

MINUTES OF THE MEETING OF EIGHT PARISHES WINDFARM CIC

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

Tuesday 23rd October 2012 at 19:00

Minute's number – 2

1.0 DIRECTORS PRESENT

Mr Michael Murphy (MM) – Chairman
Mr Ernest Roberts (ER) – Vice Chairman
Mr Aubrey Adcock (AA)
Mr Frank Fisher (FF)
Mrs S Wetton (SW) - Clerk to the CIC

Apologies

Mr Peter Lawrence (PL)
Mrs Elizabeth Marsh (EM)
Mr Ray Fisher (RF)
Mr John Everett (JE)

2.0 PREVIOUS MINUTES

- 2.1 The minutes of the meeting held on Monday 8th October 2012 could not be signed as there were not enough Director's present to confirm as a true record of matters discussed.
RESOLVED: Will be signed at the next meeting

3.0 CORRESPONDENCE

- 3.1 The IN01 form has been completed by SW ready to be signed; the Director's present signed the IN01 and Memorandum of Association. SW to contact the remaining Director's to obtain their signatures.
3.2 The Articles of Association were reviewed by ER and MM to assess which sections required amendments; these are the adjustments made: -

5. **Objects** – Shawell was missing from the list of eight Parishes, this has now been included.
10. **Officers** – Removed Secretary and Treasurer as these roles will be the Clerk's.
13.1 **Calling a Director's Meeting** – Remove Secretary and appoint the role as CIC Clerk, all further points in the for listed as Secretary have now been amended to CIC Clerk.
21. **Register of Directors Interest** – SW to contact Jake Humphreys at LRALC to obtain a relevant form for the Director's to complete.
22.2(a) **Methods of Appointing Director's** – FF from Shawell expressed his concerns over the wording of this paragraph as Shawell have a 'Parish Meeting' not a 'Parish Council Meeting'. Each 12 months they could appoint a new Chairman, so we would need to amend the CIC Director's name accordingly each time a new Director is appointed. The paragraph now reads – 'a member of Parish Council or a Representative formally appointed at the Parish Meeting'

Schedule Interpretation – Defined Terms

- 1.2 **Area Organisation** – Shawell missing from the list; Area Organisation does not appear throughout the Articles, this has been amended to 'Eight Parishes Windfarm'
1.3 **Area Organisation Representative** – This now reads 'Eight Parishes Representative'
1.4 **Company** – changed to 'Eight Parishes'

MM will take the amended version away to the Solicitor to approve, then will send on to Vattenfall.

- 3.3 C1C6 form was taken away by EM at the last meeting to review and complete a draft, she had e-mailed over a copy of her drafted version but ER could not open the document as it was sent over locked as a Word doc. ER will look at this and try to copy the draft into a template of the form.

4.0 CORRESPONDENCE RECEIVED

- 4.1 MM presented a Reporting Template Document that had been received from Emily it is required that each of the Eight Parishes need to report on their annual cost throughout the year. Emily had stated that it was conditional to have a time scale in the first year and would request a list from all of the Parishes for their forecast of proposed ideas and at what cost

through into 2013/2014. It was decided at the meeting that this Annual Report would be completed on the Anniversary in 12 months time so Vattenfall can then see what the Parishes are proposing to do through into 2014. This condition has not been discussed at any other previous Steering Group Meetings.

The Reporting Template also has a 'Community Engagement' tab and as a guide the Parishes should be able to demonstrate 100% of local resident's knowledge about the fund. The Director's expressed their concerns over this as it would not be possible, unless some sort of questionnaire was produced and signed by each Parishioner.

The 'Local Community Events' tab on the form, questioned raised: – How will this be funded? Will it be part of the overheads?

The items on the Reporting Template will need to be discussed further at the next Steering Group Meeting to hopefully try and relax the guidelines and push back some of the items.

- 4.2 It was decided that the annual report would be one large report with bar charts listing each Parish and their activity, Vattenfall can then view all the CIC accounts by each Parish.

5.0 ACCOUNTS / FINANCE MATTERS

- 5.1 SW had looked into the Current and Deposit accounts to invest the yearly grant into a high interest account. Market Harborough Building Society currently has the highest percentage at 2% for deposits over £25,000. This was a Community Corporate Deposit Account which would require seven days notice before any money can be transferred and a minimum of £10,000 to open. The Director's viewed the documents and discussed that we could keep the large quantity of money there and have another Current Account with a bank i.e. Natwest. MM mentioned that this could require too many signatures to move money around and we would need ease of the funds to be transferred by the Clerk. SW will visit MHBC branch to discuss the possibility of have a Current Account with them and if we would require signatures for moving money between the two, or would it be possible to move some money to a Natwest current account?

6.0 ANY OTHER BUSINESS

- 6.1 It was brought to the attention of the meeting that North Kilworth has said they would not agree to any future Windfarms being installed in their Village. Would this inflict the grant money that North Kilworth receive? MM will contact PL to discuss this further.
- 6.2 MM will contact Emily to arrange the next Steering Group Meeting to which he will then notify the Director's accordingly and inform her of the discussions during this meeting. Also to discuss the £1000 expenditure, when can this be approved?
- 6.3 SW met with Emily Keal who currently maintains the Parish websites for both South and North Kilworth about a Blog site for the CIC Group. She proposed that we could set up a site with information about the CIC Eight Parishes and that the Village could then log on to disclose their points for what they would like the money to go towards. The initial set-up fee for this would be around £140.00 and all Directors' could log on to update their own section with the Clerk being mainly responsible for the upkeep. Questioned raised were – Could the expenditure of the site be too much? The site would need to be updated regularly and someone would have to be responsible to feed back relevant information. FF mentioned that he thought that we could incorporate all eight Parishes onto one website to cut down costs; each Director would discuss this at their next Parish Meeting.
- 6.4 SW will join the CIC Association Website; it is free and offers advice and regular contact from them.

Meeting Closed
21.25

Date of the next meeting
Proposed Steering Group Meeting 19th / 20th November 18:30pm (Date and Venue to be confirmed)

Minutes Signed.  Dated... 27.11.12...