

# The Preston Trust Meeting Minutes

## Thursday 14<sup>th</sup> June 2018

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### **Present**

Andy Cole, Liz Hunter, Tim Justham, Mike Kellard, Rae Reynolds, Wally Steele.

### **Apologies**

Richard Woolfson.

### **Minutes of previous meeting agreed**

Signed off my WS.

### **Handover Progress to new chairman and treasurer**

WS (new chairman) has liaised with Richard Cole about handover of role and received folders of information needed including a copy of the Preston Trust Constitution. RC has reiterated that he is available to give guidance and support.

AC (new treasurer) has liaised with Robert Young about handover of role and received boxes of information needed. RY has reiterated that he is available to give guidance and support. AC explained that there is still a lot that needs to be completed to fully take over the role and this is a work in progress. It was agreed that the three signatories to the Trust bank account will be, Andy Cole -treasurer, Wally Steele -chairman, Tim Justham -vice chairman. RY has already renewed the Public Liability Insurance, but this will be part of AC's remit in the future.

**Actions~ Register change with charities commission – AC**

**Register change with HMRC -AC**

**Register change with Bank /change signatories/online banking -AC/WS/TJ**

**Finance Update – AC**

AC reported that there is £6,833.00 currently in the account. Given:

a potential subscription income of £1,000.00

an estimated cost of £350.00 for the Christmas Tree Event and

a cash buffer of £2,500.00

there is £5,033.00 available for projects.

There are no new members but this is discussed under membership renewals.

A full copy of AC's finance update is filed with the minutes of this meeting on the Trust's Google Drive.

**Actions~ none**

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## Constitution -WS

WS received a copy of the constitution, written in 1990, along with a written note from Brian Waters and a shortened version as a sort of a rough guide for parishioners. Having been read by committee members and discussed it has been decided that, a copy of original will be retained as the legal copy, a modernised version will be created,(this will remove outdated terms eg. village and environs becoming parish, but not change the meaning of the constitution in any way.)This will prevent the need to have the amended copy agreed and re-registered with the Charities Commission) and that the “parishioners rough guide” will be tweaked slightly to give a little more insight. Copies of all three will be filed on the Trust’s Google Drive.

**Actions~ Update the Constitution – RR**

**Tweak the shortened version -RR**

## Roles – All

- Chairman – Wally Steele
- Vice Chairman- Tim Justham
- Treasurer- Andy Cole
- Secretary- vacant
- Membership secretary- Rae Reynolds#
- Data Protection Officer – Richard Woolfson

The urgent need to recruit a secretary and new committee members was discussed at great length. The following was agreed:

- A request will be sent out on the PNS
- A request will be posted on the Trust Website
- A request will be included in Village Newsletter
- A request will be included in the letter/leaflet with the new PT membership forms being hand delivered door to door at the end of June/beginning of July (date to be confirmed as soon as paperwork ready)
- Individual parishioners, who committee members feel may be interested, will be invited to join.

**Actions~ draft a request including ‘job description’ - RR**

**agree a date for door to door delivery-All**

**drafted request to be sent by PNS- AC/WS**

**drafted request to be posted on website- WS/TJ**

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## Membership Renewals – All

AC has a list of current members of the PT. Some pay membership donation by Standing Order and Direct Debit so it is possible that their contributions will have been debited before the new renewal letters are delivered but this can be adjusted.

RR enquired about why the Constitution lists individual, organisations and firms/companies memberships whereas the committee appears to be interpreting it as households not individuals. MK, AC and TJ said it is individual households. WS said that the Trust membership form states that any donation is discretionary and that it is up to members to decide how much they want to contribute although there is a recommended amount of £20.00. This reads as an individual membership. RR suggested that the letter delivered with the membership forms clarifies the situation for those new to the Parish/ Trust as a change to the membership form would mean a change to the constitution. This was agreed. It was also agreed that the recommended donation should be raised to £25.00. RR is to draft letter. LH has offered help should RR need it.

This led onto a discussion about the PNS. AC said that anyone over 18 may register with the PNS. 70 % of households are on the PNS. We must try to include the rest and where possible, encourage them to join the PNS. **NB.** not all parishioners are on the internet or wish to engage using it.

**Actions~ copy of membership list to be given to RR- AC**  
**draft a letter to accompany the membership forms - RR**  
**agree a date for door to door delivery-All**  
**mailshot parishioners not on PNS about joining it-AC**

## GDPR-WS

### PNS-

WS research the basis under GDPR for operating the PNS. He believes we can regard the PNS as offering a service free of charge for the mutual benefit of all subscribers (and hopefully with word of mouth the whole parish). Because we offered (and offer) the service subject to application by subscribers we have a contract. This seems to be the least onerous of all the basis for processing data as contract law seems to allow, indeed require, us to retain records of transactions as long as we take appropriate care of the data.

**Agreed that - the Trust Committee are happy to continue to operate the PNS on the basis of a contract as set out on the PNS web page and the GDPR PNS message sent on 24 May 2018?**

## Data Protection Registration

WS thanked AC for finding the relevant section exempting the Trust from having to register the PNS for GDPR. AC said he was happy that the risk factor and damage limitation is covered. Everyone agreed.

**Actions WS to turn screen shots of using the Registration Self Assessment Toolkit into a document and file on the Google Drive**

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## **Trust Data Protection Policies and Officer-**

WS to develop a set of simple **data protection policies**. Key principles are likely to be building on Richard Cole's work of storing all our documents on a secure cloud account - currently Google. Where possible we should use cloud tools to work on documents (process) that may need to be GDPR compliant using cloud tools. Otherwise we should delete local copies once work is complete and they are copied to the cloud.

Going forward to enable recruitment of additional PNS resources we may use separate accounts for e-mail and holding documents.

RW has agreed to be our **Data Protection Officer** DPO. This is an assurance role - it should have a relatively light workload and be separate from the roles of other officers. Data protection is the responsibility of everyone. The DPO will check from time to time that we are each following policies and would be the point of contact in the event of any data breaches or reporting.

**Actions WS to draft our set of policies.**

## **Trust Data Audit-**

As part of producing our policies Ws will review the guidance from the ICO (Information Commissioners Office) on Audits and simplify it down to something appropriate for our small organisation which keeps very little PII (Personally Identifiable Information). The aim will be a simple set of checks we can each do individually on any data we hold relating to the Trust. Common sense will prevail as some data may be held as private individuals not just trustees.

Once drafted we will conduct an initial data audit and decide when the next audit should be.

**Actions Draft Audit process and checklist - WS**

**Conduct Initial Data Audit - WS / All**

**Review audit for compliance to our audit process - RW**

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## Events -All

### Barn Dance Options – AC/TJ/RR

RR started off the lengthy and interesting discussion (which veered off to the definite agreement of holding a July Village Day in 2019 with the scarecrows making their return, along with the inclusion of some other attractions to compliment Parish favourites) by saying that having had a talk with BW she was concerned about a Barn Dance being not being open to all. She suggested the possibility of not having a Barn Dance and concentrating on a Village Day next year, or running the Barn Dance as more of an Autumn Event which would culminate with the Barn Dance later on in the evening. MK put forward that the Trust should concentrate solely on an evening Barn Dance, an adult event which has been successful in the past. This was agreed to, with the amendment that children will be invited to accompany parents.

TJ, AC and RR all looked at possible venues-

**Castle Farm Barn** – unfortunately not possible due to Health and Safety, though Jane Clark shared some very useful information about Barn Dances.

**Maydencroft Barn**- unfortunately not possible as the owners, quite understandably, want the barn to be used solely for events they are involved with.

**The Village Hall**- unfortunately not suitable.

**Preston Primary School** – unfortunately not suitable.

**PHC** – Sue Wallace Woodroffe has given positive feedback on the use of PHC but there has been no definite agreement as of yet. This option would include using the Red Lion's off site bar.

**The field at the back of the Red Lion** – Ray and Jo have given definite permission to use the field. This option would mean having to hire/borrow a marquee and flooring. There are quotes available from marquee hirers but as an idea it would be approximately £675 for the minimum size needed, plus flooring (average £250 – £350 depending on type) and £60 for lighting. There is a possibility that the Trust could borrow some marquees, but as of yet, the right size is not available.

TJ said he preferred the idea of a marquee for a barn dance as an outside venue seems more in keeping. MK reminded the committee that Barn Dances have been held at PHC in the past. With the cost and logistics involved it was agreed that we need to hope that it is a green light from Mrs.WW.

All other details to be discussed and hopefully agreed at the next meeting. **NB.** The Barn Dance is still classified as a planned event as opposed to definite for the time being.

**Actions~ To find out more from Mrs. WW – AC**

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## **Autumn Litter Pick – LH**

LH is very happy to arrange an Autumn Litter Pick. AC asked what would happen that Veiolla no longer deal with Preston's rubbish. LH and RR explained that it is actually NHDC who organise the Community Litter Picks so there should be no problem. Liz will discuss dates at a later meeting (possibly August/September) as last year's Autumn pick up was October.

**Actions~ carry forward to August/September meeting**

## **Autumn Talk – LH**

LH organised a highly successful talk by Kevin Fitzgerald of CPRE last Autumn and shared her idea of a talk for this year. She explained that whilst Preston has some wonderful groups /societies who play a very important part in the pastoral care of the parish, Pirton has a scheme called 'Joycare' which raises money to help with the care and support of its more senior and 'vulnerable' residents. For instance, the paying for respite care, taxi fares to hospital/doctors appointments and the like. LH also said that Whitwell have a scheme called 'Hellooutthere' which organises a monthly social gathering/ tea afternoon for residents. LH suggested the Trust could invite Alison Maple of 'Joycare' and Dawn Jenkins of 'Hellooutthere' to talk to parishioners about their schemes. Whilst this was deemed as a good idea, it was questioned to whether it would be more suited to asking them to speak to the committee. It was also agreed that these schemes fall very much into the remit of the Trust's " Support financially and promote any purpose for the benefit of the parishioners and in particular, its children and senior citizens." AC/TJ/MK explained that the Elizabeth Bunker, St. Martin's vicar had been given £500 to offer help to those needing help with their heating bills, but that the uptake was minimal. RR asked if everyone parish is fully aware of the help that is available. It was decided that committee members would ponder about these particular talks and any others they feel would be in keeping for the Trust to host. MK suggested that Les Edwards should be contacted for ideas too.

**Actions ~ Think about the talks suggested above and of any other ideas – All  
Contact Les Edwards- TJ**

## **Christmas Tree Event(order tree in September) – WS**

Carried forward

**Actions ~ None**

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## **“Walks and Talks”- LH**

LH put forward the idea that there could be some “Walks and Talks “arranged for around the parish. So far she has 3 in mind:

- the grade 2 \* listed buildings and gardens of PHC
- the grade 2 \* listed Tudor House and its Octagonal Dairy at Poynder’s End
- Wain Wood which is the only Site of Special Scientific Interest (SSSI) in the parish.

LH requested that MK would help her by talking about the architecture etc which he is happy to do. AC expressed that he thought it was a brilliant idea, which everyone else totally agreed with!

Groups of no more than 10 (or was that no less than 10 Liz?) will meet at the Village Green to commence the walk which will around 2 hours.

### **Actions ~ plan “Walk and Talks” LH /MK**

**contact PHC – LH**

**contact the owners of Tudor House – LH**

**contact Head Forrester of Wain Wood – LH**

## **Requests for Finance- WS**

### **Book Swap Shelf for pub.**

RC received a request from Alison Jeffers about having a book shelf in the Red Lion so that the community book swap can take place there rather than in the Village Hall. This request was passed on to WS who spoke to Margaret Trinder and Ray Lambe. They envisage integrating one or two sets of shelves into RLs plans for the cricket room. The question was asked as to whether this is a Parish Council project and therefore financed by them but it was concluded that this falls totally within in the ethos of the Trust and fulfils the proposed principles of assessing requests for finance/help.

There was a unanimous agreement to help with this initiative. RL will be asked to get a quote for the work he would like to be done and the final amount the PT can give will be decided.

### **Actions ~ let RL and MT know of decision – WS**

As an outcome of his discussion with MT discovered there have always been more books than can be put out / held at the Village Hall. WS explained that there is a Book List Capability that can be added to the Preston Trust website – and that for a one-time fee of \$5 (USD) we can include the software to just use mobile phones to scan the barcode on books to add them to the Book List. Just using the free version when testing he typed the ISBN number in and the plugin filled out the rest. WS suggested that if this idea was adopted parishioners would be able to request a book "from the stacks" which would arrive at the pub in due course. Ray Lambe loves this idea. The Trust would only use the software as a book list - not to run a formal lending library. This was agreed to be a great idea and in keeping with the proposed principles of assessing requests for finance/help. MK proposed that the \$5 would be worth spending which was also agreed.

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**Actions ~ let RL and MT know of decision – WS**  
**arrange software - WS**  
**arrange to scan books – WS/RR**  
**upload to website -WS/TJ**

## **Second Hand Keyboard for Ladies Choir.**

WS explained Sue Griffiths approached the Trust on behalf of the Ladies Choir for a replacement keyboard. The choir owns its own keyboard for use by whoever is accompanying them for practice and gigs but the current keyboard has "had it". They would like £225 for a used keyboard as opposed to £850 new. The new key board is already in their possession. MK said, "the Ladies Choir do so much for the parish". The decision to give the £225 was agreed unanimously.

**Actions ~ let Hannah Constantinidi know of decision and ask**  
**who the cheque needs to be made out to – WS**  
**arrange for cheque to be made out and paid – AC**

## **Principles for assessing requests for finance / help**

WS suggested that the Trust document a set of principles for assessing requests. He explained that he expected it to be a living document that will evolve as the Trust encounters new opportunities and perhaps decide other issues are no longer in within its remit.

This was triggered by the requests from the Community Book Swap and the Ladies' Choir. WS put forward the following as ideas for the committee to discuss/amend.

- Do they raise funds for their own benefit?
- Do they help the trust raise funds and/or undertake projects?
- Does what they do benefit the community?
- Is it contrary to a requesting group's ethos for one or more wealthier members to subsidise the operation?

**Actions ~consider and discuss at next meeting- All**

## **Website- TJ/WS**

### **Dates, Events ,Content and Keeping it Current**

**to be discussed at next meeting**

**Actions ~ None**

## **IDNet**

WS and TJ explained about the switch over to Idnet. The rest of the committee agreed that they are happy to agree with whatever the two of them think best. TJ asked if he she renew the Trust's Domain Name but WS suggested leaving it until WS speaks to Simon of Idnet - hopefully with an answer by Monday

**Actions ~ Discuss and arrange everything with Simon of Idnet- WS**

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## **Projects – items mentioned previously:**

- Village Hall
- Conservation Area Appraisal
- New Conservation Area
- Additional Planning Guidance

**to be discussed at next meeting**

**Actions ~ None**

## **AOB -All**

**None**

## **Next meeting**

Tuesday 14<sup>th</sup> June 2018/20 00/ TBA

Actions ~agree on venue – all

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