

**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 of the AGM of the trustees of the Ashwell Village Trust  
held on 19 June 2024, 3.00pm in the Parish Council Office.**

**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, in her own right, and Parish Clerk). Sally Roberts (Trainee Clerk)

- 1. Apologies for absence.** The following were noted, David Sims (Parish Council appointed trustee), Vinny Hall (Parish Council appointed trustee); Gordon Hill (trustee), Claire Moynihan (trustee).
- 2. Minutes.** A proposal was made and seconded to sign the minutes of the meeting held on 31 January 2024; this was accepted. **Action: Clerk/GL**
- 3. Trustees and the Trust Deed.** *To note the current trustees and agree any proposed changes.*  
The number of trustees needed to make a quorum of 6 was discussed. With 4 Trustees present, it was decided that those Trustees absent would be asked to confirm they were in agreement with any decisions made at this meeting.  
It was resolved to make an agenda item for the next AGM to consider a revision to the quorum number by reducing the number of Trustees to make a quorum from 6 Trustees to 5 Trustees. **Action: Clerk**
- 4. Financial and Governance matters.**
  - 4.1** *To note the Hon Treasurer's report and accounts.* These were noted and a proposal made, and seconded, that they be approved; this was accepted. The Treasurers Report was that the Trust had a healthy year end balance, aided by a memoriam donation and interest rates.  
Expenditure of future projects was discussed but no decisions reached.
  - 4.2** *To review insurance and risk assessment documents and agree any updates/amendments to the following:*
    - (i) Health & Safety Policy Statement,** No amendments considered necessary.
    - (ii) Management and Risk Assessment Policy,** It was resolved that the Hon. Treasurer manages the bank account and ensures payments are made in line with the bank mandate (requiring two approvals).

Signed

Date

*(iii) Cottage Garden risk assessment.* It was resolved that a H&S statement is sent to volunteers when they commence working in the Cottage Garden and that the mailing list of current volunteers be sent the H&S Statement. This is to be implemented annually by the Trust.

It was also resolved that an amendment be made to Section B (Volunteer Working Parties) to note the presence or absence of poisonous plants.

**Action: Clerk**

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

**5.1** One Trustee has a collection of photographs/paintings of the Cottage Garden. The Trustee would like to pass these on and those present explored avenues of who might take ownership of them. Suggestions discussed such as the Garden Museum London, County Hall Hertford, Herts Garden Trust or if they could be digitalised by a volunteer for Ashwell Museum. To be added to 2025 AGM agenda.

**Action: Clerk**

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

6.1 It was decided that no further action was required on charitable incorporated status and that wording on the website is to be reviewed by Trustees in regard to the insurance policy, to include text such as "Whilst AVT is a registered charity and financially independent of the PC, Volunteers, Trustees and members of the public are covered by the Parish Council's insurance policy."

**Action: Clerk**

**7.** *Proposal for the date of the next meeting.* It was agreed that this be held on Thursday 19<sup>th</sup> June 2025 at a time and venue to be decided.

Meeting closed at 4.15pm

**Sally Roberts**  
**Clerk Ashwell Parish Council**  
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*Signed*

*Date*