

**ASHWELL VILLAGE TRUST CHARITY COMMISSION NO. 294673**

TO PROMOTE THE PERMANENT PRESERVATION FOR THE BENEFIT OF THE GENERAL PUBLIC AND THE INHABITANTS OF THE PARISH OF ASHWELL, LANDS AND BUILDINGS OF BEAUTY OR HISTORIC INTEREST, ECOLOGICAL OR SCIENTIFIC IMPORTANCE WITHIN THE PARISH, AND GENERALLY TO PROTECT AND PRESERVE THE CHARACTER AND AMENITIES OF THE PARISH FOR THE BENEFIT OF THE PUBLIC.

## MINUTES

**Minutes of the AGM of the trustees of the Ashwell Village Trust  
held on 17 June 2025, 10am in the Parish Room.**

**Present:** Graham Lee (Parish Council Chairman and, in accordance with the trust deed, Chairman of the trustees), Simon Bettany (trustee and Hon Treasurer), Liz Moynihan (trustee), Claire Moynihan (trustee), Jane Porter (trustee), Gordon Hill (trustee) and Sally Roberts (Clerk).

**1. Apologies for absence.** Received from David Sims and Vinny Hall (Parish Council appointed trustees).

**2. Minutes.** It was resolved to approve the minutes of the meeting held on 19 June 2024.

**Action: Clerk/G Lee**

**3. Trustees and the Trust Deed.** *To note the current trustees and agree any proposed changes.*

There are currently 8 Trustees and it was discussed and agreed that 9 should remain the maximum with a quorum of 5. Simon Bettany noted that minor amendments had been made to the original trust deed in the past; these had been noted in the minutes at the time. He agreed to create a summary document of the amendments to aid clarity.

**Action: S Bettany**

Gordon Hill expressed his confirmation that he will be standing down as trustee – this will take immediate effect. Graham Lee thanked Gordon for his many years of service.

The Charity Commission and Parish Council website information to be amended.

**Action: Clerk/S Bettany**

It was resolved to approve canvassing for further trustees via volunteers at the Cottage Garden, Greening Ashwell, along with requests to current Parish Council working groups and to advertise via APC website/newsletter and Ashwell Village News. Simon Bettany agreed to write up brief job description of the trustee's role referencing the items in the Ashwell Yearbook and on the Parish Council's website.

**Action: Clerk/G Lee/S Bettany/Trustees**

#### 4. Financial and Governance matters.

##### 4.1 To note the Hon Treasurer's report and accounts.

The Treasurer reported that the Trust had had a healthy year with year-end balance aided by interest rates to over £24,000. It was resolved that the Financial Statement be approved, and that bank statements be presented going forward to form part of the financial report.

AVT would be happy to discuss acquiring and refurbishment of other land sites should any become available but are mindful that reserves would probably be inadequate to cover costs. Grant monies and fund raising would then be required.

Online banking problems ongoing with the need for a 2<sup>nd</sup> signature to authorise payments. Nominated trustees are Simon and Jane who will liaise.

**Action : S Bettany / J Porter**

##### 4.2 To review insurance and risk assessment documents and agree any updates/amendments to the following:

(i) *Health & Safety Policy Statement.* It was agreed that the statement should be reviewed annually and updated as necessary. Simon agreed to review and update the current document to include a clause re the annual risk assessment for the Cottage Garden. Clerk to send Simon 'Word' version of policy. Clerk to file and publish to website.

**Action : S Bettany / Clerk**

(ii) *Management and Risk Assessment Policy.* This was reviewed and updated as required. Clerk to file and publish to website.

**Action : Clerk**

(iii) *Cottage Garden risk assessment.* Jane volunteered to review at the next working party along with Martyn Hird. Form to be updated re review date and two reviewing personnel. Clerk to file and publish to website. It was noted that this is sent to all new volunteers and annually to all on the mailing list. Clerk to file and publish to website

**Action: Clerk**

The adequacy of the public liability covers currently included in the joint insurance policy with the Parish Council was discussed. Under the current schedule buildings are named on the policy but not open spaces such as the Cottage Garden.; these are included under a general premises cover. Clerk to seek clarification with Broker and to liaise with Simon.

**Action : Clerk/ S Bettany**

The liability of trustees was also discussed.

The Charity Commission guidance notes on risk assessment, insurance and changing the status of a charity to a Charitable Incorporated Organisation (ICO) were noted.

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26>

<https://www.gov.uk/government/publications/charities-and-insurance-cc49>

<https://www.gov.uk/guidance/change-your-charity-structure>

It was agreed that trustees would canvas for a suitably knowledgeable local resident who may be willing to advise.

**Action : Trustees**

**5. Cottage Garden.** *To consider any matters and agree any actions.*

Liz Moynihan volunteered to write letters of thanks to Martyn Hird, leader of the Cottage Garden, and to the volunteers. ☐

**Action : L Moynihan**

**6.** *To consider any matters of report from previous meetings and agree any actions.*

None raised or discussed.

**7.** *Proposal for the date of the next meeting.* It was agreed that this be held on Tuesday 16<sup>th</sup> June 2026. At 10am.

Meeting closed at 11.28am