

**AGENDA FOR A MEETING OF THE ACTON FIELD TRUST TO BE HELD ON TUESDAY 7TH MAY AT 7 P.M.
IN THE SMALL COMMITTEE ROOM, ACTON VILLAGE HALL.**

1. **Welcome** given by Acton Parish Council vice-chairman
2. **Appointment** of AFT Chairman, Treasurer and Secretary
3. **Minutes**
 - (i) To approve the Minutes of the Committee of AFT held on 4th December 2023
 - (ii) To note Minute 1(ii) of Acton Parish Council's meeting held on 17th January 2024 relating to AFT
4. **Apologies** for absence and **Declarations** of interest
5. **Closure of Innominate Trust**

To note the Innominate Trust's draft resolution which sets out the steps to be taken to close the Innominate Trust and that the Trust's target date for closure and transfer of funds to Acton Field Trust is 31st May 2024.
6. **Charity Registration**
 - (i) Report by Nick Antill
 - (ii) To move a motion to authorise Acton Parish Council's clerk to be the main Charity Commission contact as established in the application to register AFT as a charity and to ask the clerk to give named committee members access to the Trust's webpage on the Charity Commission website (for example to keep information up to date).
7. **Relationship between the Trust and the Parish Council** (Nick Antill)
8. **Finance**

Financial Report (Nick Antill) to include

 - (i) To note that AFT is proposing to open a bank account with Unity Trust for its funds to be held separately from Acton Parish Council's funds and that if the bank account by 31st May 2024 is not open by 31st May 2024 then AFT funds (including any further transfers from Innominate Trust) will continue to be held in an Acton Parish Council ring-fenced account
 - (ii) Appointment of signatories to the Unity Trust bank account
 - (iii) Approval of investment policy (attached)
 - (iv) To delegate responsibility for the allocation of money transferred to AFT from Innominate Trust
 - (v) Budget process
 - (vi) Approval of registration with HMRC and definition of first fiscal year
9. **Management**
 - (i) To consider installing a notice regarding Field ownership and contact details
 - (ii) To consider arrangements of regular inspections (insurance requirement)
 - (iii) To consider ongoing management of the Field and approve a budget

- (iv) To consider appointing a volunteer warden
- (v) To consider other matters raised by committee members requiring urgent action or referral to future meeting.

10. **Public Forum**

The meeting will be opened to the public for **fifteen** minutes to allow committee members to receive comments and suggestions.

11. **Date of the next meeting and closure.**