

Chelveston Wind Farm Community Benefit Fund Trust

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Tuesday 14th May 2019 at the Melchbourne Village Hall, Melchbourne.

Attending: Trustees - Jane Seaman (Outgoing Chair)
Robin Mackonochie (Incoming Chair)
Jean-Luc Janet (Incoming Vice-Chair)
Duncan Farrington
Kim How
John Reynolds

Mark Hunter – Clerk

1. To receive apologies for absence.

Jane Seaman welcomed everyone to the meeting and asked for apologies. None.

2. To elect a Chair for 2019-20.

The meeting elected Robin Mackonochie to be the Chair for 2019-20.

Proposed: Jane Seaman Seconded: Kim How Decision: Unanimous

3. To elect a Vice-chair for 2019-20.

Robin Mackonochie thanked Jane Seaman for her year as Chair and asked for nominations for Vice-Chair. The meeting elected Jean-Luc Janet to be the Vice-Chair for 2019-20.

Proposed: Robin Mackonochie Seconded: Duncan Farrington Decision: Unanimous

4. To receive declarations of interest.

None. Several Trustees had advised applicants on submitting grant applications, but none of the Trustees were members of the organisations making the grants.

5. To approve the minutes of the meeting held on 29th October 2019.

The Chair advised the minutes (CBF/MIN/017) of the meeting on the 29th October 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: John Reynolds Seconded: Duncan Farrington Decision: Unanimous

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

The Trust had been formally registered as a charity by the Charity Commission. The registration number now appeared on the website and Clerk's email.

Six grant enquiries had been received since the last meeting, of which one had been awarded by the Minor Awards Committee and the remainder would be considered later in the meeting

Ann Franklin (Melchbourne and Yelden Parish) had resigned as a Trustee.

Chelveston-cum-Caldecott PC had carried out a 5 year review, as per the Trust Deed, and concluded the Trust still meets the original purpose and was operating effectively.

Benefit reports had been received in respect of grants GA-18-008 (Chelveston Village Hall car park fence) and GA-17-010 (Melchbourne Village Hall table tennis), and these had been circulated to the Trustees prior to the meeting.

Grant GA-15 -015 (St Mary Magdalene church toilet and tea point) would not proceed (£7,500).

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Bank interest had been received in December (£14.18) and March (£13.89), as well as quarterly bank charges (£18.00 x2).

7. To approve the independently examined accounts for 2018-2019.

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

The meeting resolved to adopt the accounts for 2018-19, and the Chair and Clerk were authorised to sign them.

Proposed: Robin Mackonochie Seconded: Duncan Farrington Decision: Unanimous.

8. To set the budget for 2019-20.

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

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|----------------------|------------|
| Grants: | £30,800.00 |
| Restricted Reserves: | £41,943.49 |
| H2 Carry Over | £14,000.00 |
| Admin | £ 127.00 |
| Governance | £ 70.00 |

The meeting resolved to set the budget as above.

Proposed: Duncan Farrington Seconded: Kim How 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.

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

10. To determine the received grant applications.

CBF-GA-19-001: *All Hallows, Hargrave PCC – application for replacement organ for the church (application for £10,000, self-funding £22,500).* 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: Duncan Farrington Seconded: Jean-Luc Janet Decision: Unanimous

CBF-GA-19-002: *Yelden PCC – application for funding for two first aiders for the Strawberry Fayre (application for £225).* The supporting information and additional information had been provided and circulated.

The meeting felt the application was for transitory running costs, rather than providing a long term benefit to the community.

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

Proposed: Duncan Farrington Seconded: Kim How Decision: Unanimous

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CBF-GA-19-003: *Hargrave WI – application for funding for framing a WI Banner (application for £150)*. 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: John Reynolds Decision: Unanimous

CBF-GA-19-004: *Melchbourne Village Hall – application for funding for works to the village hall (application for £14,030)*. The supporting information and additional information had been provided and circulated.

The meeting viewed the various elements in the Village Hall. There was support for the replacement of the single glassed, metal framed windows and doors and the hand dryers in the kitchen and toilet, but not the external storage and room dividers.

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

Proposed: Jean-Luc Janet Seconded: John Reynolds Decision: Unanimous

CBF-GA-19-005: *St Mary Magdalene, Melchbourne PCC – application for funding for replacing 20% of pews (application for £8,266.25 plus retention of £7,500)*. The supporting information and additional information had been provided and circulated.

The meeting noted the works had already been carried out, the funds already held in the church restoration fund, and the lack of matching or self-funding. The meeting considered the re-use of the £7,500 held for the toilet and tea point works, and suggested the applicant be advised to re-apply to the Trust for further funding with an element of self-funding.

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

Proposed: Jane Seaman Seconded: Kim How Decision: Unanimous

11. Payment of administrative expenses.

The Clerk advised that the hire of the Melchbourne Village Hall was £12.00.

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

Proposed: Duncan Farrington Seconded: Kim How Decision: Unanimous

12. To consider and agree purchase of a laptop and software for the Trust.

The Clerk advised that at some future time the Trustees will need to find new Clerk. The present Clerk uses his Council's laptop for the meetings, that won't be available to a successor. Microsoft makes their software available to registered charities at very reduced rates (£25+vat), and a basic laptop can be picked up for around £299. The Trust was invited to consider purchase of same to mitigate against future succession problems.

Kim How asked about backups, which could either be on-line cloud based (e.g. 2TB for £30 annually) or standalone "data bricks" (e.g. 2TB for £59.99). A decision on which was deferred.

The meeting resolved to agree to the proposal and instructed the Clerk to act accordingly.

Proposed: John Reynolds Seconded: Duncan Farrington Decision: Unanimous

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13. To approve the Trustees Annual Report.

The Clerk went through the draft Trustee Annual Report. The report could be used by the Trustees to report back to their respective parishes.

The meeting decided to adopt the Trustee 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 2019-20.

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 2018-19.

Proposed: Robin Mackonochie Seconded: Duncan Farrington

Decision: Unanimous

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

The Chair thanked Jane Seaman, as this would be her last meeting as a Trustee.

The meeting agreed to update the bank mandate, once all the new or returning Trustees were known.

The Chair asked what the situation was with an organisation from outside the four parishes applying for a grant to be used within one of parishes. The Grants Policy did not preclude it, so long as the primary benefit was within the four parishes. The meeting felt the actual application should be from the "receiving" organisation within the four parishes.

The meeting noted the increasing number of larger major grants, and expressed concerns that the annual awards fund could be depleted at the first meeting each year. Accordingly, the meeting decided that for Medium and Major awards, the Grants Policy should be amended to require the applicants to demonstrate what other grant awarding bodies they had applied to, and that there should be an element of self-funding (a percentage was not set, rather the Trustees would consider each application on its merits, recognising that some "cash poor" organisations may have large capital projects).

16. To agree the date of next meeting.

The meeting agreed to hold the next meeting in October 2019, the venue to be in Chelveston parish, with the application deadline of 30th September. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 21st May 2019.

Robin Mackonochie
Chair of the Trustees

Mark Hunter
Clerk to the Trustees