

Chelveston Wind Farm Community Benefit Fund Trust

Minutes of the Annual Meeting of the Chelveston Wind Farm Community Benefit Fund Trust held on Monday 30th August 2022 at Chelveston Village Hall.

Attending: Trustees - Chris Pentland (Outgoing Chair)
Sarah Cinnamond (Incoming Chair / Outgoing Vice-Chair)
Craig Young (incoming Vice-Chair)
Duncan Farrington
Ron Grasmeder
Jean-Luc Janet

Mark Hunter – Clerk

1. To receive apologies for absence.

Apologies received from Jason Gordon and Kimberley How.

2. To elect a chair for 2022-2023.

The meeting elected **Sarah Cinnamond** to be the Chair for 2022-23.

Proposed: Duncan Farrington Seconded: Craig Young Decision: Unanimous

3. To elect a vice-Chair for 2022-23.

The Chair thanked Chris Pentland for his year as Chair and asked for nominations for Vice-Chair.

The meeting elected **Craig Young** to be the Vice-Chair for 2022-23.

Proposed: Chris Pentland Seconded: Duncan Farrington Decision: Unanimous

4. To receive declarations of interest.

Ron Grasmeder declared he had helped with part of the building design work for application CBF-GA-22-005, but was not part of the controlling body of the Dalton Trust.

5. To approve the Minutes of the meeting held on 16th February 2022.

The Chair advised the Minutes (CBF/MIN/024) of the meeting on the 16th February 2022 had been circulated before the meeting.

The meeting resolved to approve the Minutes with no amendments and authorised the Chair to sign the Minutes.

Proposed: Chris Pentland Seconded: Jean-Luc Janet Decision: Unanimous

6. To receive a report from the Clerk to the Trustees.

Ron Grasmeder has been appointed as a Trustee by Dean & Shelton to serve to 2023, following John Reynolds's resignation as a Trustee. The Charity Commission register has been updated.

Five grant enquiries have been received since the last meeting; four were dealt with by the Minor Awards Committee (£150 QPJ grants to each of the Parish Councils) and one application will be considered later in this meeting.

The UTB savings account interest has increased, now 0.65% as of 5th August 2022.

Payments since the last meeting included the quarterly bank charges (Mar & Jun 22 = £36.00), the Auditor's fee (£18.00) and the four x QPJ grants (£600.00).

Receipts since the last meeting included the quarterly savings account interest (Mar & Jun 22 = £19.91).

7. To approve the independently examined accounts for 2021-2022.

The Clerk went through the draft accounts that had been reviewed by the independent auditor, and answered questions from the Trustees.

The meeting resolved to approve the accounts for 2021-22, and the Chair was authorised to sign them.

Proposed: Jean-Luc Janet Seconded: Chris Pentland Decision: Unanimous

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8. To set the budget for 2022-23.

The Clerk went through the draft budget assumptions and answered questions from the Trustees.

Grants:	£45,000.00
Restricted Reserves:	£31,943.49
H1 Carry Over	£14,000.00
Admin	£ 232.00
Governance	£ 18.00

The Environmental Reserve was discussed, and it was agreed to bring this to the attention of the parishes, as it could be applied for in the same way as normal grant applications, save that it should have an environmental theme.

The meeting resolved to set the budget as above.

Proposed: Duncan Farrington Seconded: Craig Young Decision: Unanimous

9. To agree the membership and budget of the Minor Awards Committee.

The Chair reminded the meeting that the Minor Awards Committee required four Trustees, one from each parish.

The meeting agreed to appoint **Jason Gordon, Kimberley How, Jean-Luc Janet** and **Chris Pentland** to the Minor Awards Committee and delegated a budget of £2,000.00.

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

The meeting agreed to increase the minor awards limit from £249 to £500, and to retire the medium award so that the major awards would start at £500+. The Clerk would make the necessary changes to the Grants Policy and grant application forms.

Proposed: Craig Young Seconded: Sarah Cinnamond Decision: Unanimous

10. To determine the received grant applications.

CBF-GA-22-005: *Dalton Trust, Dean – application for funding for toilet upgrade at Dalton Hall (application for £12,000, self-funding £11,509 [51%]).* The supporting information had been circulated.

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

Proposed: Duncan Farrington Seconded: Chris Pentland Decision: Unanimous

11. To approve payment of administrative expenses.

The Clerk's expenses for the ICO DPA fee (£40)

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

Proposed: Duncan Farrington Seconded: Craig Young Decision: Unanimous

12. To approve the Trustees Annual Report.

The Clerk went through the draft Trustee Annual Report for 2021-22. The report may be used by the Trustees to report back to their respective parishes.

The meeting decided to approve the Trustees Annual Report for 2021-22 and instructed the Clerk to act accordingly.

Proposed: Jean-Luc Janet Seconded: Duncan Farrington Decision: Unanimous

13. To move the Trust's website to a service provider managed by the Trust.

The Clerk went through the proposal to move the Trust's website from the domain windfarmtrust.chelveston.org.uk (actually a sub-domain of chelveston.org.uk) to a new domain on another ISP, funded by the Trust. This will remove the Trust's reliance on Chelveston-cum-Caldecott Parish Council continuing to offer their sub-domain for free, and would further demonstrate the Trust's independence from any of the four Parish Councils.

The meeting decided to agree to the move to a new website provider and instructed the Clerk to act accordingly.

Proposed: Ron Grasmeder Seconded: Craig Young Decision: Unanimous

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14. To agree a change to the Trust Deed, so as to allow for the Trustees to choose to hold virtual meetings, if they so wish.

The four Parish Councils have advised the Trust that they have agreed the proposed new wording of TD13 (Meetings), as required by TD28 (Amendments).

All meetings of the trustees shall either take place in a public building within the boundaries of one of the Parish Councils or by such form, including videoconferencing, as the trustees decide, provided that the form chosen allows them to see and hear each other. The trustees shall have discretion as to whether members of the public should be admitted to any or all of their meetings.

The meeting decided to agree the changes, the Trustees present signed the new Trust Deed and instructed the Clerk to act accordingly.

Proposed: Chris Pentland Seconded: Duncan Farrington Decision: Unanimous

Once completed, the new signed Trust Deed will be presented to the Charity Commission.

15. To appoint a Clerk or Secretary for 2022-23.

The Chair reminded the meeting that they had to appoint a Clerk (or a Secretary if one of the Trustees) annually.

The meeting decided to appoint **Mark Hunter** as the Clerk for 2022-23.

Proposed: Craig Young Seconded: Duncan Farrington Decision: Unanimous

16. Any other matter the Trustees may wish to raise.

Duncan Farrington reminded Chris Pentland that, as the outgoing Chair, he was due to pay the Clerk's salary (£1).

17. To agree the date of next meeting.

The meeting agreed to hold the next meeting once an application had been received. The Minor Awards Committee meeting as required. The Clerk was authorised to make the necessary arrangements.

Issued on 31st August 2022.

Sarah Cinnamond
Chair of the Trustees

Mark Hunter
Clerk to the Trustees

CHELVESTON WIND FARM COMMUNITY BENEFIT FUND TRUST

Receipts and Payments Account 2022 - 2023

Transact. Number	Date	Payee/Sender	Description	Chq. No.	Sheet No.	Amount	Running Balance	Category	Authorising Minute	Signatories
2022.00	01/04/2022	Opening Balance	Brought Forward	Bt Fwd		£58,882.68	£58,882.68			
2022.01	13/05/2022	Chelveston PC	QPJ grant	BACS	120	-£150.00	£58,732.68	Grants	MD4.2	Kim How, Duncan Farrington
2022.02	13/05/2022	D&S PC	QPJ grant	BACS	120	-£150.00	£58,582.68	Grants	MD4.2	Kim How, Duncan Farrington
2022.03	13/05/2022	Hargrave PC	QPJ grant	BACS	120	-£150.00	£58,432.68	Grants	MD4.2	Kim How, Duncan Farrington
2022.04	13/05/2022	M&Y PC	QPJ grant	BACS	120	-£150.00	£58,282.68	Grants	MD4.2	Kim How, Duncan Farrington
2022.05	08/06/2022	Kathy Ayre	Audit (FY2021-22)	BACS	122	-£18.00	£58,264.68	Audit	MD4.2	Kim How, Duncan Farrington
2022.06	30/06/2022	UTB	Bank charges (Apr - Jun 22)	Bank	122	-£18.00	£58,246.68	Bank Charges		
2022.07	30/06/2022	UTB	Saving a/c interst (Apr - Jun 22)	Bank	S98	£12.23	£58,258.91	Saver Interest		
2022.07	30/08/2022	Dalton Trust	Toilet upgrade grant	BACS		-£12,000.00	£46,258.91	Grants	MIN-25-10	Kim How, Duncan Farrington
2022.08	30/08/2022	Clerk	Expenses to 30/08/22	BACS		-£40.00	£46,218.91	Gen. Admin	MIN-25-11	Kim How, Duncan Farrington
Balance C/F						£46,218.91	£46,218.91			

[Database categories are hidden in Column O]

Cheques not used - ???

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

Category	Amount
Brought Forward	£58,882.68
Capital Receipts	£0.00
Bank Current a/c interest	£0.00
Bank Savings a/c interest	£12.23
Misc. receipts	£0.00
Receipts	£12.23
Admin - Clerk's salary	£0.00
Admin - General	-£40.00
Admin - Insurance	£0.00
Admin - Stationery / Printing	£0.00
Admin - Web	£0.00
Admin - UTB	-£18.00
Governance - Audit	-£18.00
Governance - Trustees mtgs	£0.00
Grants	-£12,600.00
Expenditure	-£12,676.00
B/F + Receipts + Expenditure	£46,218.91

Category summary table	
Brought Forward	£58,882.68
Capital	£0.00
Interest	£12.23
Misc. Receipts	£0.00
Admin	-£58.00
Governance	-£18.00
Grants	-£12,600.00
Balance	£46,218.91

Funds	
Current a/c	£44,073.09
Savings a/c	£14,185.82
Total	£58,258.91