

# Casterton Community Trust



– managing solar-generated income

## **Minutes of the meeting of Trustees held on 16th January 2025**

**Present:** Peter Daniels *PD* (Chairman), Iain Goss *IG* (Secretary), Sandy Talbor *ST* (Treasurer), Jill Humphris *JH*, Marjorie Murray *MM*, Chris Benson *CB*, Steve Richmond *SR* (founder trustee representative).

There were no apologies nor any declarations of interest. The secretary apologised for not circulating the draft minutes of the previous meeting to all trustees before their publication.

**Minutes of the previous meeting:** the minutes they were approved and signed by the chairman.

**Treasurer's report:** It was reported that the current account stood at £4408.70 and the 95 day deposit at £10,306.34. £33.23 interest was received in December.

**Grant applications:** none were received.

**Ballot procedure:** CB reported that our ballot procedure needed to be more robust.

- It was suggested that a flyer should be included with the delivery of ballot papers, explaining the CCT rôle in the village, and to encourage grant applications.
- It was resolved that a perforation stamp should be used on each ballot slip.
- The timetable leading up to a ballot, if required should be:-

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Nomination forms to be distributed by | Friday 7 <sup>th</sup> March 2025   |
| Nominations to be received by         | Friday 28 <sup>th</sup> March, 2025 |
- if required:

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| Ballot slips to be distributed by | Wednesday 2 <sup>nd</sup> April, 2025  |
| Ballot slips to be returned by    | Wednesday 23 <sup>rd</sup> April, 2025 |
| Ballot count night                | Thursday 24 <sup>th</sup> April 2025   |

## **Issues arising from the Trustees' meeting with Andrea Huxley (CVS) on 10<sup>th</sup> January 2025:**

**Trustee liability insurance** - ST said she had been in contact with potential insurers, and was asked to pursue this issue.

SR asked to see if it might be feasible for trustee liability insurance to be extended from that of the Parish Council.

**Legal responsibilities** were raised and it was noted that Trustees :-

- have equal responsibility, and their obligations are governed by the Charities' Commission, even if not registered,
- must abide by the constitution, and must seek approval for changes from the Charities Commission, if registered,
- must declare any conflict of interest (including if through spouse or relationship by birth) when discussing grant applications,
- even if the Trust is not registered, must follow the rules of governance laid out by the Charities Commission.
- Policy and procedures are easier to change than the Trust Deed.

***Grant Applications*** – we might want to consider scoring, to establish eligibility, and Trustees should establish whether other funding sources have been investigated, or consider whether matched funding is appropriate for larger applications.

If there are to be multiple funding sources, require evidence that it is in place before making a grant (CVS can advise on possible other funding sources).

And consider whether a contingency is appropriate.

SR was tasked with drafting a few questions / ideas that may be helpful as part of the process for evaluating grant applications.

**AOB:** it was reported that the webmaster would like to update the funding statement on the village website.

**Date of AGM:** Set for 29<sup>th</sup> April, 2025 @ 18:30hrs

**Date of next meeting:** Thursday 27<sup>th</sup> February, 2025 at 19:30hrs. [note change of date]  
Grant applications to be received by 21<sup>st</sup> February, 2025