

## **Upwood and the Raveleys Parish Councillors: Trustees' Meeting**

Parish Clerk – Mrs Carol Silverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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**A Meeting of Upwood and the Raveleys Parish Councillors, the Trustees of:**

**Poors Allotments, Great Raveley (Charity no. 232893) and  
Allotments for the Poor of the Parish of Upwood (Charity no. 264373)**

**Was held on Monday 06 October 2014 at 6:30pm at Upwood Village Hall.**

**Present:** Councillors J. Edwards, R. Howe (Chairman), J. Noble, J. Paxton, G. Shelford, K. Sisman, G. Slater.

**In Attendance:** Mrs. C. Silverstone (Clerk), Mrs L. Carter (Secretary, URCAA), Miss A. Miles (Chairman, URCAA), Mr C. Dowdell (Treasurer, URCAA).

### **Minutes**

- 01-09/14 To receive and approve apologies for absence.**  
Apologies had been received from Councillor F. Hopkins and Councillor A. Perkins.
- 02-09/14 To review the minutes of the meeting of 02 September 2014 held between members of Upwood and the Raveleys Community Allotment Association (URCAA), Councillor Slater and the Parish Clerk.**  
The Chairman of the Trustees outlined the complex history of the parish allotments and complemented the Clerk, Councillor Slater and Mrs Carter on their efforts in reviewing the minefield of historical records. Their work has culminated in the Parish Council; the Trustees; and the Allotments Association securing a firm basis for future strategic and operational management in accordance with the requirements of the Audit Commission Act (1998); the Accounts and Audit (England) Regulations (2011); and the Charity Commission. The Chairman suggested that items on this agenda had been thoroughly researched and discussed and that he expected this meeting to be a formality.
- 03-09/14 To consider implementation of a formal agreement between the Trustees and URCAA enabling URCAA to take on the operational management of the allotment sites on behalf of the Trustees.**  
Trustees voted unanimously to adopt this agreement.
- 04-09/14 To consider adoption of the tenancy agreement for 2014/2015 between URCAA and individual tenants.**  
Trustees voted unanimously to adopt this agreement.
- 05-09/14 To consider merging of the two charities and changing the name to "Upwood and the Raveleys Allotments".**  
Trustees voted unanimously to merge the two charities and to change the name to reflect their combined status.
- 06-09/14 To consider the need to open a bank account.**  
As the Trustees have no financial resources it was felt that there was no need for a bank account at this time.
- 07-09/14 To consider approval of the transfer of £1031.99, the balance of funds currently held by the Parish Council on behalf of URCAA, to URCAA.**  
Trustees voted unanimously to the transfer of funds.
- 08-09-14 To consider a motion to place a positive covenant on the allotment charities land to offer assurance that the land will be used for no other purpose other than the provision of allotments for X number of years.**

Trustees and members of the URCAA committee felt that the allotment sites were already well protected by the Charity Commission and their history as part of the Inclosure Acts of the 1850s. It was decided to defer this point for future consideration.

**09-09/14 To consider the need for and frequency of future meetings (all trustees will meet at least once annually) and to consider delegation of the day to day business of the allotments charities to a working party supported by the Parish Clerk.**

It was agreed that a meeting of the Trustees will be held annually at 6:30pm on the first Monday of March (immediately preceding the Parish Council meeting). The day to day business of the allotments charities was delegated to the Councillor with the allotments as a portfolio responsibility, currently Councillor Slater, with the support of the Parish Clerk.

The Chairman asked for a proposal to accept and implement all of the above items. Councillor Sisman proposed the motion. This was seconded by Councillor Edwards. All Trustees were in favour and it was **resolved** to do so. The Tenancy Agreement was executed by the Trustees and signed by Councillor Slater in the presence of the Parish Clerk; and executed by Upwood and the Raveleys Community Allotments Association and signed by Mrs Carter and Miss Miles in the presence of Councillor Noble

**10-09/14 Matters for future consideration.**

*No decisions can be made under this item.*

There were no further matters for future consideration.

**11-09/14 Date of next meeting: 02 March 2015. 6:30pm**

**Close of meeting: 6:55pm**