

Chelveston Wind Farm Community Benefit Fund

Minutes of a meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 30th March 2015 at the Chelveston Village Hall.

Attending: Trustees - Adrian Dale - Chair
David Butter
Duncan Farrington
Charlotte Goodson
Mick Izzard

Mark Hunter – Clerk

1. To receive apologies for absence.

Robin Mackonochie, Kate Gelder and Kim How had sent their apologies. The Trustees agreed to accept these.

2. To receive declarations of interest.

None.

3. To approve the minutes of the meeting held on 26th January 2015.

The minutes (CBF/MIN/004) of the meeting of 26th January 2015 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: Charlotte Goodson Decision: Unanimous

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

The Clerk reported on the progress with the previously awarded grants. One cheque signed in October 2014 would expire in April 2015, as the works were only half completed. The meeting agreed to amend the terms of the grant to remove the condition requiring the works be completed prior to issue.

Proposed: Adrian Dale Seconded: Mick Izzard Decision: Unanimous

The application forms had been updated as agreed at the last meeting (PCC constitution exemption). The website now includes some aerial shots of the CRE site taken by a Chelveston resident whilst out flying.

5. To determine grant applications.

Three new applications had been received.

CBF-GA-14-015: St Mary's PCC, Yelden - church repairs (part funded application for £1,500). 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

CBF-GA-14-016: St Mary Magdalene PCC, Melchbourne – tree works (application for £900). The supporting information had been circulated before the meeting. The Trustees noted that consent to remove the trees was not included in the application.

The meeting decided to grant the application, but to check if consent is required (and a condition to obtain it, if it is) and instructed the Clerk to act accordingly.

Proposed: Adrian Dale Seconded: Charlotte Goodson Decision: Unanimous

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CBF-GA-14-017: DSSA / Dalton Charity, Deans – LED lighting (part funded application for £999). The supporting information had been circulated before the meeting. The Trustees were not convinced by the business case made. In particular, the electricity tariff quoted was 50% higher than paid by other village halls, and the lifetime maintenance costs of the existing fluorescent lighting at £275.50 appeared to be far too high (e.g. Fluorescent tubes with low usage can last over 20 years and tubes now cost <£4 when they do fail). When accounted for, these factors would significantly increase the payback period quoted. The Trustees did not consider this to be the best use of Trust funds

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

Proposed: Adrian Dale Seconded: Duncan Farrington Decision: Unanimous

6. To approve Payments.

It was noted that Chelveston Village Hall had decided not to charge the Trust for the use of the hall for the meeting, as the Trust had made a large grant towards the village hall upgrade works.

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

2014.29	Colemans	Stationery	£ 8.08
2014.30	Yelden PCC	Grant award	£1,500.00
2014.31	St Mary Magdalene PCC	Grant award	£ 900.00
			=====
	Total expenditure this meeting		£2,408.08

Proposed: Adrian Dale Seconded: David Butter Decision: Unanimous

7. To determine the budget for 2015/16.

The meeting reviewed and agreed the proposed budget.

Income		Expenditure	
Brought Forward	£19,791.18	Admin/Governance	£ 681.80
Capital Oct 15	£27,375.62	Grants	£32,500.00
Income	£ 15.00	Carry Forward to next FY	£14,000.00
	=====		=====
Total	£47,181.80	Total	£47,181.80

The £14,000 carry forward was to ensure that the Trust had funds in hand at the start of the following FY, until the Capital payment in Oct 16.

Proposed: Adrian Dale Seconded: Mick Izzard Decision: Unanimous

8. To consider two requests from Dean & Shelton PC.

The Clerk advised that two requests had been received from D&SPC –

The first request was for “*a formal report on the annual activities of the Trust*”. The Trustees considered what verbal and written reports the Trustees made to their respective parishes and the contents of the Trustees Annual Report (in line with the Charity Commission guidance).

The meeting decided the Trustees Annual Report should be sufficient as a formal report by the Trust and instructed the Clerk to respond accordingly.

Proposed: Duncan Farrington Seconded: Arian Dale Decision: Unanimous

The second request was for “*applicants be invited, by the Trust, to attend any meeting at which their application is being discussed to answer at first hand any queries and provide elucidation as required*”. The Trust Deed gives the Trustees discretion as to whether allow the public to attend or not, and the Grants Policy currently states that for Major applications the Trustees may choose to invite the applicant to address the meeting.

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The meeting decided not to change the current attendance arrangements and instructed the Clerk to respond accordingly.

Proposed: Adrian Dale

Seconded: Mick Izzard

Decision: Unanimous

9. To consider a suggestion from the Dalton Charity. (Plaques for grant awards).

The Clerk advised the Dalton Charity had asked if the Trust wanted to display a plaque at the playground which recognises the grant award towards the upgrading of the play area. The Trustees debated the merits v. the costs (e.g. 16 awards this year @ £50 per engraved brass plaque would have been £800 in admin charges).

The meeting decided not to require plaques, but instead to request that applicants acknowledge the Trust's grants in their local parish newsletter and website, and instructed the Clerk to respond accordingly.

Proposed: Mick Izzard

Seconded: David Butter

Decision: Unanimous

10. To consider any other matter the Trustees may wish to raise.

It was noted the applications received this year had varying amounts of financial information. Whilst it was not a requirement (or desire) of the Trustees to "means test" the applicants, the Trustees felt that a consistent approach would assist in making future decisions, especially in situations where the remaining grant funds were limited.

The meeting decided to amend the Grant Application Forms and the Grants Policy, to require applicants to supply current copies of statements of all accounts and investments, and instructed the Clerk to act accordingly.

Proposed: Mick Izzard

Seconded: David Butter

Decision: Unanimous

11. Date of next meeting.

The meeting agreed to hold the Annual meeting in June 2015, by which time all the new Trustees will have been appointed/elected, with the application deadline of two weeks beforehand. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 5th April 2015.

Adrian Dale
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

CHELVESTON WIND FARM COMMUNITY BENEFIT FUND

Receipts and Payments Account 2014/2015

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2014.00	01/04/2014	Opening Balance	Brought Forward	Bt Fwd		£0.00	£0.00	£0.00	£0.00			
2014.01	11/06/2014	CRE	Capital payment for Oct 13	Bank	001	£25,650.00	£0.00	£25,650.00	£25,650.00	Capital		
2014.02	02/06/2014	Melchbourne Feast Day	Grant for 750 th feast day facilities	300001	001	-£1,000.00	£0.00	-£1,000.00	£24,650.00	Grants	MIN-002-5	D.Butter, M.Izzard
2014.03	02/06/2014	Hargrave Village Hall	Grant for hot water urn	300002	001	-£60.27	£0.00	-£60.27	£24,589.73	Grants	MIN-002-5	D.Butter, M.Izzard
2014.04	02/06/2014	Chelveston Village Hall	Hall hire (31/03/14)	300003	001	-£14.00	£0.00	-£14.00	£24,575.73	Governance	MIN-002-7	D.Butter, M.Izzard
2014.05	02/06/2014	Yelden Village Hall	Hall hire (02/06/14)	300004	002	-£10.00	£0.00	-£10.00	£24,565.73	Governance	MIN-002-7	D.Butter, M.Izzard
2014.06	02/06/2014	Network Brokers Ltd	Insurance	300005	001	-£471.62	£0.00	-£471.62	£24,094.11	Insurance	MIN-002-6	D.Butter, M.Izzard
2014.07	02/06/2014	Mark Hunter	Clerk's Expenses	300006	001	-£7.15	£0.00	-£7.15	£24,086.96	Gen. Admin	MIN-002-7	D.Butter, M.Izzard
2014.08	30/06/2014	UTB	Current a/c interest (to 30/06)	Bank	001	£0.14	£0.00	£0.14	£24,087.10	Interest		
2014.09	30/06/2014	UTB	Deposit a/c interest (to 30/06)	Bank	S001	£0.25	£0.00	£0.25	£24,087.35	Saver Interest		
2014.10	25/07/2014	Information Commissioner	Data registration	300007	002	-£35.00	£0.00	-£35.00	£24,052.35	Gen. Admin	4.2 approval	D.Butter, A.Dale,
2014.11	07/10/2014	UTB	Deposit a/c interest (to 30/09)	Bank	S004	£1.76	£0.00	£1.76	£24,054.11	Saver Interest		
2014.12	09/10/2014	Colemans	Stationery (Sept 14)	300008	005	-£9.52	-£0.41	-£9.93	£24,044.18	Stationery	MIN-003-6	D.Butter, K.How
2014.13	09/10/2014	St Mary Magdalene PCC	Grant for path replacement	300009	005	-£1,250.00	£0.00	-£1,250.00	£22,794.18	Grants	MIN-003-5	D.Butter, K.How
2014.14	09/10/2014	Educational Foundation	Grant for Village Hall works	300010	005	-£9,000.00	£0.00	-£9,000.00	£13,794.18	Grants	MIN-003-5	D.Butter, K.How
2014.15	09/10/2014	Hargrave Village Hall	Grant for shelving	300011	Iss	-£1,695.00	£0.00	-£1,695.00	£12,099.18	Grants	MIN-003-5	D.Butter, K.How
2014.16	09/10/2014	All Hallows PCC	Grant for tree works	300012	010	-£4,376.00	£0.00	-£4,376.00	£7,723.18	Grants	MIN-003-5	D.Butter, K.How
2014.17	11/10/2014	Hargrave Village Hall	Hall hire (09/10/14)	300013	005	-£5.00	£0.00	-£5.00	£7,718.18	Governance	4.2 approval	K.How, A.Dale,
2014.18	17/10/2014	CRE	Capital payment for Oct 14	BACS	005	£27,375.62	£0.00	£27,375.62	£35,093.80	Capital		
2014.19	31/12/2014	UTB	Current a/c interest (to 31/12)	Bank	007	£5.88	£0.00	£5.88	£35,099.68	Interest		
2014.20	31/12/2014	UTB	Deposit a/c interest (to 31/12)	Bank	S007	£3.03	£0.00	£3.03	£35,102.71	Saver Interest		
2014.21	26/01/2015	Dalton Charity - DSSA	Grant for play area works	300014	009	-£7,105.20	£0.00	-£7,105.20	£27,997.51	Grants	MIN-004-5	K.How, A.Dale,
2014.22	26/01/2015	Dalton Charity - DSSA	Grant for fencing	300015	009	-£1,135.00	£0.00	-£1,135.00	£26,862.51	Grants	MIN-004-5	K.How, A.Dale,
2014.23	26/01/2015	D&S WW1 Committee	Grant to start up	300016	009	-£249.00	£0.00	-£249.00	£26,613.51	Grants	MIN-004-5	K.How, A.Dale,
2014.24	26/01/2015	Hargrave Music Festival	Grant for artists and admin	300017	Iss	-£2,500.00	£0.00	-£2,500.00	£24,113.51	Grants	MIN-004-5	K.How, A.Dale,
2014.25	26/01/2015	D&S Allotment Society	Grant for fencing and water	300018	HELD	-£1,900.00	£0.00	-£1,900.00	£22,213.51	Grants	MIN-004-5	K.How, A.Dale,
2014.26	26/01/2015	Mark Hunter	Clerk's Salary	300019	009	-£1.00	£0.00	-£1.00	£22,212.51	Clerk's Salary	MIN-004-7	K.How, A.Dale,
2014.27	08/02/2015	Dalton Charity - DSSA	Hall hire (26/01/15)	300020	009	-£11.25	£0.00	-£11.25	£22,201.26	Governance	4.2 approval	A.Dale, K.Gelder
2014.28	08/02/2015	Mark Hunter	Coins for heating meeting on 26/01	300021	009	-£2.00	£0.00	-£2.00	£22,199.26	Governance	4.2 approval	A.Dale, K.Gelder
2014.29	30/03/2015	Colemans	Stationery (Feb 15)	300022	Iss	-£7.97	-£0.11	-£8.08	£22,191.18	Stationery	MIN-005-6	D.Butter D.Farrington
2014.30	30/03/2015	Yelden PCC	Grant for church repairs	300023	Iss	-£1,500.00	£0.00	-£1,500.00	£20,691.18	Grants	MIN-005-5	D.Butter D.Farrington
2014.31	30/03/2015	St Mary Magdalene PCC	Grant for tree works	300024	Iss	-£900.00	£0.00	-£900.00	£19,791.18	Grants	MIN-005-5	D.Butter D.Farrington
			Balance C/F			£19,791.70	-£0.52	£19,791.18	£19,791.18			

[Database categories are hidden in Column O]

Cheque 300025 not used

HELD = Cheque not yet issued
Iss = Cheque not yet presented

Category	Amount	VAT	Total
Brought Forward	£0.00	£0.00	£0.00
Capital Receipts	£53,025.62	£0.00	£53,025.62
Bank Current a/c interest	£6.02	£0.00	£6.02
Bank Savings a/c interest	£5.04	£0.00	£5.04
Misc. receipts	£0.00	£0.00	£0.00
Income	£53,036.68	£0.00	£53,036.68
Admin - Clerk's salary	-£1.00	£0.00	-£1.00
Admin - General	-£42.15	£0.00	-£42.15
Admin - Insurance	-£471.62	£0.00	-£471.62
Admin - Stationery / Printing	-£17.49	-£0.52	-£18.01
Admin - Web	£0.00	£0.00	£0.00
Governance - Audit	£19,791.70	-£0.52	£19,791.18
Governance - Trustees mtgs	-£42.25	£0.00	-£42.25
Grants	-£32,670.47	£0.00	-£32,670.47
Expenditure	-£13,453.28	-£1.04	-£13,454.32
B/F + Income + Expenditure	£39,583.40	-£1.04	£39,582.36

Category summary table	
Brought Forward	£0.00
Capital	£53,025.62
Income	£11.06
Admin	-£532.78
Governance	£19,748.93
Grants	-£32,670.47
Balance	£39,582.36

Funds	
Current a/c	£14,292.12
Savings a/c	£14,008.49
Total	£28,300.61