

# Ray Windfarm – CIC Board Meeting

23 August, 2018

19:00 – 20:55 @ Parish Hall, West Woodburn

**1) Attending** – Peter Ramsden (PR) (Chair), David Burn (DB), Martin Chilvers (MC),, Richard Thornton (RT), Tony Pender (TP), Paul Cowie (PC) (from 7.15), Sarah Crone (SC), Ian Rawles (IR), Chris Robson (CR), Berry Jordan (BJ) – Vattenfall

**Apologies** – Lesley Gosling (LG), Katie Wood (KW), Willy Browne- Swinburne (WBS), Joanne Hutchinson (JH – Vattenfall), Andrew Harding (AH)

**2) Declarations of interest** – None were given.

**3) Minutes of last meeting of the CIC Board Meeting** – The minutes from the meeting on 24 July 2018 were accepted as a true record of the meeting. **CR** advised that the three recently appointed Directors had now been recorded at Companies House. **RT** advised that Jack Fenwick would represent Kirkwhelpington Parish on the Broadband project.

**4 Progress since last meeting** – (a) Grant Agreement – **PR** advised that whilst the copy of the Grant Agreement that CIC had signed had the correct ‘Commencement date’ recorded, the copy that went to Sweden for signature and was subsequently copied to all Directors had wrong date. **PR** advised this was being rectified.

(b) Receipt of funds – **PR** advised the two sums (£172K and £177.7K) had been received to the CIC bank account representing the first two years funds from Vattenfall. He advised he had written to Vattenfall thanking them for the funds.

(c) Agreements with Community Foundation – **PR** highlighted the previous board agreement of the two payments to Community Foundation. The first was £100K to the Small Grants Fund and then £30K for the endowment legacy that Community Foundation would add an extra 50% to the sum. There as discussion regarding the Draft Philanthropy Agreement received from Community Foundation. Following discussion it was agreed to choose the ‘ethical’ fund. A number of questions were highlighted including clarity on the 6% annual withdrawal and whether this would include capital if necessary when growth had not met this figure. Whether it was possible to reinvest each year rather than using the 6% for funds (there was a feeling among many attending that ideally the fund would continue to grown until year 20+ when it would be used for grants). Clarity as to what determines changes of the 6% recorded. It was agreed that whilst the board wished for publicity they did not want ‘life membership of Community Foundation’ **CR** agreed to speak to Community Foundation to seek clarity on the points above before final decision was made. Meantime the agreements were completed by each individual attending.

It was noted that the Community Foundation website presently had no reference to the Ray Windfarm small grants funds. Whilst it was acknowledged that applications were not presently being accepted it was agreed that Community Foundation should continue to ‘advertise’ the fund.

**5 Update from Strategic Initiatives Sub-committee** – **TP** advised they were just waiting for a broadband representative from Corsenside Parish Council. There was discussion regarding **PC** representing both the CIC and being on the broadband project ‘team’. However it was agreed given his experience and knowledge he was best suited to represent Elsdon Parish Council and the project. It was agreed that there needed to be a ‘Declaration of Interest’ form to be completed by each Director.

Reference was made to the Broadband meeting on 3 September at Bavington Church.

There was discussion on how to best to get people in the community to come forward and help with projects such as the community transport. **PR** read out a notice from Birtley Parish Council where a meeting was planned to seek nominations / volunteers.

**TP** highlighted that applications not suitable / meeting the criteria of Community Foundation Small Grants Funds should be directed to the CIC for consideration. This was agreed by all.

**BJ** highlighted that with reference to the creation of the process, application paperwork etc for the CIC perhaps contact should be made with bodies such as Northumberland CVS and / or Community Foundation for assistance.

**6. Update from Finance & General Purposes Sub-committee** – **CR** advised the next sub-committee meeting was scheduled for 17 September when among other items insurance for the CIC would be explored.

There was discussion on the best date for the 'end of year' for finance records. **BJ** advised she would check with Vattenfall for any suggestions.

It was agreed that the sub-committee would investigate the benefits of opening a savings account alongside the current account the CIC presently had.

**MC** advised that as agreed at the previous meeting the advert for the Administrator role would be in the Hexham Courant on 30 August. It was proposed and agreed that this would be open to 14 September and interviews would take place from 20 September. It was agreed the interview 'squad' would be **PR, CR, KW, LG & MC** with three to be present at any interview.

Reference was made to the draft Risk Register shared by **MC** who sought comments and thanked **BJ** and **DB** for feedback already received.

**7) Update on website and email addresses** – in the absence of **LG**, **MC** provided an update on the website development. He advised that a demo was available and he would share the link. A copy of a possible design for the business card was shared and feedback sought. It was highlighted that content for the website would need to be developed and **LG** and **JH** would talk as well as approach appropriate people for content.

**MC** advised that the email addresses were being created and should be available very soon. These would all read "first name of director'@raywindfund.co.uk"

The website required pictures that represented the six parishes within the catchment area of Ray Wind. A request was made for pictures to be sent to either TDWA directly or via **LG / MC**.

With reference to the proposed 'flyer' going to all households within the Ray Wind catchment area a request was made for Parish Councils to advise **LG** the number of households in each Parish.

**8) Next steps / key dates** – The next meeting was agreed to be 27 September. **MC** advised he would advise the location shortly. The following meeting was scheduled for 25 October followed by 29 November. **MC** also highlighted that the Community Foundation Small Grants Fund decision panel meeting was scheduled for Tuesday 4 December.

**14) AOB** – There was a request to **BJ** as to what can be said to the public regarding the decisions made on applications to the Small Grants Funds. **BJ** advised that high level facts such as the amount of applications total, number of applications could be shared but not specific individual application details. **BJ** advised she had been disappointed with Community Foundation at the apparent lack of 'publicity' of the applications in the first round of funding and would make contact with Community Foundation.

**15) Close and setting next meeting date** – Meeting closed at 20:55