

MINUTES OF THE MEETING OF EIGHT PARISHES COMMUNITY INTEREST COMPANY

Held at No. 2 Grange Gardens, South Kilworth, Leicestershire

Tuesday 10th December 2013 at 18:30

Minute's number – 10

1.0 DIRECTORS PRESENT

Mr Michael Murphy (MM) – Chairman
Mr Ernest Roberts (ER) – Vice Chairman
Mr Aubrey Adcock (AA)
Mr Frank Fisher (FF)
Mr Peter Lawrence (PL)
Mrs Elizabeth Marsh (EM)
Mr Ray Fisher (RF) - **Apologies**
Mr John Everett (JE) - **Apologies**
Mrs S Wetton (SW) - Clerk to the CIC

OTHER ATTENDEE'S

Emily Keal - Website Designer

2.0 PREVIOUS MINUTES

- 2.1 The minutes of the meeting held on Tuesday 9th July and Thursday 19th September as circulated were confirmed as a true record of matters discussed.
RESOLVED: Copy of previous minutes signed by MM

3.0 CORRESPONDENCE

- 3.1 SW circulated the paperwork to be sent to Companies House; these include the CIC 34 and the Directors Report and Financial Statement signed off by our accountant Julie Morris. All Directors approved the documents with a slight amendment to Cotesbach, Shawell, Catthorpe and Westrill and Starmore needed adding Parish Meeting, also ER included the date that the Chair and Vice Chair were appointed on 8th October 2012. Both the CIC 34 and the Directors Report were signed by ER and MM, SW will post off to Companies House along with the cheque for £15.00
- 3.2 The Annual Report was also email to all Directors and there was one amendment proposed by AA, he suggested regarding the "Launch Day" to acknowledge the "organisation and funding of the launch day by Vattenfall" in the list of events. All Directors were in agreement to this. RF handed over his Grant Applications to be included in the report.

4.0 CORRESPONDENCE RECEIVED

- 4.1 Companies House letter received to complete the Annual Returns paperwork; ER completed this online on 5.12.13 and will print a copy of to be held in the Annual Report folder.
- 4.2 Corporation Tax – No update; still have got enough time to get this complete. Once Annual Report is complete will look into this in more detail; can possible still look at offsetting against Clerks cost's.
Resolved: Update at the next meeting and AA will speak with his accountant.

5.0 ACCOUNTS / FINANCE MATTERS

- 5.1 Once the Annual Report has been sent to Vattenfall we will then create the invoice, but as the RPI has increased we could gain up to another £1000.
Resolved: ER to calculate the increase and SW will then submit the next annul grant invoice.
- 5.2 SW queried whether we should move any money from MHBS as once the cheques have been written tonight it will leave us with £491.25. There are currently no pending grants so all were in agreement that money would be moved once the next grant arrives.
- 5.3 FF queried the Administration costs of £3,000 that we had put aside for this year. He asked for the next year if the percentage that was allocated into Admin could now be proportioned into Parish grants. ER explained that this would mean that some years certain Parishes would receive more than others with the interest rate around 1%. All Directors were in agreement to distribute the percentage; there is currently enough Admin money to use for this year and possibly next.
- 5.4 Cheques presented:-

Expenditure	Total	VAT	Total Net Amount	Cheque No.
SKPC Reimburse for Clerks Hours worked September, October and November	£255.00	£0.00	£255.00	000024
Emily Keal Website Online Toolbox Development of Website	£360.00	£0.00	£360.00	000025

and Domain fee				
Ernie Roberts Reimburse for AR01 form costs	£13.00	£0.00	£13.00	000026
Companies House CIC34 Form costs	£15.00	£0.00	£15.00	000027
Total	£643.00	£0.00	£643.00	

The Current Account for the period 30th September to 1st November shows an account balance of £1,134.25

6.0 CIC WEBSITE

6.1 Emily Keal attended the meeting to present the CIC Eight Parishes website www.eightparishescic.org. The question was raised from Emily about the pictures and wording that is currently on our website as they are from Vattenfalls Flickr page; would Vattenfall be happy for us to use this? There were two amendments pointed out regarding the wording of Misterton and Walcote changed to Misterton with Walcote and Stanford amended to Westrill and Starmore. Emily went through all the headers and content for each section and the Directors were all in agreement that the sub divisions within each Parish would be updated on a yearly basis by SW with the most current year at the top displaying the grant applications.

Vattenfall were keen when we last spoke about the website for a mini report for each grant application that was successful with pictures after the money had been granted.

Contact details for the Parish Clerk/Chairman and some wording (ideally around an A4 page of around four paragraphs) for each Parish will be required to be displayed onto the sub folders. The general contact page will have the CIC Clerks email address for all enquires.

Emily also required the Company Number to be displayed, once some of the information is added Emily will begin the training session with SW.

Resolved: SW to contact Emily Faull regarding the rights of using their photos and wording. **All Director's to inform SW of the contact details they want on their section and some wording for their Parish.**

7.0 ANY OTHER BUSINESS

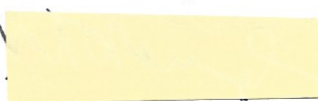
Future meetings have been arranged for 2014 they are as follows: - February 11th, April 15th, June 10th, September 16th (amended was originally 9th September), and 9th December (AGM). All are held on a Tuesday at 18:30 at South Kilworth Village Hall. As with this year the cut-off date for any cheques that the Directors require will be at the meeting in September 2014, and the accounts signed off and end of year reports complete by December 2014.

A vote was taken for the election of the Chairman and Vice Chairman, no other Directors wished to stand for the position so Michael Murphy will continue as Chairman and Ernie Roberts as Vice Chairman. This was proposed by Aubrey Adcock and seconded by Elizabeth Marsh.

Meeting Closed
20:00

Date of the next meeting

CIC Meeting - Tuesday 11th February 2014 – South Kilworth Village Hall 18:30 start

Minutes Signed.....  Dated..... 11/2/14