

Chelveston Wind Farm Community Benefit Fund

Minutes of the Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 19th June 2017 at the Hargrave Village Hall, Hargrave.

Attending: Trustees - Duncan Farrington – Chair
Jane Seaman – Vice-chair
Kimberley How
Jean-Luc Janet
Robin Mackonochie
James Pentelow

Mark Hunter – Clerk

1. To receive apologies for absence.

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

2. To elect a Chair for 2017-18.

Robin Mackonochie proposed Duncan Farrington. There were no other candidates.

The meeting resolved to elect Duncan Farrington as the Chair for 2017-18.

Proposed: Robin Mackonochie Seconded: Kimberley How Decision: Unanimous

Duncan Farrington thanked the meeting for electing him, and paid tribute to his predecessor, Charlotte Goodson. The meeting agreed to send a letter of thanks to Charlotte.

3. To elect a Vice-chair for 2017-18.

Duncan Farrington proposed Jane Seaman. There were no other candidates.

The meeting resolved to elect Jane Seaman as the Vice -chair for 2017-18.

Proposed: Duncan Farrington Seconded: Robin Mackonochie Decision: Unanimous

4. To receive declarations of interest.

Duncan Farrington, in respect of the Hargrave Village Hall application.

Jane Seaman, in respect of the Chelveston Village Hall application.

James Pentelow, Jane Seaman and the Clerk, in respect of the Chelveston-cum-Caldecott Parish Council application.

The meeting noted the declarations, but agreed to allow all the Trustees to vote in order to remain quorate, as no Trustee directly benefited from the applications.

5. To approve the minutes of the meeting held on 30th January 2017.

The Chair advised the minutes (CBF/MIN/012) of the meeting on the 30th January 2017 had been circulated before the meeting.

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

Proposed: Kimberley How Seconded: James Pentelow Decision: Unanimous

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

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

Two existing Founding Trustees had been returned by their parishes as ordinary Trustees and two new Trustees had been elected / appointed by their parishes. Both the new Trustees had signed their declarations and been provided with the information required in the Trust Deed. All four Trustees would serve from 2017 – 2021 and the website had been updated.

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Bank interest of £1.73 had been received in March, as well as quarterly bank charges of £18.00.

The Clerk was continuing to circulate the NWB forms for the Trustees to sign, as and when Trustees were available.

7. To approve the changes to the Bank Mandate.

The Chair reminded the meeting that as Charlotte Goodson and Kate Gelder had now left the Trust, so they needed to be removed from the bank mandate. Similarly, Ann Franklin and Jean-Luc Janet would need to be added.

The meeting resolved to remove Charlotte Goodson and Kate Gelder from the UTB bank mandate, and add Ann Franklin and Jean-Luc Janet, and the Clerk was instructed to act accordingly.

Proposed: Duncan Farrington Seconded: Kimberley How Decision: Unanimous

8. To approve the independently examined accounts for FY2016-17.

The Clerk went through the draft accounts that had been signed off by the independent auditor, and answered questions from the Trustees.

The meeting resolved to adopt the accounts for 2016-17, and the Chair and Clerk were authorised to sign them.

Proposed: Jean-Luc Janet Seconded: Jane Seaman Decision: Unanimous

9. To set the budget for 2017-18.

The Clerk went through the draft budget assumptions and answered questions from the Trustees. In response to a question, Robin Mackonochie advised that the held over grant to St Mary Magdalene church (Melchbourne) was now awaiting a decision from Bedford Borough Council on whether planning permission was required for the toilet.

The meeting resolved to agree the budget for 2017-18 and the Clerk was instructed to act accordingly.

Proposed: Jane Seaman Seconded: Kimberley How Decision: Unanimous

10. To agree the membership of the Minor Awards Committee.

The Chair advised that one Trustee from each parish should serve on the Minor Awards Committee. Kimberley How, Jean-Luc Janet, Robin Mackonochie and Jane Seaman all volunteered. The meeting agreed a delegated budget of £1,000.

The meeting resolved to appoint Kimberley How, Jean-Luc Janet, Robin Mackonochie and Jane Seaman to the Minor Awards Committee and authorised them to act accordingly.

Proposed: Duncan Farrington Seconded: James Pentelow Decision: Unanimous

11. To determine grant applications.

CBF-GA-17-001: Hargrave Village Hall – application for funding for replacing Village Hall windows (application for £3,255.00). The supporting information and additional information had been provided and circulated.

The meeting looked at the window in question and discussed the merits of the different materials.

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

Proposed: James Pentelow Seconded: Robin Mackonochie Decision: Unanimous

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CBF-GA-17-002: Educational Foundation – application for funding for replacing Village Hall windows (application for £4,150). The supporting information and additional information had been provided and circulated.

The meeting noted only one quote had been provided for the stonemason, but recognised the grant would only account for 25% of the funding, so the decision on the choice of craftsmen was for the Educational Foundation.

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

Proposed: Jean-Luc Janet Seconded: Robin Mackonochie Decision: Unanimous

CBF-GA-17-003: Yelden Village Hall – application for funding for Zip-Wire at the Village Hall (application for £5,000). The supporting information and additional information had been provided and circulated.

The meeting noted the lack of other quotes, but on considering the Trustees' experience of other sites, felt the quote was of the right order.

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

Proposed: Jane Seaman Seconded: Duncan Farrington Decision: Unanimous

CBF-GA-17-004: Chelveston Allotment Association – application for funding for fencing, secure store and equipment (application for £4,381.05). The supporting information and additional information had been provided and circulated.

The meeting went through the items requested and decided the weed killer spray was a consumable and thus not acceptable. The first aid kit and fire extinguisher were also considered, but it was agreed the initial purchase was acceptable, if the Allotment Association would fund any replacements.

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

Proposed: Robin Mackonochie Seconded: Jane Seaman Decision: Unanimous

CBF-GA-17-005: Chelveston-cum-Caldecott Parish Council – application for funding for road closure and extension to secure store (application for £960). The supporting information and additional information had been provided and circulated.

The meeting went through the items requested and, on balance, decided the road closure funding was not a capital item and thus not acceptable.

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

Proposed: Kimberley How Seconded: Jean-Luc Janet Decision: Majority

12. Payment of administrative expenses.

The Clerk advised of two invoices due, the internal audit for 2016-17 (£18) and the annual ICO data registration fee (£35). The Village Hall hire for this meeting was free.

The meeting resolved to approve the payments and instructed the Clerk to act accordingly.

Proposed: James Pentelow Seconded: Robin Mackonochie Decision: Unanimous

13. To approve the Trustee Annual Report.

The Chair advised the Clerk had circulated a draft to the Trustees prior to the meeting.

The meeting resolved to adopt the TAR and instructed the Clerk to act accordingly.

Proposed: James Pentelow Seconded: Robin Mackonochie Decision: Unanimous

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14. To appoint a Clerk or Secretary for 2017-18.

The Chair reminded the meeting the appointment of a Clerk was an annual appointment.

The meeting resolved to appoint Mark Hunter as Clerk

Proposed: Duncan Farrington Seconded: Kimberley How Decision: Unanimous

The Chair thanked the Clerk for his continued support to the Trust on behalf of the Trustees.

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

The Chair suggested that the Trustees each provide a contact number to the Clerk, such that they could be contacted to check their attendance, so as to avoid a meeting being inquorate, as had happened in May.

16. Date of next meeting.

The meeting agreed to hold the next meeting in October 2017, the venue to be in Melchbourne or Yelden 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 June 2017.

Duncan Farrington
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

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