

## NORTHUMBRIA HISTORIC CHURCHES TRUST

### MINUTES OF MEETING HELD AT ST LUKE'S SPITAL TONGUES

Wednesday 19 February 2020

Present: Robin Brims Chairman and Acting Secretary (RB), Bill Heslop (BH), Laurie McLeman (LM), Joanna Pullan (JP), Peter Ryder (PR), Margaret Stewart (MS)

In attendance: Rev'd Dr Robert Ward, Jenni Sparkes of St Luke's Spital Tongues

1.	<p><b>Apologies For Absence.</b></p> <p>Fr Robert McTeer; Kim Pearson (KP)</p> <p>Robin informed the meeting that David Jowett had resigned wef 1 Feb 20 due to his work commitments.</p>	Action
2.	<p><b>Minutes of Meeting Held on Wed 6 Nov 19.</b></p> <p>Approved.</p>	
3.	<p><b>Matters Arising.</b></p> <p>Nil</p>	
4.	<p><b>Declarations of Interest.</b></p> <p>a. BH re-declared an interest in Brancepeth St Brandon.</p> <p>b. JP declared that she had conducted the Quinquennial at Monkseaton St Mary the Virgin; and had involvement in the first tender for Seghill Holy Trinity.</p>	
5.	<p><b>Chairman's Report Including the Strategic Review.</b> The Strategic Review reached the following conclusions and decisions:</p> <p>a. <b>Fund Raising.</b> It was agreed that we should seek funds by RB and MS reviewing potential from FINE. And JP will review our website to make donating more attractive.</p> <p>b. <b>Annual Grant Offer Budget.</b> It was agreed that over the next 3 years we would have an annual grant offer budget of £50k. This would be reviewed at the start of each year.</p> <p>c. <b>Expenses.</b> It was agreed that the annual expenses budget for the Secretary would be £2,650 and for the Financial Administrator £300.</p> <p>d. <b>On Line Banking.</b> It was agreed that during the year 2020 we would move</p>	RB MS JP

	<p>to on line banking with LM taking over as Hon Treasurer and JP becoming the second authorizing trustee. RB agreed to inform the Finance Administrator and to put LM in touch with him to make the necessary arrangements.</p> <p>e. <b>Chair Appointment.</b> It was agreed actively to seek a new Chair; but RB will stay on until a suitable individual is found.</p> <p>f. <b>New Trustees.</b> A generic advertisement for new trustees should be added to our website even though no new trustee other than the Chair is sought at present.</p> <p>g. <b>Reserves Policy.</b> It was agreed to hold a Reserve of £2k and title the COIF holding as the Endowment Fund from which we would draw to meet the grant offer budget.</p> <p>h. <b>Sharing Outcome with Founders and Principal Supporters.</b> It was agreed that RB report the outcome of this Review by writing to the Bishops of Durham and Newcastle and the Chairman of the Sir James Knott Trust/Samares Investment Limited.</p>	<p>RB</p> <p>KB</p> <p>RB</p>												
6.	<p><b>NHCT Financial Information.</b></p> <p>The financial statement was accepted. The grant making budget for year 2020/21 was confirmed as £50k.</p>													
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8.	<p><b>Unclaimed Grants.</b></p> <p>a. <b>Darlington Northgate.</b> No claim can be approved as the terms of the grant offer have not been met.</p> <p>b. <b>Dalton le Dale St Andrew.</b> A claim with appropriate supporting invoice should be submitted.</p>													
9.	<p><b>Feedback From Church Visits.</b> No visits had been made since the last meeting.</p>													

10.	<p><b>Any Other Business.</b></p> <ul style="list-style-type: none"> <li>a. We need to check that the grant offer explanation on the website is expressed consistently and in line with the Board's intentions, specifically in relation to when a grant can, and should be claimed.</li> <li>b. St Luke's Spital Tongues gave thanks for our support. The trustees had appreciated the tour of works ahead of the meeting.</li> </ul>	KP
11.	<p><b>Dates of Next Meetings.</b></p> <p>Wednesday 22 April 2020 Winston St Andrew – Not yet confirmed  Wednesday 1 July 2020 Ellingham St Maurice – Not yet confirmed  Wednesday 4 November 2020 – Shieldfield Christ Church – Not yet confirmed</p>	