

Ray Windfarm Fund CIC Board Meeting

24th January 2019
Otterburn 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); Willy Browne-Swinburne (WBS); Ian Rawles (IR); Paul Cowie (PC); Jane Cartridge (JC)
Minutes. Berry Jordan (BJ) Vattenfall; Joanne Hutchinson (JH) Vattenfall
Apologies
Chris Robson; Martin Chilvers
- 2 **Declarations of interest**
None declared
- 3 **Minutes of the last meeting of 29th November 2018**
Accepted as a true record of the meeting and signed.
Matters arising.
It was felt that it would be helpful for Jane Cartridge to continue to attend the Community Foundation decision meetings. BJ will raise this with them. **BJ**
Our ongoing concerns about the Community Foundation website were discussed. BJ will raise these with them. **BJ**
It was not practical at this meeting to take photographs for our website. This to be included in the agenda for the next meeting. **BJ**
- 4 **Update from the Local Initiatives Committee**
 - a. (i) Written report (Annex 1) presented to the Board with consequent discussion of the problems which have already arisen from enquiries. These are both in the specifics of enquiries and possible overlap with Community Foundation.

TP asked approval of the Board to facilitate the flow of the applications process by responding to applications at the initial enquiry stage and referring only formal applications to the Board. This was agreed.
 - (ii) The ongoing audit of local schools is nearing completion. An increase in applications from schools is predicted and so a strategy must be formulated for dealing with schools equitably. KW has directed her audit to First and Primary schools as the pupils disperse widely on entry to Middle and High School.

- b. Three separate presentations have been scheduled for the next Board meeting on 28th February. These are about Red Squirrel conservation; Primary Healthcare provision in our catchment area; Revitalising Redesdale. Concerns were raised about these presentations; they must be for information gathering only and must not be seen to be canvassing support for specific organisations or applicants. BJ stated that invitations to present to the Board must clearly be even-handed and suggested that it would be good practice to coordinate diverse groups to make a single presentation as it the case with Heinz Traut from Northumberland Wildlife Trust who is to speak about the situation of red squirrel conservation. Nevertheless, we must be alert to the risk that such presentations may be perceived to bestow an advantage if a grant is subsequently awarded. BJ further cautioned that in the case of granting funds to businesses we should be risk aware.

It was proposed that presentations to the Board should take place only on alternate months; should not represent specific applications; should provide information only; should be strictly time limited e.g. 10 minutes plus Q&A.

An active outreach programme was discussed. Each Board member is an ambassador for the Funds and should be engaging with the wider community to promote the Funds. A standard presentation should be devised to ensure that everyone receives the same information and message. A programme of promotions should include talks, open meetings, stalls at shows and fairs. **ALL**

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

- a. An up to date policy list was tabled (Annex 2). Policy development is ongoing. **MC/JC**
- b. Risk Register. In the absence of JC advised that this is ongoing. BJ counselled that this should be a dynamic document referred to actively at all meetings.
- c. In the absence of MC and CR JC presented a brief overview of the bank accounts and budgets. All spending is broadly within budget. BJ asked us to consider the underspends. PR considered that CIC funding had only been available for a short time and there is good prospect the current level of interest will progress to firm funding allocations before the end of the grant year. Signing authority for bank accounts is now resolved with JC able to raise payments and submit for two authorised signatures.
- d. Annual accounts for year ending 31st March 2018 have been filed together with the required CIC-34 form. BJ asked to have recorded that the accounts in future must be seen by Vattenfall before filing; last year's accounts did not include any Vattenfall monies. **F&GP**

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Community Flyer was successfully distributed during the second week of January and has had a marked response.

Website

- a. It was agreed that Minutes of the CIC Board would be published on our website beginning with the current grant year, July 2018.
- b. It was agreed that our application dates will be published clearly on the website.
- c. Community Foundation (CF) have provided us a table of the grant awards they have made on behalf of the Ray Wind Funds and we have their permission to publish this on our website as part of the CF section. BJ thought that this information was sent to us automatically, but in this instance we had to request it.

We propose to include the CF Annual Report in our website when it is published.

Although we do have a page, soon to be included in the website, that clearly signposts people to either Local Initiatives or Community Foundation, if the CF link is followed when they do not have our fund open for applications this is a dead end. The risk then is that applicants turn to us and there is an overlap with charitable applicants. There was strong feeling that we should not turn people away, but equally strongly that we may then end up with all the charitable applicants being taken up by us and none will go to CF. RT suggested that CF should have more frequent rounds of awards. BJ flagged up strongly that the CF is kept under review with regard to their obligations and performance so that a decision can be made in good time about renewing their contract. She recommended the Foundation Scotland as a model of good practice.

IR/JC

JC had raised concern that members of the wider community are unclear about our relationship to and difference from CF. She asked if further publicity could clarify this. It was agreed to utilise existing community newsletters and email lists together with the local press. LG will draw up press releases.

LG

PR asked for an update on emails. Some members still have not managed to set up raywindfund.co.uk addresses. JC to assist. The absolute need for these addresses was not thoroughly understood, but the need for secure confidential communication was discussed and agreed. IR raised the valid point that if business emails were not routed through the raywindfund.co.uk mail server then there will be no clear audit trail and only partial records. JC to enquire about direct access to webmail and duration of server storage of email. The lack of formal IT support was discussed, but it was felt that with the website support we have contracted we can go on as we are pro tem.

JC

JC

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Next steps and key dates

Regular meetings – all at 7pm venues vary.

CIC Board fourth Thursdays of the month.
LIC third Thursday of the month.
F&GP bi-monthly third Wednesday

Timelines, commitments and responsibilities

BJ reported that the pre-meeting with JC and IR had clarified the ongoing timetable of events, which JC will produce in collaboration with committee Chairs. Included in this will be:
Review of Community Foundation
Review of the work of the CIC and LIC
An open meeting alongside feedback from the wider community
A perpetual dialogue with stakeholders
A clear engagement process with review

- 8 **Small grant application number 004**
Applicant to specify in writing the details of proposed community engagement. An award of £1000 was approved. **JC**
- 9 **Any other business**
The meeting discussed some concerns about the inconsistency of decisions made by CF and additional conditions applied to some awards. IR noted that this highlights the absolute necessity for us to be consistent with our own decisions.

Meeting closed at 8.46pm

The next Board meeting will be on Thursday 28th February at 7.00pm in TBC

Attached Annexes 1 and 2

Annex 1

Ray Windfarm Fund CIC Local Initiatives Committee

Report to CIC Board 24 January 2019

UPDATES

a. Northumberland Wildlife Trust Red Squirrel Conservation Strategy – WBS

Heinz Traut, Red Squirrel & Woodland Officer of the Northumberland Wildlife Trust, has agreed to attend a CIC meeting to provide an overview of efforts to encourage an increase in the numbers of red squirrels in the county.

b. Schools

An audit is underway of the numbers of pupils, and their places of residence, at schools in the Ray Wind Farm area of benefit to provide context for funding applications from local schools and PTAs.

c. Bellingham Showground

The promoters of the Bellingham Show are preparing a business plan, in consultation with the organisers of similar adjoining shows, as a basis for funding applications to upgrade the showground facilities.

d. Broadband

Later this month members of the Community Broadband Group are meeting with B4RN as part of the process of identifying an optimal solution to the improvement of access to broadband services in the area of benefit.

e. Website and Flyer

Launch of the website, household delivery of the flyer and word-spreading by Board members have produced enquiries from potential applicants for funding.

The design and content of the website will be kept under review and revised as necessary in response to feedback.

f. Revitalising Redesdale

Maria Hardy, overall Project Manager of Revitalising Redesdale, is attending the February Board to report on progress of the initiative and what is planned for 2019.

g. Health services

The decline in the availability of accessible primary care in many rural areas of England has been receiving attention in national and regional media. The sparsity of rural transport services is acknowledged as an important related factor in communities with ageing populations.

Arrangements are being made for the Board to receive background briefing from a retired GP who was a senior member of a local practice and subsequently an active campaigner against threatened reduction in GP facilities in the area.

APPLICATIONS AND ENQUIRIES

Applications

One formal application, from a Paralympic Archer has been distributed to Board members for discussion. It raises important issues about the notion of “public benefit”.

Written preliminary enquiries

Preliminary Enquiry Forms (PEFs) have been received from -

- a. Belsay School PTA for the full cost (£9596.73) of an Innovation Shed
- b. Scots Gap Medical Group for £270,000 for premises refurbishment
- c. Otterburn Memorial Hall for £12,000 for boiler replacement and associated work
- d. Cambo Village Hall for £1600 to upgrade the kitchen area
- e. Corsenside Parish Hall for £22,000 to completely refurbish the toilet areas and make them fully accessible for wheelchair users

Verbal enquiries

A verbal enquiry has been received from Cambo Wraparound about funding to build a new purpose designed facility.

SCHEDULING LIC MEETINGS AND APPLICATION DEADLINES

When the dates of CIC Board meetings are settled, the timing of LIC meetings will be firmed up and the Administrator will ensure that the website is updated with deadlines for the receipt of applications to the LIC.

Annex 2

Ray Windfarm CIC – Policy list & Revision dates

Area	Policy	Priority	Revision Date
Employment	Capability		
	Confidentiality	**	
	Travel and Expenses	Complete	Part of Finance
	Code of Conduct	Complete	Oct 19
	Disciplinary Policy	*	
	Equal Opportunities	**	
	Recruitment & Selection	Complete	Sep 19
	Lone Working	*	
	Grievance Policy	Complete	Dec 19
	Harassment & Bullying	*	
	Redundancy	*	
	Sickness	**	
	Disclosure and Barring Checks	?	
	Leave of absence	*	
	Business Continuity Plan	**	
	Induction	**	
Support supervision and appraisal	**		
Stress management	*		
Finance	Financial Procedures	Complete	Sep 19
	Reserves / Investment	**	
	Risk Management	**	
	Disposal of assets	*	
	Anti-fraud/bribery – Gifts and Hospitality	**	
	Staff travel and subsistence	Complete	Part of Finance
	Conflict of Interest	**	
	Petty Cash System	*	
Procurement of goods and services	**		
IT / Data	Data Protection	Complete	Dec 19
	IT Policy	Draft	
Social Protection	Child Protection	*	
	Protection of Vulnerable Adults	*	
	Domestic Abuse, violence against women and sexual violence	*	
Others	Compliments	*	
	Document retention	**	
	Health & Safety	**	
	Volunteering	*	
	Complaints	**	
	Environmental	**	
	Code of Conduct	Complete	Oct 19
	Intellectual Property	*	
Verification Checks	**		

	Template policy received from Pen y Cymoedd Wind Farm Community Fund
	Draft policy for review
	Policy prepared and approved
* / **	Policy to be created - priority ** higher priority