

Acton Field Trust

Minutes of the Committee of the Acton Field Trust on 4 December 2023

Attended: Nick Antill, Graham Round, Christine Johnson

Members of the public: Eight

AGENDA

Election of chairman

- 1 Graham Round was unanimously elected as chairman.

Apologies and Declarations

- 2(i) Apologies from Alison Chapman, Roberta Carradine and Abigail Massey.
- 2(ii) There were no declarations of interest.

Public Session

Will the committee include non-councillors? Yes.

Constitution and governance

- 3(i) The Deed of Gift which is the Trust's official constitution and the Terms of Reference for the Trust agreed by the Parish Council (ref minute 23/10 10(ii)) was noted.
- 3(ii) The governance document for proposal to the parish council for ongoing management of the Trust was considered. It was unanimously approved.

Administration

- 4(i) It was unanimously agreed to ratify the insurance policy arranged by the working group with Markel UK Ltd, annual premium £162.40.
- 4(ii) It was unanimously agreed to open a bank account for Acton Field Trust. Nick Antill will also investigate brokers to find one to take on the bulk of the endowment funds when they arrive, and report to the January meeting.
- 4(iii) It was unanimously agreed to confirm the working party's decision to register the Acton Field Trust with the Charity Commission.
- 4(iv) It was noted that the Acton Field Trust Deeds will be held at the Sudbury branch of Bates Wells and Braithwaite.
- 4(v) It was unanimously agreed that the frequency and timing of meetings will be at least three annually. The meetings will be announced and open to the public as with PC meetings.

- 4(vi) The need for roles such as secretary, treasurer, etc, was noted, with co-options to occur at the January meeting. It was noted that the membership of the committee is not restricted to six, if appropriate applications are made by individuals with useful skills.
- 4(vii) A budget of £3,000 was unanimously agreed for urgent maintenance tasks.