

Chelveston Wind Farm Community Benefit Fund Trust

Minutes of the Meeting of the Chelveston Wind Farm Community Benefit Fund Trust, held on Wednesday 11th August 2021 on the Zoom Platform.

Attending: Trustees - Jean-Luc Janet (Outgoing Chair)
Chris Pentland (Incoming Chair)
Sarah Cinnamond (incoming Vice-Chair)
Jason Gordon
Kim How
John Reynolds
Craig Young

Mark Hunter – Clerk

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

Jean-Luc Janet welcomed everyone to the meeting, including Sarah Cinnamond and Jason Gordon who were attending their first meeting. He 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 Lockdown measures had prevented 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.

Apologies received from Duncan Farrington (work commitments).

3. To elect a chair for 2021-2022.

Jean-Luc Janet reminded the meeting that historically the Vice-Chair became the next Chair.

The meeting elected **Chris Pentland** to be the Chair for 2021-22.

Proposed: Jean-Luc Janet

Seconded: John Reynolds

Decision: Unanimous

4. To elect a vice-Chair for 2021-22.

Chris Pentland thanked Jean-Luc Janet for his year as Chair and asked for nominations for Vice-Chair.

The meeting elected **Sarah Cinnamond** to be the Vice-Chair for 2021-22.

Proposed: Chris Pentland

Seconded: Craig Young

Decision: Unanimous

5. To receive declarations of interest.

Sarah Cinnamond declared an interest in application CBF-GA-21-002, being a member of the Parish Council making the application.

6. To approve the Minutes of the meeting held on 22nd March 2021.

The Chair advised the Minutes (CBF/MIN/022) of the meeting on the 22nd March 2021 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: John Reynolds

Seconded: Sarah Cinnamond

Decision: Unanimous

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

Sarah Cinnamond had been appointed as a Trustee by Chelveston-cum-Caldecott PC to serve to 2025, following Neil Chambers standing down from the Council. Jason Gordon had been appointed as a Trustee by Melchbourne & Yelden PC to serve the remainder of Robin Mackonochie's term to 2023, following the latter's resignation on leaving the parish. The Charity Commission register had been updated.

Two grant enquiries had been received since the last meeting; both had been submitted and would be considered later in the meeting.

Chelveston-cum-Caldecott Parish Council had sent a benefit report for the grant CBF-GA-20-008 (£16,650) and this had been circulated before the meeting. They had also thanked the Trust for the grant in their Parish Newsletter, on their website and on their Twitter feed.

The quarterly bank charges had been deducted in March 21 and June 21 (£18.00 x2).

The ICO registration had been renewed (£40.00) in July 21.

Three Trustees had activated their on-line access to UTB, and had authorised online grant payments.

8. To approve the independently examined accounts for 2020-2021.

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 approve the accounts for 2020-21, and the Chair and Clerk were authorised to sign them after the meeting.

Proposed: Kim How

Seconded: Jean-Luc Janet

Decision: Unanimous

9. To set the budget for 2021-22.

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

Grants:	£30,000.00
Restricted Reserves:	£36,943.49
H1 Carry Over	£14,000.00
Admin	£ 127.00
Governance	£ 43.00

The meeting resolved to set the budget as above.

Proposed: Sarah Cinnamond

Seconded: Craig Young

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 **Jason Gordon, Kim How, Chris Pentland** and **John Reynolds** to the Minor Awards Committee and delegated a budget of £1,000.00.

Proposed: Craig Young

Seconded: Sarah Cinnamond

Decision: Unanimous

11. To determine the received grant applications.

CBF-GA-21-001: St Marys Church, Shelton – application for the creation of a restricted reserve for £10k, against future installation of a rainwater system (stated at £40k). The supporting information had been circulated.

The meeting debated creation of the reserves and the risks of tying up funds, thus limiting future grant pots, versus the time required to amass sufficient funds for some applications.

The meeting resolved to grant the application with a condition limiting the reserve to 31st March 2022, and instructed the Clerk to act accordingly.

Proposed: Kim How

Seconded: Craig Young

Decision: Unanimous

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CBF-GA-21-002: *Chelveston-cum-Caldecott Parish Council - application for funding for three defibrillators and external cabinets (application for £5,000, self-funding £1,882.50 [72.6%]).* The supporting information had been circulated. Sarah Cinnamond did not take part in this item.

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

Proposed: Jean-Luc Janet

Seconded: Kim How

Decision: Unanimous

12. To approve payment of administrative expenses.

The Clerk's expenses for the ICO DPA fee (£40)

The Bookkeeper's audit fee (£18).

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

Proposed: John Reynolds

Seconded: Kim How

Decision: Unanimous

13. To approve the Trustees Annual Report.

The Clerk went through the draft Trustee Annual Report for 2020-21. The report could be used by the Trustees to report back to their respective parishes.

The meeting decided to approve the Trustees Annual Report for 2020-21 and instructed the Clerk to act accordingly.

Proposed: Craig Young

Seconded: Jean-Luc Janet

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 add **Chris Pentland** and **Sarah Cinnamond** to the bank mandate and instructed the Clerk to act accordingly.

Proposed: Craig Young

Seconded: John Reynolds

Decision: Unanimous

15. To appoint a Clerk or Secretary for 2021-22.

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 2021-22.

Proposed: Sarah Cinnamond

Seconded: Kim How

Decision: Unanimous

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

The Chair asked if the Trustees wanted to meet virtually or face to face. It was felt there were advantages with both. It was agreed to defer a decision on the type of meeting until nearer the time, when the Covid-19 situation would be clearer.

17. To agree the date of next meeting.

The meeting agreed to hold the next meeting in early December 2021, with an application deadline of 15th November 2021. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 12th August 2021.

Chris Pentland
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

CHELVESTON WIND FARM COMMUNITY BENEFIT FUND TRUST

Receipts and Payments Account 2021 - 2022

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	Running Balance	Category	Authorising Minute	Signatories
2021.00	01/04/2021	Opening Balance	Brought Forward	Bt Fwd		£51,259.91	£51,259.91			
2021.01	30/06/2021	UTB	Bank charges (Apr - Jun 21)	Bank	106	-£18.00	£51,241.91	Bank Charges		
2021.02	11/08/2021	Chelveston PC	Defibrillators & cabinets (x3)			-£5,000.00	£46,241.91	Grants	MIN-023-11	
2021.03	11/08/2021	Kathy Ayre Bookkeeper	Audit (2020-21)			-£18.00	£46,223.91	Audit	MIN-023-12	
2021.04	11/08/2021	Clerk	Expenses (ICO DPA fee)			-£40.00	£46,183.91	Gen. Admin	MIN-023-12	
Balance C/F						£46,183.91	£46,183.91			

[Database categories are hidden in Column O]

Cheques not used - ???

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

Category	Amount
Brought Forward	£51,259.91
Capital Receipts	£0.00
Bank Current a/c interest	£0.00
Bank Savings a/c interest	£0.00
Misc. receipts	£0.00
Receipts	£0.00
Admin - Clerk's salary	£0.00
Admin - General	-£40.00
Admin - Insurance	£0.00
Admin - Stationery / Printing	£0.00
Admin - Web	£0.00
Admin - UTB	-£18.00
Governance - Audit	-£18.00
Governance - Trustees mtgs	£0.00
Grants	-£5,000.00
Expenditure	-£5,076.00
B/F + Receipts + Expenditure	£46,183.91

Brought Forward	£51,259.91
Capital	£0.00
Interest	£0.00
Misc. Receipts	£0.00
Admin	-£58.00
Governance	-£18.00
Grants	-£5,000.00
Balance	£46,183.91

Current a/c	£37,076.87
Savings a/c	£14,165.04
Total	£51,241.91