

Ray Windfarm Fund CIC Board Meeting

Date 28th January 2021

Place via zoom

Time 7.00pm

	Action
<p>1 In attendance David Burn, Chair (DB); Peter Ramsden (PR); Martin Chilvers (MC); Richard Thornton (RT); Lesley Gosling (LG); Paul Cowie (PC); Chris Robson (CR); Sarah Crone (SC); Andrew Harding (AH); Katie Wood (KW); Joanne Willis, (JW) CDO (Minutes) Apologies Non-attendance</p>	
<p>2 Minutes of the last meetings CIC 26th November 2020 and matters arising. All accepted as a true and correct record, no matters arising. DB gave an update on the position with Community Foundation for the coming year. JW to look at adding a safeguarding paragraph to application forms.</p>	JW
<p>3 Virtual F & GP Minutes 12th January 2021 Accepted as a true record. All CIC agreed to reallocate £19,000 of broadband allowance to the general fund, to leave £1,000 if any publicity etc is required. SC asked for the current position on B4RN, DB will pass on email detailing that cabinet is due to be installed at Barrasford imminently.</p>	DB JW
<p>4 Declarations of interest None</p>	
<p>5 Covid-19 Application</p> <ul style="list-style-type: none"> • 142 – waiting for further financial information, up to date P & L and confirmation of county council grants. Board requires statement of current unavoidable outgoings and confirmation that all employees are on furlough or similar. To hold an extraordinary meeting once data received. 	
<p>6 Schools award – Spring term Board agreed to the distribution of £10,000 for the spring term, advise that this money could be put towards technology to assist with home learning.</p>	JW
<p>7 Policy Reviews SC to review all policies to ensure they contain the correct definitions, language and descriptions of anything RWF related throughout.</p> <ul style="list-style-type: none"> • Business Continuity – no change, sign off as reviewed. • Code of Conduct – no change, sign off as reviewed. 	SC JW PR KW RT

- Protocols for portfolio holders – noted that the list of duties should remain as an internal document, the CDO should always be approached with enquiries in the first instance, then pass on to appropriate board member. Sign off as reviewed.
- Confidentiality – amendment to wording, “no personal details of applicants will be released on the website to the general public.” Directors must know the identity of applicants otherwise conflicts of interest cannot be declared. Sign off as reviewed.
- Declarations of interest – change section 2.3 to read submit a declaration tri annually (in line with Directors tenures). Section 2.5 to be reconfigured to reflect Articles of Association. JW to add an appendix 1. PR, KW and RT to complete a form.
- GDPR – no change currently, review annually. Sign off as reviewed.
- Equality and Diversity – no change, sign off as reviewed.
- Financial Policy – CR and MC to review.
- Grievance – no change, sign off as approved.
- Applicants Privacy Policy – DB revised to combine two documents, sign off as approved.
- Staff Privacy Notice – no change, sign off as approved.
- Recruitment – revised by DB to read that Board members are approved by CIC as opposed to F & GP like staff recruitment. Sign off as approved.

- 8 **JCCA/ Vattenfall Review** PC
 PC is redrafting the Governance Handbook. However, we are waiting on feedback from BJ regarding responses to date. PR to look at the LIC terms of reference and an alternative name. PR
- 9 **Recruitment of Board Member**
 The job description and application form were shared on Facebook, Twitter on RWF website, through Parish Councils, local newsletters (Redesdale and the Three Kirks) and to Primary and First schools.
- 10 **AOB** JW
- MC has spoken to ADAPT to confirm that the £8080 for local transport is ring fenced, looking at transport from Byrness to Morpeth.
 - Enquiry from a pub outside our AoB but half the parish falls within. Clarify percentage of turnover from within our AoB, JW to inform them of other possible contacts, TARMAC community Fund and Chris Dawson who may be able to assist.
 - JCCA Review recommendations and responses– RT has not received, JW to forward again.
- 11 **Key Dates**
25th February 2021 Next CIC Meeting
Closed 8.20pm