

26th February 2026

Annual Trustee Meeting – The Tuckett Memorial Field (A charity for which Winterbourne Parish Council acts as Sole Trustee)

Date: 11th March 2026

Time: After the Climate and Nature Committee meeting (approx. 8.30pm)

Venue: The Greenfield Centre, Park Avenue, Winterbourne, South Gloucestershire BS36 1NJ

- 1. Welcome and Opening of Meeting**
 - a. Chair's opening remarks
 - b. Confirmation that the Parish Council is meeting in its capacity as Sole Trustee
- 2. Apologies for Absence**
- 3. Declarations of Interest**
 - a. To receive any declarations of personal or prejudicial interests relating to the charity business
 - b. To consider any dispensations required
- 4. Review of Governance Arrangements**
 - a. Confirmation of the Parish Council's role as Sole Trustee
 - b. Review of governing document(if required)
 - c. Review of trustee eligibility and any changes to membership
 - d. Confirmation of compliance with Charity Commission guidance (e.g., Charity Commission for England and Wales)
- 5. Annual Report of the Charity**
 - a. Review of activities undertaken during the year
 - b. Assessment of public benefit
 - c. Review of performance against objectives
- 6. Financial Report**
 - a. Presentation of annual accounts
 - b. Review of income and expenditure
 - c. Review of reserves policy
 - d. Approval of accounts
- 7. Future Plans and Budget for the Coming Year**
 - a. Approval of forward plan
 - b. Approval of annual budget
 - c. Strategic priorities
- 8. Any Other Charity Business**
- 9. Date of Next Annual Trustee Meeting**