

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
57 Fairview Road  
Hungerford  
Berkshire  
RG17 0BP  
Tel: 07920 110380  
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
townclerk@hungerford-tc.gov.uk  
www.hungerford-tc.gov.uk

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**MINUTES** of the **Full Council Meeting** held on Monday 2<sup>nd</sup> November 2020 at 7.00pm remotely through Zoom.

**Present:** Cllrs Simpson, Knight, Crane, Winser, Lewis, Chicken, Fyfe, Downe, Alford, Hudson, Yakar-Wells.  
Also: District Cllrs James Cole, Dennis Benneyworth (joined at 7.10pm), Claire Rowles – West Berks Council.  
Representatives from Newbury News, Penny Post and Adviser.

Two representatives from John O’Gaunt School, one representative from Hungerford Youth & Community Centre.

One member of the public.

In attendance: Claire Barnes (Town Clerk), Jeff Ford (RFO), Sarah Hennessey (Deputy Town Clerk) and Sarah Chatters (Admin Assistant).

The meeting was being recorded.

**Police Report – (attached).** The report had been circulated. There were no questions arising from the report.

**Presentation from John O’Gaunt School.** Lucy Lee (Chair of Governors) introduced herself and Richard Hawthorne (Head of School). They were pleased to be invited to the meeting. Richard advised the school had been glad to welcome the students back in September and today, following half term. He is proud of the way the whole school community has adapted to the Covid situation and is pleased that there have been zero positive cases to date. The school is exploring ways to further support families who struggle with IT equipment – a quarter of the families do not have adequate access to IT provision.

Community is 100% at the heart of the school and the school is very keen to work with the whole of the Hungerford community. The school has had great support from the Excalibur Academies Trust and the school’s governors.

The District Councillors and Cllr Simpson would like to set up a meeting with the school to discuss the school’s needs and requirements, particularly with regard to the IT provision, and understand what help the school requires.

The representatives from JOG left the meeting at 7.27pm.

Cllr Simpson introduced Tanya Noyce who has recently been appointed as Youth Worker at the HYCC. Tanya explained she is learning about the local community and is currently putting policies and procedures into place. She is interested in networking and promoting the HYCC service. She is keen for volunteers so if anyone knows someone who would be interested in volunteering, please let her know. Cllrs were pleased to welcome Tanya to the team.

The representative from HYCC left the meeting at 7.33pm.

- 1. Note apologies for absence** – Noted from Cllr Shatford.
- 2. Declarations of interest** – Cllr Knight – Item 10(f).
- 3. Approval of Minutes of the Full Council meeting of 5<sup>th</sup> October 2020, and outcome of actions** – *Cllr Crane proposed the minutes as a true record, seconded by Cllr Knight, 2 abstentions (Cllrs Winser and Hudson), rest in favour.*

4. **Mayor's Report – (attached).** The report had been circulated. There was a question regarding whether there are plans to relocate the existing taxi rank in the High Street. This will be discussed further at a future H&T meeting.
5. **District Councillor's Reports –** With regard to Covid, Cllr Rowles advised WBC is making sure there are sufficient resources in the Community Support Hub and anyone who needs help is encouraged to contact the Hub. She will send out details of any new government grants as they become available. Local firms are encouraged to contact WBC if they have problems paying their business rates. Cllr Benneyworth is working with WBC to help enforce the coned off area in the High Street outside Coffee1. Pedestrian barriers will be placed between the cones to try and ensure the cones remain in place. Cllr Cole reminded the meeting that members of the PPP have offered to come and talk to HTC about whether Covid marshalls would be of benefit to the town. Cllr Downe advised he is in discussion with WBC about whether this would be better achieved using members of HTC. Cllr Rowles will chase progress on the Member's Covid Bid.
- On other matters, Cllr Rowles advised the current situation regarding the Salisbury Road development is that WBC Planning Policy Department has requested a report into the developer's application to reduce the percentage of social rent dwellings. Cllr Simpson asked Cllr Rowles to investigate if an independent company will produce the report as opposed to a company appointed by the developer. The WBC Planning Officer has said that HTC will be informed well in advance when this matter is due to go to the WAP committee. There was discussion regarding the (currently closed) footpath which leads from Priory Road around the edge of the new development and whether we should request this be re-routed. This will be discussed further at a future committee meeting.
- CIL money from the redevelopment of the old Police Station which was to be used to narrow the pavement in Station Road has not yet been received. This will be discussed further at a future H&T meeting.
- The District Cllrs will chase progress on the following: request for bushes to be cut back on pavement near Garden Art; the Salisbury Road/Kennedy Meadow roundabout problem; progress of Cllr Fyfe's request for improvements to signs/hedgerows around the town.
- Cllr Cole advised the new kitchen is up and running at Hungerford Primary School, please let him know if this project is not well received.
- Cllr Benneyworth suggested it would be a good idea for a representative from HTC to be on the governing body at the JOG School if there were any spaces.
6. **Health & Safety – Impact of Coronavirus**
- a) **Any complaints or concerns**
- b) **Town Centre Support plan using Covid Marshall**
- Mostly covered already. Cllr Simpson advised the Croft Field Centre and Triangle Field will be closed, the public toilets and playgrounds will remain open for now. Suggestions were made to remove the cones in the layby outside the Kebab shop and for the roundels to be repainted on the pavements – these requests will be forwarded to WBC for action.
7. **Update on Remembrance Sunday planning – 'Remember from home'** – We are waiting for further government guidance regarding whether this event can go ahead.

District Cllrs Rowles and Cole left the meeting at 8.08pm.

8. **Hungerford 2036 – Receive a report from the Project Team (attached).** The report had been circulated. There were no questions arising from the report. Documentation on the additional 3 HELAA sites has been submitted to WBC for review. Cllr Downe asked Cllr Benneyworth to chase progress on this with WBC to enable the Project Team to proceed with the next stage in the process.
9. **Committee reports (no more than 3 minutes per report)**
- R&A** – report included in Mayor's Report. No questions arising.
- E&P** – report circulated and is attached. No questions arising.
- H&T** – no meeting had been held.
- F&GP** – report circulated and is attached. No questions arising.
10. **Finance –**
- a) **Propose authorisation of cheque run payments (circulated along with copies of invoices) for October** – Cllr Winser proposed the cheque run of £24,854.48, seconded by Cllr Simpson, all in favour.

**b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Cllr Winser proposed the year to date accounts, seconded by Cllr Knight, all in favour.**

**c) Note External Audit report –** The report had been circulated. There were no issue arising from the report and thanks were extended to the RFO for his work on this.

**d) Consider proposal to upgrade and relocate CCTV cameras – see attached report (Cllr Fyfe) – Cllr Downe proposed to place a new 360 degree CCTV camera at the Bear roundabout, to replace the CCTV camera outside WH Smiths with a new 360 camera and redeploy the existing PTZ camera moving it to the Croft Field and install one fixed camera at the Croft Field, and to pursue an urgent solution to CCTV at the Triangle Field, seconded by Cllr Simpson, 3 abstentions (Cllrs Hudson, Chicken, Lewis) rest in favour.**

*Cllr Fyfe proposed to fix the existing PTZ camera opposite the library to face in one direction and install another fixed camera facing the other way and upgrade the server in the office to cope with the additional cameras, seconded by Cllr Crane, all in favour. Total cost £7955 plus vat (funds from EMR and balance from underspend on Leisure Centre).*

**e) For info – Review of Action & Strategy Plan alongside budgets will be discussed at November Committee meetings.**

**f) Consider funding grant for Hungerford Hub for financial year 2021-22 – see report (attached) (Cllr Knight) – Cllr Winser proposed £9000 in the budget for the Hungerford Library Community Trust for financial year 2021-22, seconded by Cllr Simpson, one abstention (Cllr Knight), rest in favour.**

11. **Request for Councillor profiles for display on website –** Cllr Simpson asked that if councillors have not already done so, please could they forward a profile of no more than 500 words to the Clerk. These will be uploaded to the HTC website.
12. **Any other reports (3 minutes each) not to include any proposals –** Item deferred.

Meeting closed at 9.05pm. District Councillor Benneyworth and press left the meeting.

## **Confidential Part 2**

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

13. **Triangle Field Management Agreement- Update following Extra F&GP meeting –** The Mayor advised HTC has responded to questions from HRFC and wait their reply. Solicitors advice is being sought to work towards an agreement. HRFC received a rent saving of £1920 this year due to Covid.
14. **Outstanding debtors –** Deferred to next F&GP meeting.
15. **Receive Staff TOIL hours –** Deferred to next F&GP meeting.
16. **Consider suggestion for additional car parking – ACTION:** Cllr Chicken will circulate a drawing which can be discussed at H&T.
17. **Suggestions for community champion nominations – ACTION:** *Cllr Simpson proposed nominating Jennifer Bartter (Foodbank) and Ted Angell (CHAIN), seconded by Cllr Knight, all in favour.*
18. **Xmas Fundraising application – Consider donations required –** HTC will be expressing sympathies to businesses who have suffered a tough year. If they can donate this is appreciated and an application will be set up on The Good Exchange. The Clerk advised there is a double matched day where £1 donations will become £3 however our application may not meet the requirements. *Cllr Simpson proposed we look to match fund any donations and apply for funding for additional expenditure occurred this year, particularly, for the new lights and baskets and associated costs, seconded by Cllr Crane, all in favour.*  
**ACTION:** Publish application as above.

Meeting closed at 9.25pm.

## **REPORTS**

### **HUNGERFORD TC POLICE UPDATE NOVEMBER 2020**

Since our last update COVID numbers have continued to rise across the country. So much so that on the 31<sup>st</sup> October the Government announced a second Lockdown. This will come into force on the 5<sup>th</sup> November until 2 December. The full details of which can be found on the Governments website, but the three main points are:

- Requiring people to stay at home, except for specific purposes.
- Preventing gatherings with people you do not live with, except for specific purposes.
- Closing certain businesses and venues.

We continue to work closely with HTC to tackle anti-social behavior in the town. This month we have received a couple of reports of criminal damage in The Croft area of Hungerford. This is being regularly patrolled by the team.

On the 21<sup>st</sup> October we held a follow up OSARA meeting chaired by Sgt Murray. We reviewed the last month's anti-social behaviour in comparison to what had been happening previously and spoke of any new concerns. We find these meetings invaluable and will be holding another in the New Year.

The whole team were on duty for Halloween as this can be a busy night for us. In the main most people made the decision to stay indoors with few out trick or treating. We carried out regular checks of our anti-social behavior hotspots including The Croft and over the course of the evening seized large quantities of alcohol from persons under the age of 18, as well as dispersing those who were in groups larger than 6.

The team also seized quantities of Cannabis from various persons over the Halloween weekend, those dealt with were referred into the Drugs Diversion Scheme.

This scheme aims to reduce the harm caused by the use of drugs and drug related offences. It gives those young people found in possession of small quantities of illegal drugs the opportunity to take part in a tailored diversion to address their drug use as an alternative to facing prosecution.

Further information regarding the scheme can be found on the Thames Valley Police website.

We have highlighted before the need to report. This was highlighted recently when the day after Halloween we were made aware that there were posts on social media platforms regarding youths playing with fireworks in the town and groups of youngsters fighting. Neither of these were reported to us – so even though we were on duty we were not aware of such incidents.

This month two persons have been arrested and charged with two burglaries that occurred recently in the town. You can report online at <https://www.thamesvalley.police.uk> .If it is urgent please continue to call on 101 (non-emergency) and 999 in an emergency.

If you would like to report anonymously you can do so via Crimestoppers on 0800 555 111 or online at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org).

### **Mayor's update November 2020 – also R&A Projects update**

#### **New Councillors**

Councillor vacancies have received some new interest, we hope to fill available spaces soon. If you would like further information or details on how to apply, please contact the town clerk.

#### **Freedom of the Town Awards**

I was delighted to finally be able to present the 2020 awards to our amazing awardees. Congratulations Derek Loft, Di Loft, Roger Ballard and Steve Skipworth. So well deserved and such a huge honour. Thank you for the lovely messages sent in response to the event. HTC is thrilled you enjoyed the ceremony.

#### **Christmas Plans**

HTC has started filming the Christmas pre-recorded lights switch-on community video.

Following the announcement of a 2nd lockdown this weekend, Penny and Stuart will go into turbo drive and cover as many groups as possible over the next few days, sadly we won't reach all groups in time, but we hope to encourage you to film your own message and send it in for editing. Please get involved and help us to spread a little festive cheer. We are committed to making the best of a bad situation. Please support us (following all legal guidance) if you feel you are able to.

#### **Remembrance Sunday**

The message this year is 'Remember from Home'. We are encouraging our community to decorate their homes, placing poppies in their windows and on their front doors. There are some printed templates (ready to colour in), placed in the foyer of the Library building, please collect one before Thursday.

We had planned (due to Coronavirus) a scaled back service. It looks like this is now in question and HTC will advise as soon as possible. I will lay HTC's wreaths whatever the outcome as part of my daily exercise.

I was delighted to volunteer again this year for the poppy appeal, the weather was horrendous, thank you to the staff at Tesco for taking pity on a drenched Mayor and my cousin Claire. You've been such great supporters of the Royal British Legion poppy appeal.

### **War Memorial Gardens**

The town clerk and I met with HTC's new contractors to start the much-needed revamp of the War Memorial gardens in bridge street. We've received permission from WBC to remove two dead fir trees from the river side bed, this work, alongside shrub pruning, soil improvement and general clearing will be the first phase. The second phase will look to replant empty spaces and build a raised bed to allow seasonal planting in the spring. The plan is to use Hungerford colours to create the town's crest visible from the roadside because of its raised, wedged construction.

Gardens at the entrance to the war memorial avenue in Bulpit Lane has received its first contractor visit, there is more work to be done here but, it's a great start to refreshing these much-loved community gardens. The Tragedy gardens will also be receiving a make-over in due course. We may need to find sponsorship or funding before we can achieve the replanting to the standard we would like to see in this area, sadly it appears to be a target for loitering and littering which isn't helpful.

### **Croft Field Activity Centre**

Cllr Fyfe, myself and HTC's Town Clerk met with an architect at the Croft Field to start planning the project to re-vamp this community space, using the S106 funding secured for this project last year. This was an initial meet to talk through ideas, user needs, and aspirations. Following recent committee approval to proceed to next steps, we have asked for initial plans and drawings for a selection of ideas to present to council for determination of best design. This is an exciting project for HTC and will help provide a more workable space for site hirers and established main users, we have created a working party and the project will be overseen by Cllr Fyfe and myself.

### **Lord Lieutenants SERFCA awards**

These awards were held virtually this year, it was really nice to see some familiar faces and witness the many presentations. Congratulations to all the awardees and also to the Lieutenancy office for a well organised event, I was able to watch virtually with other civic dignitaries in the area. It was nice to be invited to this online civic event and I felt like Hungerford Mayors for one of only a handful of occasions this year.

### **Police OSARA Meeting**

Cllr Rowles, Fyfe and I met with Police Sgt Andrew Murray and his team to discuss on-going anti-social behaviour in Hungerford. There had been some positive outcomes following our last meeting, details can't be shared at this time due to on-going investigations.

We have sadly seen a rise in criminal damage and littering at HTC owned sites. Hungerford's local team has stepped up patrols and asked me to stress the importance of reporting all crime. They were sad to see reports on social media over Halloween weekend about youths congregating and fighting, the police were completely unaware until this was broadcast on social media, extra resources were available for the whole weekend and they could have attended. Please report all crime and remember this can be done anonymously on CRIMESTOPPERS Tel. 0800 555111

### **Pigeons**

Some positive progress has been made I'd like to thank the working party for their continued commitment to this project.

### **Taxi Rank**

We now have a two taxi rank bays at the station, thank you to Rob and Keith for championing this project to conclusion. Great result!

## **Report from Hungerford 2036**

### **Report to:**

Full Council meeting 2nd November 2020.

### **Agenda Item No 8:**

Report from Hungerford 2036

### **Current Activities**

Our consultant has completed the process of researching and creating HELAA-equivalent documentation on the additional 3 sites which were submitted to us after WBC's original HELAA exercise had been completed. We have requested that WBC review them so that we can feel confident that all available sites have effectively undergone the same evaluation.

Also working with assistance from our consultant we now have a working draft of the H2036 Site Assessments which take into account priorities derived from Hungerford resident's input. The assessments cover all of the

HELAA sites which WBC concluded were at least in part “developable within 15 years”. The H2036 site assessments will become final drafts once we have the additional 3 WBC HELAA reviews. Once we have the WBC input we will ask individual site promoters to check our assessments for factual accuracy for their own site(s) and with that feedback we will be in a position to consult publicly on the sites and assessments..

At around the same time (starting 11<sup>th</sup> December and running to February 2021) we expect to see the consultation draft WBC Local Plan which we understand will contain guidance for Neighbourhood Plan groups on the housing growth numbers for each area. This will provide the essential backdrop for the Hungerford public consultation on potential sites which we will hope to conduct early in the new year.

**Signed:** John Downe, Joint Chair H2036, 29/10/2020

## **Report for Item 9 Full Council of A Virtual Meeting of the Environment and Planning Committee held on Monday 2 November 2020**

### **Planning Applications -**

**a) 20/02006/FULMAJ**

Eddington House, Wantage Road, Eddington, Hungerford – Mr and Mrs Newman  
Proposed replacement fencing and new secondary entrance gates for existing access.  
*Cllr Simpson proposed No Objection, seconded by Cllr Crane, all in favour.*

**b) 20/02177/HOUSE**

117 Priory Road, Hungerford – Mr and Mrs Calloway  
1st floor extension over existing garage including internal alterations.  
*Cllr Hudson proposed No Objection, seconded by Cllr Winser, all in favour.*

**c) 20/02239/HOUSE**

32 Priory Avenue, Hungerford – Mr and Mrs M Sith  
Proposed new front porch.  
*Cllr Simpson proposed No Objection, seconded by Cllr Knight, all in favour.*

**Meeting closed at 7.26pm**

**Alistair Fyfe, E&P Chair, 2 November 2020**

## **FINANCE & GENERAL PURPOSE REPORT FOR FULL COUNCIL MEETING ON 2<sup>ND</sup> NOVEMBER 2020**

### **MONTH 7 INCOME & EXPENDITURE REPORT: OCTOBER 2020**

#### **101 FINANCE:**

100% of the Annual Precept has been received to date.

#### **102 ADMINISTRATION:**

Net Income over Expenditure £3,637 below Budget. Salaries underbudget by £3,127; Employers NI & Income Tax phasing. Underspent Year to date by £3,832.

#### **103 GRANTS & DONATIONS:**

Year to date £2,162 Council Grant Funds available.

#### **104 POOL HOUSE:**

Year to date £521 below Budget due to Tenants deferred rent earlier in the year. Additional payment of £90 received this month.

#### **105 CONTINGENCY:**

No Expenditure to date, £7,500 available.

#### **109 HUNGERFORD 2036 PROJECT:**

No Expenditure to date. £4,879 available. Town Clerk’s salary cost to be offset against this budget.

#### **201 RECREATION & AMENITIES:**

Net Income over Expenditure £545 above Budget. £728 over budget on Bulpit expenses.

#### **202 WAR MEMORIAL GROUND:**

£204 above Budget.

#### **203 ST SAVIOURS:**

Net Income over Expenditure £1,081 above Budget. Burial Fee Income £411 above Budget. St Saviours expenditure £1,400 above budget, £850 Tree Surgery costs.

#### **204 CROFT FIELD:**

Net Income over Expenditure £174 below Budget. Income up by £78 this month.

### **205 LIBRARY MAINTENANCE COSTS:**

£708 above Budget, Annual Electrical Inspection Condition Report was £1,050.

### **206 TRIANGLE FIELD:**

£413 above Budget, Year to date £439 below budget.

### **301 CHRISTMAS LIGHTS:**

Expenditure over Budget by £675, Replacement lights. No Donations this month.

### **302 HIGHWAYS:**

Net Income over Expenditure £342 above Budget.

### **303 CCTV:**

No Expenditure this month.

### **304 TOURISM & ECONOMY:**

No Expenditure this month.

Month 7 Net Income over Expenditure £1,909 positive variance.

Year to Date Net Income over Expenditure £21,242 positive variance.

Claire Winsor, Chair of F&GP, 1<sup>st</sup> November 2020

## **Public Report to Full Council**

### **Agenda Item No 10 (f):**

Hungerford Library & Community Trust Grant 2021

### **Background**

The yearly application for a grant to support the Hungerford Library & Community Trust for financial year 2021-2022. Since June 18 the trust has taken over the running of the Hungerford Library building (except for the Town Council Office and the public toilets). Hungerford Town Council have now leased the building from West Berkshire Council for 99 years at peppercorn rent of £5 pa and HLCT is sub-leasing the building from HTC.

I must point out that since the Library building has been taken over by HTC four significant financial benefits have occurred as follows:

- 1) The rent for the office of £5,000pa paid by HTC to WBC (since 2009) is no longer paid.
- 2) Since 2017 WBC required an annual levy to be paid for a continuation for the library service of £1.00 per resident which would be £6,000 per annum in the case of Hungerford. (Thatcham and Newbury Town councils pay £24,000 and £32,000 respectively) Due to the arrangements with Hungerford Library this levy has been waived by WBC.
- 3) All HTC committee meetings have been transferred from the Town Hall building (run by Town & Manor) to the library resulting in an annual hire fee saving of approx. £2,000
- 4) The electricity and gas heating usage by the Town Council is paid by the trust. The total running costs are nearly £4000 pa for the whole building.

The takeover of the building lease by HTC means that approx £15,000 does not need to be paid to WBC. HTC does now pay for building insurance and exterior maintenance while HLCT pay for liability and contents insurance.

All other running costs and further investment for the interior of the building are now paid for by the trust. The trust fundraises and hires the building out to the community & local businesses to generate revenue for these running costs of approx. £7000 in year 2019/20 Whilst the revenue raised was increasing with regular booking established it is currently around 30% of the costs required. Since March 20 Covid 19 has had a dramatic effect on fundraising with the building being closed for 4 months (only partially opened now for a reduced library service) and ALL bookings cancelled revenue has fallen by around £5000 to date. Currently the running costs are approx £21,000 PA note that fixed costs have only fallen slightly. The hub now employs a Hub manager (now on reduced hours) who is seeking to increase fundraising and revenue opportunities and a Facilities Administrator to maintain the buildings day to day operations including health & safety and covid protection.

### **Objective**

To secure a grant for the financial year 2021/22 of £9,000 (last year a similar £9,000 was awarded) This grant if you take into account the £15,000 benefit that HTC now enjoy means that the council still have a significant gain with this arrangement. The trust is trying to manage its affairs in a prudent manner and has plans for a series of improvements to the building to help generate additional income and to improve the building environment. The financial strength of the Trust ensures that this long-term project does not fail.

### **Projects undertaken to date**

- 1) New Kitchen has been installed into the building (this was paid for by a Tesco Grant)
- 2) A total of 40 new folding chairs have been purchased to enable the Hub to hold meetings and events in the building
- 3) New book racks on wheels have been purchased to enable the space in library to be opened up for events.
- 4) New LED lighting installed saving running costs. (a grant of £5,000 secured from WBC)
- 5) The rear garden has been landscaped (during summer 2020) with a new wooden fence, shed and seating at a cost of £4000
- 6) The internal layout has recently been changed which involved moving data cabling and power for the WBC PCs and acquiring some new furniture.

### **Future Projects**

- 1) Refurbish The Curve (room at front of library) New LED lights and new furniture and decoration
- 2) Improving green footprint including adding solar panels on roof to generate electricity (savings in running costs) and a heat pump (replacing original gas boiler now 12 years old)
- 3) Install Air Conditioning in the building
- 4) Installation of a disabled toilet for users

### **Options.**

Agree/disagree with the objective above or award a different amount.

### **Financial and Legal implications**

Awarding this grant from annual savings as described still leaves council with a surplus.

### **Other information**

Risks:

- Trust would fail without access to sufficient grants resulting in Town Council having to run the building itself at greater cost.
- If building handed back to WBC approx. £15,000 of annual costs would be incurred/
- Flagship project held in high esteem by West Berkshire Council could fail resulting loss of reputation for Hungerford and the Town Council.

Benefits:

- Maintain Library and Hub community building in Hungerford to the benefit of all users and residents

### **Recommendation**

Continue to provide grant to the trust for the year 2021/22 an amount of £9,000.

**Signed:** Keith Knight 1<sup>st</sup> November 2020