

**Draft Minutes of the Meeting of the Trustees of the
Bradwell Memorial Hall, Charity number 300237,
held at the Heelands Meeting Place, Heelands, MK13 7LW,
on Monday 15 January 2024 at 6:30pm**

Present: Six members of Bradwell Parish Council: James Alexander, Marie Bradburn, Peter Brant, Rosy Davy, Caroline Godfrey, David Evans, and the Secretary, Philip Farquharson.

1. Election of a Chair for the Meeting.

Caroline Godfrey was elected to Chair the Meeting.

2. Minutes of the last meeting:

Action: Minutes of the meeting of the charitable trust, held on 05 July 2023, were approved as an accurate record of the proceedings of that Meeting, and were signed by the Chair. The Secretary was requested to keep and upload Minutes and Agendas of Meetings to the page on the Parish Council's website dedicated specifically to the Bradwell Memorial Hall charitable trust.

3. Finances of the charity and returns to Charity Commission:

The Secretary had compiled report into the finances of the Memorial Hall over the past 8 years, and this included the recently uploaded filing to the Charity Commission of the annual accounts of the charity for the years ending April 2020, 2021, 2022 and 2023.

Action: The report was noted, as well as the financial returns for the years ending in April 2020, 2021, 2022 and 2023. These were as follows:

| | Income | Expenditure |
|----------------------------------|---------|-------------|
| Total for year-ending April 2023 | £11,360 | £12,082 |
| Total for year-ending April 2022 | £15,123 | £13,044 |
| Total for year-ending April 2021 | £8,906 | £17,485 |
| Total for year-ending April 2020 | £12,855 | £18,177 |

4. Review of systems of internal control and checklist from the Charity Commission:

Systems of internal control and the checklist from the Charity Commission were reviewed and minor amendments were made.

5. Bank balance and banking arrangements

Action: It was noted the Secretary, James Alexander and David Evans had access to the Barclays charitable account, and that no former trustees had access. The account had been transitioned to facilitate online banking with dual authority required for authorisation of payments.

6. Progress update on tenant in arrears of rent.

Action: The trustees noted the Secretary was still pursuing the ex-tenant, the owner of the Bradwell Pre-School, for arrears of rent.

7. Date of the next Meeting.

Action: It was agreed to hold the next meeting, the annual general meeting, in April 2024, time and date to be organized by the Secretary.

The Meeting was declared **closed** at 6:50pm.