

# Ray Windfarm – CIC Board Meeting

27 September, 2018

19:00 –20:55 @ Village Hall, Elsdon

**1- Attending** – Peter Ramsden (PR) (Chair), David Burn (DB), Martin Chilvers (MC), Tony Pender (TP), Paul Cowie (PC), Sarah Crone (SC), Ian Rawles (IR), Andrew Harding (AH), Lesley Gosling (LG), Willy Browne- Swinburne (WBS), **Apologies** –Katie Wood (KW), Richard Thornton (RT), Chris Robson (CR), Berry Jordan (BJ – Vattenfall), Joanne Hutchinson (JH – Vattenfall)

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

**3- Minutes of last meeting of the CIC Board Meeting** – The minutes from the meeting on 23 August 2018 were accepted as a true record of the meeting. **PR** highlighted the concern previously raised regarding the 6% draw down in respect of the legacy endowment proposal. He provided details of his contact with **BJ** who had raised possible risks but had confirmed if the CIC was happy to go ahead then Vattenfall had no objections. It was noted that **BJ** had suggested the Risk Register recorded the risk and that Legacy payments should be kept to a maximum £10K a year. All agreed to go ahead with the £30K legacy endowment with Community Foundation who would add £15K to the balance.

**PR** advised he had written to Pete Barrett at Community Foundation regarding their website and why the Small Grant Funding was not advertised.

**4 - Progress since last meeting** – (a) Grant Agreement – **PR** confirmed the corrected Grant Agreement had been received from Vattenfall and this will be put in **DB's** safe.

(b) Legacy agreement – This matter was covered in agenda item 3.

(c) Recruitment of Administrator – **PR** provided a detailed update on the process of appointment of the new CIC Administrator. Five of the 11 applicants were invited to interview and these were conducted by **PR, MC, KW & AH**. He advised the name of the applicant who the interview team recommended role appointment. The choice was agreed by all and it was agreed **MC** and **PR** would contact all interviewees. **MC** would contact the successful candidate to take forward matters.

**5 – Update from Strategic Initiatives Sub-committee** – **PR** provided details of a proposal for Directors to lead different areas as well as their ongoing responsibilities. Proposed allocation of responsibilities was discussed and this took into account Directors' other commitment out with the CIC. **WBS** – Small businesses, and conservation of native species **MC** – Community Transport, Company Secretary & F&GP committee, **PC** – Broadband, Strategic committee, **LG** – Health, Communications, website development & Strategic committee, **TP** – Physical Infrastructure, Chair Strategic committee, **DB** – Vice-chair CIC and Chair of Small Grants Programme, **SC** – Community Transport & Strategic committee, **AH** – F&GP committee, **PR** – Chair CIC and member of two committees, **IR** – Strategic committee, Vattenfall contact, website development, **CR** – Chair F&GP, **RT** – F&GP committee, **KW** – F&GP & School related projects.

There was discussion regarding the Treasurer role and who would be undertaking that role. Other roles were identified that would require filling that included 'footpaths' and line manager for the new Administrator.

**PC** provided an update in the broadband project and his meeting with iNorthumberland. He explained the latest data that had been received and spoke of the need in the near future for a feasibility study to be undertaken and that he could look to obtain a couple of quotes. **PC** spoke of the possible option to create a local broadband company.

There was discussion of the process to ensure there was no conflict of interest when looking to obtain feasibility / consultative work for any of the future projects.

**TP** referred to papers he had circulated prior to the meeting. He spoke of the processes being developed for different scenarios including one-off projects and possible applications that did not meet the Community

Foundation criteria. He spoke of the CIC criteria for funding that was being developed. **TP** also suggested a possible name change for the sub-committee that would be more in-keeping with their remit.

There was discussion regarding the different references made to Ray Windfarm funds. It was agreed there should on the CIC website be an umbrella title of 'Ray Wind Funds' that then would capture and detail the individual funding programmes.

**6 – Update from Finance & General Purposes Sub-committee** – a) **MC** provided further details of the next steps for the completing the appointment of the Administrator.

b) **AH** provided details of the Code of Conduct policy he had shared. It was agreed all would read with the intention the Directors would sign a copy at the October meeting. A timetable for other identified policies was shared that would include early work by the new Administrator and agreed by all attending.

c) **MC** advised finishing touches to the Risk Register would be made in time for the October meeting that would include feedback received.

d) It was acknowledged that we should proceed with insurance as outlined in the Grant Agreement. **DB** had previously made contact with Lycetts for a provisional quote that could be considered by the Directors and he undertook to provide contact details.

e) **MC** shared the current CIC bank balance. He advised he was working to add **CR** to the signatories on the account with **TP** being removed. He advised he would however wait so that the Administrator could also be added. All agreed to this proposal and there was no request to add any further Director to the signatories of the account

**7 – Update on website and email addresses** – **LG** provided an update on the plans for the flyer. It was agreed to keep the wording brief. **WBS**, **IR** and **LG** would all work together on the development of the flyer. **LG** also advised it was planned for the website to be ready by November.

**8 – Next steps / key dates** – Actions were agreed

**9 – AOB** – There was no other business raised.

**10 – Close and setting next meeting date** – Meeting closed at 20:55. The next meeting will be on 25 October and Birtley Village Hall was suggested as the venue.