



ORDINARY GENERAL MEETING MINUTES

Date	Time	Venue
29/5/2025	7.00pm	Claytawc, St Dennis

Trustees Present	Abbrev.	Position	Attendance
Ann Chapman	AC	<i>Resident Trustee SD</i>	<i>Apologies</i>
Julie Floyd	JF	<i>Resident Trustee SS</i>	<i>Present</i>
Adrian Hutton	AH	<i>Resident Trustee SD</i>	<i>Present</i>
Tracey Hutton	TH	<i>Resident Trustee SD</i>	<i>Present</i>
Keith Truscott	KT	<i>Cllr. Trustee SS</i>	<i>Present</i>
Nigel Spragg	NS	<i>Cllr. Trustee SS</i>	<i>Apologies</i>
Tanya Edmunds	TE	<i>Cllr. Trustee SD</i>	<i>Present</i>
Julia Clarke (Chair)	JC	<i>Cllr. Trustee SD</i>	<i>Present</i>
Jennifer Burnett	JB	<i>Cllr. Trustee SD</i>	<i>Apologies</i>
Elaine Kist	EK	<i>Cllr. Trustee CC</i>	<i>Present</i>
Dick Cole	DC	<i>Cllr. Trustee CC</i>	<i>Present</i>
Quorum requirements	7		

Others Present	Abbrev.	Representing	Attendance
Sharon Davey	SD	Administrator	<i>Present</i>
Francesco Rigolli	FR	School of Dough	<i>Present</i>

1.	Welcome JC welcomed everyone to the meeting.	
3.	Election of Trustees The three-year term for trustees AC and JF has concluded. Both individuals have expressed their willingness to serve another term. The re-election of AC and JF for a further three-year term was unanimously approved by all present.	
4.	Questions and Answers with St Dennis Over 70s The trustees had no questions for the group.	
	Questions and Answers with School of Dough CIC. FR gave a brief background to School of Dough CIC. The current scope of the project is limited. Securing the grant would enable the CIC to expand its activities. The proposed Mobile Food Trust would provide young people with valuable work experience, create potential employment opportunities, and allow the project to reach other villages. At present, the workshop is offered free of charge; however, the introduction of the food truck could generate income to support the initiative.	

	Q. There doesn't seem to be any bookings on the Claytawc website. A. Already fully booked so no need to advertise. Q. What does the grants received fund. A. Ingredients, time of facilitator £20 per hour and venue costs. Q. Do you organise more sessions in the summer or winter. A. Run sessions all year round. Q: How was the £30,000 grant amount determined? A: Mark, who has previous experience working on a food truck, provided an estimated cost based on that experience. If the application is successful, the aim is to purchase the truck in the autumn. The expected cost is between £25,000 and £28,000. Q: How long do you anticipate the food truck being in operation, given that it is an asset? A: We expect the food truck to be in use for many years. As an ongoing project, the CIC will continue to apply for funding to support its running and maintenance costs over time. Q: Where will the new mobile unit be operational? A: One possible location is St Dennis Playing Field. We have approached the Committee, who indicated a preference for a van rather than a container. We also plan to approach St Stephen-in-Brannel for other locations. Q: Will young people be working inside the van? A: Depending on the weather conditions, young people will either work inside the van or under a gazebo. Q: Food preparation requires food hygiene certification. How will this be addressed? A: The CIC plans to provide training to support young people in obtaining their food hygiene certification, ensuring they meet all necessary requirements for safe food handling.	
5.	Minutes of previous meeting: 20th March 2025 The minutes were accepted as a true record.	
6.	Matters Arising The accountant has completed the audit of the 2024 accounts. Additionally, SD and KT have been successfully set up on HSBC online banking.	
6.	Finance/Treasurer's Report a) Update. SD advised trustees that: Current Balance is £383,832.06 (£235,747.57 HSBC; £148,084.39 Unity). However, allowing for earmarked grants the Trust has £253,832.06 b) Invoices. SD read out four invoices requiring approval: all agreed. c) Investing Funds. SD provided an overview of the different investment options available with Unity and HSBC. Following discussion, all present agreed to invest £130,000 into a Unity 6-month fixed-term savings account and £150,000 into a Unity instant access savings account.	SD SD/Finance Trustees
7.	AOB • AGM. 24 th July 2025 at Treviscoe Community Centre. JF to book venue.	JF
9.	Date of Next Meeting 24 th July 2025 at Treviscoe Community Centre	SD
	The meeting closed at 8.00pm..	

Minutes agreed as an accurate record of the meeting.

.....Chairs Signature

.....Chairs Name

..... Date