

**MINUTES OF THE TRUSTEES MEETING OF
PEAT RIGG CHARITABLE FOUNDATION**

1.30PM ON WEDNESDAY 16th APRIL 2025.
PEAT RIGG

Item No.	Agenda Item	<i>Actions required.</i>
5/01	Present and Apologies: Present: Alasdair Thorpe (AT), Derek Noble (DN), Ian Thorpe (IT), Mathew Webster (MW). Apologies: Alison Featherstone (AF), Others Present: Claire Thorpe – minute taker	
5/02	Declarations of Interest and any items to be marked as confidential. No new declarations of interest or new business interests	
5/03	Notification of any other urgent business None.	
5/04	Confirm the accuracy of the minutes of the meeting of the 4th of December 2024 Subject to typo correction <ul style="list-style-type: none">• Proposed by AT seconded by MW Decision: Agreed unanimously.	
5/05	Matters arising: <ul style="list-style-type: none">• None	
5/06	2024 Draft Annual Report <ul style="list-style-type: none">• Discuss about setting this up properly from the start it will follow a similar pattern in future years• AT suggested minor changes in terminology• Subject to agreed change PRCF adopts this report as our 2024 Annual Report. Proposed by MW seconded by AT Decision: Agreed unanimously.	

5/07

Income and Expenditure report (IT - verbal):

Income

- IT went through the projected bookings and income for 2025
- Note that this is for a 12-month period and the previous accounts and trading figures were for 18 months
- Income from courses broadly similar to previous 12 months £115k
- Income from grants targeted towards specific projects:

Bike track - £64,763k from Farming in Protected Landscapes (80% grant) Change from the amount that IT forward to you 2 weeks ago

North Rigg

£50k from Tees Foundation

£10k from the Jack Brunton Trust

£10k from the Williams Family Foundation via The Two Ridings Foundation

£20k from Pickering Town Council

- £75k donation from Peat Rigg CIC currently showing in the accounts. It is very likely that this will increase significantly

Expenditure

- The investment projects will dominate expenditure this year.
- The cycle track is functional but needs landscaping and environmental mitigations (planning requirements) to be put in place. Minimal expenditure needed to complete this project.
- North Rigg has started. IT has put £200k in the budget, but at this stage it is still unclear how accurate this estimate is.
- DN questioned why this was put in repairs and renewals rather than purchases.
- Other significant item is the re-charge of Eds wages and the monthly rent to Peat Rigg CIC
- The next biggest item are freelance instructors
- Accountant will probably classify the two projects as capital investments and therefore this will reduce profits and be classified as depreciation in the profit and loss account
- Cashflow predicted to be good over the year
- This will strongly influence our spending decisions over the next few meetings

IT will move North Rigg costs into balance sheet

Bookings and other income

- Still fulfilling the Charity objects with the range of clients.
- Moving the Cohen Trust grant (£12.5 x 2) into PRCF makes a stronger contribution to meeting Charity objects.
- Other income will now include a payment from the RPA (amount currently unknown)

	<p>IT shared the management accounts for 2025 with all trustees during the meeting</p> <ul style="list-style-type: none"> All trustees expressed the view that the secure trustees' section of the Peat Rigg website was a very useful method for scrutinising all aspects of Peat Rigg's operations. AT pointed out that it is also more secure than email 	<p><i>IT will put the up-to-date management account on the website prior to every trustee meeting</i></p>
5/08	<p>Secretary's Report (DN)</p> <ul style="list-style-type: none"> DN confirmed that the Charity Commission update had been circulated to all trustees. See AOB Peat Rigg has confirmation that the PRCF CAF Bank account is now closed, and the remaining funds transferred to PRCF HSBC account Azets provided year end accounts prior to the meeting, we will approve in the AGM meeting next time RPA confirmed the transfer of the farm to PRCF, and funding will be paid into the PRCF account HLS declaration submitted 24th March 2025. See 5.12 IT and DN have met Tees Foundation to discuss potential 30 year lease to enable BNG scheme (see 5.12) with PRCF and peppercorn rent. 	<p><i>IT to put draft accounts on the website</i></p>
5/09	<p>Trustee Scrutiny of Financial Matters</p> <ul style="list-style-type: none"> All bank statements up to date on Trustees section of the Peat Rigg website and individuals can sign in to check any transaction DN has previously questioned a number of transactions which have been explained satisfactorily IT and DN have tried out the dual authorisation and will manage the change to make it work as per the mandate Second authorisation requests will be made via a trustees WhatsApp group 	<p><i>IT to create a trustees WhatsApp group</i></p>
5/10	<p>H&S, Accidents, Incidents and Safeguarding</p> <ul style="list-style-type: none"> There have been no accidents, incidents or safeguarding issues since the last meeting 	
5/11	<p>PRCF and PRCIC joint working agreement – new draft</p>	

	<ul style="list-style-type: none"> • It has become very apparent that the previous document was not fit for purpose. • The role and responsibilities of PRCF has changed and increased and this needs to be reflected in the changed document • The new agreement needs to respect the original guidance from the Charity Commission that PRCIC must not benefit from the legal status, kudos of PRCF. • This agreement needs to be more futureproof and also kept under review at each meeting. • DN suggested changes in terminology moving away from just 'rent' to include other services • IT Proposed that we adopt this updated agreement, seconded by DN <p>Decision: Agreed unanimously</p>	<p><i>New joint working agreement to replace the old on the website</i></p>
5/12	<p>Update on new responsibilities of PRCF: The Farm and North Rigg</p> <p><u>The Farm</u></p> <ul style="list-style-type: none"> • RPA has transferred the ownership of Peat Rigg farm to PRCF • We control the management of the 97-acre site. This is mainly through our groundsman (Mark Jeal) and a grazing agreement with local farmers (Peter and Sam Barnes) • No charge now being made by Peter and Sam in exchange for managing the land as we require • AT questioned why Mark is not paid by PRCF, we will look at this at future meeting • This will mean decisions need to be made in the future about which direction to take. At the moment as the Government has suspended the Sustainable Farming Initiative (SFI) it makes sense to remain within the Higher-Level Stewardship (HLS) scheme. • DN and IT are exploring the option of going into a Biodiversity Net Gain (BNG) agreement. This is at an early stage, but will have significant implications, most significantly that this will need to be a 30-year agreement. IT will update Trustees at the next meeting or by email if anything happens before then <p><u>North Rigg</u></p> <ul style="list-style-type: none"> • Work has started • Many unknowns at the moment, especially regarding cost of construction • Main use will support the delivery of the Charity's objectives especially in terms of DofE groups, SEND groups, day groups, environmental courses. 	
5/12	AOB	

	<ul style="list-style-type: none"> • IT raised the matter of the previously forwarded email from the Charity Commission. It covers some detailed and important issues that we need to consider and check that we are following best practice. It is too big a subject for today. • Most significant for trustees was the financial toolkit • Other areas such as SORP, fraud, annual return, employment status for tax, recycling are more operational matters for IT • Guidance in https://beingacharitytrustee.campaign.gov.uk/ contains 5 minute guides, updated guidance, take the trustee quiz, and trustee finance toolkit • IT proposed that we form a subcommittee to consider it in more detail seconded by MW • Decision: All agreed to establishment of a sub committee • AT agreed to be on subcommittee and meeting date TBA • IT will bring some suggestions for future spending to the next meeting • Kevin Hollinrake visiting Peat Rigg in August. But it was decided not to ask him to open North Rigg 	
5/13	<p>Time and Date of next meeting: Wednesday the 30th July 2025 at 1.00pm lunch available, meeting to start at 1.30pm.</p>	

Signed:

Date: 16th July 2025

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation