

**Minutes of the Executive Committee of the John Ray Trust held on  
Thursday 13<sup>th</sup> January 2011**

**Present:** Cllr. Mrs. M Gallione                      Mr. David Gask  
                  Dr Sachiko Kusakawa                 Dr Tony Runacres  
                  Cllr Tony Shelton                                Mrs Angela Tanner  
                  Mrs Janet Turner (clerk)                      Mr. John Waring

**1.Appointment of Chairman:**

Mrs Turner asked if there were any nominations for the post of Chairman. None were forthcoming from those present. Mrs Turner then asked for a volunteer to chair this meeting. Mr David Gask volunteered and was duly elected.

**2. Apologies and Membership:**

Apologies for absence were received from Ms Clare Avery (work commitment), Mr. Malcolm Bryan (illness), and Mr. Ray Price who had a hospital appointment.

Mr. Waring read a letter written by Mrs. Janet Turner tendering her resignation as a Trustee from the end of January 2011. Trustees wished their thanks to her to be noted in the minutes. Mr. Waring advised members that Mr. Bryan may resign in the summer.

**3.Minutes:**

The minutes of the meeting of Thursday 30<sup>th</sup> September were signed by the chairman as a correct record of the meeting.

**4.Matters Arising:**

Mr Gask proposed that a letter should be sent to Black Notley Parish Council suggesting that a memorial plaque be placed on the site of the memorial being removed. After some discussion the Trustees agreed that a sum up to £200 should be offered to Black Notley Parish Council as partnership payment towards the plaque.

**5. Financial report:**

Mr. Waring circulated his report showing a current account balance of £6407.70 at the 31<sup>st</sup> December. The COIF Balance remains unchanged. He reported that he has since issued a cheque for Ms Barton for £560.29 for new plants and hourly pay for work in the John Ray garden.

Mrs. Turner requested payment of £44.53 to cover £30 given as an award at Alec Hunter High School and £14.43 room hire paid to Braintree District Council.

With the resignation of Trustees the bank mandate needs changing. So Mr. Waring bought bank mandate forms to the meeting. He asked for this resolution to be passed:

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this Mandate that:

- The individuals identified as Authorised signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit.
- Any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
- The Bank may accept instructions that do not have an original written signature provide the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions

- The Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.
- This Mandate will continue until the Customer gives the Bank a replacement mandate or the Customer passes a resolution changing the Signing Rules and/ or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

The Resolution was passed by all members present and it was agreed that Clare Avery, David Gask, John Waring, Angela Tanner and Tony Runacres would be authorised to sign cheques and act on behalf of the Trust.

#### **6. Progress of Development Plan:**

Mrs Turner circulated a further draft of the development plan. She explained to members that this is a working document.

Mr. Gask reported progress on the development of the web-site. Mr. Chris Rowe of Notley High School has agreed to host and set up the web-site for us. He has already reserved John Ray Trust .com and John Ray Trust.co.uk for us. It was agreed that the bursary application form and information sheet should be downloadable from the site. Mrs. Turner agreed to identify some suitable material with which to start the web-site. Mr. Gask was thanked for progressing the web-site.

After further discussion it was agreed that environmental and educational projects should be identified for inclusion in the plan.

#### **7. Appointment of an Administrator – progress report:**

Mrs. Turner advised members that there is no further progress at present. Clare has one more person to approach but has had no success in finding someone to take on the role to date.

Cllr. Mrs. Gallione to speak to BDVSA to identify any suitable volunteers.

#### **8. Correspondence:**

Mrs. Turner informed that she had received an e-mail from Mrs. Killen at Braintree District Museum announcing the success of a bid to the Royal Society. The Museum has received a grant of £750 to compile project boxes on John Ray for loan to primary schools in the area. She asked for input from the Trustees as to suitable material for including in the boxes. Trustees to contact Mrs. Turner if they have any ideas.

#### **9. John Ray Garden:**

Mrs. Turner confirmed that Ms Barton had bought some new plants for the John Ray Garden and also bulbs to give some early colour in the raised beds.

#### **10. Bursary Scheme 2011:**

Mrs Turner reported that applications were slow to arrive with just one pack being sent out so far.

#### **11. Scholarship Scheme:**

Mrs Turner reported that no report was available. Mr. Cameron is responsible for the advertising of this scheme, and he has not been in touch recently.

#### **12. Any other business:**

There was none.

**13. Date of the next meeting: Thursday 31<sup>st</sup> March 2011 at 5.15pm** in the Town Hall Centre, Braintree.