

**Minutes of Meeting of Middleham Town Council as Trustee of Charity For The Benefit Of Inhabitant Householders of Parish of Middleham (the 'Charity' or 'IH') held in Middleham Key Centre on Wednesday, 27 March 2019 following conclusion of the Town Council meeting. (SUBJECT TO APPROVAL AT NEXT TRUSTEE MEETING)**

**Present**

Chairman Cllr Mrs S Fairhurst, Cllr Mrs H Byford, Cllr Mr M Cade, Cllr Mrs L Stocker, Cllr Mr S Wheeler and Cllr Mr G Fortune

Clerk, Mr D Keep

Members of the public as the attendance list.

**Action**

**1. Apologies.**

Apologies were received from Cllr Mr D Slay. The public were not entitled to be present and from item 4.5 onwards the meeting was held in closed session.

**2. Declarations of interest regarding items on the agenda.**

Each person present is a Councillor of Middleham Town Council, the Charity's sole Trustee. No other interests were declared in the business to be transacted at the meeting.

**3. Minutes**

**3.1 IT WAS RESOLVED to accept the minutes of meetings held on 27 February 2019 as a true and accurate record to be signed by the Chairman.**

**3.2 Schedule of agreed actions.** The schedule was noted.

**4. Land Management (IH) – Information/Decision required.**

**4.1 Review of Health and Safety Matters.** There were no matters to report by exception.

**4.2 12 Acres: Invitation to General Tender.** Cllrs Cade and Fortune with the Clerk had inspected the area earlier in the day. It was noted to be rough pasture of approximately 19.5 acres with a water supply from a spring on the moor just outside its boundary. MTA had expressed an interest which might be mutually beneficial as the land was adjacent to High Moor. The Clerk was asked to enquire what use they had in mind and to establish a fair market price in the event that it was not put to an open tender.

**Clerk**

**4.3 Common Land / Town Wastes Parking.**

Recent communications and advice from Endeavour Partnership ('EP') were reviewed.

A letter to EP from Scotts was discussed. It was agreed to consent to Scotts continuing to act for the Executors provided that an effective firewall would be put in place between their Leyburn and Catterick offices. Some misgivings were expressed about this as maintaining a firewall had previously appeared to be problematic.

**Clerk**

It was agreed that a meeting with advisers present should now take place.

**Action**

A visit to the County records office by Cllrs Fairhurst and Byford had been worthwhile but had not produced any significant additional information. Now that the 20 year period had been specified, witnesses would be asked if they wished to amend their statements. Further potential witnesses were suggested.

**Clerk**

It was agreed to enquire how to respond when no-parking signs appeared alongside Council-owned areas of the Wastes, including whether there was a right of removal or blanking out lettering.

**5. Financial and Administrative Matters.**

**5.1 Cashbook balance and bank reconciliation as at 28 February 2019.** Received for information.

The Clerk had complained to HSBC about a cheque payable to Redwood Bank that had been dishonoured despite funds in the account. The bank could not explain this and as a gesture of goodwill had gifted a hamper which it was agreed would be raffled in aid of the Seniors Luncheon Club.

**5.2 IT WAS RESOLVED to approve the schedule of direct debits and internet bank transfers to approve and ratify all payments since the last Meeting as set out on the payments schedule and to approve Items of Expenditure as submitted to the meeting.**

**5.3 Reserves Policy.** Guidance from the Charity Commission was noted. **IT WAS RESOLVED to adopt a Policy on Reserves that would:**

- Differentiate between Capital and Revenue reserves;
- Hold 12 months operating expenditure as a general reserve;
- Transfer to the general reserve any unspent balances of expenditure on items for which invoices have not been received at the year-end;
- Fully provide for earmarked reserves, as identified by the Trustee;
- Review the Reserves at every year end.

Subject to finalisation at the year-end, a draft statement of reserves is attached to and forms part of these minutes.

**5.4 Review of internal controls.** This would be undertaken at a future date. It was noted that the process would mirror that for MTC.

**Clerk**

**5.5 Risk assessment review.** This would be undertaken at a future date. It was noted that the process would mirror that for MTC.

**Clerk**

**5.6 Appointment of Internal Auditor.** It was considered appropriate to appoint an auditor to review IH's accounts in a similar way as for MTC. The Clerk was requested to seek agreement with Kim Duke on a lower fee than that paid to MTC.

**Clerk**

**5.7 Charity Name.** It was noted that charities may resolve to change their name and register it through the Charity Commission, providing a rationale for doing so. It was felt that the current name was over-long and agreed to consider further at a future meeting.

**Clerk**

**There being no further business the Chairman declared the meeting closed at 9.55 pm.**

Signed.....Date.....