

# Chelveston Wind Farm Community Benefit Fund Trust

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund, held on Monday 28<sup>th</sup> October 2019 at the Chelveston Village Hall, Chelveston.

Attending: Trustees - Robin Mackonochie (Chair)  
Jean-Luc Janet (Vice-Chair)  
Kim How  
James Pentelow  
Chris Pentland  
John Reynolds  
Craig Young  
  
Mark Hunter – Clerk

## 1. To receive apologies for absence.

Robin Mackonochie welcomed everyone to the meeting and asked for apologies.  
Duncan Farrington had tendered his apologies.

## 2 To receive declarations of interest.

None.

## 3 To approve the minutes of the meeting held on 14<sup>th</sup> May 2019.

The Chair advised the minutes (CBF/MIN/018) of the meeting on the 14<sup>th</sup> May 2019 had been circulated before the meeting.

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

**Proposed: James Pentelow      Seconded: John Reynolds      Decision: Unanimous**

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

Craig Young had been appointed as a Trustee by Melchbourne & Yelden parish to serve the remainder of Ann Franklin's term to 2021.

Seven grant enquiries had been received since the last meeting, of which six had proceeded to applications, two, GA19-006 (PA for Dean & Shelton Country Show) and GA19-007 (computer and printer for the Hargrave Herald), had successfully been submitted to the Minor Awards Committee and the remaining four would be considered later in the meeting.

Three benefit reports had been received in respect of grants GA-18-002 (Yelden Methodist Chapel works to the exterior walls), GA-18-005 (Melchbourne & Yelden PC for VAS), and GA-19-005 (Melchbourne St Mary Magdalene church pew flooring), and these had been circulated to the Trustees prior to the meeting.

The CRE capital payment, uplifted in accordance with the s106 agreements, had been received (£31,071.86). This made the total capital payments received to date as £199,469.23.

Bank interest had been received in June (£14.06) and September (£14.22), as well as quarterly bank charges (£18.00 x2).

The ICO registration had been renewed (£40.00) on 5<sup>th</sup> August 2019.

As agreed at the last meeting, the Trust now has its own laptop and Microsoft Office software, the latter provided at heavily discounted rate through the Charity Digital Exchange. Chelveston-cum-Caldecott PC had donated a 1TB "data brick" to the Trust, for external back-ups.

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## 5. To determine the received grant applications.

CBF-GA-19-008: *St John the Baptist PCC, Chelveston – application for funding for laying in fibre network trunking during works to lay water main (application for £800, self-funding £800 [50%]).* The supporting information had been provided and circulated.

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

**Proposed: Kim How                      Seconded: James Pentelow                      Decision: Unanimous**

*Robin Mackonochie did not take part in the following three applications and Jean-Luc Janet chaired these.*

CBF-GA-19-009: *St Marys PCC, Yelden – application for funding for stonework repairs (application for £5,000, self-funding £8,156 [38%]).* The supporting information and additional information email had been provided and circulated. The Trustees decided there was insufficient information to allow them to fully understand the issues and the viability of the proposed works.

The meeting resolved to decline the application and instructed the Clerk to act accordingly.

**Proposed: Jean-Luc Janet                      Seconded: Craig Young                      Decision: Unanimous**

CBF-GA-19-010: *Yelden Village Hall – application for funding for flood defences and car park works (application for £5,211, self-funding £1,737 [75%]).* The supporting information had been provided and circulated. The Trustees noted the large cost difference between the proposals (£7k v £50k) and decided that they required a condition requiring third party confirmation that the proposed works would achieve the desired flood protection.

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

**Proposed: Craig Young                      Seconded: James Pentelow                      Decision: Unanimous**

CBF-GA-19-011: *St Mary Magdalene PCC, Melchbourne – application for funding for stonework repairs (application for £6,200, self-funding £5,000 [55%]).* The supporting information had been provided and circulated.

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

**Proposed: John Reynolds                      Seconded: James Pentelow                      Decision: Unanimous**

Following these latest grants, the Trustees noted the £ and % grant share per parish both in year and Life to Date (LTD).

| Current in-year          |            |         |
|--------------------------|------------|---------|
| Parish                   |            |         |
| Unassigned               | £0.00      | 0.00%   |
| Chelveston-cum-Caldecott | £800.00    | 2.47%   |
| Dean & Shelton           | £249.00    | 0.77%   |
| Hargrave                 | £10,399.00 | 32.17%  |
| Melchbourne & Yelden     | £20,880.40 | 64.59%  |
| Totals:                  | £32,328.40 | 100.00% |

| Current LTD              |             |         |
|--------------------------|-------------|---------|
| Parish                   |             |         |
| Unassigned               | £0.00       | 0.00%   |
| Chelveston-cum-Caldecott | £36,576.37  | 23.85%  |
| Dean & Shelton           | £33,481.93  | 21.83%  |
| Hargrave                 | £22,169.27  | 14.45%  |
| Melchbourne & Yelden     | £61,140.95  | 39.87%  |
| Totals:                  | £153,368.52 | 100.00% |

Craig Young noted the £153,368.52 (grants awarded) as 76.89% of the £199,469.23 (funds received). He was advised the balance was the restricted reserves and admin/governance costs.

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## 6. To approve payment of administrative expenses.

The Clerk advised that the Education Foundation had confirmed there was no charge for the hire of the Chelveston Village Hall by the CBF Trust.

The Clerk's receipted expenses were as follows –

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Lenovo V145 laptop with Windows 10 | £274.11 (+vat) | £328.93        |
| Microsoft Office 2019              | £25.00 (+vat)  | <u>£ 30.00</u> |
| Total                              |                | £358.93        |

The meeting resolved to approve the expenses and instructed the Clerk to act accordingly.

**Proposed: Kim How**

**Seconded: James Pentelow**

**Decision: Unanimous**

## 7. To consider and agree updating the bank mandate to the current Trustees.

The Chair advised with recent changes to the Trustees, it would be sensible to update the bank mandate, to ensure there were sufficient signatories available. The Trustees present confirmed that they met the UK residence requirements and volunteered to be added to the mandate.

The meeting resolved to agree to the bank mandate change and instructed the Clerk to act accordingly.

**Proposed: James Pentelow**

**Seconded: John Reynolds**

**Decision: Unanimous**

## 8. To consider and agree changes to the grant criteria in respect of the number of quotes required for major applications.

The Chair explained his proposed change to major applications. After debate, the meeting decided to require applicants to provide three quotes or evidence of seeking them and instructed the Clerk to draft the policy wording for approval ex-committee.

## 9. Any other matter the Trustees may wish to raise.

None.

## 10. To agree the date of next meeting.

The meeting agreed to hold the next meeting in April 2020, the venue to be in Dean & Shelton parish, with the application deadline of 31<sup>st</sup> March 2020. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 4<sup>th</sup> November 2019.

Robin Mackonochie  
Chair of the Trustees

Mark Hunter  
Clerk to the Trustees

# CHELVESTON WIND FARM COMMUNITY BENEFIT FUND TRUST

## Receipts and Payments Account 2019/200

| Transact. Number   | Date       | Payee/Sender            | Description                         | Chq. No.      | Sheet No. | Amount            | VAT          | Total             | Running Balance   | Category       | Authorising Minute | Signatories               |
|--------------------|------------|-------------------------|-------------------------------------|---------------|-----------|-------------------|--------------|-------------------|-------------------|----------------|--------------------|---------------------------|
| 2019.00            | 01/04/2019 | <b>Opening Balance</b>  | <b>Brought Forward</b>              | <b>Bt Fwd</b> |           | <b>£55,944.36</b> | <b>£0.00</b> | <b>£55,944.36</b> | <b>£55,944.36</b> |                |                    |                           |
| 2019.01            | 13/05/2019 | All Hallows PCC         | Replacement Organ                   | 300154        | 074       | -£10,000.00       | £0.00        | -£10,000.00       | £45,944.36        | Grants         | MIN-018-10         | D.Farrington, Jane Seaman |
| 2019.02            | 13/05/2019 | Hargrave WI             | WI banner framing                   | 300156        | 074       | -£150.00          | £0.00        | -£150.00          | £45,794.36        | Grants         | MIN-018-10         | D.Farrington, Jane Seaman |
| 2019.03            | 13/05/2019 | Melchbourne VH          | VH repairs                          | 300157        | 071       | -£9,469.40        | £0.00        | -£9,469.40        | £36,324.96        | Grants         | MIN-018-10         | D.Farrington, Jane Seaman |
| 2019.04            | 13/05/2019 | Melchbourne VH          | Hall hire                           | 300159        | 071       | -£12.00           | £0.00        | -£12.00           | <b>£36,312.96</b> | Governance     | MIN-018-11         | D.Farrington, Jane Seaman |
| 2019.05            | 30/06/2019 | UTB                     | Bank charges (Apr - Jun 19)         | Bank          | 074       | -£18.00           | £0.00        | -£18.00           | £36,294.96        | Bank Charges   |                    |                           |
| 2019.06            | 30/06/2019 | UTB                     | Savings a/c interest (Apr - Jun 19) | Bank          | S062      | £14.06            | £0.00        | £14.06            | £36,309.02        | Saver Interest |                    |                           |
| 2019.07            | 06/08/2019 | Kathy Ayre Book-Keeper  | Audit of 2018-19 accounts           | 300160        | 075       | -£18.00           | £0.00        | -£18.00           | £36,291.02        | Audit          | 4.2                | K.How, R.Mackonochie      |
| 2019.08            | 05/08/2019 | ICO                     | Data Protection fee                 | 300161        | 075       | -£40.00           | £0.00        | -£40.00           | £36,251.02        | Gen. Admin     | 4.2                | K.How, R.Mackonochie      |
| 2019.09            | 22/07/2019 | Dean Flower Show        | PA system                           | 300162        | 079       | -£249.00          | £0.00        | -£249.00          | £36,002.02        | Grants         | 4.2                | K.How, R.Mackonochie      |
| 2019.10            | 29/08/2019 | Hargrave Herald         | PC & printer                        | 300163        | Iss       | -£249.00          | £0.00        | -£249.00          | £35,753.02        | Grants         | 4.2                | K.How, R.Mackonochie      |
| 2019.11            | 30/09/2019 | UTB                     | Bank charges (Jul - Sep 19)         | Bank          | 078       | -£18.00           | £0.00        | -£18.00           | £35,735.02        | Bank Charges   |                    |                           |
| 2019.12            | 30/09/2019 | UTB                     | Savings a/c interest (Jul - Sep 19) | Bank          | S066      | £14.22            | £0.00        | £14.22            | £35,749.24        | Saver Interest |                    |                           |
| 2019.13            | 09/10/2019 | CRE Ltd                 | Capital payment 2019                | BACS          | 079       | £31,071.86        | £0.00        | £31,071.86        | <b>£66,821.10</b> | Capital        |                    |                           |
| 2019.14            | 28/10/2019 | St John the Baptist PCC | Fibre network works                 | 300165        | Iss       | -£800.00          | £0.00        | -£800.00          | £66,021.10        | Grants         | MIN-019-5          | K.How, R.Mackonochie      |
| 2019.15            | 28/10/2019 | Velden Village Hall     | Flood and car park works            | 300167        | HELD      | -£5,211.00        | £0.00        | -£5,211.00        | £60,810.10        | Grants         | MIN-019-5          | K.How, R.Mackonochie      |
| 2019.16            | 28/10/2019 | St Mary Magdalene PCC   | Stonework repairs                   | 300168        | Iss       | -£6,200.00        | £0.00        | -£6,200.00        | £54,610.10        | Grants         | MIN-019-5          | K.How, R.Mackonochie      |
| 2019.17            | 28/10/2019 | M.H.Hunter              | Clerks expenses to Meeting 19       | 300169        | 079       | -£358.93          | £0.00        | -£358.93          | <b>£54,251.17</b> | Gen. Admin     | MIN-019-6          | K.How, R.Mackonochie      |
|                    |            |                         |                                     |               |           |                   |              |                   |                   |                |                    |                           |
|                    |            |                         |                                     |               |           |                   |              |                   |                   |                |                    |                           |
|                    |            |                         |                                     |               |           |                   |              |                   |                   |                |                    |                           |
|                    |            |                         |                                     |               |           |                   |              |                   |                   |                |                    |                           |
| <b>Balance C/F</b> |            |                         |                                     |               |           | <b>£54,251.17</b> | <b>£0.00</b> | <b>£54,251.17</b> | <b>£54,251.17</b> |                |                    |                           |

[Database categories are hidden in Column O]

Cheques not used -  
300155,300158, 300164 & 300166

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

| Category                            | Amount             | VAT          | Total              |
|-------------------------------------|--------------------|--------------|--------------------|
| <b>Brought Forward</b>              | <b>£55,944.36</b>  | <b>£0.00</b> | <b>£55,944.36</b>  |
| Capital Receipts                    | £31,071.86         | £0.00        | £31,071.86         |
| Bank Current a/c interest           | £0.00              | £0.00        | £0.00              |
| Bank Savings a/c interest           | £28.28             | £0.00        | £28.28             |
| Misc. receipts                      | £0.00              | £0.00        | £0.00              |
| <b>Receipts</b>                     | <b>£31,100.14</b>  | <b>£0.00</b> | <b>£31,100.14</b>  |
| Admin - Clerk's salary              | £0.00              | £0.00        | £0.00              |
| Admin - General                     | -£398.93           | £0.00        | -£398.93           |
| Admin - Insurance                   | £0.00              | £0.00        | £0.00              |
| Admin - Stationery / Printing       | £0.00              | £0.00        | £0.00              |
| Admin - Web                         | £0.00              | £0.00        | £0.00              |
| Admin - UTB                         | -£36.00            | £0.00        | -£36.00            |
| Governance - Audit                  | -£18.00            | £0.00        | -£18.00            |
| Governance - Trustees mtgs          | -£12.00            | £0.00        | -£12.00            |
| Grants                              | -£32,328.40        | £0.00        | -£32,328.40        |
| <b>Expenditure</b>                  | <b>-£32,793.33</b> | <b>£0.00</b> | <b>-£32,793.33</b> |
| <b>B/F + Receipts + Expenditure</b> | <b>£54,251.17</b>  | <b>£0.00</b> | <b>£54,251.17</b>  |

| Category summary table |                   |
|------------------------|-------------------|
| Brought Forward        | £55,944.36        |
| Capital                | £31,071.86        |
| Interest               | £28.28            |
| Misc. Receipts         | £0.00             |
| Admin                  | -£434.93          |
| Governance             | -£30.00           |
| Grants                 | -£32,328.40       |
| <b>Balance</b>         | <b>£54,251.17</b> |

| Funds        |                   |
|--------------|-------------------|
| Current a/c  | £52,588.58        |
| Savings a/c  | £14,122.59        |
| <b>Total</b> | <b>£66,711.17</b> |