

Ray Windfarm Fund CIC Annual General Meeting

Date 27th July 2023
Great Bavington Church
Time 7.00pm

1. In attendance

Action

Sarah Crone (SC) Chair till item 7 then David Burn, (DB) as Chair; Katie Wood (KW); Lesley Gosling (LG); Alison Thomson (AT); Chris Robson (CR); Sarah Lunn (SL); Sarah Crone (SC); Martin Dickson-Green (MDG); Martin Chilvers (MC); Peter Ramsden (PR); Joanne Willis, (JW) CDO (Minutes)

Apologies

Deb Walton (DW); Paul Cowie (PC);

2. Minutes of the last CIC meetings 29th June 2023 and matters arising

Accepted as a true record.

3. Minutes of the Virtual F & GP 11th July 2023

Accepted as a true record.

4. Notes of Virtual ARC 20th July 2023

Accepted as a true record.

5. Declarations of interest

MDG Application 285 NT & RCP.

6. Resignation and re-election of Directors

JW

DB has received MN's resignation from the Board with immediate effect. He would like to convey his thanks to Mark on behalf of the CIC for all his hard work. Kirkwhelpington PC will have to nominate a representative to take his place, their next PC meeting is September. JW has received an email from the Acting Chair of Kirkwhelpington PC asking for further information.

JW received resignation letters from DB, LG, MC, KW and PR to mark the end of their second term as Directors who are happy to be re-elected, SL proposed that they be re-elected, MDG seconded this decision. JW to update the succession document with the updated Director information. KW, CR and PC informed of the date of their second term ending.

7. Election of Officers

DB informed the meeting that the July CIC will be an Annual General meeting, where officers are elected, annual accounts will be accepted and signed off later in the year once they have been processed. JW to ensure this process is followed yearly.

DB was previously elected as Chair at June CIC, and SC as Vice Chair. DB proposed CR continue as Treasurer, PR seconded. KW proposed MC continue as Company Secretary, PR seconded. SC has been elected as ARC Chair following the decision of PC to stand down from the ARC. CR will continue as F & GP Chair.

8. Applications

JW

- **289 H2o Trails £14,000**

There are an increasing number of people taking part in Open Water Swimming (OWS) and it would be beneficial to ensure the facilities provide the best safety measures and that children, young people and adults within the area are educated on the dangers of OWS and the risks in winter with ice etc. This could provide a good promotional opportunity for the CIC. CR would like to see further information on the financials of the business, JW to ask for Self-assessment documents. Also prior to any award being paid JW must see safeguarding policy, risk assessment and insurance documents.

Scoring - Impact 35, Organisation 5, Engagement and Inclusion 15, Planning and Delivery 15 Total = 70.

Unanimous decision to award the full amount with the conditions listed above.

- **285 North Tyne & Redesdale Community Partnership £7,500**

MDG left the room while discussions and decision took place. The weekly Soup & Sandwich socials provide a meeting point for those who may be isolated within the community, they also support local businesses. JW has received their safeguarding policy.

Scoring – Impact 35, Organisation 17, Engagement and Inclusion 17, Planning and Delivery 17 Total = 86.

Unanimous decision to award the full amount.

- **290 All Stars Active CIC £2,544**

The applicants provide a sports holiday camp at the RTC in Otterburn for children across the area, allowing parents to have childcare during the holidays and the children to experience different sports and mix with children from other schools in the area.

Scoring – Impact 35, Organisation 17, Engagement and Inclusion 17, Planning and Delivery 17 Total = 86.

Unanimous decision to award the full amount.

9. Vattenfall 2023-24 Donation

JW

BJ has informed JW that this year's donation will be £375,750. JW has submitted the invoice to Vattenfall. CR would like to check the figures for accounting purposes, JW to forward.

10. Community Foundation Small Grants Programme Agreement

JW

Following the discussion at last month's CIC and after time to consider the points for and against the continuation of the agreement, a unanimous decision was made to terminate the agreement with the CF and bring the Small Grants Programme in house. It is hoped this will simplify the process of applying and will avoid confusion and help to promote the Ray Wind Funds in the future. The intention is to change the name of the fund overall to the Community Benefit Fund and the Small Grants Programme will be incorporated within this. JW to inform Pete Barrett at CF. The F & GP will discuss the amendments to JW hours and contract.

Directors would like clarification on how the Legacy Fund will operate in the future. Consideration should be given to whether to transfer a top-up into the Legacy Fund every grant year.

11. Safeguarding procedure

JW

JW had circulated information from PyC on their procedures which Directors found informative. It was agreed that this procedure will be adopted within the CIC. JW has added to application forms questions on safeguarding, does the applicant require a safeguarding policy and the date it was last updated? JW will request documentation prior to a grant award being paid to an applicant. The safeguarding policy will be checked to ensure it is applicable to the applicant, contains named safeguarding officers and that it is regularly reviewed, with evidence of this.

12. Policy Reviews

JW

- **Bullying & Harassment**
- **Business Continuity**
- **Conflict of Interest**
- **Data Integrity, verification checks and anti-money laundering**
- **Document Retention**
- **Environmental**

Directors accepted all amendments made at the F & GP though disagreed with the Conflict of Interest policy amendment which included a section on gifts and hospitality. It had been amended in line with the PyC policy that gifts and hospitality are discouraged in all cases though those with a value under £20 did not require declaration. Directors would like this to be amended so that gifts or hospitality of any value is declared to JW and a register will be kept, though it will continue to be discouraged.

13. Risk Assessment

**JW
AT**

AT to replace MN and work with JW ahead of the next F & GP to check and make amendments if required to the risk assessment.

14. AOB

**JW
MC**

- Ward Hadaway to remain as the registered office address of the CIC.
- Upper Redesdale Educational Trust award £300 as a maximum grant for former students of Otterburn School have enquired whether the RWF could manage their fund. All agreed that this was not possible, MC to advise.
- Ray Windfarm visit 23rd August, CR can attend, KW and AT are not able to attend, meet at The Gun at 6pm, 4WD vehicles will transport Directors to the windfarm and return to the Gun for 7pm, where there will be drinks and sandwiches.
- JW to work on updating the website with new Directors and relevant information.
- JW gave an update on grant applications, Scots Gap Surgery have ordered the modular building, there is a lead time of 12-14 weeks. Cambo Village Hall have confirmed they have received planning permission, JW to set up the transfer of the grant award.

Closed 8.30pm