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**MEETING OF THE FURNISS COAL DISTRIBUTION CHARITY  
HELD MONDAY 4 NOVEMBER 2024 at 6.20 pm**

**PRESENT:** Councillors Mrs Eathorne Gibbons (Chairman), Green, Councillor Mrs Swain (Mayor), Rich and Webb.

**APOLOGIES:** Councillor Unwin

**ALSO IN ATTENDANCE:** Esther Greig, Deputy Town Clerk and Responsible Finance Officer

**1 APOLOGIES** **FCD/24/1**  
The apologies were approved as submitted.

**2 DISCLOSURE OR DECLARATION OF INTEREST** **FCD/24/2**  
Councillor Webb noted that he was a Trustee of Community Energy Plus.

**3 MINUTES OF THE MEETING HELD ON 29 JULY 2024** **FCD/24/3**  
It was proposed by Councillor Swain, seconded by Councillor Green, and

**RESOLVED** that the minutes of the Meeting of the Committee held on 29 July 2024 were signed as a correct record.

**4 PROCESS FOR THE 2024-25 DISTRIBUTION** **FCD/24/4**  
The Administrator reported that the process of distribution was as outlined at the last meeting. In a change to previous years the Councillor District Distributors – as named on the draft poster - would each receive an individual purchase order book to record client contact details. Client names, addresses and contact telephone numbers should be recorded, alongside email addresses as necessary. Councillors were requested to initial each individual order also. The top white order copy should be provided to the client by the relevant councillor and the yellow copy retained for office use. The Administrator would record contacts provided by Councillor Webb. Councillors could also send white copies of purchase orders to the Administrator for onward transmission to clients if they were unable to give them to them personally.

The Administrator reminded Councillors that a local company (Hawke Fuels) had agreed to provide solid fuels, and a price list had been provided; this information would be circulated to Members for information. An online platform provided by Charis would be used by council officers to provide energy vouchers accepted at PayPoint and Post Office outlets and digital pre-paid vouchers. The Administrator explained that whilst digital and PayPoint voucher denominations could be specified, Post Office vouchers were limited to £49, £28 and £15 denominations. The Administrator therefore requested that the Charity consider increasing the level of a single transaction from £70 (agreed at the last meeting) to £77.

It was confirmed by the Administrator that a report would be presented to a future meeting reviewing this year's distribution and this was expected to include such information such as number of clients, type of fuel and how the scheme worked.

CHAIRMAN'S INITIALS

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In terms of the agreed budget of £5000, if it was likely that demand might exceed budget another meeting of the charity would be called with a view to potentially increasing the budget.

The process for the 2024-25 distribution was generally agreed.

It was proposed by Councillor Webb, seconded by Councillor Swain, and

**RESOLVED** that the level of a single transaction be increased from £70 to £77 and the amount of solid fuel be capped at around £77.

**5 BANK SIGNATORIES FCD/24/5**

It was proposed by Councillor Swain, seconded by Councillor Eathorne-Gibbons, and

**RESOLVED** that Truro City Council be authorised by the John Cooper Furniss Charity Account to provide changes to the list of signatories:

**8 BANK MANDATE FCD/24/6**

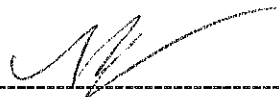
It was proposed by Councillor Swain, seconded by Councillor Green, and

**RESOLVED** that Bert Biscoe and the Town Clerk David Rodda MBE have full power to complete and sign this mandate on behalf of Truro City Council.

**9 DATE OF ANNUAL GENERAL MEETING FCD/24/7**

The Annual General Meeting was scheduled for Monday 29 September 2025 starting at 18:00.

The meeting closed at 18:30.



----- Chairman

29th September 2025

CHAIRMAN'S  
INITIALS

SJR