

Minutes of the Board Meeting
Held at the Hall for Gwithian
On Wednesday 23rd May, at 7.00pm

Present :

Directors

Mr Richard Rogers (Chair)	RR
Mrs Cathy Woolcock	CW
Mr Nicolas Herian	NH
Mrs Jenny Tovey	JT
Mrs Diana Hall	DH (Left after point 6)

Minute Taker

Mrs Hannah Danson	HD (Left after point 6)
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1. Apologies

Mrs Rosemarie Norman	RN
Ms Janet McEwan	JME

2. Minutes of previous Board Meeting (14th March 2017) and Matters Arising

The minutes of the last meeting were agreed to be a true account of the meeting and signed off by the chairman.

2.5 The Articles of Association points covered in this meeting were approved, but have been changed and will be covered again in this meeting.

2.6 Marketing. Rosemarie has a list of people of the Parish, from the Parish Tea, from Vida, however, due to GDPR, the Fund will not be able to email them unsolicited. The way to get around this would be to use Vida's own permissions to contact these people, and ask her to pass on a message, to specified individuals, on our behalf.

- Action point – RN to shred the list obtained from Vida.

GDPR to be added to the AOB points.

2.7 Appointment of new director. Janet McEwan has happily accepted the position of director, but is unable to attend this meeting due to a prior engagement.

2.8, Grants, 2.9, Signage and other points to be covered later in meeting.

3. Articles of Association

This point to be dealt with later on in the meeting.

4. Signs

Example signs were brought to the meeting by JT, and approved for use at the sites of funded projects. Two types, for affixing to flat surfaces, and attaching to a post, have been provided, and can be produced singly, as required.

- Action point – A list of venues requiring signs, and the type required, will be compiled by RR, items ordered by JT, and attached as required.

5. Lightbulbs

Quotes were brought by HD from Edmondson Electrical, CEF (City Electrical Factors) and DPS for 1,000 ea screw and bayonet LED lightbulbs, to give away to the local community.

Paul Dockree at DPS provided quotes for a variety of different wattages, of a higher standard of bulb than the other suppliers, and recommended that a 70/30 split between bayonet and screw fitting be ordered, instead of 50/50. His prices were higher but for a superior item.

DH proposed and NH seconded ordering 2,000 bulbs from DPS, using 70% bayonet fitting, 30% screw fitting, and 70% 60W and 30% 40W. (perceived brightness)

- Action point – HD to order. [note, no discussion was held regarding warm or daylight colouring, but warm has been ordered]

Bulbs to be delivered to RR's home, and stored there and at possibly CW's and DH's.

Bulbs can be given out at summer fairs, maximum of 5 per household, local residents only, and consideration will be given to taking some to local residential homes. Flags would be required to publicise stands giving away light bulbs. DH knows someone who makes flags. Stickers would be put on all the lightbulb boxes with the GGSCF logo and name.

- Action Point – DH to arrange flags, coming back to the board with quotes before approval is given, and orders placed before the summer fetes take place.

Regarding insurance, and a disclaimer, plus to ensure that only locals are taking home light bulbs, and a signup sheet will be drafted, to take name, address and a signature to say that the Fund is not responsible for any injuries, etc.

- Action point – CW to draw this up in conjunction with Jess Cornish.

6. AOB and next meeting

6.1 Correspondence

NH has received a letter to the Fund offering a business loan. This will be declined. HD has permission to open any correspondence addressed to individual members of the Committee received at her business address, and pass on as appropriate.

6.2 GDPR

CW raised the issue of personal data of fund applicants under the new legislation. Fund applicants' details may be held under 'contractual interest'. A data protection statement should be written, and uploaded to the website, and the application form amended to refer to this. This needs to contain information about how we store information, how long for, and the use to which it is put. The suggestion was made to retain this information for 6 years past the close of the project. This was agreed.

Regarding unsuccessful applications, and also applicants to the post of director, their data is agreed to be retained for 3 years past the date of application.

- Action point – CW to draw up the privacy statement.
- Action point – HD to add this to the website, and alter the application form to refer to it.

6.3 Insurance. This has been approved, and a cheque is in the post.

6.4 Future plans

The fund currently holds £105k, and is expecting several applications prior to the next closing date:

1. The football club, whose application was late for the November deadline.
2. Hall for Gwinear, which application involves architects plans, solar panels, eco-friendly. Could easily be in the region of £40k.
3. Leedstown School, although in the secondary area, is putting together an application.
4. An application from Gwithian Green is also in the pipeline.

CW spoke about ensuring the Fund lasts for more than 25 years, and suggested that the Fund approach the two schools in the primary area, to help them put together projects with a value of £15k, or £20k, and work with them to develop the project. The publicity that this would generate publicity would be a condition of the project, via newsletters, social media, etc.

It was agreed that CW and DH would approach Connor Downs School and Gwinear School, without mentioning a figure, but making it clear that a big project is sought. They are to be

given the understanding that if the Fund's guidelines are followed, then approval will be given.

- Action Point – CW and DH to visit the schools.

This is the first phase of a plan to give away the money that the Fund holds. Future phases will be aimed at other groups, eg village halls, sport, playing fields, etc. Any people who query why the schools are being targeted in this way may be told that this is a good way to maximise the people who are benefiting from the funding, both now and in future years, and that one of the primary aims of the Fund is educational.

With regard to looking into encouraging applications from projects in the secondary areas, this will be reconsidered in a year.

RR will make a folder for each director containing the relevant documents concerning the Fund's contract with each solar farm, and responsibilities. This also contains the specific wording governing how the fund may and may not use the money given.

6.5 Next meeting

The next meeting is to be held on 11 July at Gwithian Hall.

DH and HD left the meeting at this point.

3. Articles of Association

Resolution 1. All mention of members in the articles to be removed.

Resolution 2. Directors Section 28.1 shall be changed to:
'The number of directors shall be 7'

Resolution 3. Disqualification and removal of directors Section 39.6 be replaced by:
'If absent from with or without the permission of the directors for three consecutive half yearly meetings they will be asked to resign, but (in exceptional circumstances) this may be overruled with a majority of not less than 75% of the remaining directors.'

Resolutions 1, 2 and 3 were proposed and accepted.

The meeting closed at 9pm.