

# Ray Windfarm Fund CIC

## Board Meeting

29<sup>th</sup> November 2018  
Kirkwhelpington Memorial Hall  
7.00pm

### Action

- 1 **In attendance**  
Peter Ramsden (PR) Chair; Richard Thornton (RT); Lesley Gosling (LG); Tony Pender (TP); Katie Wood (KW); Sarah Crone (SC); Andrew Harding (AH); David Burn (DB); Martin Chilvers (MC); Willy Browne-Swinburne (WBS); Ian Rawles (IR); Jane Cartridge (JC) Minutes. Paul Cowie (PC) (from 7.15);  
**Apologies**  
Chris Robson; Berry Jordan, Vattenfall; Jo Hutchinson, Vattenfall
- 2 **Declarations of interest**  
None declared
- 3 **Minutes of the last meeting of 25<sup>th</sup> October 2018**  
Accepted as a true record of the meeting and signed.  
**Matters arising.**  
The proposed meeting with Community Foundation (CF) took place on 22<sup>nd</sup> November with TP, DB, PR and JC meeting Pete Barrett (PB) at their offices. This was considered to have been very successful in forging good working relationships. We had agreement from PB that we would be able to include on our website limited information about the CF Small Grants Programme. PB also agreed to inform CIC at an early stage of oversubscription to enable virement of funds from CIC to meet this.  
  
PR discussed and PB agreed to JC attending the decision meeting on 4<sup>th</sup> December as an observer on this occasion only. Future attendance would entail change to the Terms of Reference with Vattenfall.  
  
KW expressed concern that the CF's 6-monthly round of funding left very small applications stranded and wondered whether the CF website could direct such applicants to CIC for a quicker response. TP reiterated the importance of our good working relationship with CF.  
  
PC reported that the Community Broadband Group who had been to visit the Allendale project. A request to carry out a study has been made to Broadband for Rural Northumberland. iNorthumberland had still not responded. PC informed that we would only benefit from the Universal Service Obligation 2020 if the cost was less than £3500.

- 4 **Update from the Local Initiatives Committee**  
 TP reported that 8 enquiries had so far been received and some had been discussed at the LIC meeting on 22<sup>nd</sup> November. Comparison has been drawn from the experience of Vattenfall Clashindarroch, which although not a CIC services a very similar area of benefit. Their 3-year report is available on the web; this indicates that they often give only part funding of 10% upwards and offer loans. We may benefit from their experience and that of the Greenriggs fund especially regarding commercial projects and individual applications. There will be a case load to show to the CIC Board in January and TP will draw up a report. **TP**
- Application forms are being devised and the Stage One form circulated to the meeting. Comments were noted on wording. The importance of being clear that charitable status is not a prerequisite was noted. TP directed the meeting to the process at Clashindarroch where generic issues have evolved, such as school swimming provision. IR suggested this could work as a flat rate grant to each school to be used at will. To be followed up. **KW/IR**
- 5 **Update from the Finance and General Purposes Committee**  
 An accountant has now been engaged; David Gold of Joseph Miller and Co. The Letters of Engagement will be presented at the next CIC meeting for signing. **CR**
- a) The following policies have been sent to Berry Jordan and may now be implemented.
    - GDPR; Staff and Applicant Privacy notices; short privacy notice for email.
    - Grievance Policy and Procedures
    - Recruitment Policy and Procedures
    - Finance Policy and Procedures
    - Code of Conduct for Directors
  - b) The Risk Register is being updated by MC.
  - c) CIC Insurance Policy has been received and the premium paid.
  - d) Chris Robson and Jane Cartridge have been included in the mandate as bank account signatories.  
 Savings account stands at £210,000.  
 Current account stands at £6823.37.  
 The Budget Forecast is to be updated. All members are asked to notify all upcoming known and predicted costs to MC/JC **All**
- 6 **Community Flyer** is to be distributed early in January to avoid the Christmas mail overload. The cost is £500.
- Website** content is being reviewed and updated by LG. The meeting agreed to have thumbnail photos included in the website and PR volunteered to take these. IR informed the meeting that the website would go live on 20<sup>th</sup> December and that members will be informed and provided with the weblink.
- Payment to TWDA needs to be made for the work agreed and completed. There will be further development needed and an annual support contract negotiated. Budget estimates will be provided **IR**

WBS emphasised the importance of the website being very attractive and professional as it is our shop window.

The problem of setting up the CIC email addresses was raised. JC agreed to investigate this and devise guidance notes. **JC**

The issue of ongoing IT support was raised. This to be taken to F&GP **JC/MC**

7 **Next steps and key dates**

**Director Portfolio Responsibilities**

WBS	Small Businesses/Native species
PC	Broadband
SC/MC	Transport
LG	Health
TP	Physical infrastructure
IR	Mobile Communications
KW	Schools

**Community Foundation** decision meeting is scheduled for 4<sup>th</sup> December. DB to Chair. It was confirmed that CIC can adjust the amount of money recommended.

**Future meetings – all at 7pm venues vary.**

CIC Board 24<sup>th</sup> January and following fourth Thursdays of the month.

LIC 20<sup>th</sup> December and following third Thursday of the month.

F&GP 16<sup>th</sup> January at Bavington.

**Meeting closed at 8.40pm**

**The next Board meeting will be on Thursday 24<sup>th</sup> January at 7.00pm in TBC**