

# Ray Windfarm – CIC Board Meeting

24 July, 2018

19:00 –20:30 @ Kirkwhelpington Village Hall

**1) Attending** – Peter Ramsden (PR) (Chair), David Burn (DB), Martin Chilvers (MC), Lesley Gosling (LG), Richard Thornton (RT), Tony Pender (TP), Paul Cowie (PC), Sarah Crone (SC), Ian Rawles (IR), Katie Wood (KW), Chris Robson (CR), Berry Jordan (BJ – Vattenfall – until 19:45),  
**Apologies** –Willy Browne- Swinburne (WBS), Joanne Hutchinson (JH – Vattenfall), Andrew Harding (AH)

**2) Declarations of interest** – None were given.

**3) Minutes of last meeting of the CIC Board Meeting** – The minutes from the meeting on 28 June 2018 were accepted as a true record of the meeting. **CR** advised that he had received the authentication code from Companies House via Ward Hadaway to add the three newly appointed Directors. He confirmed also that Richard Simmance had been removed from the records.

**4 Update from Berry Jordan and Legal Arrangements** – **PR** confirmed that Fiona Wharton at Ward Hadaway was now in receipt of a signed (by all parties) and dated Grant Agreement. **BJ** confirmed she was chasing up Vattenfall to pay the two invoices for 2017-18 and 2018-19 grants to the CIC. She advised this should be received within a week at the latest. There were congratulations for the progress being made and that it was believed the work with Ward Hadaway was now finished so Vattenfall would be looking to pay the final invoice. There was an update on progress on various matters (see individual agenda items below for detail) including advert for Administrator role, work on the policies needed as well as the risk register. There was an update on the strategic initiatives as well as the website creation. **BJ** confirmed Jo Hutchinson would welcome the opportunity to meet with the company creating the website and **LG** agreed to arrange this.

**BJ** raised the need to give consideration as to how the benefits of grants provided were to be measured. There was discussion on the topic and ideas expressed that it was agreed would be investigated further.

**PR** highlighted that there was a lot of work to be completed in the next few months and that perhaps monthly meetings were going to be required. It was agreed Thursday was generally the best day of the week for most and there was agreement for meetings to be set on the fourth Thursday each month.

**5 Update from Strategic Initiatives Sub-committee** – **TP** provided an overview of the paper he had shared to the board. He highlighted that a gap had been identified between the criteria of funding from the CIC and Community Foundation had been identified that some perspective applicants may fall into but that that sub-committee were looking to close this. **(a) Broadband** – **TP** & **PC** provided an update on data received and progress with the identification of properties that potentially would be included in the superfast broadband roll-out. **PC** summarised the data received from iNorthumberland that had been shared with the board and the action being taken over the concern about the poor quality of the data. **PR** advised he had received ‘Broadband representatives’ from all Parish Councils apart from Corsenside and Kirkwhelpington. **RT** advised the action being taken to get a name asap for Kirkwhelpington. Reference was made to a meeting on broadband happening that evening but unfortunately iNorthumberland had pulled out at late notice citing that the poor quality data received from Open Reach made it not worthwhile attending at this time. **PC** advised he now had the name and number of the Head of BT in North East as a point of contact in case of need.

**(b) Other strategic initiatives** – There was discussion on other matters being covered by the sub-committee including local community transport, health and mobile phone coverage. **PR** highlighted that the area covered by Ray Windfarm was the size of Edinburgh city however only had two doctors’ surgeries (Scots Gap and Bellingham). He advised that an informal approach had been made from Scots Gap surgery as to how they could possibly make a request for funds to make some much needed improvements. It was agreed more people within the community would be needed to assist with the projects. **RT** highlighted that perhaps those who had not been successful when

applying to be on the CIC Board could be approach with a view to help. **KW** spoke of the approach that had been made to her from Cambo First School for assistance how they could potentially apply for funding. It was agreed each Parish Council would raise the need for people from the communities to assist as well as seek ideas where initial work should be focused.

**6. Update from Finance & General Purposes Sub-committee** – **CR** provided an update on the Administrator role and the advertising of the role. It was agreed to wait until end of summer holidays until formally advertising the role but in the meantime the Parish Councils could highlight it. **MC** shared the quotes he had received Hexham Courant for advertising the role. It was agreed to go for the cheapest quote of £264.04 + VAT. It was also agreed that given the catchment area of neighbouring newspapers compared to the Courant that this would be the only advertising apart from local Parish Councils. Notice boards, facebook and newsletters.

**CR** highlighted the three initial policies that were being developed by **KW, AH** and **MC**. Others would be considered and developed depending on priority. It was agreed the Administrator would develop the lower priority policies when in position. Additionally **CR** advised **MC** would develop a first draft of the risk register using the Parish Council equivalent as a template. **CR** advised the F&GP committee had agreed to meet every other month and the next meeting would be mid September before that month's full board meeting.

**7) Update on website and email addresses** – **LG** confirmed she was going to a meeting the next day meeting to get the website and email addresses kick-started. **TP** had kindly 'lent' £500.00 while the CIC waited for the grant funds from Vattenfall to arrive so that the work could begin. There was discussion on what should be included on the website. This included Grant Agreement, the process and an application for funding, governance hand book and business plan as well as the Board minutes and agendas. **LG** reminded that if a flyer to the residents with the Ray Windfarm catchment was required the cost for this would be £150 (printing) and £500 (delivery by Royal Mail). It was agreed **LG** would speak to Jo Hutchinson on marketing / communication before a decision was made on the flyers.

There was discussion on the creation of a central box that the board could share communications / documents. **PC** spoke about 'Slack' and **TP** about 'Basecamp'.

**8) Next steps / key dates** – There was confirmation the next three meetings were scheduled for 23 August, 27 September and 25 October. As these all fell on a Thursday and it was considered the best day of week to meet it was agreed that future meetings would be on the fourth Thursday of the month. **MC** advised he would confirm locations shortly but it was agreed to rotate these. **MC** advised he would seek confirmation from Pete Barrett but it looked as if the next Community Foundation Small Grant decision panel would be on Tuesday 4 December. There was agreement that the original Grant Agreement should be kept within a safe at **DB**'s property. Upon recommendation of **PC & SC** it was agreed to request three certified copies from Ward Hadaway and that each Director would receive a scanned version.

**14) AOB** – There was no other business raised

**15) Close and setting next meeting date** – Meeting closed at 20:30