

Eight Parishes Community Interest Company

managing Swinford Windfarm Community Fund

and supported by

Vattenfall Wind Power Ltd

First Annual Report

November 2012 – November 2013

(References in the document to parish councils also include parish committees & meetings)

Swinford Windfarm Community Fund Annual Report 2013

Eight Parishes Community Interest Company

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Swinford Windfarm Community Fund Annual Report 2013

Eight Parishes Community Interest Company

1. CIC Introduction

This is the first annual report provided by the Eight Parishes Community Interest Company to cover the delivery of the Swinford Windfarm Community Fund.

Eight Parishes CIC was formally established as a company in November 2012 and during the following year has proceeded to administer the Fund in accordance with the 'Objects of the Eight Parishes CIC' as outlined in the Grant Funding Agreement.

The report follows the format prescribed to the CIC by Messrs Vattenfall and set out in the following sections:-

- Community Engagement
- Fund Administration
- Applications to the Fund
- Accounts and Records of Expenditure
- Forward Look

Additionally the report is structured to report on the activities of both the CIC and Parishes in each of the above sectors. In some sectors the CIC devolves responsibility to the Parishes and in others the opposite takes place.

2. Key Milestones Achieved by the CIC during the Year.

The following is a summary of the Key Milestones achieved during the year

1. CIC registered as a Company on 29th November 2102 (Company Number 8312835)
2. Grant Funding Agreement signed with Messrs Vattenfall 22nd January 2013
3. CIC current bank account opened at Nat West Bank February 2013
4. First Annual grant paid into current account on the 7th March 2013
5. CIC Financial Standing Orders agreed 16th January 2013
6. CIC Deposit account opened at Market Harborough Building Society on the 15th March 2013
7. First Grant paid out in the June 2013
8. Community Fund Launch day held on the 8th June 2013
9. Regular CIC Directors bi – monthly meetings and additional meetings during the mobilisation period held on
 - 8th October 2012
 - 23rd October 2012
 - 27th November 2012
 - 16th January 2013
 - 12th March 2013
 - 16th April 2013

- 14th May 2013
- 6th June 2013
- 19th September

10. CIC Directors Meeting to finalise annual report and accounts held on 10th December 2013

11. CIC Website commissioned on the 10th December 2013

3. CIC Summary Report

1	Community Engagement
How did the CIC inform the local community of the opportunities through the fund?	
The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports	
How did the CIC involve the local community in the development of ideas and decision making around the fund?	
The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports	

2	Fund Administration
Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner	
<p><i>Grant Applications</i></p> <p>The appraisal of grant applications is devolved to the respective Parish Councils and Committees.</p> <p>The CIC is responsible for ensuring that each payment to or on behalf of a Parish Councils or Committee is accompanied by</p> <ul style="list-style-type: none"> - completed Grant application form - Invoice for the amount involved <p><i>Payment Grants</i></p> <p>The CIC Financial Orders require each grant cheque to be signed by two Directors both of whom cannot be from the recipient parish.</p> <p><i>CIC Meetings</i></p> <p>Copies of the minutes of each CIC Directors meeting are in xxxxxxxxxxxx</p>	

Grant Allocation in Accounts

An amount has been initially set aside by the CIC for administration (£3000 for the first year) The remaining funds (£41,000) have been allocated in the accounts for each parish in accordance with the relevant % grant allocation for each parish in accordance with the Grant Funding Agreement. Each parish can only spend up to the money available in any current CIC accounts

3 Applications to the Fund

Please provide a list of all applications to the fund this years

Details of all fund applications are included in each individual parish report

Please detail which applications for funding were successful and why

Details of which fund application was successful and why are included in each parish report.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

A copy of the CIC accounts are included in section xxxxxxxxxxxx.

The administration costs of running the CIC are included in the accounts provided. No Directors have been paid any salary or expenses for their time involved with the CIC.

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation

Over the coming year the CIC will

- Continue to administer the fund in a professional way.
- Review it's process's and procedures to ensure they remain relevant
- Minimise overhead costs so as to maximise the money available for grant application
- Continue to work collaboratively as a group and with Messrs Vattenfall for the benefit of the parishes

Additional Forward Look plans for each Parish council are included in the relevant sections

4. Swinford Parish Council

1	Community Engagement
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How did the Parish inform the local community of the opportunities through the fund?

This was done at each Parish Council Meeting. In addition information was put in The Five Parish Newsletter, which is published monthly. All the other information was placed on the two notice boards for people to read.
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How did the Parish involve the local community in the development of ideas and decision making around the fund?
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There was opportunity at each Council Meeting for individuals and groups to complete necessary application form. These forms were returned to a subcommittee, a small group of residents who have no affiliation to the application and makes its recommendation to the Council. A questionnaire was delivered to all households of which only 32% were returned.

2	Fund Administration
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Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

The matter was discussed in detail at every meeting, Grant Applications were always available.
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3	Applications to the Fund
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Please provide a list of all applications to the fund this years

Youth application for Goal/Rugby Posts Youth application for a BMX track Primary School monies for upgrading the computer system Swinford 2000 for monies for Minibus operation Swinford 2000 for monies for grass/maintenance items Village Hall for windows The Church to replace Jubilee gate Cricket Club equipment and tuition Outdoor gym equipment Swinford Operatic and Dramatic Society require speaker system Scooter Track for 4/5/6 year olds A new shop Radar/Speed sign Tennis Court

Please detail which applications for funding were successful and why

<ul style="list-style-type: none">- Goal/Rugby posts for the Youth need for Leisure and Sporting reasons- Upgrading computer software for the School need to give the young children every advantage with computer technology.- Swinford 2000 Minibus operation. This is a lifeline within the community- Swinford 2000 grass/maintenance items to enhance the look of the village- Replacement windows for Village Hall in urgent need of repair etc..- Donation for part payment for a new Church gate. The Church had been
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raising money but had not reached their target and needed a donation to complete

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

The following grant applications have been approved by Swinford Parish Council during the year

Nos	Description	Supplier	Amount
1	Rugby/Soccer goal posts	Mark Harrod	£341.00
2	Upgrade Computers ½	Swinford School	£2000.00
3	Swinford 2000 Minibus	Swinford 2000	£3126.00
4	Swinford 2000 Grass Equipment ½	Swinford 2000	£1000
5	Village Hall Windows	Swinford Village Hall	£1843.00
6	Swinford Church gate	Swinford Church	£945.00
		Total	£9255.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation

Plans for 2014 expenditure of the fund is as follows:-

- New Process starts (this is when CIC has been advised monies have been received). From there a month between each points to be established to give time to circulate and discuss the application.
- Closing date for applications
- Any additional information required
- List of all applications to date to be posted on Notice Board
- Decision on claim
- Payment of claim (last one in October)

5. North Kilworth Parish Council

1	Community Engagement
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How did the Parish inform the local community of the opportunities through the fund?

A free village newsletter is circulated through the village where the information was given. Also a report by the Eight Parishes CIC representative is given at our monthly Parish Council Meeting for Parishioners attending.
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How did the Parish involve the local community in the development of ideas and decision making around the fund?
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Formed a sub-committee from the Parish Council and advertised in the Parish Notice Boards inviting clubs and organisations to fill in a grant application form for approval by the sub-committee.

The Parish Council representative has grant application forms on hand to give out to various bodies within the village to fill in to apply for funding,

2	Fund Administration
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Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

A representative from North Kilworth Parish Council attended the Eight Parishes CIC Meetings. The application forms were provided at the meetings after being approved by the sub-committee of the Parish Council and payment was issued to the representative by the Eight Parishes CIC in presence of the meeting,
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3	Applications to the Fund
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Please provide a list of all applications to the fund this years

North Kilworth CIC North Kilworth Bowls Club Belgrave Village Hall Management Committee x2
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Please detail which applications for funding were successful and why

North Kilworth Bowls Club applied for help with an unexpected repair bill for their green mower. An amount of £450.00 was given towards their invoice of £823.18. This is a sports facility that helps the older generation of the Village. Belgrave Village Hall Management Committee made two applications at different times, this was to help young people's activities club in the village. The sessions have covered Zumba, Boxing, Dodge Ball, Survival Skills and Multisport, Cooking and Multisport, T-Shirt Design and Multisport. Thanks to the support of the grant allocation, the committee were able to approach Harborough District Council and secure an additional £200 which together with two separate grants of £500.00 = £1000 will ensure a basic level of provision for ten sessions leading up to Christmas. Twelve young people have attended so far and at least a further four more.
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4	Accounts and Records of Expenditure
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Please provide a full record of your accounts and expenditure over the

last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

The following grant applications have been approved by North Kilworth Parish Council during the year

Nos	Description	Supplier	Amount
1	Belgrave Memorial Hall - North Kilworth - Grant	Belgrave Memorial Hall	£500.00
2	Belgrave Memorial Hall - North Kilworth - Grant	Belgrave Memorial Hall	£500.00
3	North Kiworth Bowls Club	North Kilworth Bowls Club (Sharnford Horticultural Ltd)	£450.00
		Total	£1450.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation

Unfortunately, North Kilworth parish newsletter ceased production at the end of last year, as both the editors decided to retire. The good news is that a new group of parishioners with the help of the parish council have agreed to take on the production of a Parish newsletter every month delivered to every address free of charge.

We plan to advertise in this newsletter what has been achieved so far with grants from the Eight parishes wind farm, & what is available to the village by making an application to the fund.

6. Misterton and Walcote Parish Council

1 | Community Engagement

How did the Parish inform the local community of the opportunities through the fund?

The Parish Council distributed an information leaflet to every house in the Parish, detailing particulars of the fund and describing the criteria under which applications would be judged and inviting parishioners to a meeting. A second leaflet was sent to each household, reminding them of the application closing date. At each stage, notices were displayed on the Parish notice board and information was available on the website.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

A meeting was called to encourage discussion of ideas for the fund's use and to canvas opinion. At each Parish Council meeting, parishioners are given an opportunity to ask questions or make suggestions, comments and observations. The decision making process, as part of a Parish Council meeting, was open to the public.

2 | Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

A meeting was held to encourage applications. All applications were discussed and considered, in front of a number of interested parishioners, at the Parish Council meeting on Monday 18th February 2013, when the Parish Council decided which applications would receive funds during this funding cycle. Minutes of the meetings, detailing discussions and decisions, were available on the Parish notice board and remain available on the website. A representative of the Parish Council attends the CIC meetings and reports back to each Parish Council meeting.

3 | Applications to the Fund

Please provide a list of all applications to the fund this years

Misterton with Walcote Community Trust (x2)
Walcote Cricket Club
Walcote Wrigglers

Please detail which applications for funding were successful and why

Misterton with Walcote Community Trust applied for £750 to help buy some aluminium tables, replacing less substantial and robust tables which had previously been in use. The hall is a well-used community resource, hosting everything from a toddler group, to pensioners' lunches; therefore it was felt that the application would benefit a wide age range within the community. Similarly a grant for £1500, from the same organisation, towards fire doors for a new extension to provide improved storage for the hall was also approved. Walcote Wrigglers, the only pre-school facility in the village, applied for and received £500 towards large play equipment. Walcote Cricket Club applied for

£5000 to 'kick-start' fundraising for an all-weather pitch on the playing field. After some debate, it was agreed, in principal to fund the project, although no commitment was made to provide further funding in subsequent years. The Parish Council felt that the all-weather pitch would not only benefit the village, but may be used more widely by other sporting organisations, who would be likely, in turn, to support the village pub, thus improving its chances of continued viability! Unfortunately, this scheme seems unlikely to go ahead, as no-one in the club had sufficient time to pursue their plans.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

The following grant applications have been approved by Misterton and Walcote Parish Council during the year

Nos	Description	Supplier	Amount
1	Aluminium tables	Misterton with Walcote Community Trust	£750
2	Fire doors between store room and main hall	Misterton with Walcote Community Trust	£1500
3	Large play equipment	Walcote Wrigglers	£500
		Total	£2750.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation

At present, it is intended to adopt a similar schedule to that used in this funding cycle, with publicity, a possible meeting, further publicity, a second meeting (if applications received exceed funds available), followed by a decision by the Parish Council during the early part of 2014 (meeting dates not currently available).

The Parish Council has already had several expressions of interest from groups within the village, who have already indicated that they are expecting a similar pattern to the 2012-13 cycle.

7. Cotesbach

1 | Community Engagement

How did the Parish inform the local community of the opportunities through the fund?

Cotesbach PC informed the community through the village newsletter which is published after each PC meeting on a quarterly basis and by encouraging applications during the Open Forum section of the meeting. Further opportunities were taken to advertise the fund at a number of social events held throughout the year in the village hall.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

By encouraging attendees to voice their opinions during the Open Forum section of the PC meetings.

2 | Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

A report was given at each PC meeting of all applications received and final decisions were made at the PC meeting held on September 2nd 2013.

3 | Applications to the Fund

Please provide a list of all applications to the fund this years

- 1.Cotesbach Village Hall Fund
- 2.St Mary's Church Cotesbach Parish Council

Please detail which applications for funding were successful and why

Both applications received were for contributory funding towards major building and refurbishment projects and therefore it was felt fair and appropriate to award each project a sum of £1000.

4 | Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

The following grant applications have been approved by Cotesbach Parish Council during the year

Nos	Description	Supplier	Amount
1	Kitchen and toilet facilities	St Mary's Church,	£1000

	within the Parish Church.	Cotesbach Parish Council	
2	Kitchen refurbishment within the village hall	Cotesbach Village hall fund	£1000
3			
4			
5			
6			
		Total	£2000

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation

The Cotesbach Parish Council intend to continue to advertise the fund by way of the regular newsletter and by direct contact at social events in the village hall. We would expect to finalise the second year's awards at the September Parish Council meeting.

8. Shawell

1	Community Engagement
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How did the Parish inform the local community of the opportunities through the fund?

Progress of the development of the Windfarm Community Fund and it's aims and objectives were discussed at Parish Meetings held in November 2011, March and May 2012. And to which all residents of the Parish were invited by leaflet.
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How did the Parish involve the local community in the development of ideas and decision making around the fund?
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The notification of the Parish Meeting held on 14 th November 2012, which was delivered to every property in the village made a particular request for maximum attendance to discuss the aims of the Windfarm Community Fund. Attendees were invited to develop their ideas for cost effective ways of using the fund for the benefit of the community. At a Parish Meeting held on 25 th April 2012 it was resolved to consider well developed and cost effective bids on the fund as they came forward and not to limit bids to a particular timetable. The meeting also resolved to build up the fund to facilitate larger projects that would arise in the future.
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2	Fund Administration
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Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

All Windfarm Community Fund business is conducted at formal Parish Meetings to which all Parish residents are invited to attend by written invitation delivered to all properties in the village.

3	Applications to the Fund
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Please provide a list of all applications to the fund this years

None

Please detail which applications for funding were successful and why

None

4	Accounts and Records of Expenditure
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Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund

The following grant applications have been approved by Shawell Parish Meeting during the year

Nos	Description	Supplier	Amount
1	None		
		Total	

5	Forward Look
	<p>Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation</p>
	<p>The next parish Meeting will have the Windfarm Community Fund as a major item of business and the notice for the meeting will request maximum attendance and particularly aim to include younger members of the community.</p>

9. South Kilworth Parish Council

1 Community Engagement

How did the Parish inform the local community of the opportunities through the fund?

South Kilworth Parish Council (SKPC) informed the local community about the fund in two ways.

Firstly details of the fund have been regularly included in the SK News – this is a free newsletter that is distributed on a monthly basis to all properties in the Parish. The SK News is also available through the SK website to people who prefer to access information that way.

Secondly an open meeting was held in October 2012 in the Village Hall which some 50 adults and children attended along with a representative from Messrs Vattenfall. Everyone was briefed on the background to the Fund and potential ideas for how the fund should be spent.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

The October open meeting and monthly articles in the SK News have encouraged parishioners to come forward with ideas of how the Community Fund should be spent.

The availability of Grant applications forms has also again been advertised in the SK News. Grant forms have been distributed to all those people requesting one. Completed forms have been returned to one central location. SKPC initially intended to form a sub – group of the Council to review grant applications and ideas of how the grant should be spent and make recommendations to SKPC.

However it was eventually decided to incorporate a questionnaire in the SK News for parishioners to complete so as to establish a priority order. The questionnaire consisted of the 17 nr grant applications and ideas - each one being voted out ten, with ten being the maximum and highest priority. A maximum of two completed questionnaires per household were permitted. The questionnaires were then reviewed in two ways – 1) to establish the highest scoring / priority idea and 2) those ideas scoring more than 5 out of ten. The two marking systems showed a high degree of correlation on the most important ideas. People were able to vote on paper copy and via e-mail

A copy of the questionnaire results is included in xxxxxxxxxxxxxx.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner

As mentioned above the Community Fund was advertised extensively in the SK News.

The following programme was followed

- Grant applications advertised and distributed
- Deadlines for receipt Grant applications in advance of May SK News
- Grant Priority Questionnaire published in May 2013 SK News
- Deadline for receipt completed questionnaires late May
- Open meeting to discuss questionnaires and forward plan held 12th June 2013
- Parish Council meeting to ratify initial decisions 12th June 2013
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3 Applications to the Fund

Please provide a list of all applications to the fund this years

The following applications for a grant were received by SKPC:

1. BMX Track – The Agar Venture would like a grant of £13,000 to fund construction of a BMX Track and £600 per annum for maintenance costs less any funds currently in Parish Council reserve account .
2. Zip Wire – The Agar Venture would like a grant of £10,185 to fund construction of a Zip Wire and £75 per annum for Inspection Costs
3. School Hall -South Kilworth C of E Primary School has applied for a grant of £xx to assist in funding the construction of a new school hall. No annual maintenance contribution required.
4. Gate at Village Hall – South Kilworth Village Hall have applied for £500 to install a gate on the decking entrance to make it more secure
5. Cricket Matting at Playing Field – SK Action Group for Recreational Development would like £625 to install cricket matting
6. Specialist Mower – South Kilworth Bowls Club have applied for £1014 to fund the purchase of a specialist mowing attachment for the bowling green. No annual maintenance.
7. Summer Sport Equipment – SK Action Group for Recreational Development have applied for £1340 to fund purchase of summer sports play equipment for children.

The following ideas were also received

1. Additional Traffic Calming
2. Outdoor Amenity area at Village Hall with seats and barbecue
3. Strategic Tree Planting to offset the impact of the turbines
4. Replace missing trees on Rugby Road to improve entrance to village
5. Children's play pod in Recreation Ground Area at Village Hall
6. Outdoor exercise area and equipment similar to that found in Europe
7. Kick about wall at Village Hall – for football, tennis, cricket
8. Grant towards University Fees or educational equipment
9. Youth Club in the Village Hall
- 10 Defibrillator Installation in Village Telephone Box (NB Big Society Grant outstanding for this as well)

10. Catthorpe Parish Meeting

1	Community Engagement
How did the Parish inform the local community of the opportunities through the fund?	
Through Parish Meetings and Village Notice Boards	
How did the Parish involve the local community in the development of ideas and decision making around the fund?	
Through Parish Meetings and Village Notice Boards	

2	Fund Administration
Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner	
Details were given to Catthorpe Poor Plots	
Details were given to Catthorpe Parish Church Funds	
Details Given in Catthorpe Parish Meeting	

3	Applications to the Fund
Please provide a list of all applications to the fund this years	
Repair of Two Village Pumps Fencing for Catthorpe Allotments Village Emergency Defibrillator Repair of Church Gates Road Calming Measures Faster Internet Connection	
Please detail which applications for funding were successful and why	
The Two Village Pumps and The Church Gates were repaired, nothing else will be agreed until new funds arrive.	

4	Accounts and Records of Expenditure
Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund	
The following grant applications have been approved by Catthorpe Parish Council during the year	

Nos	Description	Supplier	Amount
1	Catthorpe - Pumps and Gate		£385.00
		Total	£385.00

5	Forward Look
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<p>Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make you final decisions on fund allocation</p>
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<p>We are looking at have an Automated External Defibrillator installed in the village, around £1,200 and perhaps some fencing around the allotments.</p>
