

Chelveston Wind Farm Community Benefit Fund

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 25th July 2016 at the Chelveston Village Hall, Chelveston.

Attending: Trustees - Charlotte Goodson – Chair
Duncan Farrington – Vice-chair
Kate Gelder (*Part*)
Robin Mackonochie
James Pentelow
Jane Seaman

Mark Hunter – Clerk

1. To receive apologies for absence.

Paul Crewe 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 18th April 2016.

The minutes (CBF/MIN/009) of the Meeting on the 18th April 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: Robin Mackonochie Seconded: James Pentelow Decision: Unanimous

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

Three grant requests had been received and had been circulated in advance of the meeting.

Benefit Reports had been received from Hargrave PCC (street party), and Melchbourne Feast Day (Picnic in the Park) and had been circulated in advance of the meeting.

Also publicity from St Mary Magdalene (Melchbourne) with an article in the MMM newsletter, reference the grant award for the toilet & tea point.

Since the last meeting, approval had been received from the Trustees to authorise and issue cheques to the auditor (£18.00) and to pay a stationery invoice (£7.68).

The Hargrave PC Wi-Fi mast (CBF-GA-15-013) appears to have run into problems, as the original location at the Village Hall now appears unsuitable. Hargrave is trying another location and will report back in time for the next meeting.

The cheque for the Melchbourne Village Hall hire (£18.00) in April had not yet been cashed.

Bank interest of £3.50 had been received.

5. To determine grant applications.

CBF-GA-16-004: Educational Foundation of Abigail Bailey and Ann Levett, Chelveston – application for funding for Lawn Tractor, strimmer and secure storage shed (application for £4,894). The supporting information had been circulated before the meeting.

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

Proposed: Duncan Farrington Seconded: James Pentelow Decision: Unanimous

CBF-GA-16-005: Dean & Shelton Allotment Association – application for funding for lawn mower and strimmer (application for £498). The supporting information had been circulated

Chelveston Wind Farm Community Benefit Fund

before the meeting. The meeting noted the lack of information as to where the equipment would be stored and the type of equipment proposed.

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

Proposed: Duncan Farrington Seconded: Jane Seaman Decision: Unanimous

Kate Gelder arrived.

CBF-GA-16-006: Friends of St John the Baptist Church, Chelveston – application for funding for mobile heaters (application for £3,070.81). The supporting information had been circulated before the meeting. The meeting had one concern regarding the qualification of the volunteer electrician, to be checked before award.

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

Proposed: Robin Mackonochie Seconded: Jane Seaman Decision: Unanimous

6. To approve administrative expenses.

The meeting reviewed Receipts and Payments Log.

Balance brought forward			£26,459.81
2016.05	K.Ayre Book Keeper	Audit	£ 18.00
2016.06	Colemans	Stationery	£ 7.68
2016.07	UTB (Interest Apr - Jun 16)	Interest	£ 3.50
2016.08	Educational Foundation	Grant award	£ 4,894.00
2016.09	D&S Allotment Association	Grant deferred	£ 0.00
2016.10	Friends of St John	Grant award	£ 3,070.81
2016.11	ICO fee	Gen Admin	£ 35.00
			=====
Balance carried for forward			£18,437.82

The meeting decided to approve the ICO fee and instructed the Clerk to act accordingly.

Proposed: Kate Gelder Seconded: James Pentelow Decision: Unanimous

7. To consider alternative banking arrangements.

The Clerk gave short presentation on a number of bank accounts.

The meeting decided to move to NWB and instructed the Clerk to act accordingly.

Proposed: Kate Gelder Seconded: Jane Seaman Decision: Unanimous

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

The Clerk advised that the Educational Foundation had decided not to charge the CBF for the hall hire for the meeting.

9. Date of next meeting.

The meeting agreed to hold the next meeting in mid-October 2016, the venue to be Hargarve, 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 1st August 2016.

Charlotte Goodson
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

Page 2

CHELVESTON WIND FARM COMMUNITY BENEFIT FUND

Receipts and Payments Account 2016/2017

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2016.00	01/04/2015	Opening Balance	Brought Forward	Bt Fwd		£37,719.08	£0.00	£37,719.08	£37,719.08			
2015.20	29/02/2016	St Mary Magdalene PCC	Toilet & Teapoint	300108	HELD	-£7,500.00	£0.00	-£7,500.00	£30,219.08	Prior Year	MIN-008-5	C.Goodson, K.How
2016.01	18/04/2016	Hargrave PCC	HM Queen 90th birthday celebrations	300110		-£999.00	£0.00	-£999.00	£29,220.08	Grants	MIN-009-11	K.Gelder, J.Seaman
2016.02	18/04/2016	Yelden Methodist Chapel	Repairs to paving / steps	300111	023	-£390.00	£0.00	-£390.00	£28,830.08	Grants	MIN-009-11	K.How, J.Seaman
2016.03	18/04/2016	Yelden Village Hall	Equipment for Village Hall	300112	023	-£2,352.27	£0.00	-£2,352.27	£26,477.81	Grants	MIN-009-11	K.How, J.Seaman
2016.04	18/04/2016	Melchbourne Village Hall	Hall hire	300113		-£18.00	£0.00	-£18.00	£26,459.81	Governance	MIN-009-12	K.How, J.Seaman
2016.05	07/05/2016	Kathy Ayre Book Keeper	Audit of 2015-16 accounts	300114	024	-£18.00	£0.00	-£18.00	£26,441.81	Audit	4.2 approval	C.Goodson, J.Seaman
2016.06	21/05/2016	Colemans	Stationery (Apr 16)	300115	024	-£7.68	£0.00	-£7.68	£26,434.13	Stationery	4.2 approval	D.Farrington, J.Seaman
2016.07	30/06/2016	UTB	Interest (deposit a/c) Apr - Jun 16	Bank	S026	£3.50	£0.00	£3.50	£26,437.63	Saver Interest	Bank	
2016.08	25/07/2016	Educational Foundation	Lawn tractor, strimmer & shed	300116		-£4,894.00	£0.00	-£4,894.00	£21,543.63	Grants	MIN-010-5	D.Farrington, C.Goodson
2016.09	25/07/2016	Dean & Shelton Allotments	Mower and strimmer	300117	HELD	£0.00	£0.00	£0.00	£21,543.63	Grants		
2016.10	25/07/2016	Friends of St John	Mobile heating	300119		-£3,070.81	£0.00	-£3,070.81	£18,472.82	Grants	MIN-010-5	D.Farrington, C.Goodson
2016.11	25/07/2016	Information Commissioner	Data Registration renewal	300120		-£35.00	£0.00	-£35.00	£18,437.82	Gen. Admin	MIN-010-6	D.Farrington, C.Goodson
Balance C/F						£18,437.82	£0.00	£18,437.82	£18,437.82			

[Database categories are hidden in Column O]

Cheque 300118 not used

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

Category	Amount	VAT	Total
Brought Forward	£37,719.08	£0.00	£37,719.08
Capital Receipts	£0.00	£0.00	£0.00
Bank Current a/c interest	£0.00	£0.00	£0.00
Bank Savings a/c interest	£3.50	£0.00	£3.50
Misc. receipts	£0.00	£0.00	£0.00
Receipts	£3.50	£0.00	£3.50
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	-£7.68	£0.00	-£7.68
Admin - Web	£0.00	£0.00	£0.00
Governance - Audit	-£18.00	£0.00	-£18.00
Governance - Trustees mtgs	-£18.00	£0.00	-£18.00
Grants	-£11,706.08	£0.00	-£11,706.08
Prior year expenditure	-£7,500.00	£0.00	-£7,500.00
Expenditure	-£19,284.76	£0.00	-£19,284.76
B/F + Receipts + Expenditure	£18,437.82	£0.00	£18,437.82

Category summary table	
Brought Forward	£37,719.08
Capital	£0.00
Interest	£3.50
Admin	-£42.68
Governance	-£36.00
Grants	-£11,706.08
Prior year exp.	-£7,500.00
Balance	£18,437.82

Funds	
Current a/c	£19,929.59
Savings a/c	£14,026.04
Total	£33,955.63