



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

**1.30PM ON WEDNESDAY 4<sup>th</sup> DECEMBER 2024.  
PEAT RIGG**

Item No.	Agenda Item	Actions required.
4/01	<p><b>Present and Apologies:</b></p> <p><b>Present:</b> Ian Thorpe (IT), Derek Noble (DN), Alison Featherstone (AF). Alasdair Thorpe (AT) Mathew Webster (MW).</p> <p><b>Apologies:</b> None</p> <p><b>Others Present:</b> Claire Thorpe – minute taker</p>	
4/02	<p><b>Declarations of Interest and any items to be marked as confidential.</b></p> <p>No new declarations of interest or new business interests</p>	
4/03	<p><b>Notification of any other urgent business</b></p> <p>None.</p>	
4/04	<p><b>Confirm the accuracy of the minutes of the meeting of the 24<sup>th</sup> July 2024</b></p> <p>Subject to typo correction</p> <ul style="list-style-type: none"> <li>• Proposed by AT seconded by AF.</li> </ul> <p><b>Decision: Agreed unanimously.</b></p>	
4/05	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
4/06	<p><b>Income and Expenditure report (IT - verbal):</b></p> <p><b>Income</b></p> <p>Summary of 2024 and projected bookings for 2025</p>	



	<ul style="list-style-type: none"><li>• Current situation £90k in PRCF HSBC</li><li>• As before all from trading and donations from the CIC and a grant from North Yorkshire levelling up fund (£20k)</li><li>• Income from trading gone up from £130,657 comprising SEND, Disadvantaged groups and DofE.</li><li>• Additional donation from Peat Rigg CIC still to be decided following advice from Azets accountants but expected to be approximately £140,000</li></ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"><li>• Main items are the re-charge of Eds wages and the monthly rent to Peat Rigg CIC</li><li>• The next biggest item are freelance instructors</li><li>• The increase in turnover does not warrant a change in the charges made by the CIC, but that will be kept under review</li><li>• Decisions about use of surplus toward charitable objects below</li></ul> <p><b>Summary</b></p> <ul style="list-style-type: none"><li>• Cashflow OK with a year-end of £208k before and spending decisions</li><li>• Profit/surplus increased to £201k (was £183k at last meeting)</li></ul> <p><b>Bookings and other income</b></p> <p>IT shared the management accounts for 2024 and 2025 with all trustees during the meeting</p> <p>This is a real time document, but currently shows the profits and expenditure today</p> <p>Both of these documents are also in the finance section of the Trustees section of the website</p>	
4/07	<p><b>Secretary's Report (DN)</b></p> <ul style="list-style-type: none"><li>• Meeting with Tom Craddock (today) confirmed that he is using the Peat Rigg trustees' section of the website and he stated that the meeting minutes show good governance</li><li>• End of year accounts will be with Azets accountants in early January 2025 and we hope to have them prepared by the next meeting in April</li><li>• Tom Craddock will provide information about the preparation of the end of year report. This is called a trustees report therefore it will need to be reviewed and signed off by Trustees</li></ul>	

	<ul style="list-style-type: none"> <li>The PRCF and PRCIC joint working agreement has been reviewed and is a fair reflection of operations in 2024</li> <li>No other correspondence</li> </ul>	
4/08	<p><b>Trustee Scrutiny of Financial Matters</b></p> <ul style="list-style-type: none"> <li>All bank statements up to date on Trustees section of the Peat Rigg website and individuals can sign in to check any transaction</li> <li>AF asked about BHD design and IT explained that it was the initial design and planning application for North Rigg</li> <li>Trustees confirmed that they have access and have seen the bank statements on the secure section of the website</li> </ul>	
4/09	<p><b>H&amp;S, Accidents, Incidents and Safeguarding</b></p> <ul style="list-style-type: none"> <li>IT shared the whole centre end of year accident analysis</li> <li>18 accidents/incidents have occurred in the course that were run by the Charity</li> <li>Charity element matches the spread for all groups at Peat Rigg in 2024 – behaviour related accidents largest. No patterns or trends.</li> <li>Trustees explored and discussed the categories of accident/incident, the activities where they occurred and the potential pitfalls of analysing small data sets.</li> <li>Confirmation that Insect repellent is included on the DofE kit list</li> </ul>	<p><i>Whole centre analysis added to Trustees secure section of the website</i></p>
4/10	<p><b>PRCF and PRCIC joint working agreement</b></p> <ul style="list-style-type: none"> <li>Confirmation that this item will always be on the agenda (IT had left it off the draft agenda)</li> <li>Following CC guidance and our own decision in previous meeting we have agreed to review this agreement every meeting</li> </ul>	
4/11	<p><b>Policies for Review</b></p> <p>Confirmation that all trustees had been emailed:</p> <p>Data Breach Policy and DBS Information Handling Policy</p> <p>In the Data Breach policy: add trustees into the scope and training section of the policy. Confirmation that all policies have a January</p>	

	<p>review, and will automatically be reviewed if an incident occurs where policy guidance is needed.</p> <p>Data Breach Policy: Proposed by DN seconded by AT Subject to agreed amendments <b>Decision: Data Breach Policy unanimously adopted</b></p> <p>DBS Information Handling Policy: Proposed by MW seconded by AT Subject to agreed amendments <b>Decision: DBS Information Handling Policy unanimously adopted</b></p>	<p><i>Amended and added to the Trustees secure section of the website</i></p>
4/11	<p><b>Review of first year objectives and charitable objects</b></p> <p><b>Delivery of Charitable Objects</b></p> <p>Copy of the full objects made available at the meeting.</p> <ul style="list-style-type: none"> <li>• Outdoor Education</li> <li>• Environmental Education</li> <li>• Conservation and enhancement of Peat Rigg</li> </ul> <p>What has happened in 2024:</p> <p><u>Object one</u> Strongly meeting this objective with increased bookings and numbers of participants from all target groups</p> <p><u>Object two</u> A standard element on all courses throughout 2024.</p> <p><u>Object three</u> Ongoing maintenance of all environmental projects and areas. Plan being drawn up to use ELMs scheme to go even further</p> <p>Measurable and evidenced delivery on all Charity Objects meeting and exceeding all the first year aims.</p> <p>Review of first year aims shared with Trustees. It demonstrates that PRCF met and exceeded all of the first year aim and PRCF's Objects</p>	<p><i>It to put review of first year aims on Trustees secure section of website</i></p>
4/12	<p><b>Development plan and planned expenditure</b></p> <ul style="list-style-type: none"> <li>• Variation of planning permission applied for</li> <li>• Decision due on the 23<sup>rd</sup></li> <li>• Difficulty in obtaining a realistic cost – but suggested cost £200k</li> <li>• Builder Richard Owen agreed to start in March but groundworks could start in mid-January/Feb</li> <li>• Worst case scenario: Peat Rigg to pay for everything</li> </ul>	

	<ul style="list-style-type: none"> <li>IT has three current grant applications and will be applying for at least three others before building starts.</li> <li>IT particularly hopeful for some financial assistance from Tees Foundation</li> <li>Trustees discussed options if events result in the costs rising: These included halting building works (worst option), pausing on non-essential items (eg green roof), considering bringing forward any donations from the CIC (depending on income and cashflow)</li> </ul>	
4/14	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>Trustees discussed and agreed the move the farm management and payments over to PRCF as it fits in with the objects</li> <li>We would need to get transfer arranged with DEFRA</li> <li>If successful we will join SFI and Higher-level Countryside Stewardship hopefully in 2025.</li> <li>Trustees discussed and agreed the move of the accessible bike track into the remit of PRCF</li> <li>Permission from NYM Farming in Protected landscaped team will be required</li> </ul>	<i>If this occurs before the next meeting IT will inform Trustees</i>
4/15	<p><b>Time and Date of next meeting:</b> Wednesday the 16<sup>th</sup> of April 2025 at 1.00pm lunch available, meeting to start at 1.30pm.</p>	



Signed:

Date: 16<sup>th</sup> April 2025

Ian R J Thorpe Chair, Peat Rigg Charitable Foundation