

Minutes of the Annual Meeting of the TRUSTEES OF THE NORMAN FOUNDATION CHARITY held on 23 November 2020 at 19.42pm via Zoom

Present: Cllrs A Baker, A Damodaran, V Jennings, A Layland, N Lloyd (Chairman), M McArthur S McGregor, A Read, and J Scholey (Vice Chairman), S Taylor and B Todd.

In attendance: Town Clerk and Finance Officer. No members of the press or public were present.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs J Aldridge and S Sumner. Cllrs Z Roberts Smith and P Smith were absent.

2. DECLARATIONS OF INTERESTS

None.

3. TO CONFIRM THE MINUTES OF THE TRUSTEES OF THE NORMAN FOUNDATION COMMITTEE HELD ON 7 OCTOBER 2019

Resolved: that the minutes of the Trustees of the Norman Foundation Committee meeting held on 7 October 2019 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 2019/20 and the Annual Report were presented for approval. The Accounts had been audited by an independent examiner 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 £16,348.81 at 31 March 2020.

As at 31 August 2020 there was £3,631.46 held in the current account at NatWest. Trustees

Resolved: to approve the review of Investments.

4.3 Edenbridge Primary School

Trustees noted that Cllr Todd had joined the Primary School for the opening of the Year 1 outdoor learning area event last October. They had two projects planned for 2019/20 which the Trustees had intended to donate to. Attempts had been made to contact the school and were unsuccessful. The Council representative had not had any communication from them either. Trustees

Resolved: to leave the funds in the Charity's account for now.

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 they are the same as on the Town Council's mandate, to maintain continuity.

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 www.charitycommission.gov.uk

The meeting closed at 19.57pm

**Norman Foundation Accounts - Charity Commission
Registered Number 307544
1st April 2019 to 31st March 2020**

Balance in Hand 31st March 2019 **3,280.58**

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) | 638.54 |

Total Receipts **894.66**

Payments Edenbridge primary School **1,000.00**
(May 2019)

Total Payments **1,000.00**

Balance in Hand 31st March 2020 **3,175.24**

**Cheque for Edenbridge Primary School (£1,000) drawn in March 2019
but not banked until May 2019**

ASSETS

| | |
|--|-------------------------|
| Funds held at National Westminster Bank | 3,175.24 |
| 1. Scottish Widows Fixed Deposit Account as at 31 March 2020 | 16,348.81 |
| CCLA Investments | |
| 3. 5,768.44 income units - Interest Fund | 7,880.84 |
| 4. 1244 income units - COIF Charities Investment Fund | 18,481.36 |
| Valued at 31 st March 2019 £19,085.70 (2018 £17,689.80) | |
| (Total assets 2018 £44,104.03) | |
| | <u>45,886.25</u> |

Signed
Chairman Responsible Finance Officer
Date

The value of the Norman Foundation assets at 31st March 2020 was £45,886.25 showing the asset base had decreased by £554.53.

At the meeting of Trustees in October 2019 it was resolved to make a donation of up to £1,000.00 to Edenbridge Primary School towards the furniture for an outside area or some new musical instruments. These two projects were scheduled for 2019/20 academic year. The RFO contacted the primary school early 2020 but due to Covid 19 and the school being closed, the payment was not made. Invoices to substantiate this payment have not been received and there has been no communication from the school. This needs to be revisited.

5768.44 invested in fixed interest units – remained unchanged at £256.12

1244 COIF Income Units - small increase of £12.56 to £638.54

£16,348.81 is invested with Scottish Widows in a Bank Maturity Base Rate Tracker Account. .

**Edenbridge Town Council Trustees of The Norman Foundation
Receipts and payments Account for the year ending 31st March 2020**

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 2020, 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: