

## THE MACFARLANE TRUST

### GRANTS COMMITTEE

Minutes of a meeting held on 5 November 2014 at 10am via teleconference.

**Present:** Paul Biddle (Interim Committee Chair)  
Matt Gregory  
Patrick Spellman

**In attendance:** Jan Barlow (Chief Executive)  
Victoria Richards (Director of Operations)  
Keisha Hanchard (Support Services Officer)

#### 656.14 Apologies for Absence

No apologies were received.

#### 657.14 Minutes of the Previous Meeting

The minutes of the meeting held on 24 September 2014 were agreed as a correct record.

#### 658.14 Matters Arising

The grants schedule from the meeting held on 24 September 2014 was agreed as a correct record.

It was noted that the grant expenditure for the year to date contained an error in the totals. The amended version would be sent to the Committee via email following the meeting. It was noted that there had been a significant increase in the office grant expenditure, and that this could potentially rise further once the newsletter is distributed.

#### 659.14 Policy Issues

- i) Collectively, it was agreed that it would be difficult to devise clear criteria in relation to the effect that disposable income should have on office grant applications. The office were given the authority to assess the income and expenditures individually, and refer any cases to the Committee where there was difficulty to establish charitable need; these should be sent via round-robin.
- ii) It was agreed that requests for respite breaks which are clearly HIV related, and supported by medical professions, should be considered by the Trust. The office guidelines are to be amended to include this criterion, and grants for this purpose could be processed without being presented to the Committee. If there were significant increases in the number of applications, the Committee should be made aware.

#### 660.14 Applications, including those circulated by "round robin" for clarification, cases and reviews/first appeals

Case 1: Agreed a grant of £955.68 for the repair of a headstone of a deceased primary beneficiary.

Case 2: Declined a grant of £4,231.62 towards flooring to complete work under the reserves for a primary beneficiary. An advance repayable from his discretionary top-up payments should be offered and the Committee are to be made aware of

the beneficiary's decision. If he does not accept the offer, the Committee would like to review the request, via round-robin, with the possibility of offering a combination of a grant and advance.

Case 3: Declined a grant of £782.97 towards baby items for the adult daughter of a deceased primary beneficiary. The case history was too complex especially with the number of statutory entities involved and allegations of abuse. The Committee were empathetic of the circumstances however, did not believe that by the awarding a grant, the family circumstances would be improved.

Case 4: Agreed £525 towards rent arrears and also up to £2,500 towards moving home costs for a primary beneficiary following the breakdown of a relationship.

The Committee noted all round-robins/discretionary grants awarded since 24 September 2014 below:

- 06/10/14 – the Committee agreed a grant towards rent (£313.66) and council Tax arrears (£138.44) for son of a primary beneficiary (1059)

The Committee noted all regular payment advances below:

- 10/07/14 – £1,000 was agreed for a primary beneficiary to manage his finances. A referral was also made to PennySmart. The advance is to be repaid within 12 months (1107).
- 15/08/14 – £416 was agreed for a widow to cover car repairs. The advance is to be repaid within 5 months (1233W).
- 02/10/14 - £300 was agreed for a primary beneficiary to manage her finances. The advance is to be repaid within 3 months (1493A).

#### **654.14 Any other business**

The Committee dates for 2015 were agreed as follows:

- Thursday 15 January 2015
- Wednesday 25 February 2015
- Thursday 9 April 2015
- Thursday 21 May 2015
- Thursday 2 July 2015
- Thursday 6 August 2015
- Thursday 17 September 2015
- Thursday 22 October 2015
- Thursday 19 November 2015
- Tuesday 15 December 2015
- 

These dates could change subject to availability.

#### **655.14 Date of next meeting**

Wednesday 10 December, 10am