

Chelveston Wind Farm Community Benefit Fund

Minutes of the First Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 31st March 2014 at the Chelveston Village Hall, Chelveston.

Attending: Trustees - Adrian Dale - Chair
Robin Mackonochie - Vice-Chair
David Butter
Duncan Farrington
Kate Gelder
Charlotte Goodson
Kim How
Mick Izzard

Mark Hunter – Clerk
Susan Farmer – Trust Deed Witness (item 1 only).

1. Introductions and signing of the trust deed.

All the Trustees signed the Trust Deed, witnessed by Susan Famer. The Clerk confirmed the Trust Deed had been executed and the Trust was created.

2. Election of a Chair and Vice-chair for the next 12 months.

The meeting elected Adrian Dale as Chair.

Proposed: Duncan Farrington Seconded: Kate Gelder Decision: Unanimous

The meeting elected Robin Mackonochie as Vice-Chair.

Proposed: Kate Gelder Seconded: Adrian Dale Decision: Unanimous

3. Selection of banking arrangements.

The meeting considered the accounts available and selected Unity Trust Bank. The Clerk was authorised to make the necessary arrangements.

Proposed: Adrian Dale Seconded: Kate Gelder Decision: Unanimous

4. Debate and agreement of the Managing Document.

The meeting reviewed and amended the draft Managing Document and adopted the final version which was signed by the Trustees.

Proposed: Adrian Dale Seconded: David Butter Decision: Unanimous

5. Debate and agreement of the grants documents.

The meeting reviewed and amended the draft Grants Policy and adopted the final version. The updated grant application forms would be circulated after the meeting for review.

Proposed: Adrian Dale Seconded: David Butter Decision: Unanimous

6. Approval to seek HMRC registration.

The meeting agreed to seek HMRC registration as a charity. The Clerk was authorised to make the necessary arrangements.

Proposed: Adrian Dale Seconded: Duncan Farrington Decision: Unanimous

7. Setting of the budget.

The meeting reviewed and agreed the proposed budget.

| Income | | Expenditure | |
|-----------------|----------------|--------------------------|----------------|
| Brought Forward | £0 | Admin/Governance | £1,300 |
| Capital Oct 13 | £25,650 | Grants | £36,000 |
| Capital Oct 14 | £25,650 | Carry Forward to next FY | £14,000 |
| Total | £51,300 | Total | £51,300 |

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The £14,000 carry forward was to ensure that the Trust had funds in hand at the start of the next FY, until the next Capital payment in Oct 15.

Proposed: Adrian Dale Seconded: Duncan Farrington Decision: Unanimous

8. Appointment of Trustees to the Minor Awards Committee and delegated budget.

The meeting agreed to appoint Adrian Dale, Kate Gelder, Charlotte Goodson and Kim How to the Minor Awards Committee and agreed a delegated budget of £4,000, being £1,000 per parish. The Clerk was authorised to make the necessary arrangements.

Proposed: Adrian Dale Seconded: Robin Mackonochie Decision: Unanimous

9. Proposal to create a website.

The meeting reviewed a draft website and agreed to request Chelveston-cum-Caldecott PC to provide a sub-domain to host the site. The meeting agreed *windfarmtrust.chelveston.org.uk* as the domain name. The Clerk was authorised to make the necessary arrangements.

Proposed: Adrian Dale Seconded: Kate Gelder Decision: Unanimous

10. Proposal for administrative arrangements.

The meeting reviewed the proposed fonts and agreed to Arial. Due to savings available to account holders, it was agreed to open an account with Coleman's of Higham Ferrers for stationery and printing. However, where possible, correspondence would be via e-mail to save postage and printing costs. The Clerk was authorised to make the necessary arrangements.

Proposed: Adrian Dale Seconded: Mick Izzard Decision: Unanimous

11. Appointment of a Clerk.

The meeting reviewed the options for the appointment of a Clerk and agreed to appoint Mark Hunter for the first year. Pay £1.00, plus reimbursement of receipted expenses and mileage at HMRC rates.

Proposed: Duncan Farrington Seconded: Robin Mackonochie Decision: Unanimous

12. AOB.

David Butter asked about insurance cover for the Trustees and the Clerk. The Clerk advised that a quote would be requested via Came & Co Insurance Brokers.

13. Date of next meeting.

The meeting agreed to hold the next meeting in October, with the Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 1st April 2014

Adrian Dale
Chair of the Trustees

Mark Hunter
Clerk to the Trustees