



Charity of Mrs.

Elizabeth Rook

Est. 1759 - Registered charity since 1966



Summary Overview for Theddlethorpe Annual Parish Meeting 19 May 2022

Looking to the past



- Charity of Elizabeth Rook – History

- Set up for Theddlethorpe in 1759 – registered charity since 1966
- Bequests set aside to support Parishioners (predating 1759)
- Richard Smith (1658) land & building
 - Provide £5 rent a year to both Parishes
 - Funds accumulated for trade apprenticeships
- Atkinson's (1786) Estate rent (38 Acres) Mablethorpe St Peters
 - 12 shillings a year
 - Purchase loaves of bread on the 6 Sundays in Lent
 - Given to 12 poor children who were tested by the Vicar on their knowledge of the Church

Looking to the past

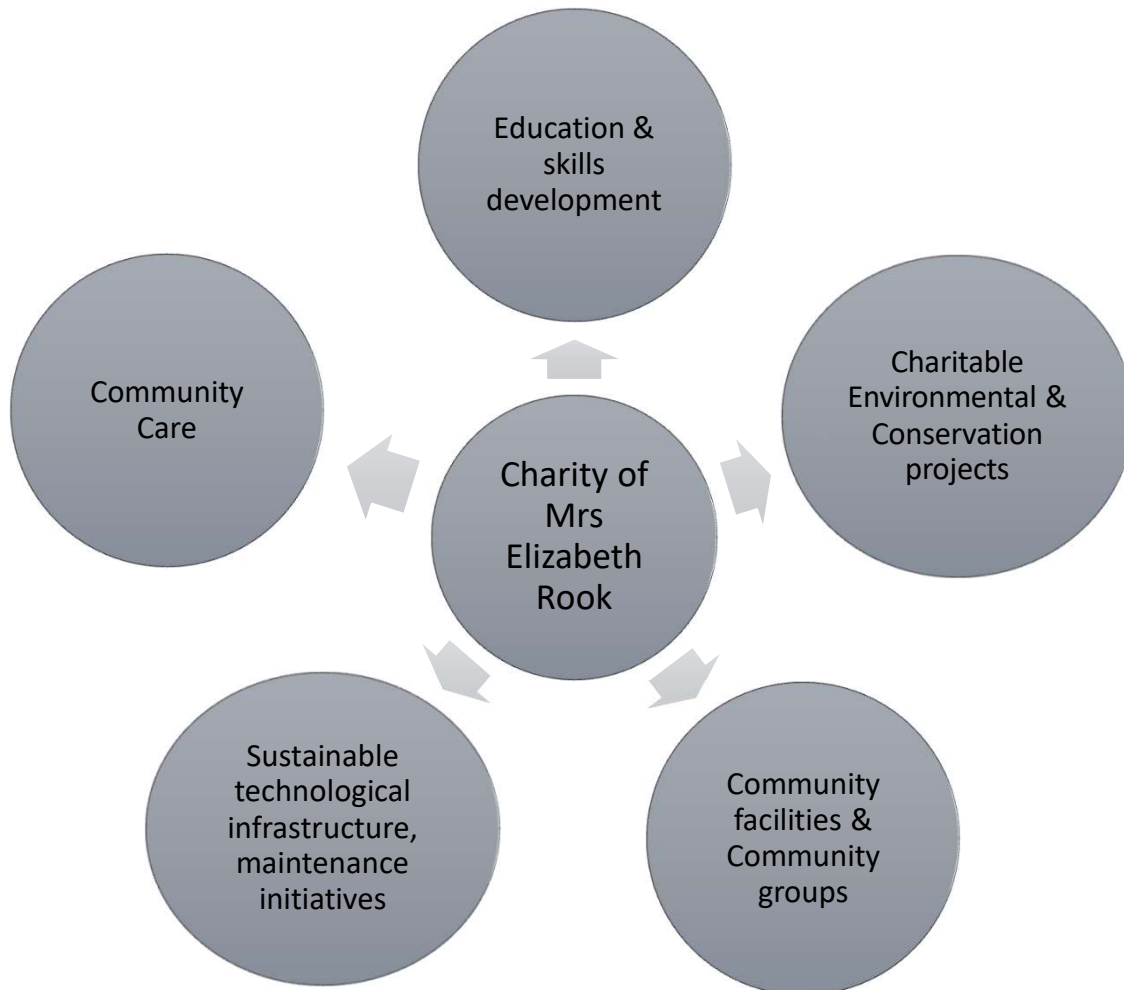




- 2 Unknown Donors – Documented in the Parliamentary return
 - Both were rent charges providing 5 shillings on land within the Parish
 - 14 Acres – “Newlands” owned by James Mason
 - 16 Acres – Occupied by James Baddily
- Bequests were disposed of over the next 200 years
 - As various Overseers & Church Officials tried to discharge their responsibilities and get better returns
 - Everything was passed over to the Charities Commission
 - Amalgamated everything under the Elizabeth Rook Charity
 - Passed on responsibility to the Parish Council
- Objectives for Children, education, training & alleviating poverty

Gayton Wind Farm - summary

- 2010 - 2016
 - Initial public consultation
 - PC Chair negotiated funding agreement
 - Lincolnshire County Council's legal services engaged to review Novation
 - Novation was significantly altered by Legal Services
 - Unreasonable requirements were removed to protect the P.C. & communities
 - Deed of novation was signed for by the Theddlethorpe P.C.
 - Charity resurrected
 - Charitable Trust was reformed
 - New revised charitable objectives written & approved by the Charity Commission

5 Core Objectives



 <div> Charity of Mrs. Elizabeth Rook Est. 1759 - Registered charity since 1966 </div> 			
Policy Statement Commitment The Elizabeth Rook Charity (Charity Registered in England; charity number 249950) provides financial management of donated, bequeathed and community grant funds (including wind farm) with the sole aim to enrich the lives of and provide benefit to the residents of the Parishes of Theddlethorpe All Saints and Theddlethorpe St Helen. (for clarity, the term "Theddlethorpe" in this document covers both Theddlethorpe All Saints and Theddlethorpe St Helen)			
Organisation & Responsibilities The board of Trustees' shall consist of a minimum of 5 key positions and a maximum of 7 positions. The five (5) key positions are: <ul style="list-style-type: none"> • A Chairman who is responsible for coherent & transparent management of the charity. • A Secretary who is responsible for documenting the AGM and subsequent Trustee meetings and communicating with grant application bodies. • A Treasurer who is responsible for ensuring that all funds are transparently documented and auditable within each year of office. • 1 community representative for Theddlethorpe all Saints who reside in that Parish. • 1 community member for Theddlethorpe St Helen who reside in that Parish. These positions shall not be duplicate representatives.			
Arrangements To meet our Policy Statement the Trustees will: <ul style="list-style-type: none"> • Provide an application process to access grant funds. • Provide a process for management, audit & review of all applications. • Provide regular meetings in order to administer the charity appropriately aligned with its aims. • Provide an application and voting process for Trustee board positions that do not allow a full board to be disbanded in any single year in order to create a sustainable management of change process. • Work with other charitable fund groups in the immediate area to create community cohesion. • Provide annual accounts for transparent auditing purposes & publicise. 			
5 Sustainable objectives of grant fund support The objects of the charity ("the objects") are to promote and provide community benefits proposed by residents and for the benefit of Theddlethorpe as a community, including administrative and ancillary costs under the headings listed": <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Provide educational & skills development in assisting young people taking a place in further education or entering employment. • Promote the conservation & preservation of the environmental that addresses the needs of the local community. • Prevent or relieve those in need suffering hardship, distress, ill health or disadvantaged, including the young, elderly or disabled. </td><td> <ul style="list-style-type: none"> • Provide assistance and promote community groups & organisations that support & aid community development. • Promote the advancement & maintain current community infrastructure with regards to sustainable technologies, transportation, communication & home initiatives, supporting arts, culture & heritage. </td></tr> </table>		<ul style="list-style-type: none"> • Provide educational & skills development in assisting young people taking a place in further education or entering employment. • Promote the conservation & preservation of the environmental that addresses the needs of the local community. • Prevent or relieve those in need suffering hardship, distress, ill health or disadvantaged, including the young, elderly or disabled. 	<ul style="list-style-type: none"> • Provide assistance and promote community groups & organisations that support & aid community development. • Promote the advancement & maintain current community infrastructure with regards to sustainable technologies, transportation, communication & home initiatives, supporting arts, culture & heritage.
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Objective Meanings



- Education & skills development
 - To provide assistance to young people in particular those taking a place in further education or entering employment by the reimbursement of tools, books (on the reading list), and equipment.
 - a) The assistance shall be limited to those under the age of 21 with a revision at the Trustees discretion.
 - b) The assistance includes supporting organisations that provide education and skills-based training in the community of Theddlethorpe.
 - Assistance for provision shall be limited to the residents of Theddlethorpe at the Trustees' discretion.

Objective Meanings



- Sustainable & Technological Infrastructure & Maintenance Initiatives
 - To advance and or maintain community infrastructure to benefit the community by promotion and provision in particular but not limited to:
 - a) Sustainable technologies
 - b) Community Transport
 - c) Communication
 - d) Home & Community initiatives
 - e) Beneficial projects for the local community
 - f) Arts, Culture & Heritage
- Provision shall be limited to benefit the residential area of Theddlethorpe at the Trustees discretion.

Objective Meanings



- Charitable & Environmental Conservation Projects
 - To promote conservation and preservation of the environment that addresses the needs of the local community, in particular but not limited to:
 - a) Promoting sustainable development and biodiversity
 - b) Financial support in the advancement of renewable energy sources
 - c) Promotion and provision of recycling and sustainable waste management
 - d) Preservation of flora & fauna
 - e) Promotion of Agriculture & Horticulture
 - Support shall be limited to the immediate area or neighbouring areas that have an affect on the residents of Theddlethorpe.

Objective Meanings



- Community Facilities & Community Groups
 - To provide assistance and promote community groups and organisations that support and aid community development in particular but not limited to:
 - a) Provision of facilities for recreation and leisure time occupation in the interests of social welfare
 - b) Promotion and financial assistance to community groups & organisations that deliver education, health or social welfare events
 - c) Promotion of civic responsibility and good citizenship
 - d) Promotion of volunteering
- Support for provision shall be limited to the residential area of Theddlethorpe at the Trustees' discretion.

Objective Meanings



- Community Care
 - To prevent or relieve those in need, distress or suffering from hardship or poverty in particular but not limited to:
 - a) Financial hardship
 - b) Emotional or physical distress
 - c) Disadvantaged by youth, the elderly, ill health or disability
- Provision shall be limited to residents of Theddlethorpe at the Trustees' discretion

Other Villages

- ✓ Annual meetings with Gayton, Carlton & Saltfleetby (sometimes)
 - ✓ Discuss lessons learnt over the past year
 - ✓ Everyday is a school day

- ✓ Suggestions to:
 - ✓ Annual community fetes rotated around the villages – partial funding
 - ✓ Setting up inter village quiz leagues, etc.

Application Forms



Grant Application Form

Date Rec (admin):

Ref No (admin):

It is important that you read the guidance notes before you complete this application form for a personal / individual application

Section 1 – Contact Details

Please state your name (for personal applications) or the name, address and the postcode of your organisation. Please confirm the main contact name for any correspondence if it differs to yourself; this must also be the person who signs the form. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

Your Name:

Contact Name:

*Website:

*Position:

*Email:

Tel (daytime):

Tel (evening):

Correspondence address for this application:

Postcode:

*If applicable

Data Protection Act 1998 The information given will be entered and processed on computer by the Trustees' of the Elizabeth Rook charity; the forms will also be kept. The Trustees' for the administration of the grant scheme will use the information provided primarily. Contact details will only be disclosed to third parties for the following purposes: when consulting other organisations during processing of applications; to announce successful projects, and to promote the Community Fund via press releases and other bonafide promotional activities including placement on the Community Website.

Declaration: I agree to the above use of my data and I certify the information contained in this application is correct, and that I am authorised to make the application on behalf of the above organisation.

Name (please print):

Signature: Date:



Grant Application Form

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Please state your name, address and the postcode of your organisation. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the organisation. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

Your Organisations Name:

Contact Name:

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Name (please print):

Signature: Date:

Application Screening



Grant Application Screening Form
Date Rec (admin):
Ref No (admin):

Section 1 - Contact Details	Yes or N/A or Points	Reject
Are all Company or Personal details completed correctly in this section? YES = 2 points	(Max 2)	If N reject
Organisation application = 2 points / Personal application = 1 point	(Max 2)	
Is the application form signed and the name legible?		If N reject
Score =		

Section 2 - About you or your organisation		
Are the main activities or aims & objectives clearly written & understood? 3 points = clearly understood & unambiguous 2 points = partially understood, some ambiguity	(Max 3)	If N reject
Do the aims meet the strict criteria of the charities purpose? Assist young people: Promote conservation & preservation of the environment : Assist community groups and aid community development : Advance or maintain community infrastructure : Prevent or relieve those in need or suffering hardship		If N reject
Does the group operate in Theddlethorpe / Rural Areas / Lincolnshire? Theddlethorpe (3 pts) / Rural Neighbourhood (2 pts) / Lincolnshire (1pt)	(Max 3)	If N reject
Registered Charity with Charity number & confirmed on charity website		If N reject
Is their Charities constitution included with the application? 2 points = included and is aligned with the our charity 1 point - included but could be improved further, not aligned	(Max 2)	If N reject
Is it a community group / non-profit organization / social enterprise? Identify which:		If N reject
Does the organisation appear to have the necessary skill sets, capacity, experience to delivery the project? (Contact them if necessary)		If N reject
Is the organisation staffed by volunteers or paid employees? 3 points = volunteers 1 point = paid staff	(Max 3)	
Does the project promote religious or racist beliefs? Identify which:		If Y consider rejection
Score =		

Input the points from each section below into the correct section					
Section 1	Section 2	Section 3	Section 4	Section 5	Final Score
Max 4 points	Max 11 points	Max 22 points	Max 22 points	Max 4 points	Max 63 points

The Application Teams evaluation of risk relates to the quality of the application proposed, compliance with statutory regulations, solvency of the organisation, deliverability of the project and the benefit to the community of Theddethorpe:

Tick the appropriate risk box:	High Risk	Medium Risk	Low Risk
Risk Comments:			
	Take to Public Forum if needed	Reviewed & Decided by Charity Team	Reviewed & <u>Decided</u> by application team

Recommendation:	Approve	Reject	Differ
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Conditions on which the fund will be granted			
Amount requested	£	Amount to be awarded	£
Date Agreed		Date Issued	
Confirm date of informing applicant		Any issues:	

Acceptance Signed on behalf of the Charity of Elizabeth Rook:	
Position:	Name:
Signature:	

Board of Trustees

- Interested in becoming a Trustee?

- Minimum 5 positions / Maximum 7

	<u>Initial Period</u>	<u>Re-election</u>
Chairperson	3 years	4 yearly
Secretary	3 years	4 yearly
Treasurer	3 years	4 yearly
Theddlethorpe All Saints Representative	2 year	4 yearly
Theddlethorpe St Helen Representative	2 year	4 yearly

- 3 positions are taken up by Parish Councillors to meet the original Charity requirement
 - Legally responsible position
 - Trustees must have the necessary skills, knowledge or experience needed for the effective administration of the Charity



Board of Trustees

- **Trustee Exceptions** — Defined in governance
 - Only 1 Trustee can be connected to another Organisation or Management Committee (OMC)
 - Only 3 Trustees can be on another (OMC) operating within the Parish boundary
 - Must not be “Connected” — explained later
 - Must be 18 years old or over to be a Trustee



Connected Persons

- Defined in Governance
 - A. Child, Parent, Grandparent, Brother, Sister of another Trustee
 - B. Spouse, Civil Partnership, or former spouse
 - C. Carrying out business in partnership with the Trustee
 - D. An institution controlled by the Trustee or connected to any of the above
 - E. 2 or more persons falling within clause D when taken together
 - F. Trustee is part of a Corporate body or connected to a person falling within Clauses A to C or has a substantial interest
 - G. 2 or more persons falling within clause F when taken together, has a substantial interest





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Supported recent Causes

Individual	College Books
St Helens Church PCC	Electrical lighting & heating installation & electrical certification
Theddlethorpe Village Hall	LED lighting, signage, emergency exit signage & electrical certification
Individual	University Books
Individual	Laptop for University
Dunes Food Events	Christmas Day Meal, Desserts & drink provision (Covid Recovery)
C Richardson	Community Festive Carvery Meal at the Beck (Covid Recovery)

2022 supported so far:

Jubilee Committee (£2K approval)	Village Celebrations (covid recovery package) £2K	spent so far £1500
Individual	Keep fit & Wellbeing classes 1yr (Covid Recovery)	£780
Village Hall Committee	Re-stone of the carpark area	£2462.40

Income to date (including historic funds): £91726.59

Expenditure to date: £12946.48

All funding needs to meet the Charity Objectives & Novation Agreement
Once the money is gone it is gone for good!

Balance to date: £78231.11