

# KATHERINE MAUD GUILLOD FUND

## MINUTES OF A MEETING OF THE KATHERINE MAUD GUILLOD FUND TRUSTEES HELD ON FRIDAY 9 NOVEMBER 2018 IN THE EMPIRE HALL COMMITTEE ROOM AT 8.45 PM IMMEDIATELY FOLLOWING THE GRAFFHAM PARISH COUNCIL MEETING WHICH COMMENCED AT 7PM.

**PRESENT:** Cllr. H. Charman (Chairman of the meeting), Cllr. C. Ainley, Cllr. S. Lydiard-Wilson, Cllr. S. Mackie. Cllr. S. Macqueen, Cllr. T. Richardson and Cllr. J. Uphill

**IN ATTENDANCE:** Ms. T Rowe, Clerk

The Chairman of the meeting welcomed all those present.

1. **Apologies** All members of GPC were present. Apologies had been received from CDCllr. J. Elliott and WSCllr. D. Bradford.
2. **Declarations of Interest and dispensation requests in respect of any items on the agenda**  
There were none.
3. **Minutes of the previous meeting**  
The minutes of the meeting held on Friday 6<sup>th</sup> July 2018 were proposed and seconded as correct by Cllrs. Lydiard-Wilson and Uphill and were then unanimously **RESOLVED** as **APPROVED** and duly signed as a correct record by the Chairman of that meeting, Cllr. H. Charman.
4. **Finance**
  - a) **To approve the bank reconciliation as at 11 October 2018 and to note the receipts and payments schedule as at 11 October 2018.**  
The bank reconciliation as at 11 October 2018, and supporting receipts and payment schedule, had been circulated prior to the meeting. It was **UNANIMOUSLY RESOLVED** that the bank reconciliation was **APPROVED** and the receipts and payments shown on the Receipts and Payments schedule were **RATIFIED**.  
Each document was then signed as verified by the Chairman of GPC Finance Committee, Cllr.S. Mackie.
  - b) **To note the receipts of dividend on 31 August 2018**  
The receipt of £537.23 was noted.
  - c) **To note that cheques 223 – 226 have still not been issued to GHSA and Thursday Group.**  
It was noted that the following cheques (as shown on the bank reconciliation as at 11 October 2018) had still not been issued:

Chq 223	11.06.18	GHSA	£268.62
Chq 224	11.06.18	Thursday Group	£134.41
Chq 225	13.09.18	GHSA	£268.62
Chq 226	13.09.18	Thursday Group	£134.21

  
This was due to the continuing and protracted problems with revising the NatWest Bank mandate to add additional signatories to the KMGF Bank account (Minute 5 belows). The Thursday Club and GHSA had been kept fully informed.
5. **To receive an update on the situation with NatWest and the revision to the signatories for the bank account. To note the outcome of the official complaint made to NatWest and to note the “token of apology” sum of £200 credited to the account.**  
The Clerk briefly summarised the situation which had occurred to date: It had been necessary to add Cllrs. Lydiard-Wilson, Macqueen and Uphill as signatories to the then already operational KMGF bank account (Minute 4g, 18 May 2018 refers). Those GPC councillors/KMGF Trustees had duly completed the form NWB50047 given to the Clerk by NatWest Midhurst Branch before it closed and Cllrs. Lydiard-Wilson, Macqueen and Uphill had duly submitted their Additional Party Forms and presented themselves to the Midhurst branch with proof of identity. Forms for Lydiard-Wilson and Macqueen had been lost by

Midhurst Branch, and were re-presented at Chichester Branch. Following advice from Chichester Branch that the only outstanding item was a copy of David Guillod's Will (forming the Trust document), this was duly obtained by the Clerk from the London Registry Office, which was then submitted to Chichester branch for onward submission to the Birmingham Business Telephony Centre. (It was later confirmed by the Complaints Department that this will had never shown up on their system).

Following several visits to Chichester Branch by the Clerk, NatWest then requested that the GPC Councillors/KMGF Trustees had to complete different mandates and submit a legal document/amendment to the Trust Deed.

A detailed letter was sent to Chichester Branch on 28 September, by the Chairman of the Trustees, Cllr. H. Charman on 28 September 2018, summarising all actions which had previously taken place. This letter was raised as an official complaint by the Chichester Branch to NatWest Complaints Team, and following further correspondence and phone calls, the Trustees completed NWB50050 Mandate Trust Form and NWB45170 and supplied a further copy of David Guillod's will which was certified in branch at Chichester.

It was noted that on 23 October the sum of £200 had been credited to the KMGF Account by the Complaints Team as a "token of apology for the delay caused due to the lack of information provided to you."

Current situation. The Clerk confirmed that although the two mandates NWB50050 Mandate Trust and NWB45170 Non-Personal Trust/Executors or Administrators (Solicitors acting) Additional Party/Remove a Party Form, and a further copy of a certified copy of the Will had been submitted between 5 – 7 September directly to the complaints team, she was still concerned that this would not suffice.

It was noted that it might also be necessary to submit a "copy of a legal document, such as an amendment to the Trust Deed, confirming the names of the continuing, retiring and new trustees. Before we can update the account mandate, we'll need sight of an original amendment to the Trust Deed which corresponds with both the new mandate and our existing records".

Cllr. Mackie confirmed that he would assist the Clerk with the preparation of such a document. Cllr. Mackie also requested that the Clerk supply to him further copies of all correspondence as he would seek to obtain further financial compensation from NatWest Bank due to the "distress and inconvenience caused". Action: Cllr. Mackie/Clerk

**Clerk's note subsequent to the meeting:** On Saturday 10 November, the Clerk received by post, a letter dated 7 November 2018 stating "Further to your recent letter regarding your account mandate. I am pleased to confirm that this has now been fully updated on your account and will be effective from today's date"

6. **Charity Commission Annual Return 2018.**  
It was noted that the Clerk/Responsible Financial Officer had submitted this document online to the Charity Commission on 02/10/2018 and had circulated a copy of this document to all Trustees/GPC Councillors prior to the meeting.  
It was **UNANIMOUSLY RESOLVED** that this document be retrospectively **APPROVED**.
7. **Public questions.**  
There were no members of the public present.

There being no further business the meeting closed at 8.48pm  
**These minutes are an accurate record of events.**

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**Cllr. Howard Charman**  
**KMGF Chairman/Graffham Parish Council Chairman**

.....**DATE**