

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Monmouthshire Farm School Endowment Trust held at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 23rd January, 2017 at 11.00 am

**PRESENT:** County Councillors: A. Easson, D. Edwards, R. Edwards, D. Jones and County Councillor Havard-Caerphilly County Council

### **OFFICERS IN ATTENDANCE:**

Nikki Wellington	Finance Manager
Andrew Evans	Senior Management Accountant
Holly Barnard	Accountancy Assistant
Paula Harris	Democratic Services Officer

#### **1. Apologies for absence**

County Councillors R. Greenland, S.B Jones. Mr K Backhouse and Professor Hayes.

#### **2. Declarations of Interest**

None.

#### **3. To confirm and sign the minutes of the previous meeting of the Monmouthshire Farm School Endowment Trust 14th November 2016**

The minutes of the meeting held on the 14<sup>th</sup> November 2016 were confirmed and signed by the Chair.

In respect to the applications given provisional grant amounts subject to further information being sought at the meeting on the 14<sup>th</sup> November 2016, we received an update from officers who confirmed that the information received was satisfactory and the provisional amounts as recommended by the Trustees have now been granted.

Trustees were updated that a letter had been sent to the parent of an applicant who was refused a grant on the grounds that he lived outside the geographical area for the trust advising other potential grant schemes. No date no response had been received.

#### **4. To consider whether to exclude the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A to the Act. (Proper Officer's view attached).**

#### **5. To consider a report by the Chief Officer for Children and Young People regarding applications received against the Trust Fund for the Academic Year 2016/17**

We considered 2 applications received against the Trust Fund presented on behalf of the Chief Officer for Children and Young People.

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The Committee was briefed on the monies available to allocate.

We resolved:

(i) that awards be made to the applicants, as agreed, subject to appropriate receipts and evidence of attendance being received;

(ii) to note that the total amount of funding awarded to students at today's meeting was £3025.00.

At the previous meeting Trustees asked if standardised costs could be introduced when students ask for help with costs with items such as laptops and chainsaws. Officers told us that after speaking to Mr Backhouse the college advised students to allow;

1. £600 for laptop & software
2. £180 for chainsaw protective clothing

Protective clothing for spraying courses were available to borrow from the college and that boots were available to purchase for £20.

It was recommended that this information was included in the grant literature for guidance.

#### **6. Monmouthshire Farm School Endowment Trust Fund Annual report for the year ended 31 March 2016**

The Committee received a report of the Trustee for the year ended 31st March 2016. Which presented its annual report and the audited financial statements for the year ended 31 March 2016 of The Monmouthshire Farm School Endowment Trust Fund. The information with respect to the Trustee, officers and advisors.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements comply with the Charity's trust deed.

The Finance Manager voiced concerns that the uptake of the grant had decreased considerably and asked Trustees for guidance on increasing uptake.

Members asked if the time of year is an issue and highlighted the importance of raising awareness at the end of the summer term and during the summer holidays so that applications could be made in the autumn.

The Chair spoke of the importance of the college making students aware of the grant and suggested stands at the college open days and Monmouth show.

A Trustee asked that if the college principle could not attend that he nominated a deputy for the meeting as the guidance and information received by the college was deemed an essential contribution.

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It was suggested that the Monmouthshire Farm Endowment Trust was added to the agenda of secondary school governing bodies so that the information could be distributed to school leavers.

The Cabinet Member from Caerphilly County Council spoke of his wish to increase awareness and asked officers for leaflets to distribute.

The annual accounts were duly signed by the Chair.

#### **7. To receive the Wales Audit Office - Independent Examination of Financial Statements Report**

The Committee received the Independent Examination of Financial Statements report prepared by the Wales Audit Office and discussed the issues regarding the reduction in income from the Roger Richards Trust.

#### **8. To confirm the date and time of the next meeting**

17<sup>th</sup> July 2017 at 11am.

#### **AOB:**

The Senior Management Accountant advised the trustees that an applicant who had been granted £1810.00 had sent a receipt for £420.95 for an iPad. As the applicants allocation had not included I.T. and this was the first ever iPad request the officer wished to seek consent to reimburse costs from the trustees.

Trustees agreed that providing the reimbursement came out of the originally allocated £1810.00 they were happy on this occasion to proceed.

**The meeting ended at 11.27 am**