

Minutes of the Board Meeting

Held at the Hall for Gwinear

On Monday 7th March 2016 at 7pm

Present :

Directors

Mr Richard Roberts (Chair)	RR
Mrs Cathy Woolcock	CW
Mr Nicolas Herian	NH
Mrs Diana Hall	DH
Mrs Rosemary Norman	RN
Mrs Jenny Tovey	JT

Minute Taker

Beckie Pascoe (Bluesky)	BP
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The Chairman welcomed everyone to the meeting with the following words:

"I am sure that we would all like it minuted how much we appreciate all the effort and work that Brian did in setting up this fund locally and his work in the community. He will be a hard act to follow, but with everyone's support I will give it a good go."

1. Apologies

Mr Giles Eustice	GE
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2. Minutes of previous Meetings (14th July 2015 and 27th November 2016) and Matters Arising **14th July 2015**

Comment made on item 11. – Long term strategy for fund – this will be on hold for the moment.

The minutes of the board meeting dated 14th July 2015 were agreed by all attending and signed by RR.

27th Nov 2015

The minutes of the extraordinary board meeting dated 27th Nov 2015 were agreed by all attending and signed by RR.

3. Election of Vice Chairman (Candidates Cathy Woolcock and Nick Herian)

CW and NH left the room for the vote. Votes were cast by remaining four directors and CW has been voted in as Vice Chairman.

4. Update on banking etc.

Projected income - approx £36k per year. RR contacted Allister Carrington , operations manager at Low Carbon to talk about the retail price index increase (RPI). **BP to phone each year to agree RPI.** Church Town farm has now been sold to another energy company.

RN asked where the funding came from. The 2 solar farms were the only source of income at present but CW advised that there was another fund available from a community benefit fund. Discussions around other funding areas. Sustainable income would only come from commercial projects.

RR suggested that as there is no interest paid on the balance in the current account, the board should consider transferring all but £5000 to the business savings account which pays 0.75%. JT asked about investing the money but there would be issues should the money be lost in the investment. The board agreed with the movement across of £5000 to the saving account. **RR to move the money between the accounts.**

Two signatures are required on the cheques – authorised signatories are RR, NH and CW. RR awaiting a card and pin number for the bank accounts. The card is an authentication card, he can only view the current and savings accounts online and move money between the accounts.

RR spoke to HMRC regarding VAT. The charity can only claim for advertising but that should be zero rated anyway.

RR spoke to Darren Perry at the accountants Francis Clark, they will be responsible for the auditing of accounts at £800 + VAT – they will also send everything to Companies House and Charities Commission. David Simmons at Riviera Produce will kindly pay again for the accounts to be audited.

RR may need to send post therefore will use petty cash and claim it back yearly. **BP will create a petty cash form to record receipts.**

NH enquired of when the income is due in, RR referred to the timetable given out at the meeting.

5. Timetable for future meetings

The February meeting is to be changed to the 4th Wednesday of the month due to ½ term falling in the 3rd week. **BP to change and send out.**

Next meeting - Wednesday 13th July 2016, the AGM at 7.00pm and followed by the Board meeting. Location – Gwithian Church Hall.

6. Data Protection - BP

BP looked at the ICO (Information Commissioner's Office) website and ran through the online questionnaire to see if the charity needed to be registered – the outcome was there is no requirement to register but can voluntarily register if wished. Board agreed not to register.

7. Public Liability Insurance - CW

CW briefly went through a quote she had obtained. Discussions followed as to whether the charity should have trustees and directors indemnity insurance. There is also a band that covers employment and volunteers. Board agreed that this was necessary. The quote was for - £535.57 per year, which can be paid over over 10 monthly instalment at no extra cost. Board would like to have a comparison of 3 quotes to choose from. **A second two quote's to be sought by BP by the end of March 2016 and election via email made.**

8. Marketing - GE

Although GE was not in attendance the board discussed this topic. The charity has no presence at the moment, discussions followed around a social media campaign, target markets and advertising. The board brain stormed a list of organisations to contact:

Busy Bodies Pre-school
Gwinear Hall
Gwinear School
PTRA
GVA
Wall Music Festival
Connor Downs School
Carnhell Green Vintage Rally
Gwinear Show
Connor Downs Residents Association
Sandcastles Pre-school
Connor Downs Brownies
Connor Downs School
Gwinear Church
Wall Chapel
Carnhell Green Meeting House
Gwithian Residents Association
Towans Residents Association

BP to write letter - info, application process, example of successful projects and specify that match funding is not required and send draft to board by 31st March 2016.

9. Roll of Advisory Panel

The board discussed the need for the advisory panel. CW said advisory panel were chosen for their skills and informed opinions on specific matters which may arise with in an application. DH requested that we keep them on a list for future advice. JT asked if the panels input were useful, NH said that it was quite repetitive because the same information was discussed again amongst the directors and the directors were tasked with the final decision.

CW said that the applications up until now have not needed that technical advice. RR suggested that when more applications come in that exceed the money in the bank then revisit the need for a formalised panel. DH suggested they are called advisory consultants. Tyrone Holmes had expressed an interest to still be involved in an advisory capacity.

RR to email the panel regarding changes of panel to consultants and to advise that if they were happy to be invited as and when required to look at the applications.

10. End of project sign off form and inspection by Director

BP to send out end of grant forms to outstanding projects and send the board a copy of the form.

The board agreed that going forward an inspection by the board of future projects would be required.

11. Recent applications

Reawla Park - £23.5k phase 1 came for play equipment and landscaping from the Gwithian Parish Council - this is unacceptable coming via the Parish Council. £25k was set aside for this (at the Feb 2015 meeting) for PTRA. This could not start until the land was in their name. Discussions around why the project is held up followed. A new application for Reawla project by PTRA wouldn't be objected to, but ownership issues have to of been resolved.

The board agreed that no set aside should be kept back. Board to officially write to the Parish Council to say that they can not apply due to the articles and their organisation falls outside the parameters.

BP to write to the chairman of the Parish Council and to Fran Massey PTRA to advise that the charity are no longer holding the £25k money but they can reapply as 12 months have elapsed.

RR to approve letter.

The board discussed the future of ring fencing funds and how in the application it should be assumed that the project is ready to go. If an application is made for over £10k of funding then an invitation to meet the board at the next meeting will be sent to present their project.

12. AOB

BP - Email storage – additional charge per year of £10 will be incurred to upgrade storage facility to 2GB. Board agreed to this cost.

13. Date of next meeting

Wednesday 13th July 2016

Gwithian Church Hall AGM - 7.00pm followed by Board meeting.

Members of public invited to this meeting.

BP to advertise this invite in the local newsletters – Signpost, Connor Downs newsletter and Godrevy Light.