

MUNICIPAL CHARITIES OF STRATFORD-UPON-AVON  
incorporating St Joseph's Homestead

**TRUSTEES MEETING**  
TO BE HELD ON WEDNESDAY 19 JUNE 2019  
(to follow the MCSonA and SJH AGMs)  
AT GUILD COTTAGES, CHURCH STREET, STRATFORD-UPON-AVON

**A G E N D A**

If needed, the wifi log-in details are:  
Network - "Guild"; password - "churchstreet12"

1. **Apologies**
2. **Members' Interests**
3. **To approve minutes of the previous Board Meeting held on 20 March 2019 - [Doc 1](#)**
4. **Matters Arising**
5. **To note the following Committee Meetings that have taken place since the last Board Meeting on 20 March 2019, with minutes having been circulated to all Trustees unless indicated (note: all minutes are draft minutes until formally approved at subsequent meeting of relevant committee), and to approve the minutes of any Special or Ad-hoc meetings listed below:**

Date minutes were circulated are in red

| <b>Special</b>                      | <b>Relief in Need</b>              | <b>Advisory</b>                   | <b>Property</b>                     | <b>Finance</b>                     |
|-------------------------------------|------------------------------------|-----------------------------------|-------------------------------------|------------------------------------|
| 24 April 2019<br><b>01 May 2019</b> | 10 April 2019<br><b>6 May 2019</b> | 22 May 2019<br><b>24 May 2019</b> | 17 Apr 2019<br><b>29 April 2019</b> | 29 May 2019<br>(minutes to follow) |
|                                     | 8 May 2019<br><b>11 Jun 2019</b>   |                                   |                                     |                                    |
|                                     | 12 Jun 2019<br>(minutes to follow) |                                   |                                     |                                    |

6. **Matters arising from any of the above referenced Committee Meetings**
7. **Chairman's Report**, for information - [Doc 2](#)
8. **Clerk's Update**
  - Clerk's Report as at 14 June 2019, for information - [Doc 3](#)
9. **Financial Matters**
  - Report by Chairman of Finance Committee, for information.
10. **Relief in Need Charity**
  - Report by Deputy Chair of RINC Committee, for information
  - To seek approval for amended RINC Terms of Reference wording - [Doc 4](#)
  - To seek approval for Organisation and Hardship Grant Agreements - [Docs 5 & 6](#) (Docs 5 & 6 have been peer reviewed by Stephen Claus, solicitor at Brabners)
11. **Property Matters:**
  - Report by Chairman of Properties Committee, for information - [Doc 7](#)
  - William Tyler Freehold Portfolio, for information - [Doc 8](#)

## 12. **Advisory Committee**

- To seek approval to change the name of this committee to Policy & Governance Committee

## 13. **Policies and Procedures**

To seek approval to the revised wording of the following procedures, all based on the Almshouse Association templates:

- Equality and Diversity Policy – [Doc 9](#)
- Health & Safety Policy – [Doc 10](#)
- Complaints Procedure – [Doc 11](#)

## 14. **Any Urgent Business**

- Discussion on resident eligibility criteria - level of savings - [Docs 12A and 12B](#).

## 15. **Next Board Meeting Dates**

Scheduled further Board Meeting Dates in 2019: Wed 25 Sept / **Tue** Nov 12

All meetings at 6.05 p.m. unless otherwise notified.

### **Distribution:**

The Mayor, Cllr Kate Rolfe (President)  
Mrs Mo Lancaster (Chairman)  
Mrs Jenny Howard  
Mrs Tessa Bates  
Mrs Carole Taylor  
Mr Jon Spencer

Mrs Maureen Beckett  
Mr Rob Fradley  
Mr Clive Hood  
Mr Mick Love  
Mrs Sarah O'Grady

Mrs Sheila Price  
Miss Lezley Bott  
Mr Peter Rowland  
Mr Andy Smith  
Mrs Fiona Murphy

Mr John Loscombe (Clerk)

Mr Doug Evans (Grants  
Administrator)