheque. Payee and recipient

details obtained and information passed to the Chairman who will process and deliver the cheque. (Action AC).

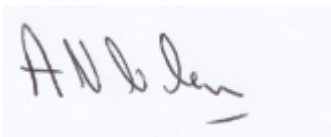
4. Financial Update. Latest 2020 Barclays Bank Statements. Financial Statements for 2020 and audited account for approval and submission to Charity Commission for 2019. This information was not available. The Chairman is to ask the Treasurer to deliver the 2020, and all future Dagwood Trust Barclays Bank Statements to the Secretary so that they can be scanned and circulated to all Trustees. (Action AC). See also 3(b) and 3(d) above.

5. Applications for Grants/ Donations. No new applications received. The Chairman advised that about half of the £3000 supplied by the trust to the PCC for the local food bank had been spent in assisting people in difficulty on the basis this would also help local children. There was no information about the £500 sent to the schools, or even if the cheque had been cashed. The prospect of a demand for financial assistance for parents involved in the Scouting organisations was raised where computer equipment needed for on-line support didn't exist. The Chairman to ask if this perceived need existed and if so to steer applicants towards the application process. (Action A/C).

8. AOB. None raised

9. Date of Next Meeting Monday 25th January 2021, 19.30 @ venue TBA - Priest House/ or Zoom.

End of Minutes

A handwritten signature in blue ink, appearing to read 'Ann Coleman', is written on a light blue background.

Signed: Rev Ann Coleman (Chairman)