



## Extraordinary Charity Meeting Minutes

Meeting Title	<b>Extraordinary Charity Meeting</b>				
Meeting Location	Microsoft Teams				
Date of Meeting	12 <sup>th</sup> February 2025	Start Time	13:00	End Time	13:38
Attendees	Ken Yeates (Chair) (KY), David Drake (Secretary) (DD), Sheena Drake (Treasurer) (SD), Tom Micklewright (TM), Amanda Hulse (AH), Stephen Lyons (SL), Robin Gundry (RG), Ann Sampson (AM), Peter Adamson (PA), Peter Rebbeck (PR), Bob Hodges (BH), Gillian Trott (GT), (Alex Meldrum - left the meeting shortly after joining)				
Apologies/Absent	Peter Long, Gerry Hatton, Terri Binstead, Colin Binstead, Alison Durrant, Raymond Addison				
Additional Distribution	Patient Consultative Committee, Lime Tree Registered Patients				
Minutes prepared by	Amanda Hulse				

Agenda Ref:		Item Owner
1.0	Welcome and Introductions TM introduced KY as Chair-Elect. KY welcomed everyone to the meeting and explained that there had not been a meeting of the charity for 2-3 years. The charity had still been functioning in the background and it was now time to firm the charity up going forward.	Ken
2.0	Acceptance of updated constitution TM stated that there had been minor changes to the constitution to add value to the charity and PPG. One of the major changes was the need for six trustees, which had been reduced to three, which was compliant. It was agreed (PA proposed and SD seconded) that the proposed changes to the constitution be accepted with immediate effect.	Tom

	The Charity Commission would be informed of the changes and the Lime Tree Surgery website would be updated in due course.	
3.0	<p>Trustee Application – Tom Micklewright  KY explained that TM had applied as a trustee, which would help with alignment, and TM had supplied his CV to the board.  It was agreed (SD proposed and PA seconded) that Tom Micklewright be appointed to join the board of trustees of the Lime Tree Charity.</p>	Ken
4.0	<p>Re-appointment of Officers  1: Chairperson – Ken Yeates  It was agreed (TM proposed and SD seconded) that the Ken Yeates be reappointed chair of the board of trustees for the Lime Tree Charity.</p> <p>2: Treasurer – Sheena Drake  KY said that SD had done a sterling job with the charity and Charity Commission.  It was agreed (KY proposed and RG seconded) that the Sheena Drake be reappointed Treasurer for the board of trustees of the Lime Tree Charity.</p> <p>3: Secretary – David Drake  It was agreed (TM proposed and AM seconded) that the David Drake be appointed Secretary for the board of trustees of the Lime Tree Charity.</p> <p>There were now four committee members who would take forward the Charity and their funds. More trustees were welcomed and if anybody would like to join then please contact TM or DD.</p>	Ken
5.0	<p>Update on activities of the Charity  TM stated that the Charity had been dormant but continued to raise funds with the library at the three LTS sites and recycling ink cartridges, which generated approximately £150 per year. TM explained that LT the chair of the Findon Valley Residents Association had put in a bid to the Council's Community Infrastructure Levy (CiL) for funding for a community garden at Goring and the funding needed to be paid to the charity. The community garden would provide an accessible space and volunteer garden project. TM explained that before Covid there had been a walking group in Findon only. He said he was in touch with a group of six people who had expressed an interest as walk leaders for a new group across Findon, Goring and Durrington.  KY asked if training required to be a walk leader and TM said that insurance and training was required for a walking group and walk leaders. Options were to insure the group independently or join the Ramblers Association who could provide insurance and training. There was currently a Ramblers Association in Adur, which could be expanded to Adur and Worthing with shared fees, and TM was waiting for further information regarding this.</p>	Ken

	<p>PA asked if the walking group would be extended outside of the practice and TM said yes it could be and that there were other unofficial walking groups with other local practices. PR asked if there would be a fee to walkers and TM said the conversation was ongoing regarding a small fee.</p> <p>KY asked if there was a keep fit group at the Findon Valley Free Church and TM said he had no contacts for this provision and welcomed any contacts for this.</p> <p>KY asked what contribution was needed from the charity for the community garden. TM said that he could share the paperwork and that the community garden was for Goring only as the CiL was not for Findon. He explained that other charities such as MacMillan might be able to help fund a community garden in Findon.</p> <p>KY asked how the community garden project would progress and would there be a garden committee and TM explained that LT had two interested volunteers to help set up the project and design the garden and would also have the involvement of the local rangers who would give suitable planting advice. Members of the Durrington community garden project had also expressed an interest in helping set up the project. TM said an on-site meeting would take place in the first instance before progressing the project. TM said the paperwork was ready to apply for funding from the Council to the Charity.</p> <p>PR asked about maintenance costs and would funding need to be re-applied for this. TM said that there was funds in the Council pot for residual maintenance and other funding pots available.</p> <p>KY asked if the community garden would also be a vegetable plot and TM explained that the placement of the Goring site was not suitable for growing vegetables and would therefore be a community garden with plants. AS asked where the site was and TM explained the position of the site at the Goring surgery.</p> <p>KY asked if the recently moved bike shed metalwork would be removed and TM said they would as this would be part of the access way.</p>	
6.0	<p>Treasurers Report</p> <p>SD explained last year's accounts and said that the ink cartridge recycling had generated £124.45 income. She said the current balance was £7004.94 and that she had to inform the Charity Commission each year by law of the accounts.</p> <p>The Treasurers report was proposed and accepted (TM proposed and DD seconded).</p> <p>KY said the accounts would be put on the website when ready and suggested quarterly updates for the website. SD said that she would do an annual report then quarterly updates going forward.</p>	Sheena
7.0	<p>Any Other Business</p> <p>BH asked what ink cartridges could be recycled. TM said that collection points for the ink cartridges for DHC and Goring would be requested and he would ask for up to date information regarding which ink cartridges could be put in the collection boxes.</p> <p>KY asked if anyone had any suggestions for fund raising.</p> <p>PR asked why fundraising was needed and what the funds were used for. TM explained that historically the charity had funded new equipment for the surgery.</p> <p>PR asked what equipment and was that constitutionally right and what were the charity raising money for.</p>	Ken

	<p>SD said there had been no requests for equipment from Lime Tree for a few years. TM said that the option had been forgotten but it would be advertised.</p> <p>PR said he was a registered patient with Lime Tree Surgery and asked who could be members and trustees of the charity and who were the attendees at this meeting. TM explained that it was trustee members, members of the Patient Reference Group and AH who was taking the minutes of the meeting.</p> <p>KY thanked everyone for attending the meeting.</p> <p>The meeting ended at 1.38pm.</p>	
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