

Chelveston Wind Farm Community Benefit Fund

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 18th June 2018 at the Dalton Hall, Upper Dean.

Attending: Trustees - Duncan Farrington – Outgoing Chair
Jane Seaman – Incoming Chair
Kim How – incoming Vice-Chair
Ann Franklin
Jean-Luc Janet
James Pentelow
John Reynolds

Mark Hunter – Clerk

1. To receive apologies for absence.

Robin Mackonochie had sent his apologies. The Trustees agreed to accept these. Duncan Farrington welcomed John Reynolds to his first meeting.

2. To elect a Chair for 2018-19.

Following on from previous years, with the Vice-Chair becoming the following year's Chair, Duncan Farrington proposed Jane Seaman. There were no other nominations.

The meeting elected Jane Seaman to be the Chair for 2018-19.

Proposed: Duncan Farrington

Seconded: Jean-Luc Janet

Decision: Unanimous

3. To elect a Vice-chair for 2018-19.

Jane Seaman thanked Duncan Farrington for his year as Chair and asked for nominations for Vice-Chair.

The meeting elected Kim How to be the Vice-Chair for 2018-19.

Proposed: James Pentelow

Seconded: Jean-Luc Janet

Decision: Unanimous

4. To receive declarations of interest.

Duncan Farrington declared an interest in application GA-18-001, being a member of the organisation making the application.

5. To approve the minutes of the meeting held on 22nd January 2018.

The Chair advised the minutes (CBF/MIN/015) of the meeting on the 22nd January 2018 had been circulated before the meeting.

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

Proposed: Duncan Farrington

Seconded: James Pentelow

Decision: Unanimous

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

Five grant enquiries had been received since the last meeting and two of these would be considered later in the meeting.

Paul Crewe had resigned as a Trustee and John Reynolds had been appointed to serve the remainder of his term until 2019.

Benefit reports had been received in respect of grants GA-16-002 (Yelden Methodist Chapel paving) and GA-17-019 (Chelveston Village Hall sound system) and had been circulated to the trustees prior to the meeting.

Chelveston Wind Farm Community Benefit Fund

Bank interest (£6.92) had been received in March, as well as quarterly bank charges (£18.00).

The update draft Trust Deed, with the Charity Commission's requested amendments, as agreed by the 4 Parish Councils, had been re-submitted to the Charity Commission, who had then requested further changes. These would be covered later in the meeting.

The General Data Protection Regulations (GDPR) were now in force and a draft Privacy Notice had been circulated to the trustees prior to the meeting. This would be covered later in the meeting.

7. To approve the independently examined accounts for 2017-2018.

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 2017-18, and the Chair and Clerk were authorised to sign them.

Proposed: Ann Franklin

Seconded: Kim How

Decision: Unanimous.

8. To set the budget for 2018-19.

The Clerk went through the draft budget assumptions and answered questions from the Trustees.

Grants:	£36,000.00
Restricted Reserves:	£36,272.49
H2 Carry Over	£14,000.00
Admin	£ 142.00
Governance	£ 70.00

The meeting resolved to set the budget as above.

Proposed: James Pentelow

Seconded: Duncan Farrington

Decision: Unanimous

9. 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. Kim How, Jean-Luc Janet, Robin Mackonochie and James Pentelow were nominated to serve. The meeting considered a budget of £1,000 should be initially sufficient.

The meeting agreed to appoint Kim How, Jean-Luc Janet, Robin Mackonochie and James Pentelow to the Minor Awards Committee and delegated a budget of £1,000.00.

Proposed Duncan Farrington

Seconded: Kim How

Decision: Unanimous

10. To determine the received grant applications.

CBF-GA-18-001: Hargrave PC – application for funding for a mobile speed activated sign (application for £3,163). The supporting information and additional information had been provided and circulated. Duncan Farrington did not vote on this item.

The meeting debated the merits of bulk buying amongst the parishes.

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

Proposed: James Pentelow

Seconded: Ann Franklin

Decision: Unanimous

Chelveston Wind Farm Community Benefit Fund

CBF-GA-18-002: *Yelden Methodist Chapel – application for funding for fabric repairs (application for £5,700)*. The supporting information and additional information had been provided and circulated.

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

Proposed: Kim How

Seconded: Jean-Luc Janet

Decision: Unanimous

11. Payment of administrative expenses.

The Clerk advised two invoices were due, DSSA for the hall hire (£7.00) and Kathy Ayre book-keeping for the annual audit (£18.00).

The meeting resolved to pay the invoices and instructed the Clerk to act accordingly.

Proposed: James Pentelow

Seconded: Duncan Farrington

Decision: Unanimous

12. To debate and decide the Charity Commission response to the Trust Deed.

The Chair advised the Clerk had circulated the Charity Commission's further requested changes to the Trust Deed prior to the meeting, as marked below -

29. Review and Dissolution

(1) *The four Parish Councils will formally review the outcomes of projects supported by charity every five years to ensure that the charity is meeting the broader community objectives defined at its inception and to ensure that the operating procedures are effective.*

(2) *If a Parish Council is not satisfied with the outcomes of their review, they must pass a resolution to this effect and communicate their concerns to the trustees and to the other Parish Councils. The trustees must provide a written response within three months to each of the concerns to the four Parish Councils proposing remedies or actions as necessary to resolve those concerns.*

(3) *If a Parish Council is dissatisfied with the remedies proposed they first have the option to replace their trustees in an effort to effect the change they desire in the charity's operations.*

~~(4) If a Parish Council remains dissatisfied with the operations and outcomes they can propose a resolution to dissolve the charity to the other Parish Councils.~~

~~(5) If a majority of the Parish Councils pass a resolution to dissolve then the trustees must enact the necessary procedures to effect the dissolution within three months.~~

~~(6) The trustees may recommend the dissolution of the charity if they decide that it is necessary or desirable to do so. To be effective, a resolution to dissolve the charity must first be passed by a majority of the four Parish Councils.~~

~~(7) (4) Any assets of the charity that are left after the charity's debts have been paid ('the net assets') must be given:~~

~~(a) to another charity (or other charities) with objects that are the same or similar to the charity's own, for the general purposes of the recipient charity (or charities); or~~

~~(b) to any charity for use for particular purposes which fall within the charity's objects.~~

~~(8)(5) The Commission must be notified promptly that the charity has been dissolved and, if the trustees were obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.~~

The meeting debated the changes, the requirement for the Trustees to have control of the Trust in order to comply with charity law, the impact of not being a charity and that HMRC could backdate tax demands 7 years, and the likely reaction of the Parish Councils.

The three Trustees who were Councillors felt their respective Councils would not have an issue with the changes. John Reynolds volunteered to speak with members of D&SPC prior to the Clerk formally contacting them.

Chelveston Wind Farm Community Benefit Fund

The meeting resolved to request the Parish Councils agree the changes to the Trust Deed as above and instructed the Clerk to act accordingly.

Proposed: Duncan Farrington

Seconded: John Reynolds

Decision: Unanimous

13. To agree the GDPR Privacy Notice/Policies.

The Chair reminded the meeting that draft Privacy Notice had been circulated before the meeting. The Clerk went through the draft Privacy Notice and the draft Data Protection Policy, including document retention periods. He explained to the newer Trustees that page one of the grant applications, which was most likely to contain personal data, was not circulated to the Trustees. The grant application forms would need to be updated to refer to the new policies.

The meeting decided to adopt the Privacy Notice and Data Protection Policy and instructed the Clerk to act accordingly.

Proposed: James Pentelow

Seconded: Anne Franklin

Decision: Unanimous.

14. To approve the Trustees Annual Report.

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 adopt the Annual Report and instructed the Clerk to act accordingly.

Proposed: Duncan Farrington

Seconded: Anne Franklin

Decision: Unanimous

15. To appoint a Clerk or Secretary for 2018-19.

The Chair reminded the meeting that they had to appoint a Clerk (or a Secretary if one of the Trustees) annually. Duncan Farrington, as the outgoing Chair, donated the Clerk's salary (£1.00) for 2017-18.

The meeting decided to appoint Mark Hunter as the Clerk for 2018-19.

Proposed: Duncan Farrington

Seconded: Kim How

Decision: Unanimous

16. Any other matter the Trustees may wish to raise.

None.

17. To agree the date of next meeting.

The meeting agreed to hold the next meeting in October, the venue to be in Hargrave parish, 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 21st June 2018.

Jane Seaman
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

