

The Old Barn,  
Upper Ensign,  
Old Wives Lees,  
Kent. CT4 8BB

J M Bewick, esq.,  
1, Church Cottages,  
Monkton Combe,  
Bath.  
BA2 7HB

3rd. May 1996

Dear Julian,

**The Monkton Bluefriars Charitable Trust**

Thank you for all the papers on the above which I have sent on to Jane together with a suggested set of minutes for our first Trustees' "meeting". If anyone has any objection to these minutes perhaps they could contact you before passing on the papers.

With regard to the agenda for our first proper meeting, apart from the interesting policy matters you list I fear there are a number of boring but necessary administration details which we should also get out of the way. The Trust Deed is drawn in a very open manner which is all to the good but we do have to have some 'rules and regulations' While most of these will be unnecessary at present or indeed for some years to come, it is often as well to get them cleared up right at the beginning such that, as trustees change over the years, there will not be confusion.

\* Some simple criteria will need to be defined :-

Term of service / re-appointment of trustees

Eligibility criteria for trustees and circumstances in which trusteeship must be determined

Who can call trustee meetings and how

What is a quorum

Accounts and annual reports and returns need to be maintained in accordance with the Charities Act 1992. We must define whose responsibility these functions will be.

Do we need professional auditors

\* Should we build up a capital reserve? If so, how big should it be? Should there be exceptional circumstances under which it could be used for revenue expenditure? (It could be built up by such means as a set - but small - percentage of all donations, or by the retention, as capital reserve, of all reclaimed tax.)

- \* The Trust Deed stipulates that the Trustees operate by "majority" decision. There is no provision for casting votes. Should we either alter the deed to give a casting vote or, more simply, appoint another trustee? (The former is the better solution as not every trustee will attend every meeting.) While it is most unlikely that we will have split decisions for the foreseeable future, the more successful the trust becomes the more likely this is to occur and perhaps we should clarify the matter at a time when we are in agreement.
- \* Again, while I see no difficulty in the short term, should we clarify what, if any, expenses trustees can claim? (traveling? overnight? telephone?) My own feeling is that we probably all expect to give our services entirely free and not to claim any expenses. But this will not necessarily be the case for all future trustees unless we stipulate it as a requirement.
- \* Do we need trustee liability insurance? Whatever the deed says I suspect that as with directorships, trustees have legal obligations akin to a joint and several liability.

With Regards,  
Yours sincerely,



John Clark