

Chelveston Wind Farm Community Benefit Fund Managing Document

1. Preamble

1.1 This document is intended to cover the day to day running of the charity trust set up as a delivery vehicle by the four Sponsoring Parish Councils (Chelveston-cum-Caldecott, Dean & Shelton, Hargrave and Melchbourne & Yelden) to distribute the funds provided by the Chelveston Renewable Energy Wind Farm.

1.2 The trust was created by a trust deed, signed on 31st March 2014 and references to the trust deed are shown as **TDyy** (where yy is the relevant paragraph number). In the unlikely event of the trust deed and this document conflicting, the trust deed takes precedence.

1.3 Any reference in this document to gender shall equally be read as male or female; the singular tense shall equally be read in the plural tense; and the Clerk shall equally be read as the Treasurer and Secretary as appropriate.

2. Appointment of Trustees.

2.1 Trustees will be appointed in accordance with the resolutions of the Sponsoring Parish Councils (**TD7**).

3. Meetings.

3.1 The Trustees will meet at least twice a year (**TD13**) in public buildings (**TD13**) and, as far as is practicable, the meetings will be held equally amongst the four parishes. One meeting will be the Annual Meeting, where the Chair and Vice-Chair for the coming year will be elected by the Trustees (**TD14**). The Vice-chair shall assume the role of the Chair in his absence. If neither the Chair or Vice-Chair have arrived within 10 minutes of the start of the meeting, the Trustees present shall elect one of their number to be the Chair for the meeting (**TD14**).

3.2 Meetings may be called by a previous meeting of the Trustees, by the Chair (**TD13**) or by any two Trustees from different parishes (**TD13**). In the latter two instances, not less than 10 days' notice shall be given to the other Trustees (**TD13**).

3.3 Notice of the meeting and agenda shall be by e-mail (or if the Trustee does not use e-mail, by post) to the e-mail address (or postal address) provided by the Trustee to the Clerk for that purpose.

3.4 Meetings will normally commence at 7:30 pm and conclude by 9:30 pm unless otherwise notified.

3.5 The Trustees alone will decide whether or not the public should be admitted to any meeting (**TD13**) or part thereof.

3.6 A Trustee with a conflict of interest will declare it at the start of the meeting and withdraw from that part of the meeting and not take part in the discussion and voting on that item (**TD18**).

3.7 For the meeting to be quorate there must be at least 5 trustees eligible to vote on all items in attendance (**TD16**).

3.8 Decisions must be made by the majority of the voting trustees (**TD17**). The Chair of the meeting shall have a casting vote in the event of a tie (**TD17**).

3.9 The Clerk should normally be present at all meetings to record the business of the charity (**TD15**). The trustees can resolve to exclude the Clerk for the duration of the meeting where the Clerk has a declared personal or financial interest in the item being discussed (**TD15**). During the Clerk's exclusion one of the trustees should take a note of the decision taken and the reason for that decision. The Chair should sign and date that note as a true record of the decision so that it can be included in the minutes of the meeting (**TD15**).

3.10 The Clerk shall record the attendance, declarations of interest, decisions and actions in the minutes of the meeting (**TD20**). A draft electronic copy of the minutes shall be sent to all trustees and the Clerks of the Sponsoring Parish Councils and published on the Trust's website within one month of the meeting. At the next meeting following, the Trustees will approve or amend the minutes and the Chair will sign the adopted minutes (**TD20**).

4. Administration

4.1 At the Annual Meeting, the Trustees will appoint (or re-appoint) an officer or officers to undertake the administration of the trust (**TD15**). On a day to day basis, the Clerk will be the main point of contact for other parties e.g. statutory bodies, Sponsoring Parish Councils, banks, other charities, applicants for grants, etc. (**TD15**).

4.2 Where possible, the administration between meetings will be conducted by electronic media. This will include approval for expenditure for administration and governance items, but not grants. Such approvals will require a minimum of 5 Trustees. An exception to this will apply to the Minor Awards Committee, where not less than 3 Trustees may grant minor applications by means of electronic media.

4.3 The Clerk will, on not less than a monthly basis, update the Trust's website with the status of all grant applications.

4.4 The register of all grants awarded will show the distribution (£ and %) between the Sponsoring Parishes, in order to assist Trustees to achieve a general equality of distribution amongst the Sponsoring Parishes.

4.5 The Trustees will report to their respective Sponsoring Parish Council and such public meetings of that parish that the Sponsoring Parish Council may require, on the Annual Report and general information on the workings of the Trust.

5. Reserves

5.1 The Trustees will review the receipts and expenditure annually at the Annual Meeting and, taking into account the advice from the Clerk on the likely operating cost requirements and any other information the Trustees consider pertinent, they will set the amount of the General Reserves for the period until the next Annual Meeting. General Reserves shall as a minimum cover both the costs of operating the trust for one year and costs of dissolution of the Trust (**TD4**).

5.2 The Trustees may create a Restricted Reserve for a defined purpose at any time (most likely in response to a major grant application), but normally for no longer than five years (**TD4**).

6. Banking

6.1 The Trust will operate a bank or building society account, held in the name of the Trust (**TD25**), which will be administered by the Clerk (**TD15**).

6.2 As directed by the Trustees, the Clerk will prepare payments for approval by the Trustees. All payments must be signed (or electronically authorised) by two Trustees from different Sponsoring Parishes (**TD25**).

7. Grant Awards

7.1 Grant awards will be in accordance with the adopted grants policy.

7.2 A committee of not less than three Trustees (**TD11**) will undertake the role of the Minor Awards Committee, who will assess and award minor grants in accordance with the adopted grants policy.

7.3 The Trustees will decide at the Annual Meeting the delegated budget of the Minor Awards Committee (**TD11**).

7.4 The Clerk will maintain a register of all grants awarded (**TD7**).

Signed by the Trustees on 26th October 2015

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