

HEAP PARKINSON HOMES

Registered Charity No 220129

To the trustees of the Heap Parkinson trust. You are invited to attend a trustee meeting to be held on Wed 11th September 2024 at 18:00pm
Venue: The Education Room, Skipton Town Hall

Agenda AGM

2425/001 Agenda Item 1- Welcome

Welcome to the two newly appointed co-opted Trustees

2425/002 Agenda Item 2- Apologies

To receive and accept any apologies for absence.

2425/003 Agenda Item 3- Chairman

To appoint a Chairman for the Heap Parkinson Homes

2425/004 Agenda Item 4-Vice Chairman

To appoint a Vice Chairman for the Heap Parkinson Homes

2425/005 Agenda Item 5- Minutes

To approve the minutes of the AGM held in the 6th July 2023 and the meeting held on the 9th May 2024.

2425/006 Agenda Item 6- Accounts and Annual Report

To approve the Trustees Report and Accounts 2023-2024, and for the Chairman to sign off those accounts.

2425/007 Agenda Item 7- Finance Update

To receive a general finance update

2425/008 Agenda Item 8 - Policies

To adopt the Policies recommended by the Almshouse Association

- Risk Management
- Investment
- Safeguarding
- Conflict of Interest
- Financial Control
- Managing Volunteers
- Complaints
- Health & Safety
- Equality & Diversity
- Reserves
- Data Protection

2425/009 Agenda Item 9 – Policy Leads

Appoint a Trustee, as recommended in the Almshouse Association Model Policies to be the lead for:

- Health and Safety
- Equality and diversity
- Safeguarding

2425/010 Agenda Item 10- Appointments Panel

To agree on the Trustees to form the Appointments Panel (currently 5 Trustees)

2425/011 Agenda Item 11- Health Check

To receive the Almshouse Association 'Health Check' document, and agree any actions identified.

2425/012 Agenda Item 12- Next Agenda

Items for future agendas

Date of next meeting TBA

HEAP PARKINSON HOMES

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MINUTES HEAP PARKINSON TRUSTEE AGM MEETING

HELD IN THE CHAMBER OF SKIPTON TOWN HALL ON THURSDAY 6th July 2023 at 6.30pm.

Trustees: Councillors Madeley, Feather, Bentley, Courcier, Harbron, A Hesletine,
Nash, Morton, Morgan and McIntyre
Officers: Jenny Dean (Deputy Clerk)
Helen Marshall (Finance Manager)

2324/001 ITEM 1 – Apologies

Apologies were received from Councillor R Heseltine, A Higgins, B McDaid, D Noland and V Kettu
Councillor R Judge was absent.

2324/002 ITEM 2 – To appoint a chairman

RESOLVED to appoint Councillor Madeley chairman of Heap Parkinson Home trust.

2324/003 ITEM 3 – Minutes approval

RESOLVED to approve the minutes of the meeting held 23rd June 2022 as a true and accurate record of the meeting. (8 in favour)

RESOLVED to approve the minutes of the meeting held 16th March 2023 as a true and accurate record of the meeting (8 in favour)

2324/004 ITEM 4 – To approve the Trustees Annual Report

RESOLVED to approve the Trustees Annual Report (Unanimous)

Councillor McIntyre expressed her thanks to the staff for their work on Heap Parkinson over the last year.

2324/005 ITEM 5 – To approve the Accounts 2022 – 2023, and for the Chairman to sign off those accounts

RESOLVED to receive and note the accounts, to approve them and for the Chairman to sign.
(Unanimous)

2324/006 ITEM 6 – To receive a general finance update

Questions were received and answered regarding the finances of the trust. The accounts were received and noted.

There was a discussion regarding 21b being vacant for some time. Several people have viewed the property, but no one has submitted an application. Various options

were discussed to make the property more attractive to potential residents. The main feedback so far is that the living/bedroom space is too small.

2324/007 **ITEM 7 – To adopt the Policies recommended by the Almshouses Association**

Unanimously RESOLVED to adopt the following policies:

Risk Management Policy- with the amendment that inspections are at least 6 monthly.

Investment Policy- The Finance Manager will look to bring proposals to the next meeting for an alternative bank to Barclays.

Safeguarding

Conflict of Interest

Financial Control- with £1500 delegated authority to spend

Managing Volunteers

Complaints

Health & Safety

Reserves – with the removal of references to Barclays

Data Protection

The Equality and Diversity Policy was adjourned so that it could be considered once any amendments to the scheme document are approved.

2324/008 **ITEM 8 – To appoint lead trustees**

RESOLVED

Health and Safety – Councillor W Feather

Equality and Diversity – Adjourned until the Policy is reviewed following changes to the scheme document.

Safeguarding – Councillor C Nash

2324/009 **ITEM 9 – To agree Appointments panel**

RESOLVED that Cllrs, McIntyre, Madeley, Judge, McDaid and Nash would make up the appointments panel.

2324/010 **ITEM 10 – Items for future agendas**

Equality and Diversity Policy

2324/011 **ITEM 11 –Date of next meeting**

Prior to Full Council in September

The meeting closed at 20.40pm

HEAP PARKINSON HOMES

Registered Charity No 220129

MINUTES HEAP PARKINSON TRUSTEE SPECIAL MEETING

CHAMBER OF SKIPTON TOWN HALL ON THURSDAY 9th MAY 2024 at 6.30pm.

Present:

Councillors P Madeley, W Feather, V Kettu, S Bentley, D Noland, K McIntyre, L Morgan, A Higgins

2324/021 Item 1- Apologies

Apologies were received and accepted from Cllrs Nash, Morton, R Heseltine and McDaid

2324/022 Item 2- Minutes

The minutes of the meeting held on the 19th February 2024 were unanimously approved.

2324/023 Item 3- Appointment of co-opted Trustees

The Chair and Vice Chair of Heap Parkinson Trust gave an update on the interviews conducted for the recruitment of the co-opted trustees.

Four candidates had applied for the two positions.

Scoring sheets were completed during the interviews and were circulated to the members present. Cllr Madeley said that there were 3 main areas that he was looking at with the candidates- compliance knowledge, skills and interest in the residents.

Cllr Higgins stated that the welfare of residents was already the primary concern of the existing trustees and that the Trust should be looking to appoint trustees that bring additional skills and expertise that the trust don't already have. He felt that there were two candidates that had the relevant skills and would bring valuable experience. Cllr Noland agreed.

Cllr Feather felt that the two other candidates should be appointed as they had expressed more interest in the residents during the interviews. Cllr Madeley agreed with Cllr Feather on which candidates should be appointed.

Cllr Bentley raised concerns about one of the candidates needing to travel to attend the meetings. The Deputy Clerk confirmed that the candidate was willing to travel. Cllr Noland said that some meetings in Zoom would be possible too.

Trustees agreed on the how the vote would be conducted. Following the votes Mr D Shaw and Mr P Elmer were appointed to be co-opted Trustees. The Clerk would arrange for letters to be sent.

Date of next meeting to be decided.