

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

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

Wednesday 16<sup>th</sup> January 2013 at 18:30

Minute's number – 4

### 1.0 DIRECTORS PRESENT

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

### OTHER ATTENDEE'S

Emily Faull – Vattenfall  
Rahel Jones - Vattenfall

### 2.0 PREVIOUS MINUTES

- 2.1 The minutes of the meeting held on Tuesday 27<sup>th</sup> November 2012 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 – Two amendments have been made 8. Publicity – The names of contact have been added in and 5.1A – The Clause has now changed the grace period from 2 months to 3 months that Vattenfall could terminate the contract. The Directors were still concerned with the timescale of 3 months with the scale of works that needs to be completed before the end of the year, as delays may occur that could be out of our control for submitting the final report.

The Publicity clause was discussed and Vattenfall informed the CIC that any reference to them in the media/website would need to be approved first. Vattenfall want a broad knowledge of what is happening and how it will be publicised before it's displayed, the Annual Report will be a forward look and should cover how each Parish wish to publicise their projects/expenditure. ER will also amend the Epic Look Ahead to include what each Parish wish to publicise, anything beyond that will need to be checked with Vattenfall beforehand.

FF was concerned with the wording in clause in 1.1.4 regarding the "Relevant Percentage" – the provisional within the Articles of Association states that the percentage can be amended. Also, if any Parish remove themselves from the CIC the percentage will amend accordingly.

A vote was made and all Directors were in agreement to the amendments; MM Chairman and ER Vice Chairman signed and dated two copies of the agreement for Vattenfall to take away and one blank copy was kept for file on the CIC.

- 3.2 Grant Application Form – Before the CIC disperse any money to the Parishes, the Grant Application Form will need to be completed. Emily will email over the final form of the GAF. Some Parishes have already completed this, any that have been completed on the old forms can still be processed or copy and pasted onto the new forms.
- 3.3 Community Fund Launch – Vattenfall handed out a copy of the Fund Launch ideas that had been collected at the Youth Focus Group, the last Steering Group meeting the Parishes were asked to come forward with any ideas of what they may want. The land owners of the site have been contacted and they are happy for the Launch to be on site, the Gilmorton Launch was discussed as it was very popular with children and adults alike. Vattenfall brought forward a few ideas of getting the children involved in naming the turbines, logo designs from the School, project ideas box, arts and crafts, energy advice, looking inside a turbine, and fund information (local renewable energy companies could also be involved). A few possible dates were discussed, the date has been confirmed by all was Saturday 8<sup>th</sup> June, to look at having a Fund Launch on site with a Marquee and some of the proposed stall ideas between 2:00 – 5:00pm and then to have a BBQ and Bar at South Kilworth Village Hall as they have the largest out of all of the Parishes between 6:30 – 9:30pm. SW to feedback proposed ideas from the Parishes as to what they would like; also refer to the Youth Focus Group ideas.

**4.0 CORRESPONDENCE RECEIVED**

4.1 H M Revenue and Customs Corporation Tax letter received, ER has taken this away to review.

**5.0 ACCOUNTS / FINANCE MATTERS**

5.1 The CIC are now a registered company, all Directors have a copy on email of the Certificate of Incorporation. The Natwest bank account is now set up, the Cheque book and Paying in book have been received. ER will contact the bank to obtain the IBAN number required for Vattenfall.

5.1 CIC Financial Standing Orders – A copy of this was circulated to all Directors to take away, ER will send email to all to confirm if any amendments are required and a final email vote will be made.

5.2 Invoicing – SW to create a draft invoice for the first instalment of the annual grant, this should then be issued within 28 days

**6.0 CIC WEBSITE**

6.1 JE had offered to build the website, but if it was to become more intensively worked it would need to be administered professionally. Nominet could be the provider for duration of 2 years for a nominal fee, this would be better set up by a development company as it would present better for the long duration. We need to look at the time and cost restraints for this, there is no condition from Vattenfall to do this but the CIC would like it to show information regarding the CIC and documents from the meetings held. JE is happy to look into this as he has already set up his own websites before avonswift.co.uk, he will feed back to the Directors the quotes that he will receive. A projection of the amount of work and frequency of changes with the level of sophistication on the site need to be drawn up; the cost will be dependant on usage and the registration will only be small

The website will be a great way for Vattenfall to view what the CIC are doing actively i.e. upcoming events for each of the Parishes. All Parishes were asked to inform the Clerk of their proposed ideas for their Parish of what they would like to be displayed on the website; this can then be discussed at the next meeting. Any queries can be discussed with JE but all ideas are to go through to the Clerk.

**Action Required:** - Aubrey Adcock and Ray Fisher as they were not present at the meeting, can you please feedback your ideas via email to the CIC Clerk

Emily was informed of another site that JE is familiar with avonswift.org for her to have a look into what the five Parishes are doing.

**7.0 ANY OTHER BUSINESS**

7.1 The next meeting each Parish can bring forward their ideas on what they want the money spending on from their Grant Application Forms, the money can then be released by the Clerk.

7.2 Going forward, the money may be transferred to MHBS into a savings account, all Directors were in agreement that MM, ER and SW to go back and meet with them to move the money. The Clerk can then move money online from MHBS to Natwest when required.

**Meeting Closed  
20:00**

**Date of the next meeting  
Tuesday 12<sup>th</sup> March 2013 – 18:30 start South Kilworth Village Hall**

Minutes Signed.. [Redacted Signature] ..... Dated..... 12/3/13