

Minutes of the Annual Meeting of the TRUSTEES OF THE NORMAN FOUNDATION CHARITY held in Rickards Hall at 8.41pm on 15 October 2018

Present: Cllrs J Barnett, Mrs J Davison, A Layland (Vice Chairman), M McArthur (Chairman), S McGregor, G Middleton, R Orridge, C Pearman, J Scholey and B Todd.

In attendance: Responsible Finance Officer. No members of the press or public were present.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, accepted and noted from Cllrs R Bell (unwell), T Bryant (work commitment), M Robson (unwell), V Maynard (family commitment) and Z Roberts Smith (work commitment).

2. DECLARATIONS OF INTERESTS

None.

3. TO CONFIRM THE MINUTES OF THE TRUSTEES OF THE NORMAN FOUNDATION COMMITTEE HELD ON 30 OCTOBER 2017

Resolved: that the minutes of the Trustees of the Norman Foundation Committee meeting held on 30 October 2017 be confirmed as a true record and signed by the Chairman.

4. FINANCE BUSINESS

4.1 Accounts and Annual Report

The Charity End of Year Accounts 2017/18 and the Annual Report were presented for approval. The Accounts had been audited by the Internal Auditor and were circulated with the Annual Report.

Resolved: that the Accounts should be signed by the Chairman of the Council, on behalf of the Trustees, as a true record of the Charity's financial position and to accept the Annual Report (attached below).

4.2 Review Investments

Trustees noted the amount invested with Scottish Widows, in a Bank Maturity Base Rate Tracker Account, was £16,136.06 as at 31 March 2018.

As at 31 August 2018 there was £2,854.70 held in the current account at NatWest. Trustees

Resolved: to approve the review of Investments.

4.3 Edenbridge Primary School

Trustees were advised that the donation of £1,000 agreed last October had not been paid as yet, as the school had not sent any receipts to the Charity. The RFO had been progressing this and since the beginning of September, had been speaking to new members of staff. Cllr Todd as the Council's representative for Edenbridge Primary School had a meeting arranged with the head teacher on 16 October.

Resolved: Cllr Todd would find out if the school had a project towards which the donation of £1,000 could be used so payment could be made.

5. REVIEW THE AIMS OF THE CHARITY

5.1 Review the Aims

The Trustees considered the aims of the Charity and did not wish to propose any changes at this time.

5.2 Approve the Signatories

The Trustees reviewed the list of signatories.

Resolved: to update the signatories for the Charity accounts to ensure to ensure they are the same as on the Town Council's mandate

5.3 Advise of Changes of Address

All Trustees were reminded that they must advise the Charity Commission of any changes of address. New members' names and addresses will be added to the system.

5.4 On-Line Returns

It was noted that it is a requirement that annual Charity Commission Returns are made on-line.

Resolved: that the RFO should submit the returns on-line on behalf of the Charity.

6. CORRESPONDENCE

6.1 Charity Commission News

Trustees noted that updates are available on the Charity Commission website by accessing the following ccnews@charitycommission.gsi.gov.uk

The meeting closed at 8.50pm

**Norman Foundation Accounts - Charity Commission
Registered Number 307544
1st April 2017 to 31st March 2018**

Balance in Hand 31st March 2017	1,528.70
Receipts	
1. Scottish Widows Interest	NIL
2. COIF fixed interest Fund (Unit holding 5,768.44)	256.12
3. Dividends from COIF Charities Investment Fund - Income Units (Unit holding 1244 Units)	613.66

<u>Total Receipts</u>	869.78
Payments	
<u>Total Payments</u>	NIL
Balance in Hand 31st March 2018	2,398.48

ASSETS

Funds held at National Westminster Bank	2,398.48
1. Scottish Widows Fixed Deposit Account as at 31 March 2018	16,136.06

CCLA Investments

3. 5,768.44 income units - Interest Fund	7,879.69
4. 1244 income units - COIF Charities Investment Fund	17,689.80

Valued at 31st March 2018 £17,689.80 (2017 £17,379.68)

(Total assets 2017 £43,050.22)

44,104.03

Signed

Chairman Responsible Finance Officer

Date

The value of the Norman Foundation assets at 31st March 2018 was £44,104.03 showing the asset base had increased by £1,053.81.

At the meeting of Trustees in October 2017, it was resolved to make a donation of up to £1,000.00 to Edenbridge Primary School towards the padded sensory room for children with special needs, or expanding the cycle and scooter hub on receipts of appropriate invoices from the school. These invoices were never received due to the school having had several changes of personnel over the past year. The RFO has made several attempts and spoken to new staff at the school and this matter is now hopefully being progressed at the school.

5768.44 invested in fixed interest units – reduction of £62.28 to £256.12

1244 COIF Income Units - small increase of £12.06 to £613.66

£16,136.06 invested with Scottish Widows was transferred into a Bank Maturity Base Rate Tracker Account in December 2017 as agreed at the meeting last October.

**Edenbridge Town Council Trustees of The Norman Foundation
Receipts and payments Account for the year ending 31st March 2018**

INDEPENDENT EXAMINERS UNQUALIFIED REPORT

Independent Examiner’s report to the Trustees of the Norman Foundation
I report on the accounts of the Norman Foundation for the year ending 31st March 2018, which are set on the accompanying pages.

Respective responsibilities of trustees and examiner.

As the charity trustees, you are responsible for the Statutory duty of care under Section 1 (1) of the Trustees Act 2000, for the preparation of accounts and independent examination of accounts as contained in Part VI of the 1993 Act (as amended) and regulations made under that Act. You consider the audit requirements contained in the Charity Accounts 2001: The Framework (CC61) and ensure that if the income or expenditure exceeds £10,000 the accounts will be independently scrutinized. Due consideration will be given to particular matters which have come to my attention

Basis of independent examiner’s report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of accounting records kept by the charity and a comparisons of the account presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner’s statement.

In connection with my examination, no matter has come to my attention:

- 1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with SORP2000 and
 - to prepare accounts which accord with the accounting and to comply
 - with the requirements of the Act

have not been met: or

- 2. to which, in my opinion, attention should have been drawn in order to enable a proper understanding of the accounts

Signature:

Name:

Relevant professional qualification or body:

Address:

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date: