

Ray Windfarm Fund CIC

Board Meeting

27th June 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); Andrew Harding (AH); Ian Rawles (IR); Andrew Harding (AH); Sarah Crone (SC); Martin Chilvers (MC); Jane Cartridge (JC) Minutes.

Apologies

Willy Browne-Swinburne; Paul Cowie; Chris Robson; David Burn

2 **Declarations of interest**

None notified

3 **Minutes of the last meeting of 25th April 2019**

Accepted as a true record of the meeting and signed.

Matters arising.

6c. Ask Paul Cowie for an update.

4 **Update from the Local Initiatives Committee**

- a. Paper circulated with update of enquiries and applications received. Two applications for consideration at this meeting.
- b. The need to prepare an application process for apprentices was raised and is in hand.

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

- a. The accounts were frozen until mid-June to allow for the new accounting year end.
- b. The topic of loans was again raised, and it was agreed by the meeting to await the decision of PyC CIC before we go any further.
- c. MC proposed that when awarding larger grants we should make staged payments where appropriate. The full award would be recorded as an allocation of funds, but paid in stages. This will form part of our risk management strategy. The meeting agreed this in principle.
- d. The invoice for the current grant year has been sent to Vattenfall for £183,090. The amount of the grant is index linked but the donation to Community Foundation is fixed at £100,000. It was recognised that in the anticipation of the full grant being directed through the CIC after 2020 review of the administration of the Small Grants Programme will be required.
- e. The Chairman tabled a communication regarding filing of the accounts for the year just ended. This is in hand.

6

- **Business Plans**
- Some small business applicants had been asked to provide business plans in support of their application. A process to appraise these must be put in place. Following discussion it was thought that each business plan would be viewed on a case by case basis with an appropriate Director being approached.
- IR highlighted the direction we had been given at the Vattenfall Review meeting which indicated that we were thought to be over cautious in regard to funding small businesses, with too much regard to worthy cause vs private gain.
- TP is to discuss the issue of evaluating business plans with CR.
- We have no specific expertise on the Board to address this and MC will review the Skills Register with a view to possibly recruiting another Director to fill this knowledge gap.
- Business plans in support of applications comprise part of our risk management and will be included in the Risk Register. MC will provide a updated draft of the Risk Register to the CIC Board Meeting in July. It was agreed that the Risk Register update would be a standing agenda item henceforth. KW remarked that,Local Authority reports have an addendum showing the report's impact on such things as equality, finance, risk.

7

Vattenfall Review Meeting 2nd May 2019

The Chair expressed the thanks of the Board to IR for his excellent presentation. Berry Jordan had circulated her notes from the meeting which all present had been able to digest. The Board took careful regard of her helpful comments following the meeting.

8

Open Meeting 6th June 2019

The Board reviewed the meeting in discussion. It was felt that overall the event had proved successful with positive feedback being received from the communities. It had been very difficult to hear the questions from the floor and that will be addressed at future events. MC said that we are slowly getting the message out that we are a funding body and do not organise events or devise projects; this falls to the communities to do. IR highlighted that we must next year identify the benefits we have achieved.

9

Annual Report

Both PR and SC had provided comments to MC. He will collate these and when approved the Report will be sent to BJ for approval before being formatted and published on the website in a downloadable format.

10

Local Shows

- We will have a presence at the following eight shows and events: Kirkwhelpington Show; Elsdon Fete; West Woodburn Show; Bellingham Show; Falstone Border Shepherds Show; Rochester Show; BAAFest; Redefest.
- JC will circulate a list of shows and dates and request Directors to volunteer to man the stand. Ideally two people for each event.
- We will have our own pop-up counter and floor standing banner.
- JC will provide information leaflets and display equipment; an ID board with photos; ID badges. Each event will be provided with a "lead sheet" to record the names of enquirers.
- Concern was expressed that everyone gives out the same message. It was agreed that the website expresses the core message and that everything we tell people must mirror that.

Publicity and PR Strategy

JC and LG will develop a protocol with advice from Jo Hutchinson at Vattenfall. A meeting will take place during July.

Website Review

11 The quarterly review is due now. IR/PR/JC will meet to carry out updates and ensure Key Messages are in place.

Schools Meeting

12 A meeting with the First School Heads is to take place on 2nd July. Response from the schools to their grants has been overwhelmingly positive. The Chair expressed the Board's thanks to KW for her achievement in carrying this forward so successfully.

Grant Applications

13 Two grant applications (026 and 036) had been forwarded from the LIC for approval. A further enquiry (046) was also discussed and progressed.

Any other business

14 **Cambo** YFC are to host the rally in 2021. RT will support them in applying to us for funding. The CIC will speak to them in the autumn.

Transport LG reported on her meeting with ADAPT(NE) and has arranged a meeting with Bellingham Surgery and ADAPT(NE) Director Liz Prudhoe.

As transport is of such high priority it was agreed to hear from both ADAPT(NE), the Bellingham Taxi service and CAN at the next CIC Board meeting. PR will communicate with them.

Small grants

MC suggested making regular small donations or sponsorships to such things as children's parties/pensioners lunches etc. RT said that there is a lack of provision for very small grants as Community Foundation have a lower limit of £500. This is for further consideration.

Key dates

- Finance and General Purposes Committee 17th July at 7pm venue to be confirmed
- Local Initiatives Committee 18th July at 7pm at Shawm House
- CIC Board meeting 25th July at 7pm in Birtley Village Hall

Meeting closed at 8.35pm