

# Ray Windfarm Fund CIC

## Board Meeting

25<sup>th</sup> October 2018  
Birtley Village Hall  
7.00pm

### Action

- 1 **In attendance**  
Peter Ramsden (PR) Chair; Chris Robson (CR); Richard Thornton (RT); Paul Cowie (PC); Lesley Gosling (LG); Tony Pender (TP); Katie Wood (KW); Sarah Crone (SC); Andrew Harding (AH); David Burn (DB); Martin Chilvers (MC); Berry Jordan (BJ) Vattenfall; Jo Hutchinson (JH) Vattenfall; Jane Cartridge (JC) Minutes.  
**Apologies**  
Willy Browne-Swinburne; Ian Rawles.
- 2 The Board welcomed the newly appointed Administrator, Jane Cartridge.
- 3 **Declarations of interest**  
None declared
- 4 **Minutes of the last meeting of the 27<sup>th</sup> September 2018**  
Accepted as a true record of the meeting  
Matters arising
  - a) Portfolio of Directors  
PR confirmed that all had agreed the suggested Portfolios of Interest referred to in the September minutes. CR agreed to be Treasurer to the CIC and MC would act as Line Manager to the Administrator.
  - b) Name of Fund etc.  
Confusion had arisen related to the names of funds and committees. After discussion it was decided that 'The Ray Wind Funds' should comprise 'A Small Grants Programme' and a 'Local Initiatives Fund'. The 2 subsidiary committees of the CIC should be 'The Local Initiatives Committee' and 'The Finance and General Purposes Committee'
  - c) Community Foundation website and publicity.  
BJ referred to a meeting that had taken place with JH and Pete Barrett. Concern had been expressed about the reference to the Small Grants Programme and lack of publicity about Grants Awarded on the Community Foundation web-site. Directors were also concerned and it was proposed to have further discussion with Pete Barrett and the Community Foundation.

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**Update from the Local Initiatives Committee**

- a) TP had prepared a guidance paper on the purpose, eligibility and procedures for the Local Initiatives Fund, this is yet to be circulated, but in brief, for longer term projects there will be a two-stage approach. Initial enquiries will receive advice and guidance before proceeding to a formal application. **TP**
- b) PC updated the Board on progress with the broadband initiative. iNorthumberland have now scoped a proposal for technical consultation which will be send to the Board. Thereafter firm agreements will be made with iNorthumberland and OpenReach. It was raised that a representative is needed for the Hard to Reach addresses in the Otterburn area. Further to the issue of Hard to Reach addresses TP raised the issue of parishes only partly in the Area of Benefit. It was not possible to agree the actual number of properties affected. However, TP thought that the decision should reflect the quality of the benefit as the widest benefit possible.
- c) Early enquiries for funding have begun.

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**Update from the Finance and General Purposes Committee**

- a) Equipment for the administrator was agreed within the setup budget agreed. This to comprise a laptop, printer, mobile phone and sundry consumables. The administrator has suitable home office.
- b) Directors' Code of Conduct was presented for acceptance and signatures.
- c) A prioritised list of policies is to hand, some of which have templates supplied by the Welsh CIC. IT and GDPR policies will be drafted by JC. **JC**
- d) An insurance policy has been identified suitable to meet the requirements of the Grant. Two quotes had been obtained; from Lycetts for £300 pa and from Came & Co for £218 pa. This lower quoted policy is to be circulated for agreement.
- e) Banking. The banking address will be the Administrator. **MC**  
A savings account is to be setup.  
When authorising pending payments all signatories should be informed.
- f) Company Accountant. CR had approached David Gold at Joseph Miller partners. Having reviewed the Grant Agreement and Articles of Association and given the accounting year end of 31<sup>st</sup> March they proposed charges of £500 ex VAT for the portion of this year remaining and thereafter an annual charge of £950 ex VAT. Their services would include assistance with the annual report. Comparative services in an alternative quotation were £1000 ex VAT. Details to be circulated for approval. **CR**
- g) Procurement Policy. MC will approach the Welsh Coordinator to enquire whether they have an appropriate policy that we could model. **MC**

7 Update on the flier and Website. LG asked for comments on the A5 flier and the website design to be with her by 12<sup>th</sup> November. JH informed that Vattenfall have undergone a company rebranding and that their logo will have to be updated on our materials. The question of a launch was discussed, and BJ indicated that this is a CIC decision, but that CIC would bear the cost of any event. A “soft” launch could be an option. **All**

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- Local Initiatives Sub-committee meeting 22<sup>nd</sup> November.
  - Finance and General Purposes Sub-committee meeting TBA
  - Awards Decision Meeting 4<sup>th</sup> December at Corsenside Parish Hall, West Woodburn
  - The scheduled Board Meeting for December falls during the Christmas break and will therefore be deferred until 24<sup>th</sup> January.

**Meeting closed at 8.40pm**

**The next Board meeting will be on Thursday 29<sup>th</sup> November at 7.00pm in Kirkwhelpington Memorial Hall.**