

Chelveston Wind Farm Community Benefit Fund

Minutes of a meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 29th February 2016 at the Eileen Wade Lower School, Upper Dean.

Attending: Trustees - Robin Mackonochie – Chair
Adrian Dale
Duncan Farrington
Kate Gelder
Charlotte Goodson
Kim How
Jane Seaman

Mark Hunter – Clerk

1. To receive apologies for absence.

Paul Crewe had sent his apologies. The Trustees agreed to accept this.

2. To receive declarations of interest.

Robin Mackonochie declared an interest in the St Mary's PCC application (Churchwarden).

Duncan Farrington and Kim How declared an interest in the Hargrave PC application (Duncan is a Cllr and Kim's spouse is a Cllr).

Jane Seaman and Mark Hunter declared an interest in the Chelveston-cum-Caldecott PC application (Jane's spouse is a Cllr and Mark is the Clerk).

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

The minutes (CBF/MIN/007) of the Meeting on the 26th October 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.

Seven requests had been received, of which two had been withdrawn. A further three enquiries had been received.

The Minor Awards Committee had met once (by e-mail) since the last meeting, but had not been able to agree whether committee could consider the applications. Item 6 of this meeting will consider the arrangements for minor awards, so as to give guidance to the committee.

A thank you letter had been received from the Deans Under Fives Group.

Interest totalling £10.33 had been received.

5. To determine grant applications.

CBF-GA-15-012: Dalton Trust, Deans – grant for felling two trees (application for £400). This had originally been submitted as two minor grant applications, but at the request of the Minor Awards Committee, these had been withdrawn and a single Medium award submitted. 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: Kate Gelder

Decision: Unanimous

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CBF-GA-15-013: Hargrave PC - grant for a Wi-Fi mast (application for £2,500). The missing supporting information had been requested 4 times prior to the meeting.

Duncan Farrington and Kim How did not take part in this item.

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

Proposed: Adrian Dale Seconded: Kate Gelder Decision: Unanimous

CBF-GA-15-014: Chelveston-cum-Caldecott PC – creation of restricted reserve of the unused funds from this FY. The supporting information had been circulated before the meeting.

Jane Seaman did not take part in this item. Mark Hunter answered questions on the application, but did not provide advice to the meeting.

The meeting decided to create the restricted reserve and instructed the Clerk to act accordingly.

Proposed: Charlotte Goodson Seconded: Duncan Farrington Decision: Unanimous

CBF-GA-15-015: St Mary Magdalene PCC, Melchbourne – grant for a toilet and tea-point in the church (application for £7,500). The supporting information had been circulated before the meeting.

Robin Mackonochie did not take part in this item, and Charlotte Goodson chaired this item.

The meeting decided to grant the application, subject to the grant of a faculty to carry out the works and instructed the Clerk to act accordingly.

Proposed: Adrian Dale Seconded: Charlotte Goodson Decision: Unanimous

CBF-GA-15-016: Melchbourne Feast day – grant for funding for HM Queen 90th Birthday village picnic (application for £750). The supporting information had been circulated before the meeting.

Kate Gelder queried part of the funding as being gifts to individuals. The meeting looked at other grants that had been made of this type.

The meeting decided to grant the application in part (£650) and instructed the Clerk to act accordingly.

Proposed: Adrian Dale Seconded: Duncan Farrington Decision: Unanimous

To approve administrative expenses.

The meeting reviewed Receipts and Payments Log. The free use of the Eileen Wade Lower School for the meeting was noted.

Balance brought forward		£41,250.10
2015.16	UTB (Interest Apr – Dec 15) Interest	£ 6.80
2015.17	UTB (Interest Oct - Dec 15) Interest	£ 3.53
2015.18	Dalton Trust Grant award	£ 400.00
2015.19	Hargrave PC Grant award	£ 2,500.00
2015.20	St Mary's PCC, Melchbourne Grant award	£ 7,500.00
2015.21	Melchbourne Feast Day Grant award	£ 650.00
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Balance carried for forward		£30,210.43

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6. To review the arrangements for minor awards, in particular multiple awards.

During December, the Minor Awards Committee considered two applications from the same applicant, which were supported by the same quotation. The committee was unable to reach a consensus as to whether these should be considered as two applications or whether a loophole was being exploited by way of splitting a medium application into two minor applications with the correspondingly lower supporting evidence requirement.

The committee resolved to refer the applications to the full Trustees meeting for resolution and invited the applicant to withdraw the two minor applications and submit one medium application, which the applicant has done so.

The committee sought guidance on how future minor applications, in particular how multiple minor applications should be considered.

After debate, the meeting decided that only one award (at any level) can be made for a project at a time. The Clerk would draft a change to the Grants Policy and Grant Application forms and circulate to the Trustees for approval.

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

Several Trustees advised they were aware of further applications pending.

Adrian Dale announced that, with regret, he was resigning from the Trust with immediate effect, as he was involved in two other Trusts and felt he needed to spread the parish's trusteeship roles over a wider pool. Chelveston-cum-Caldecott PC would appoint a replacement for the remainder of his term.

The Clerk advised that the accountant who had audited the Trust's accounts last year for free had now moved out of the parish and asked if the Trustees were aware of any accountants in their parishes. Robin Mackonochie indicated he may have a candidate.

8. Date of next meeting.

The meeting agreed to hold the Annual Meeting on 18th April 2016, the venue to be confirmed, 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 29th February 2016.

Robin Mackonochie
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

CHELVESTON WIND FARM COMMUNITY BENEFIT FUND

Receipts and Payments Account 2015/2016

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2015.00	01/04/2015	Opening Balance	Brought Forward	Bt Fwd		£28,300.61	£0.00	£28,300.61	£28,300.61			
2014.15	09/10/2014	Hargrave Village Hall	Grant for shelving	300011	011	-£1,695.00	£0.00	-£1,695.00	£26,605.61	Prior Year	MIN-003-5	D.Butter, K.How
2014.24	26/01/2015	Hargrave Music Festival	Grant for artists and admin	300017	012	-£2,500.00	£0.00	-£2,500.00	£24,105.61	Prior Year	MIN-004-5	K.How, A.Dale,
2014.25	26/01/2015	D&S Allotment Society	Grant for fencing and water	300018	013	-£1,900.00	£0.00	-£1,900.00	£22,205.61	Prior Year	MIN-004-5	K.How, A.Dale,
2014.29	30/03/2015	Colemans	Stationery (Feb 15)	300022	011	-£7.97	-£0.11	-£8.08	£22,197.53	Prior Year	MIN-005-6	D.Butter D.Farrington
2014.30	30/03/2015	Yelden PCC	Grant for church repairs	300023	011	-£1,500.00	£0.00	-£1,500.00	£20,697.53	Prior Year	MIN-005-5	D.Butter D.Farrington
2014.31	30/03/2015	St Mary Magdalene PCC	Grant for tree works	300024	011	-£900.00	£0.00	-£900.00	£19,797.53	Prior Year	MIN-005-5	D.Butter D.Farrington
2015.01	15/06/2015	Yelden PCC	Grant for Strawberry Fayre bunting	300026	013	-£246.59	£0.00	-£246.59	£19,550.94	Grants	MIN-006-7	A.Dale, C.Goodson
2015.02	15/06/2015	Yelden Methodist Chapel	Grant for painting doors	300027	013	-£240.00	£0.00	-£240.00	£19,310.94	Grants	MIN-006-7	A.Dale, C.Goodson
2015.03	15/06/2015	Melchbourne Feast Day	Grant for storage boxes	300028	013	-£420.94	£0.00	-£420.94	£18,890.00	Grants	MIN-006-7	A.Dale, C.Goodson
2015.04	15/06/2015	Yelden Village Hall	Summer Ball decorations/prizes	300032	014	-£118.75	£0.00	-£118.75	£18,771.25	Grants	MIN-006-7	A.Dale, R.Machonochie
2015.05	15/06/2015	Yelden Village Hall	Hall hire (15/06/15)	300030	014	-£10.00	£0.00	-£10.00	£18,761.25	Governance	MIN-006-8	A.Dale, C.Goodson
2015.06	27/06/2015	Information Commissioner	Data Registration renewal	300033	014	-£35.00	£0.00	-£35.00	£18,726.25	Gen. Admin	4.2 approval	A.Dale, R.Machonochie
2015.07	30/06/2015	UTB	Interest (deposit a/c) Apr -Jun 15	Bank	S013	£3.49	£0.00	£3.49	£18,729.74	Saver Interest		
2015.08	10/08/2015	Colemans	Stationery (Jul 15)	300051	015	-£9.64	-£0.41	-£10.05	£18,719.69	Stationery	4.2 approval	A.Dale, K.Gelder
2015.09	30/09/2015	UTB	Interest (deposit a/c) Jul - Sept 15	Bank	S016	£3.53	£0.00	£3.53	£18,723.22	Saver Interest		
2015.10	07/10/2015	CRE	Capital payment for Oct 15	BACS	016	£27,673.88	£0.00	£27,673.88	£46,397.10	Capital		
2015.11	26/10/2015	Yelden PCC	Grant for performer for harvest supper	300101	017	-£245.00	£0.00	-£245.00	£46,152.10	Grants	MIN-007-5	A.Dale, R.Machonochie
2015.12	26/10/2015	Deans under 5s group	Grant for Nexus tablet	300102	019	-£100.00	£0.00	-£100.00	£46,052.10	Grants	MIN-007-5	A.Dale, R.Machonochie
2015.13	26/10/2015	D&S Allotment Society	Grant for uplift for fencing/water	300103	017	-£231.00	£0.00	-£231.00	£45,821.10	Grants	MIN-007-5	A.Dale, R.Machonochie
2015.14	26/10/2015	Dalton Trust	Grant for LED lighting	300104	017	-£4,566.00	£0.00	-£4,566.00	£41,255.10	Grants	MIN-007-5	A.Dale, R.Machonochie
2015.15	26/10/2015	Hargrave Village Hall	Hall hire (26/10/15)	300105	017	-£5.00	£0.00	-£5.00	£41,250.10	Governance	MIN-007-6	A.Dale, R.Machonochie
2015.16	31/12/2015	UTB	Interest (current a/c) Apr - Dec 15	Bank	019	£6.80	£0.00	£6.80	£41,256.90	Interest		
2015.17	31/12/2015	UTB	Interest (deposit a/c) Oct - Dec 15	Bank	S019	£3.53	£0.00	£3.53	£41,260.43	Saver Interest		
2015.18	29/02/2016	Dalton Trust	Tree felling	300106	Iss	-£400.00	£0.00	-£400.00	£40,860.43	Grants	MIN-008-5	A.Dale, K.How
2015.19	29/02/2016	Hargrave PC	Wi-Fi mast	300107	Iss	-£2,500.00	£0.00	-£2,500.00	£38,360.43	Grants	MIN-008-5	A.Dale, C.Goodson
2015.20	29/02/2016	St Mary Magdalene PCC	Toilet & Teapoint	300108	HELD	-£7,500.00	£0.00	-£7,500.00	£30,860.43	Grants	MIN-008-5	C.Goodson, K.How
2015.21	29/02/2016	Melchbourne Feast Day	HM Queen 90th Birthday Picnic	300109	Iss	-£650.00	£0.00	-£650.00	£30,210.43	Grants	MIN-008-5	C.Goodson, K.How
			Balance C/F			£30,210.95	-£0.52	£30,210.43	£30,210.43			

[Database categories are hidden in Column 0]

Cheques 300025, 29 & 31 not used
 Cheques 300034 -50 not used
 Cheques 300052 -100 not used

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

Category	Amount	VAT	Total
Brought Forward	£28,300.61	£0.00	£28,300.61
Capital Receipts	£27,673.88	£0.00	£27,673.88
Bank Current a/c interest	£6.80	£0.00	£6.80
Bank Savings a/c interest	£10.55	£0.00	£10.55
Misc. receipts	£0.00	£0.00	£0.00
Income	£27,691.23	£0.00	£27,691.23
Admin - Clerk's salary	£0.00	£0.00	£0.00
Admin - General	-£35.00	£0.00	-£35.00
Admin - Insurance	£0.00	£0.00	£0.00
Admin - Stationery / Printing	-£9.64	-£0.41	-£10.05
Admin - Web	£0.00	£0.00	£0.00
Governance - Audit	£0.00	£0.00	£0.00
Governance - Trustees mtgs	-£15.00	£0.00	-£15.00
Grants	-£17,218.28	£0.00	-£17,218.28
Prior year expenditure	-£8,502.97	-£0.11	-£8,503.08
Expenditure	-£25,780.89	-£0.52	-£25,781.41
B/F + Income + Expenditure	£30,210.95	-£0.52	£30,210.43

Brought Forward	£28,300.61
Capital	£27,673.88
Income	£17.35
Admin	-£45.05
Governance	-£15.00
Grants	-£17,218.28
Prior year exp.	-£8,503.08
Balance	£30,210.43

Current a/c	£27,241.39
Savings a/c	£14,019.04
Total	£41,260.43