

## THE MACFARLANE TRUST

### BOARD MEETING

A private meeting of the Board of Trustees held on Monday 26 March 2018 at 2:30pm at Alliance House, 12 Caxton Street, London SW1H 0QS

**PRESENT:**

- Alasdair Murray (Chair)
- Paul Biddle
- Matt Gregory
- Vanessa Martlew (via teleconference)
- GRO-A (via teleconference for part of the meeting)
- Patrick Spellman

**IN ATTENDANCE:**

- Jan Barlow (Chief Executive)
- Victoria Prouse (Director of Operations)
- Kirsten Butler (Grants Officer)

#### **943.18      Apologies for Absence**

There were no apologies for absence.

#### **944.18      Background Information**

- i) The board noted the letters and guidelines sent to beneficiaries regarding the general reserves scheme.
- ii) The board noted the letters and guidelines sent to bereaved spouses and partners regarding the Honeycombe Memorial Fund.

#### **945.18.1      Reserves Disbursement**

The Board noted that 74 grant applications had been received and that the total amount that had been requested was £649,043.17.

- i) The Trustees agreed grants for the following cases which were less than £5,000 and met the criteria for the grants scheme:

- Case R60      Agreed £1,722.40 to cover the costs of secondary glazing for the windows in a beneficiary's bedroom to improve the warmth of the room.
- Case R69      Agreed a £2,550 grant to enable this infected intimate to replace the rear windows and patio door in her property. The current windows were ill fitting and letting in draughts and affecting the health of the beneficiary.
- Case R34      Agreed a retrospective grant of £795 to cover the cost of a replacement back door and a more flush fitting door sill. The door had been replaced in December to remove draughts from the property and make the access safer to help reduce the number of trips in the property.
- Case R67      A grant of £3,950 for new windows and front door along with a retrospective grant of £630 for a new back door and replacement glazing was agreed to improve the warmth of the property.

Case R65	Agreed a grant of £3,684.47 for a primary beneficiary to replace warped windows and doors and convert further windows into double glazing.
Case R66	Agreed a grant of £1,530 for a beneficiary to replace four windows in his property which are currently ill fitting and letting draughts and moisture into his property.
Case R50	Agreed £2,475 for a beneficiary to extend the hardstanding outside his property so that he could park his car closer to his property, providing ease of access when his mobility is reduced due to bleeding in his joints.
Case R16	A grant of £4,136 was agreed to replace the boiler and radiators for a primary beneficiary which are currently not providing enough heat and are unreliable.
Case R18	A grant of £4,250 was agreed to replace and a beneficiary's old boiler with a more energy efficient one in a different location in his house. The beneficiary expects a more efficiently heated property to provide more warmth and ease his joint pains.
Case R11	A retrospective grant of £2,350 was agreed for a widow whose boiler broke in November and she was unable to obtain assistance from the new scheme administrators and therefore went ahead with the work using her savings.
Case R15	Agreed a boiler grant of £2,700 for a beneficiary whose current boiler is unreliable and needs replacing. The grant is subject to receipt of a medical letter supporting the medical need for the request.
Case R13	A grant of £2,327.47 (£2,614 as on 09.03.18) was agreed for a widow who resides in Spain and required an air conditioning unit which would provide heating in the winter. The unit will not only provide a more appropriate level of heat in her property but will remove the need to carry heavy gas canisters into the property.
Case R55	Agreed a grant of £1,200 towards the cost of a scooter for a widow. She relies on a scooter for her independence and her previous second hand scooter was very unreliable and there was a concern it would break down when she was away from home.
Case R58	A grant of £399 agreed for an electric powered scooter for a widow who has spina bifida. The grant was agreed subject to the beneficiary providing a second quote for the scooter along with a medical letter that supported the need and appropriateness of the scooter.
Case R57	Provided a grant of £1,799 towards an electric scooter for this primary beneficiary who struggles with her mobility as a result of arthritis, joint problems and girdlestone operation.
Case R59	Agreed a grant of £3,524.50 towards an electric adjustable bed (£1,604.50), electric scooter (£990) and rise and recline chair (£930) for this beneficiary who has mobility problems as a result of his arthropathy.
Case R76	Agreed a grant of £2,758.10 for this beneficiary to purchase a rise and recline chair (£599) and an adjustable bed (£2,159.10). The beneficiary has had to have his legs fused which has severely reduced his mobility. The grant will replace older versions of the same items which have become worn out and unreliable and is subject to receipt of a medical letter.

- Case R47 A grant of £4,500 was agreed to cover the cost of resurfacing the drive for this primary beneficiary. The drive is uneven and does not drain properly both of which can cause trip hazards to this beneficiary who is unsteady on his feet as a result of arthropathy and replacement knee operations.
- Case R71 Agreed a grant of £4,316.94 for this widow to cover this cost of converting the entrance door to her flat to an electronic door to aid her independence in leaving the property in her wheelchair. The grant was subject to a supporting medical letter, second quote and confirmation from her landlord that the work is permitted in the property.
- Case R10 Agreed a grant of £2,683.19 (€3,026.70 as on 15.03.18) for a Lymphoedema pump and £886.48 (€1,000) towards compression garments for this widow who suffers from back pain and lymphedema. The items are not available through the health service in Ireland but have been recommended by her consultant.
- ii) The Trustees agreed grants for the following cases which were more than £5,000 but less than £10,000 and met the criteria:
- Case R27 Agreed a grant of £7,800 to assist this beneficiary with refitting his kitchen and making it more suitable for his mobility needs, raising cupboards and reducing the amount of bending he needs to do.
- Case R32 Agreed a grant of £5,960 towards repairing the guttering, soffits and fascias on this primary beneficiary's property as his current ones need repairing and are letting water into his bedroom. A grant of £3,146.40 was also agreed towards the cost of a new boiler to replace his current unreliable one, bring the total grant awarded to £9,106.40
- Case R46 Agreed a grant of £5,475 to cover the cost of replacing a metal corrugated roof over his bathroom. The current roof is leaking, the joists have rotted and damp is getting in to the bathroom. The grant has been agreed subject to receipt of a supportive medical letter.
- Case R70 Agreed a grant of £8,100 for this primary beneficiary to replace windows and doors which currently let draughts into the property and are preventing the beneficiary from maintaining a warm, clean environment.
- Case R8 A grant has been agreed up to £9,965 for a primary beneficiary to replace windows and a door in his property as well as renovate his bathroom to make it more accessible for him. The grant has been agreed subject to receiving a medical letter to support the application and a second quote for the windows.
- iii) The Trustees considered applications which were excess of £10,000 and/or met the application criteria but for which there were complicating factors requiring Trustee discussion and decision. They also considered applications from beneficiary Trustees who were not present for the discussion and decision about their own cases:
- Case R12 Agreed a grant of £3,100 for the beneficiary to replace his boiler and extend his central heating upstairs as he currently has none, which affects his arthritis. A grant £4,948 was also agreed to replace his double-glazing which is in a bad state of disrepair. The total amount awarded was £8,048.
- Case R20 The beneficiary requested £8,880 for two replacement boilers. His current boilers have been declared beyond economic repair occasionally leaving him with non-

working radiators. Due to his high savings (£10,000), a contribution of £5,000 was agreed.

- Case R22 Declined a grant of £3,600 towards a replacement boiler. The Trustees noted that the beneficiary had a high disposable income of £35,312 and savings of £3,000 and therefore they were unable to determine charitable need.
- Case R19 Agreed a grant of £4,440 for this beneficiary (who is a widow) to replace her boiler that keeps breaking down. She suffers from severe arthritis, which is exacerbated by the cold weather, so would benefit from a reliable heating source.
- Case R39 Agreed a grant of £11,960.99 for a primary beneficiary to install a thermodynamic heating panel and boiler (£10,357.99) and purchase an electric bed (£1,603). The heating panel and boiler will help his house retain heat, which will relieve the pain he feels in his joints. The bed would be beneficial to his health needs and aid him getting out of bed.
- Case R28 Agreed a grant of £9,730.04 for the beneficiary (who is an infected intimate and widow) for the installation of a new kitchen to replace her current one, which she stated is not suitable for someone with advanced HIV to cook or prepare food in.
- Case R42 Agreed a grant for a beneficiary who requested to replace his current boiler and for roof repairs which had been undertaken, and further work to complete the roof repairs. The Trustees noted his high disposable income of £24,587 and a contribution of £6,606.56 was agreed for the boiler (£3,330.56) and for the roof repairs which were yet to be completed (£3,276).
- Case R35 Agreed a grant of £23,115.80 for the beneficiary to replace his doors, windows and facias (£18,834) which are allowing draughts into the house and also agreed the cost of replacing his boiler (£4,281.80). The boiler is constantly leaking and not able to be repaired. He suffers from severe arthritis so would benefit from a warm property.
- Case R17 Agreed a grant of £20,789.36 for the beneficiary to replace his windows (£16,735) and boiler and radiators (£4,054.36). He has recently suffered from community acquired pneumonia which his doctor felt poor heating and draughts helped contribute to so was supportive of his request.
- Case R62 Agreed a grant of £21,475 for the beneficiary to replace his windows and doors (£7,475) as well as his conservatory (£14,000). He suffers severely from haemophilic arthropathy, which affects multiple joints and is worse in cold, damp conditions. The replacement windows, doors and conservatory would stop the draughts, which are affecting his health.
- Case R61 Agreed a grant of £5,475 for the beneficiary (who is an infected intimate) to replace her front door and windows. The current ones allow draughts into her house, which is not helpful, as she needs to avoid chest infections. She also struggles to open the current ones.
- Case R74 A grant of £8,556 was agreed for a retrospective payment for replacement windows that had rotted and become draughty. The Trustees noted that the beneficiary had not been able to provide evidence of the payment as this was paid via a family member, however they agreed to accept the receipt provided and a grant was agreed.

- Case R63 A grant of £3,500 was agreed for this female beneficiary with a bleeding disorder to replace her current windows which have inadequate seals and frail hinges. She is prone to infections, including recorded episodes of recurrent upper respiratory tract infections. Her request for replacement paving could not be considered due to a lack of quotes.
- Case R36 A grant of £8,320 was agreed for this beneficiary to remove steps and replace them with a slope to give wheelchair access into his garden. He suffers from joint problems related to severe haemophilic arthropathy.
- Case R37 This female primary beneficiary (who has a bleeding disorder) requested to reinstate her driveway as the stones and uneven drive do not help her mobility issues. She also requested to reinstate her fence (£750). The Trustees felt that the fence did not meet the criteria but a grant of £4,870 was agreed for the reinstatement of the driveway.
- Case R7 A grant of £1,664.86 was agreed for this beneficiary (who is a widow) to renovate her current bathroom and to change the bath into a shower. She finds it difficult to get in and out of her current bath which she feels with age will only get worse. The grant has been agreed subject to receiving a medical letter.
- Case R3 A grant of £13,856.04 was agreed for a wet room (£8,896.04) and a prosthetic foot (£4,960) for this beneficiary who is an amputee and required a replacement foot and a more accessible bathroom. The beneficiary also requested a grant of £4,960 for a future replacement foot as they need replacing every 3-4 years. The Trustees did not feel that they could agree support for any future requirements, therefore this was declined.
- Case R1 A grant of £10,197 was agreed for this beneficiary to update his toilet plumbing and convert the downstairs shower into a wet room as he struggles to use the current one. Following an infection in his replacement hip, he had a girdlestone operation, which has left him without a hip bone so therefore wheelchair bound.
- Case R4 This beneficiary requested a walk in bath (£2,368.94), electric shower (£199.99) and orthopaedic mattress (£304.95). He suffers from severe arthropathies from multiple haemophilia related bleeds. Due to his high disposable income of £31,033.60, the Trustees agreed a contribution of £1,500. This is for the mattress (£304.95) and the rest towards the walk in bath (£1,195.05).
- Case R9 This beneficiary requested to replace his boiler, which keeps breaking down, and to have two bathroom conversions (£10,581.91 each) as he finds using his current bathrooms puts a strain on him physically as a result of his fused ankles. Charitable need for two bathrooms could not be determined and therefore a contribution of £13,978.91 was agreed to cover one bathroom (£6,924), one set of fixtures (£3,664.91) and the boiler (£3,390).
- Case R6 This beneficiary (who is an infected intimate) requested to convert and fix a leak in her bathroom (£4,770.95) and to replace her patio doors (£995). Due to her high savings, a contribution of £4,770.95 to fix the leak and convert the bathroom was agreed.
- Case R52 A grant of £2,124 was agreed for this beneficiary who requested a rise and recline chair (£525) and adjustable bed with mattress (£1,919). He would benefit from these items, as they would take pressure off his joints, which are arthritic from previous bleeds, and increase his comfort.

- Case R49 A grant of £6,200 was agreed for this beneficiary who requested to replace his faulty rendering (£5,000) and to tarmac the front of his property (£1,200). He is finding the damp is penetrating the current rendering and without paving, he cannot access his house easily. Although he has had difficulty getting companies to come and provide written quotes he has been given verbal estimates. The grant has been agreed subject to receiving a medical letter and written quotes.
- Case R51 A grant of £3,799 was agreed for this beneficiary who requested a rise and recline sofa (£2,049) and replacement boiler (£1,750). His poor mobility affects both his ability to transfer out of his sofa and to maintain warmth.
- Case R38 A grant of £7,403 was agreed for this beneficiary who requested a mobility scooter (£899) and electric gate (£6,504). Both of these would benefit him as he has significant haemophilic arthropathy in both ankles and longstanding peripheral neuropathy, which is worsening and affecting both his legs.
- Case R64 A grant of £2,450 was agreed for this beneficiary (who is an infected intimate) who requested a retrospective payment for her replacement porch door and window that she replaced due to leaks turning into damp that created a cold environment. A grant towards a new sun room was not considered as she did not supply quotes or supporting medical letter.
- Case R40 This beneficiary requested to re-render his bungalow (£8,571.60) as his current pebbledash finish is breaking away and allowing draughts into the house. He suffers from severe arthropathy and has extensive joint damage. Due to his high disposable income and high savings, a contribution of £5,000 towards the work was agreed. The contribution is subject to a second quote.
- Case R45 This beneficiary requested a grant towards the rendering of his property (£2,676), insulation for his roof (£1,203.96) and a sofa bed (£846). His current insulation is no longer fit for purpose, the front of his house is currently causing damp in his basement and a sofa bed would be beneficial to help him not have to move on days that he has a bleed. Due to his high disposable income a contribution of £3,000 towards his requests was agreed.
- Case R41 Agreed a grant of £3,996 for this beneficiary who requested a new driveway and front step. The current driveway is deteriorating and growing moss, which makes for a slippery environment. A wider front step would eliminate potential hazards for him as it is currently very narrow. The grant has been agreed subject to receiving a medical letter.
- Case R24 This beneficiary requested to have a house conversion (£62,300) to enable him to get back upstairs. This includes but is not limited to lowering the ceiling, replacing the stairs and extending the kitchen. He currently lives downstairs and relies on family to support him, his clinical nurse hopes the changes would make him more independent. Due to the high amount asked for the Trustees agreed a contribution of £20,000 towards the priority renovations.
- Case R43 This beneficiary requested to replace his cesspit (£24,600) as the current one has cracked and is leaking, which he feels is a health hazard. Due to his high level of savings and disposable income, a contribution of £10,000 was agreed towards the replacement.

- Case R25 Declined a grant of £7,985 towards a garage conversion. The beneficiary felt a conversion would be a safer place to house his wet clothes away from his son, as well as set up his gym equipment to help his fitness. It was not considered that this request met the health related criteria of the grants scheme.
- Case R68 Agreed a grant of £4,025.62 for this beneficiary (who is a widow) who requested to replace her conservatory as the current one is leaking and rotting which creates a draughty, cold environment. The grant has been agreed subject to receiving a medical letter.
- Case R54 This beneficiary (who is a widow) requested an arm chair (£900), and settee (£1,100) and a rise and recline chair. A grant of £1,600 for the rise and recline chair was agreed, as it would aid her to mobilise out of the chair, but the other requests did not meet the criteria of the grant and were declined. The grant has been agreed subject to receiving a medical letter.
- Case R26 The beneficiary requested a part retrospective payment and the future costs for his house renovation (£46,638.32). He started having the work done, but has been unable to afford to continue. The downstairs renovations met the criteria for the grant, however the upstairs renovations did not. The office has been given permission to grant up to £20,000 to the beneficiary for the downstairs renovations. However, this is subject to finding out further details of the work to be done, costs etc. as well as a receiving medical letter.
- Case R56 Agreed a grant of £5,000 for this beneficiary (who is a widow) to purchase a new car. Her current car costs too much for repairs and living in a rural area public transport is often not available and is a hilly walk so a car is essential. She suffers from back pain when walking long distances.
- Case R21 Agreed a grant of £6,330 for retrospective garage roof repairs (£1,500), front and side door repairs (£1,900), removing the driveway wall and changing steps (£1,000), shower seat (£65) and a new boiler (£1,865). The beneficiary also requested legal costs for the property move, electric fire, miscellaneous repairs, painting to the property, bed and mattress, three-piece suite, gas boiler check and vacuum cleaner. However, they did not meet the criteria and/or were purchased before 1 November 2017. As this was a retrospective request, a medical letter was not required.
- Case R30 The beneficiary requested a kitchen renovation (£20,591.45), utility room (£6,809.66), porch refurbishment, shower room (£4,860) and motorised scooter (£2,074.99). Due to his high disposable income of £49,724.64 and high savings of £30,000, the Trustees agreed a contribution grant of £7,664.59 for the porch refurbishment (£5,589.60) and the motorised scooter (£2,074.99).
- Case R75 This beneficiary requested a wardrobe, mattress, bed, ramp, mower, fence, back door and window, and a wheelchair. He also requested house renovations but has not been able to start getting quotes or planning permission on his own therefore this part of the request could not be considered. Due to his high disposable income, a grant of £12,928.04 for the wardrobe (£1,639.04), mattress (up to £1,000), bed (£3,799), ramp (£490), back door and window (£1,000) and wheelchair (up to £5,000) was agreed. The grant has been agreed subject to receiving a medical letter and second quotes.
- Case R72 Agreed a grant of £5,836 for her request of replacement doors and window. As well as feeling safe and secure, she explained the existing double-glazing lets the cold in. The grant has been agreed subject to receiving a medical letter and second quote.

- Case R5 Agreed a grant of £23,290 for this beneficiary who requested to replace his windows and door (£12,200) and relocate his bathroom next to his bedroom (£11,090). He suffers from severe haemophilia A and haemophilic arthropathy of his elbow and ankles, so eliminating the draughts and damp and moving the bathroom closer for when he is unable to walk would be beneficial to his health.
- Case R44 Agreed a grant of £1,680 for this couple who are both primary beneficiaries who requested assistance with roof repairs. A leak has caused the central supporting beam to become damp which has extended to the landing and the bedroom walls. Both beneficiaries have concerns for their health conditions as they should be in a dry environment. The grant has been agreed subject to receiving a medical letter and second quote.
- iv) The Trustees agreed these applications should be declined on the basis they did not meet the health and mobility criteria, or no quotes/medical letter were received:
- Case R33 Declined a grant of £6,690 towards a garden renovation. The beneficiary (who is a widow) will be providing day care for her grandson and she wants to make her garden safer for him. This request did not meet the criteria of the grants scheme. However Trustees considered the request met the criteria for the Honeycombe Memorial Fund so agreed to a contribution grant of £4,000 towards the garden renovation through Honeycombe.
- Case R2 Declined a grant of £6,039 towards a bathroom refit. The beneficiary (who is a widow) wants to redecorate her bathroom as the grouting and tiles are mouldy, and the plumbing is poor. This request did not meet the criteria of the grants scheme, and it was also considered that with her high disposable income of £30,680, and high savings of £50,000, she should be able to fund this herself.
- Case R48 Declined a grant of £7,250 towards resurfacing the driveway (£3,000), adding a shower to the bathroom (£3,500) and a ramp at the rear of this beneficiary's house (£750). The beneficiary stated that he would not provide any quotes or a medical letter to support his application so without the information it could not be established if this met the criteria of the grants scheme.
- Case R31 Declined a grant of £7,446 towards a new roof. The beneficiary feels that the roof is looking very tired and fears how long it will last. The Trustees felt that this request did not meet the criteria of the grant, as there was no proof of a medical need to replace it or of immediate need.
- Case R29 Declined a grant of £13,000 for a kitchen renovation (£6,000) and a bathroom renovation (£7,600). The beneficiary (who is an infected intimate) felt both renovations would be beneficial as the floor boards were raised and there were leaks in the bathroom. The beneficiary did not provide quotes or a medical letter to support her application so without the information it was not possible to establish if this met the criteria of the grants scheme.
- Case R53 Declined a grant of £581.67 for a rise and recline chair. The beneficiary did not complete his application form explaining his need for the chair, or his income and expenditure form. As he did not provide this information or a medical letter to support his application, it could not be established if this met the criteria of the grants scheme.

Case R23 Declined a grant of £9,000 for a boiler and radiator (£3,900) and asbestos removal (£5,100). The beneficiary did not complete his income and expenditure form. He also did not give more detail about his request or answer if he was eligible for the Energy Saving Trust. As he did not provide this information, quotes or medical letter to support his application, it could not be established if this met the criteria of the grants scheme.

In total grants of £434,261.79 were agreed.

#### **945.18.2 Honeycombe Memorial Fund and Wilson Fund**

The Board noted that 13 grant applications had been received. The total amount requested was £17,507.82.

i) The Trustees agreed grants for the following cases, which met the criteria:

Case H2 Agreed a contribution of £560 for this beneficiary who requested a laptop and printer. She has applied to do her Masters in diabetics so a laptop and printer would help support this. In line with MFT policy a £500 contribution towards the laptop was agreed, together with £60 for the printer.

Case H3 Agreed a grant of £3,000 for this beneficiary who requested a laptop and support to fund the website design and consultancy fees for her business. The laptop would benefit her business and the updates to the website will provide search engine optimisation and marketing updates to assist increasing her client base.

Case H4 Agreed a contribution of £500 for this beneficiary who requested a laptop. She is looking to gain further education qualifications to help her progress her career and provide more options and the laptop would enable her to research relevant courses and prepare course work.

Case H5 Agreed a grant of £396.89 for this beneficiary who requested a printer (£69.99), computer programme (£180) and craft materials (£146.90). She has become involved in designing posters and leaflets for events at her son's school so is hoping this will enable her to produce these at home and make extra pocket money.

Case H6 Agreed a contribution of £709.99 for one computer and software for this beneficiary who requested two computers and two sets of software. She has started working for herself and is looking to recruit so needs an additional computer and software to be able to employ staff.

Case H7 Agreed a grant of £5,000 for this beneficiary who requested help to pay the remainder of the work to upgrade her website. She set up an online art business which is just breaking even and the website needs significant work to make it compliant with changes to software.

Case H11 Agreed a grant of £1,500 for this beneficiary who requested assistance with her course fees for the Straight to Teaching programme she is starting in September 2018. She has experience as a teaching assistant and wants to step up to a teaching position, which this course will enable her to do.

Case H13 Agreed a grant of £500 for this beneficiary who requested a flight to Kenya to visit the charity that her husband had set up. She finds going to visit beneficial, both for her

wellbeing and for her volunteer work, especially as her husband was so closely involved in the project.

ii) The Trustees agreed that the following grants did not meet the criteria and should be declined:

Case H1 Declined a grant of £769.97 towards a laptop. This beneficiary has a new job managing a team of physiotherapists and as such is expected to complete a Masters in management. A laptop would help her to complete the course work. Due to her high disposable income of £30,680 and high savings of £50,000 it was considered that she should be able to fund this herself.

Case H9 Declined a grant of £400 towards an opera-singing course. This beneficiary feels she benefits from singing since her husband died. The beneficiary stated that she would not fill out the income and expenditure form, as she did not agree with means testing, even though she had been advised previously that all future grant applications would require a completed income and expenditure form. Therefore, without the information required, charitable need could not be established.

Case H10 Declined a grant of £745 for this retrospective request of a baby massage course. The beneficiary is a yoga teacher and wanted to expand the classes she could teach. Due to her high disposable income of £21,082.80 it was considered that she should have been able fund it from her own resources.

Case H12 Declined a grant of £1,518.01 towards a replacement tyre, car tax and insurance. The beneficiary runs a beauty service from home. She would like to make her business more mobile. However, due to her finances the car is currently off the road so she is unable to do this. MFT does not support requests for ongoing costs and the Trustees felt she might struggle to cover the future costs for tax and insurance herself. With this in mind, funding a tyre would serve little purpose.

In total £16,166.88 was agreed which was split between Honeycombe (£14,682.04) and the Wilson Fund (£1,484.84)

#### **947.18 Communication of decisions reached**

JB advised that letters would be sent to all applicants in April outlining the decisions reached and request any additional information required to enable the office to release payment. It was agreed that an appeals process would be in place for those who wished to challenge the decisions made. Beneficiaries would be asked to put their appeal in writing and provide additional information which would be considered by the Trustees at their next meeting (or by round robin if appropriate).

#### **948.18 Any other urgent business**

i) Deed of Gift – The board agreed the Deed of Gift from the Skipton Fund gifting the Macfarlane Trust their assets on closure. The document was signed by Alasdair Murray and Paul Biddle on behalf of the MFT Board.