

# Ray Windfarm Fund CIC

## Board Meeting

28<sup>th</sup> March 2019  
Kirkwhelpington Memorial Hall  
7.00pm

1 **In attendance**

Peter Ramsden (PR) Chair; Lesley Gosling (LG); Richard Thornton (RT); Tony Pender (TP); Katie Wood (KW); Sarah Crone (SC); Martin Chilvers (MC); Andrew Harding (AH); David Burn (DB); Willy Browne-Swinburne (WBS); Ian Rawles (IR); Paul Cowie (PC); Andrew Harding (AH); Jane Cartridge (JC) Minutes.

**Apologies**

Chris Robson

2 **Declarations of interest**

None notified

3 **Minutes of the last meeting of 28<sup>th</sup> February 2019**

Accepted as a true record of the meeting and signed.

**Matters arising.**

- a. **Frequency of Community Foundation meetings.** We will ask Vattenfall if it would be possible for CF to increase the frequency of the grant decision meetings.
- b. **Key Reporting Dates.**
  - a. Open Meeting prior to (b)
  - b. Vattenfall Review meeting Thursday 2<sup>nd</sup> May. Agenda to be set by Vattenfall. Venue to be confirmed.
  - c. Grant Payment Schedule submission 19<sup>th</sup> April for approval before invoice submission end June.
  - d. Annual Report to be submitted to Vattenfall before September deadline.
- c. **Annual Report Planning.** Reporting requirements are set out in Schedule 3 of the Grant Agreement. To include an overview of both the Small Grants Programme and the Local Initiatives Fund. Details circulated previously. To be prepared by 19<sup>th</sup> April.

4 **Update from the Local Initiatives Committee**

It was agreed that there is flexibility around the area of benefit, the deciding factor is whether the benefit lies within our catchment rather than rigidly applying the boundary to the applicant's location.

Clarification had been sought by SC from Community Foundation about their eligibility criteria. This is to be circulated.

- a. Schools project – as per minutes 28<sup>th</sup> February – letters have now been sent to all relevant schools. A meeting of the school Heads will take place on 2<sup>nd</sup> July with representatives of CIC.
- b. B4NTR Broadband Group. A meeting with David Ryall of B4RN took place on 11<sup>th</sup> March and the project is moving forward.

- 5 **Update from the Finance and General Purposes Committee**
- a. A new batch of policies has been sent to Vattenfall for review.
  - b. Risk Register is ongoing. MC raised the risk to corporate knowledge as and when directors retire – see agenda 7.
  - c. A budget update was presented to the meeting. There were no queries.
  - d. Loans and repayable grants. Pen y Cwmoedd CIC has deferred their decision about making loans. As F&GP expressed reticence about undertaking loans it was decided to defer discussion of this until further guidance obtained.
- 6 **Community Engagement**  
LG proposed we have a presence at local shows and fairs. LG and RT to lead on this. Core message and information to be developed to mirror website IR/JC. The press release to be printed into leaflets and distributed via schools LG/KW.
- 7 **Succession planning and key dates**  
Directors are appointed for a term of three years with the option to be reappointed for a further two terms. Co-optees are appointed for one year with the option reappoint or apply for directorship at the AGM. We have capacity for two further directors. It was decided to review the Skills Matrix and to begin a recruitment process to allow for gradual retirement of Directors in due course.
- F&GP** meets 3<sup>rd</sup> Wednesday alternate months next meeting 15<sup>th</sup> May  
**LIC** meets 3<sup>rd</sup> Thursday; next meeting 18<sup>th</sup> April  
**CIC Board** meets 4<sup>th</sup> Thursday; next meeting 25<sup>th</sup> April  
**Community Foundation** Small Grants Programme open for applications 20<sup>th</sup> March – 30<sup>th</sup> April. Next decision meeting 11<sup>th</sup> June.  
**Accounting year** ends 31<sup>st</sup> March.  
**Grant year** ends 18<sup>th</sup> June.
- 8 **Six small grant applications to the Local Initiatives Fund were decided.** These are separately documented.
- 9 **Any other business**
- a. It was decided not to ask for thank you letters from grantees, but to ensure documented monitoring and feedback.
  - b. BJ is to be asked if Vattenfall would like the opportunity to produce Ray Wind Fund plaques or badges for grantees to display.
  - c. Special taxi service for Bellingham Surgery is to be discontinued. Community transport for health and schools is a priority area. IR and KW to lead on this.
  - d. TP suggested that rural health and transport could be a suitable topic for academic research. PC confirmed that this would be the case and suggested the appropriate department at Newcastle University would be the Institute of Health and Society.

**Meeting closed at 8.30**

**Time at date of next meeting Thursday 25<sup>th</sup> April at 7pm venue to be notified.**