

Ray Windfarm Fund CIC

Board Meeting

22nd August 2019
Otterburn Memorial Hall
7.00pm

1 **In attendance**

Peter Ramsden (PR) Chair; Lesley Gosling (LG); Tony Pender (TP); Andrew Harding (AH); Ian Rawles (IR); Sarah Crone (SC); Martin Chilvers (MC); Chris Robson (CR); David Burn (DB); Jane Cartridge (JC) Minutes.

Apologies

Paul Cowie; Richard Thornton

2 **Declarations of interest**

To be noted alongside the relevant item.

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

Accepted as a true record of the meeting and signed.

Matters arising.

Local Shows: IR will attend BAAfest. We will withdraw from Falstone Show as no-one is available to attend.

Climate Copses proposal. TP is progressing this.

Minute 5 Management of feedback from applicants.

- It was agreed that all formal responses must be responded to by the administrative office.
- It was agreed that, where appropriate, informal responses will be made by the administrative office.
- It was agreed that all written communication declining an application or in response to a grievance will be circulated to the full CIC Board.
- It was agreed that letters declining an application will state that the decision does not affect future applications.
- The Chair emphasised that Conflict of Interest must be borne in mind at all times and that directors should maintain personal distance from the decisions made by the CIC, referring enquiries to the administrative office.
- TP, PR and CR emphasised the importance of creating awareness of opportunity and encouraging applicants without prejudice or implication of approval.

4 **Update from the Local Initiatives Committee.**

- a) Only two new enquiries have been received over the past month. Since the start of the year we have recorded 60 enquiries; 35 have returned completed Preliminary Enquiry Forms; 13 have made full applications; 11 grants have been awarded.
- b) Three applications discussed at LIC were brought to the Board for discussion to inform policy. CIC ratified the decisions of LIC in all cases. CR and AH each declared an interest at some point and absented himself. It was agreed in light of these discussions that henceforth any enquiry framed as funding for a feasibility study be flagged for an early decision before the application proceeds.

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

- a. An overview of the bank account was presented.

- b. We still await confirmation of the index linking calculation from Vattenfall.
- c. Unity Trust Bank has activated Triple Authority on the bank account.
- d. The Small Grants Programme fund is depleted. It was agreed that if the demand was there funds could be transferred after the December Decision Panel.
- e. The contract with Community Foundation expires in January 2021. Future management of the Small Grants Programme will be discussed at CIC in October or November. MC has a discussion paper to circulate via email in this regard.
- f. It was agreed that the minutes of the F&GP Committee meetings would be circulated to the full CIC Board in future.

6 **Apprenticeships and training**

LIC has received enquiries for funding to support both standard and non-standard training packages. It was agreed to invite both Mary Ann Rogers and a representative of Newton Rigg National Land Based College to speak to the CIC in September. This will inform policy on supporting training and apprenticeships.

7 **Proposed Small Donations Fund**

MC has a proposal to circulate via email for approval.

8 **“Speed Dating” proposal – a suggested format for a meeting to stimulate applications.**

This meeting format was approved. JC will take forward in consultation with Mary Ann Rogers. Ideally this will occur in November.

9 **Risk Register** MC will distribute via email.

10 **Grant Applications**

Two grant applications (053 and 058) had been forwarded from the LIC for approval. DB, LG and SC declared an interest in 058 and absented themselves. The decision of the CIC Board will be sent in writing to the applicants and copied to all directors.

11 **Any other business**

1. Adapt and community transport. MC spoke to Liz Prudhoe (Adapt) about a pilot service between Otterburn and Morpeth. LP requests that MC establishes local demand. TP understood that LP would carry out this investigation on our behalf.
2. DB alerted the Board to the development of a new call centre for the CAB. This is likely to be a strategic grant application split across several funds that will come via Community Foundation.

12 **Key dates**

- Finance and General Purposes Committee 11th September at 7pm in Otterburn Memorial Hall
- Local Initiatives Committee **TUESDAY** 17th September at 7pm at Shawm House
- CIC Board meeting 24th September at 7pm venue to be confirmed

Meeting closed at 9.30pm