

# Chelveston Wind Farm Community Benefit Fund

**Minutes of the Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 17<sup>th</sup> October 2016 at the Hargrave Village Hall, Hargrave.**

Attending: Trustees - Charlotte Goodson – Chair  
Duncan Farrington – Vice-chair  
Kate Gelder  
Kim How  
Robin Mackonochie  
Jane Seaman  
  
Mark Hunter – Clerk

**1. To receive apologies for absence.**

James Pentelow had sent his apologies. The Trustees agreed to accept this.

**2. To receive declarations of interest.**

None.

**3. To approve the minutes of the meeting held on 25<sup>th</sup> July 2016.**

The minutes (CBF/MIN/010) of the Annual Meeting on the 25<sup>th</sup> July 2016 had been circulated before the meeting.

The meeting resolved to approve the minutes with no amendments and the Chair duly signed the minutes.

**Proposed: Robin Mackonochie Seconded: Jane Seaman Decision: Unanimous**

**4. To receive a report from the Clerk to the Trustees.**

One grant request had been received and had been circulated in advance of the meeting, plus further information in respect of a deferred application. Further information has also been received regarding the grant made to Hargrave PC for a Wi-Fi mast.

Publicity for the Trust from the Chelveston Education Foundation and the Friends of St John the Baptist church, both with an article in the parish newsletter, referencing the awards of the lawn tractor and mobile heaters respectively.

The October 2016 capital payment (£28,163.87) had been received from CRE, increased in line with the S106 agreements (£489.99 uplift). This made the total capital received to date of £108,863.37.

The cheque for the Melchbourne Village Hall hire (£18.00) in April had finally been cashed.

Bank interest of £2.46 had been received, as well as quarterly bank charges of £18.00.

**5. To determine grant applications.**

*CBF-GA-15-013: Hargrave PC – review of grant award (£2,500 awarded).* Hargrave PC has now advised the Trust they will not be proceeding with the Wi-Fi mast project and instead BT will be providing 30MB broadband next year. They therefore requested instruction on returning the funds. No alternate grant proposal had been put forward.

The meeting decided to accept the return of the mast grant and instructed the Clerk to act accordingly.

**Proposed: Kate Gelder Seconded: Kim How Decision: Unanimous**

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*CBF-GA-16-005: Dean & Shelton Allotment Association – application for funding for lawn mower and strimmer (application for £498). The additional information requested by the Trustees had been provided and circulated.*

The meeting decided to grant the application and instructed the Clerk to act accordingly.

**Proposed: Duncan Farrington    Seconded: Jane Seaman    Decision: Unanimous**

*CBF-GA-16-007: Dean & Shelton PC – application for funding for two defibrillators and secure enclosures (application for £3,735). The supporting information and additional information had been provided and circulated.*

The meeting decided to grant the application and instructed the Clerk to act accordingly.

**Proposed: Kim How    Seconded: Robin Mackonochie    Decision: Unanimous**

## 6. To approve administrative expenses.

The meeting reviewed Receipts and Payments Log.

Balance brought forward			£18,437.82
2016.09	D&S Allotment Association	Grant award	£ 498.00
2016.12	UTB (Charges Jul – Sep 16)	Bank charges	£ 18.00
2016.13	CRE (Capital Oct 16)	Capital	£28,163.87
2016.14	UTB (Interest Jul - Sep 16)	Interest	£ 2.46
2016.15	D&S PC	Grant award	£ 3,735.00
2016.16	Hargrave VH (hall hire)	Governance	£ 5.00
			=====
Balance carried for forward			£42,348.15

The meeting decided to approve the Hargrave VH hire fee and instructed the Clerk to act accordingly.

**Proposed: Kate Gelder    Seconded: Robin Mackonochie    Decision: Unanimous**

## 7. To consider alternative banking arrangements.

The Clerk circulated the NWB forms for the Trustees to sign. These would be circulated around the Trustees by the Clerk until completed.

## 8. To consider any other matter the Trustees may wish to raise.

None.

## 9. Date of next meeting.

The meeting agreed to hold the next meeting in late January 2017, the venue to be in Dean and Shelton parish, with the application deadline of two weeks beforehand. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 17<sup>th</sup> October 2016.

**Charlotte Goodson**  
Chair of the Trustees

**Mark Hunter**  
Clerk to the Trustees

# CHELVESTON WIND FARM COMMUNITY BENEFIT FUND

## Receipts and Payments Account 2016/2017

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2016.00	01/04/2015	<b>Opening Balance</b>	<b>Brought Forward</b>	<b>Bt Fwd</b>		<b>£37,719.08</b>	<b>£0.00</b>	<b>£37,719.08</b>	<b>£37,719.08</b>			
2015.20	29/02/2016	St Mary Magdalene PCC	Toilet & Teapoint	300108	HELD	<b>-£7,500.00</b>	£0.00	<b>-£7,500.00</b>	£30,219.08	Prior Year	MIN-008-5	C.Goodson, K.How
2016.01	18/04/2016	Hargrave PCC	HM Queen 90th birthday celebrations	300110	023	<b>-£999.00</b>	£0.00	<b>-£999.00</b>	£29,220.08	Grants	MIN-009-11	K.Gelder, J.Seaman
2016.02	18/04/2016	Yelden Methodist Chapel	Repairs to paving / steps	300111	023	<b>-£390.00</b>	£0.00	<b>-£390.00</b>	£28,830.08	Grants	MIN-009-11	K.How, J.Seaman
2016.03	18/04/2016	Yelden Village Hall	Equipment for Village Hall	300112	023	<b>-£2,352.27</b>	£0.00	<b>-£2,352.27</b>	£26,477.81	Grants	MIN-009-11	K.How, J.Seaman
2016.04	18/04/2016	Melchbourne Village Hall	Hall hire	300113	027	<b>-£18.00</b>	£0.00	<b>-£18.00</b>	<b>£26,459.81</b>	Governance	MIN-009-12	K.How, J.Seaman
2016.05	07/05/2016	Kathy Ayre Book Keeper	Audit of 2015-16 accounts	300114	024	<b>-£18.00</b>	£0.00	<b>-£18.00</b>	£26,441.81	Audit	4.2 approval	C.Goodson, J.Seaman
2016.06	21/05/2016	Colemans	Stationery (Apr 16)	300115	024	<b>-£7.68</b>	£0.00	<b>-£7.68</b>	£26,434.13	Stationery	4.2 approval	D.Farrington, J.Seaman
2016.07	30/06/2016	UTB	Interest (deposit a/c) Apr - Jun 16	Bank	S026	£3.50	£0.00	£3.50	£26,437.63	Saver Interest	Bank	
2016.08	25/07/2016	Educational Foundation	Lawn tractor, strimmer & shed	300116	027	<b>-£4,894.00</b>	£0.00	<b>-£4,894.00</b>	£21,543.63	Grants	MIN-010-5	D.Farrington, C.Goodson
2016.09	25/07/2016	Dean & Shelton Allotments	Mower and strimmer	300117	Iss	<b>-£498.00</b>	£0.00	<b>-£498.00</b>	£21,045.63	Grants	MIN-011-5	C.Goodson, R.Mackonochie
2016.10	25/07/2016	Friends of St John	Mobile heating	300119	028	<b>-£3,070.81</b>	£0.00	<b>-£3,070.81</b>	£17,974.82	Grants	MIN-010-5	D.Farrington, C.Goodson
2016.11	25/07/2016	Information Commissioner	Data Registration renewal	300120	027	<b>-£35.00</b>	£0.00	<b>-£35.00</b>	<b>£17,939.82</b>	Gen. Admin	MIN-010-6	D.Farrington, C.Goodson
2016.12	30/09/2016	UTB	Bank charges	Bank	030	<b>-£18.00</b>	£0.00	<b>-£18.00</b>	£17,921.82	Bank Charges	Bank	
2016.13	30/09/2016	CRE	Capital FY16-17	BACS	030	£28,163.87	£0.00	£28,163.87	£46,085.69	Capital		
2016.14	07/10/2016	UTB	Interest (deposit a/c) Jul - Sep 16	Bank	S028	£2.46	£0.00	£2.46	£46,088.15	Saver Interest	Bank	
2016.15	17/10/2016	Dean & Shelton PC	Defibrilators (x2)	300121	Iss	<b>-£3,735.00</b>	£0.00	<b>-£3,735.00</b>	£42,353.15	Grants	MIN-011-5	C.Goodson, R.Mackonochie
2016.16	17/10/2016	Hargrave Village Hall	Hall hire	300122	Iss	<b>-£5.00</b>	£0.00	<b>-£5.00</b>	<b>£42,348.15</b>	Governance	MIN-011-6	C.Goodson, R.Mackonochie
<b>Balance C/F</b>						<b>£42,348.15</b>	<b>£0.00</b>	<b>£42,348.15</b>	<b>£42,348.15</b>			

[Database categories are hidden in Column O]

Cheque 300118 not used

**HELD** = Cheque not yet issued  
**Iss** = Cheque not yet presented

Category	Amount	VAT	Total
<b>Brought Forward</b>	<b>£37,719.08</b>	<b>£0.00</b>	<b>£37,719.08</b>
Capital Receipts	£28,163.87	£0.00	£28,163.87
Bank Current a/c interest	£0.00	£0.00	£0.00
Bank Savings a/c interest	£5.96	£0.00	£5.96
Misc. receipts	£0.00	£0.00	£0.00
<b>Receipts</b>	<b>£28,169.83</b>	<b>£0.00</b>	<b>£28,169.83</b>
Admin - Clerk's salary	£0.00	£0.00	£0.00
Admin - General	<b>-£35.00</b>	£0.00	<b>-£35.00</b>
Admin - Insurance	£0.00	£0.00	£0.00
Admin - Stationery / Printing	<b>-£7.68</b>	£0.00	<b>-£7.68</b>
Admin - Web	£0.00	£0.00	£0.00
Admin - UTB	<b>-£18.00</b>	£0.00	<b>-£18.00</b>
Governance - Audit	<b>-£18.00</b>	£0.00	<b>-£18.00</b>
Governance - Trustees mtgs	<b>-£23.00</b>	£0.00	<b>-£23.00</b>
Grants	<b>-£15,939.08</b>	£0.00	<b>-£15,939.08</b>
Prior year expenditure	<b>-£7,500.00</b>	£0.00	<b>-£7,500.00</b>
<b>Expenditure</b>	<b>-£23,540.76</b>	<b>£0.00</b>	<b>-£23,540.76</b>
<b>B/F + Receipts + Expenditure</b>	<b>£42,348.15</b>	<b>£0.00</b>	<b>£42,348.15</b>

Category summary table	
Brought Forward	£37,719.08
Capital	£28,163.87
Interest	£5.96
Admin	<b>-£60.68</b>
Governance	<b>-£41.00</b>
Grants	<b>-£15,939.08</b>
Prior year exp.	<b>-£7,500.00</b>
<b>Balance</b>	<b>£42,348.15</b>

Funds	
Current a/c	£40,057.65
Savings a/c	£14,028.50
<b>Total</b>	<b>£54,086.15</b>