

Chelveston Wind Farm Community Benefit Fund Trust

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund Trust, held on Monday 21st September 2020 on the Zoom Platform.

Attending: Trustees - Robin Mackonochie (Outgoing Chair)
Jean-Luc Janet (Incoming Chair)
Chris Pentland (Incoming Vice-Chair)
Neil Chambers
Duncan Farrington
Kim How
John Reynolds

Mark Hunter – Clerk

1. To agree the meeting can be held virtually in accordance with the Charity Commission advice.

Robin Mackonochie welcomed everyone to the meeting and explained that before the meeting could proceed the Trustees needed to agree the meeting could be held virtually.

The Trust Deed clause 13 requires “*All meetings of the Trustees shall take place in a public building within the boundaries of one of the Parish Councils*”. However, the Covid-19 mitigation measures limit the scope for face to face meetings.

The advice from the Charity Commission regarding holding virtual meetings where this is not covered in the governing documents is “*Generally, if there is no such clause in the governing document and you decide to hold meetings over the phone or using digital solutions, we will understand but you should record this decision and that you have done this to demonstrate good governance of your charity*”.

The Trustees agreed their unanimous approval that it was necessary to hold a virtual meeting for the good governance of the Trust.

2. To receive apologies for absence.

Robin Mackonochie asked for apologies.

Craig Young had tendered his apologies.

3. To elect a chair for 2020-2021.

Robin Mackonochie reminded the meeting that historically the Vice-Chair became the next Chair.

The meeting elected Jean-Luc Janet to be the Chair for 2020-21.

Proposed: Kim How Seconded: Duncan Farrington Decision: Unanimous

4. To elect a vice-Chair for 2020-21.

Jean-Luc Janet thanked Robin Mackonochie for his year as Chair and asked for nominations for Vice-Chair.

The meeting elected Chris Pentland to be the Vice-Chair for 2020-21.

Proposed: Duncan Farrington Seconded: Neil Chambers Decision: Unanimous

5. 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 grant applications.

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6. To approve the minutes of the meeting held on 28th October 2019.

The Chair advised the minutes (CBF/MIN/019) of the meeting on the 28th October 2019 had been circulated before the meeting.

The meeting resolved to approve the minutes with no amendments and authorised the Chair to sign the minutes after the meeting.

Proposed: Kim How Seconded: Robin Mackonochie Decision: Unanimous

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

Cllr Neil Chambers had been appointed as a Trustee by Chelveston-cum-Caldecott PC to serve the remainder of former Cllr James Pentelow's term to 2021.

Four grant enquiries had been received since the last meeting, of which one, GA19-012 (Dalton Trust cricket club sightscreen), had been agreed by the Minor Awards Committee but had not been awarded due to the Covid-19 Lockdown. It and three others would be considered later in the meeting.

As agreed by the Trustees in March 20, the Trust had gone dormant until a return to face to face meetings was possible. However, as "new normal" still does not yet allow for this, the previous Chair and Vice-chair had re-considered the earlier decision and proposed the Trust restart grant awards via virtual meetings, given that the four Parish Councils were already meeting virtually.

Two benefit reports had been received in respect of grants GA-19-001 (All Hallows, Hargrave – Church organ) and GA-19-008 (St Johns, Chelveston – Wi-Fi network), and these had been circulated to the Trustees in Jan and Mar 20.

Bank interest had been received in December 19 (£14.24), March 20 (£14.10), and June 20 (£14.11), as well as quarterly bank charges (£18.00 x3).

The ICO registration had been renewed (£40.00) in July 20.

8. To approve the independently examined accounts for 2019-2020.

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

The meeting resolved to adopt the accounts for 2019-20, and the Chair and Clerk were authorised to sign them after the meeting.

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

9. To set the budget for 2020-21.

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

Grants:	£40,000.00
Restricted Reserves:	£26,943.49
H2 Carry Over	£14,000.00
Admin	£ 127.00
Governance	£ 45.00

The meeting resolved to set the budget as above.

Proposed: Chris Pentland Seconded: Duncan Farrington 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.

The meeting agreed to appoint **Neil Chambers, Kim How, Robin Mackonochie** and **John Reynolds** to the Minor Awards Committee and delegated a budget of £1,000.00.

Proposed: Jean-Luc Janet Seconded: Duncan Farrington Decision: Unanimous

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11. To determine the received grant applications.

CBF-GA-19-012: *Dalton Trust, Dean – application for funding for repair of cricket sightscreens (application for £249, self-funding £100 [71%]).* The supporting information and additional information had been provided and circulated.

Chris Pentland requested the grant include a request to maintain the screens once repaired.

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

Proposed: Kim How Secoded: Duncan Farrington Decision: Unanimous

CBF-GA-20-001: *Village Hall Committee, Hargrave – application for funding for external noticeboard repairs (application for £940, self-funding £200 [82%]).* 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: Jean-Luc Janet Secoded: Kim How Decision: Unanimous

CBF-GA-20-002: *Educational Foundation, Chelveston – application for funding for upgrading the Village Hall Wi-Fi network to ultra-fast full fibre broadband (application for £900, self-funding £300 [75%]).* 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 Secoded: Jean-Luc Janet Decision: Unanimous

CBF-GA-20-003: *St Marys, Shelton – application for funding for (lead) roof alarm (application for £4,000, self-funding £2,310.36 [63%]).* 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 Secoded: Kim How Decision: Unanimous

12. To approve payment of administrative expenses.

The Clerk's receipted expenses were as follows –

ICO DPA fee £40.00

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

Proposed: Jean-Luc Janet Secoded: Robin Macknochie Decision: Unanimous

13. To approve the Trustees Annual Report.

The Clerk went through the draft Trustee Annual Report for 2019-20. The report could be used by the Trustees to report back to their respective parishes.

The meeting decided to adopt the Trustees Annual Report for 2019-20 and instructed the Clerk to act accordingly.

Proposed: Robin Macknochie Secoded: Duncan Farrington Decision: Unanimous

14. To consider and agree updating the bank mandate to the current Trustees.

The Chair advised with recent changes to the Trustees, it would be sensible to update the bank mandate, so as to provide sufficient signatories.

The meeting resolved to update the bank mandate change and instructed the Clerk to act accordingly.

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Proposed: Jean-Luc Janet

Seconded: Duncan Farrington

Decision: Unanimous

15. To appoint a Clerk or Secretary for 2020-21.

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 2020-21.

Proposed: Jean-Luc Janet

Seconded: Kim How

Decision: Unanimous

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

The Trustees felt that the virtual meeting worked well, technical issues notwithstanding. As a first, these payments would be attempted online (previously the Trust has used cheques). The Trustees indicated they may require reminding how to login and approve online payments.

17. To agree the date of next meeting.

The meeting agreed to hold the next meeting in January 2021, the meeting to be virtual, with the application deadline to be 2nd January 2021. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 21st September 2020.

Jean-Luc Janet
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

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CHELVESTON WIND FARM COMMUNITY BENEFIT FUND TRUST

Receipts and Payments Account 2020 - 2021

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2020.00	01/04/2020	Opening Balance	Brought Forward	Bt Fwd		£54,243.51	£0.00	£54,243.51	£54,243.51			
2020.01	30/06/2020	UTB	Bank charges (Apr - Jun 20)	Bank	090	-£18.00	£0.00	-£18.00	£54,225.51	Bank Charges		
2020.02	30/06/2020	UTB	Savings a/c interest (Apr - Jun 20)	Bank	S074	£14.11	£0.00	£14.11	£54,239.62	Saver Interest		
Balance C/F						£54,239.62	£0.00	£54,239.62	£0.00			

[Database categories are hidden in Column O]

Cheques not used -

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

Category	Amount	VAT	Total
Brought Forward	£54,243.51	£0.00	£54,243.51
Capital Receipts	£0.00	£0.00	£0.00
Bank Current a/c interest	£0.00	£0.00	£0.00
Bank Savings a/c interest	£14.11	£0.00	£14.11
Misc. receipts	£0.00	£0.00	£0.00
Receipts	£14.11	£0.00	£14.11
Admin - Clerk's salary	£0.00	£0.00	£0.00
Admin - General	£0.00	£0.00	£0.00
Admin - Insurance	£0.00	£0.00	£0.00
Admin - Stationery / Printing	£0.00	£0.00	£0.00
Admin - Web	£0.00	£0.00	£0.00
Admin - UTB	-£18.00	£0.00	-£18.00
Governance - Audit	£0.00	£0.00	£0.00
Governance - Trustees mtgs	£0.00	£0.00	£0.00
Grants	£0.00	£0.00	£0.00
Expenditure	-£18.00	£0.00	-£18.00
B/F + Receipts + Expenditure	£54,239.62	£0.00	£54,239.62

Brought Forward	£54,243.51
Capital	£0.00
Interest	£14.11
Misc. Receipts	£0.00
Admin	-£18.00
Governance	£0.00
Grants	£0.00
Balance	£54,239.62

Current a/c	£40,074.58
Savings a/c	£14,165.04
Total	£54,239.62