

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

Held at Misterton with Walcote Village Hall, Walcote, Leicestershire

Wednesday 7<sup>th</sup> December 2016 at 18.30

### Minute Number – 24

#### 1.0 DIRECTORS PRESENT AND APOLOGIES FOR ABSENCE

##### 1.1 PRESENT:

Mr Aubrey Adcock (AA) – Chair – [Cotesbach Representative \(COT\)](#)

Mrs Elizabeth Marsh (EM) – Vice Chair – [Misterton with Walcote Representative \(MIS\)](#)

Mrs Jane Robson (JR) – [Swinford Representative \(SWI\)](#)

Mr John Green (JG) – [North Kilworth Representative \(NOR\)](#)

Mrs Katherine Clarke (KC) – Clerk to the CIC

##### 1.2 APOLOGIES:

Mr Ray Fisher (RF) – [Catthorpe Representative \(CAT\)](#)

Mr Phil Alcock (PA) – [South Kilworth Representative \(SOU\)](#)

1.3 Due to retirement there is no representative for Westrill & Starmore at present. KC will contact Jonathan Bateman, the new District Councillor for the Misterton Ward of Harborough District Council, to ask him to represent Westrill & Starmore.

#### 2.0 APPROVE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> OCTOBER 2016

2.1 The minutes of the meeting held on 11<sup>th</sup> October 2016 as circulated were confirmed as a true record of matters discussed. **Resolved:** AA ([COT](#)) signed the minutes of the meeting held on 11<sup>th</sup> October 2016.

#### 3.0 ACCOUNTS / FINANCE MATTERS

3.1 No cheques were requested for grant applications.

3.2 Cheques issued for general expenditure:

Expenditure	Amount	Cheque
Companies House – CIC34 Fee	£15.00	000115
North Kilworth Parish Council – Clerk Costs	£339.86	000117
Online Toolbox – Web Hosting	£65.00	000118
Companies House – AR01 Fee	£13.00	000119

3.3 Bank account balances for the period (after deduction of the cheques issued above):

CURRENT ACCOUNT     £12,986.69

DEPOSIT ACCOUNT     £40,546.42

**TOTAL FUNDS             £53,453.11**

3.4 Once the November 2016 Retail Price Index figure is released on 13.12.16 KC will submit the application to Vattenfall for the 2017 grant.

- 3.5 Annual reports have been received from each Parish and compiled into one report to be sent to Vattenfall.
- 3.6 The internal audit has been completed and the annual financial report for year ended 30.11.16 has been signed off by Julie Morris.
- 3.7 The Directors Report and Financial Statement for year ended 30.11.16 was approved and signed by AA (COT) and EM (MIS).
- 3.8 The CIC34 form for Companies House was approved and signed by AA (COT). KC will submit the form to Companies House.
- 3.9 KC has completed form AR01 for Companies House online.
- 3.10 KC will send all the annual report information for year ended 30.11.16 to Vattenfall by post on a memory stick.

#### **4.0 WEBSITE**

- 4.1 KC has updated the website with all the annual report details. Each parish page has been updated with a link to parish websites where available. All parish representatives to check the page for their parish and confirm if any changes / additional details are required.

#### **5.0 CORRESPONDENCE**

- 5.1 Vattenfall have confirmed that the request to order new plaques has been authorised. Emily Faull will advise when the plaques are available.

#### **6.0 ANY OTHER BUSINESS**

- 6.1 JG (NOR) completed the relevant forms to add him to the NatWest account as a signatory.

#### **7.0 DATE OF THE NEXT MEETING**

- 7.1 The date of the next meeting is Thursday 2<sup>nd</sup> March 2017 at 18.30. To be held in Misterton with Walcote Village Hall, Walcote, Leicestershire.

The meeting closed at 18.59.

**APPROVED AS ACCURATE 02.03.17.**