

Chelveston Wind Farm Community Benefit Fund

Minutes of a meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 2nd June 2014 at the Yelden Village Hall, Yelden.

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

Mark Hunter – Clerk

1. To receive apologies for absence.

Mick Izzard and Charlotte Goodson sent their apologies. The Trustees agreed to accept these.

2. To receive declarations of interest.

Robin Mackonochie declared an interest in the Melchbourne Feast Day grant application (as a member of the organising committee). Duncan Farrington declared an interest in the Hargrave village hall grant application (related to the applicant).

3. To approve the minutes of the meeting held on 31st March 2014.

The minutes (CBF/MIN/001) of the meeting of 31st March 2014 had been circulated before the meeting.

The meeting resolved to approve the minutes with no amendments and the Chair duly signed the minutes.

Proposed: Adrian Dale

Seconded: Kate Gelder

Decision: Unanimous

4. To receive a report from the Clerk to the Trustees.

The Clerk reported on the progress with the banking arrangements, HMRC registration, possible insurance cover (see item 6), website status and the need for registration with the Information Commissioner.

Kate Gelder provided feedback on some misunderstandings with the website and the application forms, which the Clerk would address.

5. To determine grant applications.

CBF-GA-14-002: Hargrave Village Hall urn (application for £60.27). Duncan Farrington did not take part in this item. The supporting information had been circulated before the meeting.

The meeting decided to grant the application and instructed the Clerk to act accordingly.

Proposed: Adrian Dale

Seconded: Robin Mackonochie

Decision: Unanimous

CBF-GA-14-001: Melchbourne Feast Day (application for £1,000). Robin Mackonochie did not take part in this item. The supporting information had been circulated before the meeting.

The meeting decided to grant the application and instructed the Clerk to act accordingly.

Proposed: Adrian Dale

Seconded: Duncan Farrington

Decision: Unanimous

6. To consider insurance cover.

The meeting consider the proposal for cover from Ecclesiastical Insurance Company for their specialist policy for Charities and Not for Profit organisations. With Fidelity cover (£25k) it was £471.62 (inc IPT) or without it was £341.24 (inc IPT). Trustee's indemnity was £100k (£50k for documents) for any one period of insurance, inclusive of all legal costs and expenses.

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The Trustees debated the need for insurance and noted that the Trust was young and hence more likely to be subject to challenge than a mature trust; that the Trustees were not covered by the Charity Commission's Trustee Indemnity cover and that the use of on-line banking (as a Trust) was new to most Trustees.

The meeting decided to insure with fidelity cover and instructed the Clerk to act accordingly.

Proposed: Adrian Dale Seconded: Robin Mackonochie Decision: Unanimous

7. To approve payments.

The meeting reviewed Receipts and Payments Log (attached) and agreed the following payments -

2014.02	Melchbourne Feast Day	Grant award	£1,000.00
2014.03	Hargrave Village Hall	Grant award	£60.27
2014.04	Chelveston Village Hall	Hall hire 31/03/14	£14.00
2014.05	Yelden Village Hall	Hall hire 02/06/14	£10.00
2014.06	Network Brokers	Insurance cover	£471.62
2014.07	Clerk's expenses	Admin	£7.15
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	Total expenditure this meeting		£1,563.04

Proposed: Adrian Dale Seconded: Kim How Decision: Unanimous

8. To consider administrative changes.

The Clerk outlined a possible change to improve the administration of the charity, by allowing the Trustees to agree administrative and governance expenditure (but not grants) by e-mail, with a minimum of 5 Trustees agreeing (the same as for the meeting quorum requirements).

The meeting decided to adopt the change and instructed the Clerk to act accordingly.

Proposed: Adrian Dale Seconded: David Butter Decision: Unanimous

9. 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 16th June 2014

Adrian Dale
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

