

## MINUTES OF THE MEETING OF EIGHT PARISHES COMMUNITY INTEREST COMPANY

Held at South Kilworth Village Hall, Leys Crescent, South Kilworth, Leicestershire

Tuesday 12<sup>th</sup> March 2013 at 18:30

Minute's number – 5

### 1.0 DIRECTORS PRESENT

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

### OTHER ATTENDEE'S

### 2.0 PREVIOUS MINUTES

- 2.1 The minutes of the meeting held on Wednesday 16<sup>th</sup> January as circulated were confirmed as a true record of matters discussed.  
RESOLVED: Copy of previous minutes signed by MM

### 3.0 CORRESPONDENCE

- 3.1 Grant Funding Agreement – This has now been signed by Vattenfall and received back by the Clerk and filed. Directors were asked if each would like to hold a signed copy of the agreement, but they declined.
- 3.2 Grant application forms – Any form that has already gone out can still be used. The new form can now be downloaded from the Vattenfall website, the CIC can also display a form on their website once up and running.
- 3.2 Community Fund Launch / Youth Focus Group – The Youth Group Meeting is being held at Swinford on 18.3.2013, but so far each Parish has had a limited amount of input. All good ideas have come forward from the Youth Groups, each Parish needs to decide what they want to happen and whether the Youth Groups work on the ideas or be there on the launch day? Ideally each Parish would process their own ideas, this could be done at the afternoon event held at SK Village Hall for each of the Parishes to have tables/boards to talk about their grant ideas; this would obviously vary for each Parish.

ER mentioned that South Kilworth Art Club would like to provide a Kite demo. The costing for the Vattenfall site in the day that would run between 2:00-5:00pm would be at their expense, but all costing at the SK Village Hall will be at the CIC level. All Directors were keen to keep food to a minimum at the Vattenfall site, possibly just an ice cream van and then to have some sort of attraction at SK i.e. a BBQ or Hog Roast along with the licensed bar to build the numbers up.

EM spoke about having potential grant request applicants to have their own stall to talk about what they would like to spend their allocation on, each Parish could have 1/2 pitches on the day and also the Youth Group could hold a pitch.

All Directors were in agreement that we need some clarification on what Vattenfall are arranging at their site and what costs are they prepared to cover? We can then get an idea of what we can do at SK, some ideas to keep the function going and keep people interested from 6:30-9:30pm.

MM will attend the Youth Group on Monday and inform them that any ideas need to be fed through to the Parishes, to stop it getting too complicated. Sian, from the group could possibly attend a Parish meeting so decisions can be made what can be done on the day to incorporate the youth. The CIC are happy to fund some aspects of the Youth Group if Vattenfall are not. MM will inform them that this will be possibly no more than £100 and see what they say.

### 4.0 CORRESPONDENCE RECEIVED

- 4.1 H M Revenue and Customs Corporation Tax letter received, ER has taken this away to review. This is in addition to the last letter received from them. The last meeting for the payment of grant applications is 10.9.2013, this will be the final time that money/payment of cheques can be made until the next accounting period in December.

## 5.0 ACCOUNTS / FINANCE MATTERS

- 5.1 Rahel from Vattenfall, has confirmed that the grant allocation of money has left their accounts on 7.3.2013. SW visited Natwest bank today to get a statement, but as not a signatory on the account was unable to gain access to view account balance. ER has emailed Peter Cox at Natwest who set up the account to ask if the money has arrived. MM will visit the bank in the morning also.
- 5.2 The question was raised by Director's at what stage will the next allocation of money arrive? Would the yearly grant be triggered by the annual report? Initially thoughts were that the closing dates for reports was July and the report to be completed by October. This means that the next grant should arrived in January as this is when the grant agreement was signed. After ER looked into this he confirmed that subsequent grants will be on the commencement date which will fall on 6.11.2013 so possibly looking at receiving two grants this year. We could look at submitting the annual grant agreement on 31.12.2013. SW will ask Emily and Rahel to attend the next meeting so we can get some clarity on this.

JE asked if we could administer online banking, but all were in agreement that as it currently stands we receive monthly statements, and have two signatories on the account that can approve payments.

- 5.3 Deposit Bank Account – ER and MM have a meeting with Market Harborough Building Society this Friday 15.3.2013. All Directors were in agreement to open the account and a vote was taken for this. The account requires three signatories – it was agreed M Murphy (Chair), E Roberts (Vice Chair) and Peter Lawrence be the three signatories to the account. He will complete the relevant paperwork and take into the branch over the weekend.

An opening cheque of £10,00 is required to set up the account, all Directors were asked how much over the next few months they would require as if we banked over £25,000 we would receive a higher interest. Each Parish commented as follows:-

Swinford – looking at spending £8,000

North Kilworth – No applications, no expenditure at present

South Kilworth – No expenditure at present

Shawell – No expenditure at present

Cotesbach – No expenditure at present

Catthorpe – No expenditure at present, but could possibly be only £100/£200

Misterton & Walcote – Some approved grants, could be £1,500

ER and MM will process £30,000 in the MHBS deposit account. All Directors voted and all were in agreement. Also, to keep £3,000/£4,000 in the Natwest Current account for expenses.

## 6.0 CIC WEBSITE

- 6.1 JE spoke at the last meeting about looking into a local company for the website hosting. ER mentioned the website that is designed for South and North Kilworth by Emily Keal, to which South Kilworth they pay a fee of £250 every six months. JE spoke about the AvonSwift website that he maintains, the CIC could go onto this displaying the eight Parishes as a template and Emily could possibly update and maintain this? There would be an eleven page template, to which each Parish could have their information on each page; this can be produced by JE with the links on the first screen for the first definitions that should be kept simple and to the point i.e. Company, Parishes, Events, Links and Graphics. Each Parish can then display some text; this could then be sent to Emily to register the site. JE will compose a basic template and send it over to all Directors as a URL, for them to make comment on the display. Then we can look further into the development costs and the person who will become legally responsible for the site. EM also has a possible contact who could administer the site; she will forward her details onto SW.

## 7.0 ANY OTHER BUSINESS

- 7.1 RF asked for some guidance on completing the Grant Application Forms. Do quotes need to be submitted for works that are to be carried out? Nothing states that Vattenfall require this, as long as the Parish hold onto the quotes payment will be made once the work is carried out, or the Parish could pay the sum and can be reimbursed at the CIC meeting. Any grant forms are to be completed by hand and are to be brought to the CIC meeting, along with the invoice/quotes for the works so this can be signed off along with the cheque. Each Parish has the right to decide where the money is spent; this is not at the level of the CIC as we only release the funds. The Parish needs to decide which items are not Parish assets/revenue as the CIC money should not be used as a way of funding instead of using the Precept, the guidance is that the money should be spent on specific projects.

ER looked at the reporting template and confirmed that all applications must be submitted, whether the works requested were carried out or not, all receipts to be kept and the grant application, quotes and invoice to be kept on file.

Each Council needs to be informed as to how the projects can be agreed, possibly the Councillors/Parish Clerks could attend a meeting to inform them of the procedures of filing a grant application. ER confirmed that he will produce a briefing note to go out to all Parishes informing them, all Directors are to approve this first.

AA queried the VAT; ER confirmed that this can be claimed back if the expenditure is on Parish Council property.

**Meeting Closed**  
**20:15**

**Date of the next meeting**  
**Tuesday 14<sup>th</sup> May 2013 18:30 start South Kilworth Village Hall**

Minutes Signed...  ... Dated..... 17/5/13.....