

EXMOUTH TOWN COUNCIL

Trust Fund Working Party

Notes of the meeting held at 18.00 on Monday 21st March 2022 by Zoom

Present

Cllr L Elson

Cllr C Nicholas

Cllr T Woodward

Cllr S Gazzard

Cllr A Boatwright

Lisa Bowman – Town Clerk

Julie Gregory – Finance Administrator

Apologies

None

To receive the notes of the meeting held on 15th September 2021

The notes of the meeting held on 15th September 2021 were agreed as a true record.

To receive an update from Thomas Wescott on the progress of the transfer of shares

A letter from Simon Lake of Thomas Westcott on how he would like to proceed to complete matters with the shareholdings had been previously circulated to members. The process to instruct the various parties to transfer the shares had been very slow and the timescales had reached a point considered to be very below par. Whilst the US share registrars had been friendly to deal with, they were getting lost with the UK terminology compared to their own.

He therefore thought that a change in direction would be needed and to simply ask the respective share registrar to sell down the holdings into cash. The members agreed that the proposal had been set out very clear and the associated fees were very competitive.

Cllr Lynne Elson proposed that the proposal and fees as stated by Simon Lake in his letter of 1st February 2022 be accepted, seconded by Cllr Steve Gazzard. It was agreed that the recommendation be taken to Full Council at the next meeting for ratification.

Full Proposal by Simon Lake of Thomas Westcott Chartered Financial Planners

The original recommended approach with the shareholdings was to instruct a transfer of the shares to the 7IM platform where they could be sold down and reinvested into the new ethical and sustainable investment direction.

The process to instruct the various parties to transfer the shares has been very slow and the timescales have reached a point now considered to be very below par. Whilst the US share registrars have been friendly to deal with, I think they are getting lost with our UK terminology compared to their own.

I therefore think we should change direction slightly and simply ask the respective share registrar to sell down the holdings into cash.

The sale proceeds can then be reinvested on the 7IM platform. The 7IM account can then be topped up by any surplus funds within the charity not deemed to be short term reserves.

I will therefore take you through what I would recommend the charity needs to do with each shareholding to complete this project.

The RBS (Natwest Group) Shares

As an up-to-date share certificate cannot be located, as previously advised we will need to arrange for the indemnity form and a postal dealing form to be completed. These have been ordered and will be with us soon.

Any 2 signatures from the charity need to go on the form(s) and these need to be countersigned by Computershare registrars.

We can then submit the forms to the share registrars, and they will sell the shares immediately and present the charity with the sale proceeds.

The admin fee is of £85.50 for the work, payable to Computershare.

The sale fee for this service will be 1.4% of the value of each sale, subject to a minimum of £40.

The Mondelez Shares

These shares do not have a paper certificate so Computershare will accept a postal instruction to sell from the charity.

We will prepare the postal dealing forms for these.

The sale fee for this service will be 1% of the value of each sale, subject to a minimum of £20.

The Kraft and Dr Pepper Shares

These shareholdings are administered in the US as you know, and the registrars are based in Minnesota and Kentucky respectively.

With your permission I would like to approach a UK firm that specialises in selling overseas shareholdings for UK investors. By using this firm, we can bypass much of the tax compliance and identity verification process when dealing with US companies as the firm already has a relationship with the US share market.

The firm is called Share Data based in Horsham (<https://www.sharedata.co.uk/>) and having discussed their services they will be able to temporarily open a dealing account for the charity and instruct the sale of the US shareholdings and finally credit the charity with the sale proceeds.

I need to send them details of the shareholder record letters sent to me recently by Liz and yourself and they can get started on this immediately.

They do charge for their services and these fees can be settled from the share sale proceeds as follows:

- £300 plus VAT Opening process
- 1.75% sale commission on the first £10,000
- 1% sale commission on balances higher than £10,000
- £25 Compliance and settlement fee per company holding

To note the respective values of the Williams Adam Westwood charity, the Exmouth Project Trust, and CP Barrett Trust as at 31.12.2021

TEACHERS BUILDING SOCIETY	
FUNDS HELD	£1,000.00
HM TREASURY STOCK	
NATIONAL SAVINGS BOND	£7,000.00
CP BARRETT	
FUNDS HELD IN COIF CHARITIES DEPOSIT FUND:	£839.57
EXMOUTH PROJECTS TRUST	
FUNDS HELD IN COIF CHARITIES DEPOSIT FUND:	£184.71
WILLIAMS ADAM WESTWOOD TRUST	
FUNDS HELD IN COIF CHARITIES DEPOSIT FUND:	£90,691.54

WILLIAM ADAMS WESTWOOD SHARES HELD AS AT 31st January 2022

COMPANY	SHARES HELD	PRICE PER SHARE	EXCHANGE RATE	TOTAL
RBS	5264	£2.42		£10,685.92
KEURIG/DR PEPPER	600	\$38.00	\$1.36	£16,764.70
MONDELEZ	599	\$67.33	\$1.36	£29,654.90
KRAFT	169	\$35.80	\$1.36	£ 4,448.67

There was no other business.

Date of next meeting – 8th June 2022

The meeting finished at 18.11pm