

# Chelveston Wind Farm Community Benefit Fund

## Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 18<sup>th</sup> April 2016 at the Melchbourne Village Hall, Melchbourne.

Attending: Trustees - Robin Mackonochie – Outgoing Chair  
Charlotte Goodson – Incoming Chair  
Kate Gelder  
Kim How  
James Pentelow  
Jane Seaman  
  
Mark Hunter – Clerk  
  
Two public were present.

### 1. To receive apologies for absence.

Paul Crewe and Duncan Farrington had sent their apologies. The Trustees agreed to accept these. Robin Mackonochie welcomed James Pentelow to his first meeting.

### 2. To elect a Chair for 2016-17.

Following on from the last Annual Meeting's proposal of the Vice-Chair becoming the following year's Chair, Robin Mackonochie proposed Charlotte Goodson. There were no other nominations.

The meeting elected Charlotte Goodson to be the Chair for 2016-17.

**Proposed: Robin Mackonochie                      Seconded: Kim How                      Decision: Unanimous**

### 3. To elect a Vice-chair for 2016-17.

Charlotte Goodson thanked Robin Mackonochie for his year as chair and asked for nominations for Vice-Chair.

The meeting elected Duncan Farrington to be the Vice-chair for 2016-17.

**Proposed: Charlotte Godson                      Seconded: Kate Gelder                      Decision: Unanimous**

### 4. To receive declarations of interest.

Kim How declared an interest in the Hargrave PCC application (spouse will be doing the hog roast).

### 5. To approve the minutes of the meeting held on 29<sup>th</sup> February 2016.

The minutes (CBF/MIN/008) of the Meeting on the 29<sup>th</sup> February 2016 had been circulated before the meeting.

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

**Proposed: Jane Seaman                      Seconded: Kate Gelder                      Decision: Unanimous**

### 6. To receive a report from the Clerk to the Trustees.

Three requests had been received and had been circulated in advance of the meeting. The changes to the grant forms and policy requested at the last meeting had been completed.

Chelveston-cum-Caldecott Parish Council had appointed Cllr James Pentelow to serve the remainder of the term of Adrian Dale, who had resigned at the end of the last meeting.

Interest of £8.65 had been received. Unity Trust Bank had notified of a change of conditions, meaning the current account will now incur a fee of £6.00 per month.

The meeting asked the Clerk to look at alternate banking arrangements.

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## 7. To approve changes to the Bank Mandate.

The Clerk advised the meeting needed to formally agree to remove Adrian Dale as a signatory and add James Pentelow as a new signatory.

The meeting resolved to approve the changes to the bank mandate and instructed the forms to be signed.

**Proposed: Kate Gelder**

**Seconded: Jane Seaman**

**Decision: Unanimous**

## 8. To approve the independently examined accounts for 2015-16.

The Clerk went through the figures, but advised the auditor had not concluded her work. Subject to no issues being raised, he requested permission for the Chair and Clerk to sign the accounts after the auditor had signed them.

The meeting resolved that, subject to the Auditor raising no issues, the Chair and Clerk can sign the accounts ahead of the next meeting.

**Proposed: Robin Mackonochie**

**Seconded: Kim How**

**Decision: Unanimous**

## 9. To set the budget for 2016-17.

The Clerk went through the rationale of the figures and the proposed budget.

Grants:	£28,400
Restricted Reserve:	£15,000
H2 Carry Over	£14,000
Admin	£122
Governance	£95

The meeting resolved to set the budget as proposed.

**Proposed: Jane Seaman**

**Seconded: James Pentelow**

**Decision: Unanimous**

## 10. To agree the membership and budget of the Minor Awards Committee.

The Chair reminded the meeting that the Minor Awards Committee required four Trustees, one from each parish. Charlotte Goodson, Kate Gelder, Kim How and Jane Seaman agreed to serve. The meeting considered a budget of £1,000 should be initially sufficient.

The meeting agreed to appoint Charlotte Goodson, Kate Gelder, Kim How and Jane Seaman to the Minor Awards Committee and delegated a budget of £1,000.00.

**Proposed: Robin Mackonochie**

**Seconded: James Pentelow**

**Decision: Unanimous**

## 11. To determine grant applications.

*CBF-GA-16-001: All Hallows PCC, Hargrave – application for funding toward items for HM Queen 90th Birthday celebrations (application for £999).* The supporting information had been circulated before the meeting. Kim How did not take part in this application.

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

**Proposed: Kate Gelder**

**Seconded: Jane Seaman**

**Decision: Unanimous**

*CBF-GA-16-002: Yelden Methodist Chapel, Yelden – application for repairs to front paving and step (application for £390).* The supporting information had been circulated before the meeting.

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

**Proposed: James Pentelow**

**Seconded: Kim How**

**Decision: Unanimous**

*CBF-GA-16-003: Yelden Village Hall, Yelden – application for equipment (application for £2,352.27).* The supporting information had been circulated before the meeting. The meeting debated whether the proposed gazebo's were made of a strong enough material to

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last for many years, and it was agreed to suggest to the applicants that they review the choice of gazebo.

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

**Proposed: Jane Seaman                      Seconded: Kim How                      Decision: Unanimous**

## 12. To approve administrative expenses.

The meeting reviewed Receipts and Payments Log. .

Balance brought forward		£30,210.43
2015.22 UTB (Interest Jan – Mar 16)	Interest	£ 5.15
2015.23 UTB (Interest Jan - Mar 16)	Interest	£ 3.50
2016.01 All Hallows PCC	Grant award	£ 999.00
2016.02 Yelden Methodist Chapel	Grant award	£ 390.00
2016.03 Yelden Village Hall	Grant award	£ 2,352.27
2016.04 Melchbourne Village Hall	Governance	£ 18.00
		=====
Balance carried for forward		£26,459.81

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

**Proposed: Kate Gelder                      Seconded: James Pentelow                      Decision: Unanimous**

## 13. To approve the Trustee Annual Report 2015-16.

The Chair reminded the meeting that draft Trustee Annual Report had been circulated before the meeting. The report could be used by the Trustees to report back to their respective parishes.

The meeting decided to approve the Annual Report and instructed the Clerk to act accordingly.

**Proposed: Robin Mackonochie                      Seconded: Jane Seaman                      Decision: Unanimous**

## 14. To appoint a Clerk or Secretary for 2016-17.

The Chair reminded the meeting that they had to appoint a Clerk (or a Secretary if one of the Trustees) annually.

The meeting decided to appoint Mark Hunter as the Clerk for 2016-17.

**Proposed: Kate Gelder                      Seconded: Kim How                      Decision: Unanimous**

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

None.

## 16. Date of next meeting.

The meeting agreed to hold the next meeting in mid-July 2016, the venue to be Chelveston, 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 27<sup>th</sup> April 2016.

Charlotte Goodson  
Chair of the Trustees

Mark Hunter  
Clerk to the Trustees

