

Minutes of the Meeting of the Trustees of Palemon Best held in The Guildhall, St Ives on Thursday 19 September at 6 pm

PRESENT

Chairman – Trustee Mr Ron Tulley

TRUSTEES

Andrewes T	Henry R	Mitchell A
Arthur K	Lait R	Williams T
Burton P	Messenger K	
Harris T		

OFFICERS

Secretary to the Trustees  
Minute Taker

APOLOGIES FOR ABSENCE - were received from Trustees S Tanner, J Tanner and J Symons

1. ELECTION OF CHAIRMAN

1.1 Resolved – that Trustee Tulley be appointed as Chairman for the 2019/20 year

2. ELECTION OF VICE-CHAIRMAN

2.1 Resolved – that Trustee Arthur be appointed as Vice-Chairman for the 2019/20 year

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

A number of queries were raised in relation to the previous minutes and the Secretary gave the following responses:

4. Review of banking arrangements. The Secretary confirmed that, as yet, the resolution to close the HSBC account and transfer funds to Barclays had not been implemented but banking arrangements would be considered on this agenda.
5. The Secretary confirmed that the Management Agreement had not yet been circulated to Trustees.
7. It would be necessary to seek Charity Commission approval to the Palemon Best skate park donation
9. The Facilities Manager prepared a report on the development of a long-term strategy for the recreation ground, which was considered by the Community & Environment Committee and approved by the Council. This had been partially superseded by the development of a planting scheme and the re-establishment of the users group. The Secretary would circulate a copy of the management agreement and would prepare a single item on the management agreement for the next meeting, to include clarification of the respective roles and responsibilities of the Town Council and the Trustees.

It was requested that Councillor Glanville was asked whether he still wished for the proposed agenda item *possibilities and criteria for winding up / transfer of the charity to a more suitable body in the town* to be tabled at a future meeting.

RESOLVED – that the Minutes of the meeting of the Trustees held on 14 June 2018 be approved.

4. FINANCE REPORT

The Secretary introduced the finance report. She explained that there were relatively few movements in funds. The capital sum was the proceeds from the sale of land. Currently, no interest was being paid. Worth noting that a sum of £56.56 is shown as being owed to the Town Council but there is no reciprocal entry on the Town Council accounts as a debt. The sum is a discrepancy related to the changeover from charity

management to town council management, and a shift from the maintenance being carried out by Cornwall Council to Cormac.

Trustees noted that the unallocated capital sum was effectively approximately £27,000, given the resolution at the last meeting to gift £20,000 to the skate park project, subject to Charity Commission approval. Before any discussion about the remaining balance, the Trust would need to understand the potential future calls on these funds.

Trustees proposed that the bank signatories are reviewed to determine if they are all existing trustees.

**RESOLVED** – that

- i) the Secretary write to the Town Council, proposing that the Trust do not pay the outstanding sum, enabling the Town Council to write off the debt.
- ii) bank signatories to be: Chairman, Vice-Chairman and Secretary.

5.0 **AUTHORISATION FOR THE SKATE PARK GROUP TO FUND-RAISE ON BEHALF OF THE PALEMON BEST CHARITY**

The Chairman introduced this item, explaining that it was the main business of the meeting. The skatepark group had attended a recent meeting of the Communities & Environment Committee about their fundraising activities. They had raised a significant amount, almost £29,000, in their own right. However, being able to fundraise under the charitable status of the Palemon Best Trust would greatly assist their fund-raising activities. They could establish a new charity but this might cause greater restrictions. The group were willing to transfer funds to the Charitable Trust account (with safeguards) in order to improve their access to grants.

The Trustees supported the proposal in principle. However, the meeting discussed some of the more technical and practical concerns which might need to be addressed. Key points raised in the discussion were as follows:

- Would the skatepark group be acting in the capacity of the Palemon Best charity in fund raising activities. The Chairman confirmed that there were two aspects to the request, both to authorise the skatepark group to raise funds on behalf of the trust and open a separate account to deposit funds.
- Would funds transferred have to be spent on capital investment, in common with the existing balance (the Secretary advised that only the funds raised from capital needed to be spent only on capital items)
- If the group were transferring funds, this ought to be to a separate ring-fenced account for transparency. Was this possible with current banking arrangements?
- The Trustees felt it was important to make clear that the group needed to have had the Trustees' approval for any fund-raising activities taking place at the Palemon Best recreation ground, especially in the light of recent live music events. Proposed that the Trustees (in conjunction with the Community & Environment Committee) proactively draw up events and usage policy, rather than simply react to proposals.
- In response to the question would it be sensible to introduce a skatepark group representative onto the trustee body? The Secretary confirmed that the Council was named as the sole trustee and it would need to make changes to the governing documents to do this. The Trust can, however, have observers who could participate in meetings, by invitation and without voting rights.
- In response to a query about which body would submit grant funding applications, it was agreed that these would need to be in the charity's name. In the case of large funding applications, it might be possible to submit joint funding bids and works might be delivered in partnership with the Town Council as accountable body.

It was agreed that representatives from the Trustees meet with the group to consider these matters and agree

some clear principles, possibly through a memorandum of understanding. The Trust would also need evidence that they are a legally constituted body with a bank account etc.

RESOLVED- that the Trust

- 1) Authorise the skatepark group to utilise the Palemon Best charitable status to undertake fundraising
- 2) Set up a separate deposit account, in order for the group to be able to deposit funds raised
- 3) Investigate the potential benefits of VAT registration
- 4) Following a meeting with representatives of the skatepark group, draw up a memorandum of understanding setting out roles, responsibilities and expectations of both parties

14. AGENDA ITEMS FOR NEXT MEETING

Trustee Williams raised two potential new community projects for the recreation ground – a community café and a site for the William Marshall kiln. The meeting resolved that new projects should be considered by the Community & Environment Committee in the first instance and brought to the Trustees, if they're viable.

Meeting closed at 6.49pm

Chairman