

ANNUAL GENERAL MEETING
of the
BRADENSTOKE SOLAR PARK COMMUNITY BENEFIT FUND

Wednesday, 24th October 2018

MINUTES

Attendees:

Allison Bucknell (AB), Wiltshire Unitary Councillor, LGC Chair
Geoffrey Jackson-Haines (GJH), Chair of Lyneham & Bradenstoke Parish Council, LGC Treasurer
Stephen Depla (SD), Chair of Christian Malford Parish Council
Mel Wilkins (MW), Chair of Hilmarton Parish Council
Richard Tucker (RT), Chair of Bremhill PC
Julian Brooks (JB), Administrator, Community Energy Foundation, LGC Secretary

Absent:

Jon Mason DIO
Abel Maitatini MOD

AB: Welcomed everyone to the AGM

1. APOLOGIES FOR ABSENCE

None received

2. Minutes of Previous AGM

Signed as accurate by AB

3. REPORT TO THE AGM (Chair)

AB read out the report .

4. REPORT TO THE AGM (Financial)

GJH & JB distributed an updated set of financial figures showing the income and expenditure. These showed a balance in the bank of £42,835.47

JB asked if these figures included any committed funds. GJH said they did, both JB and GJH agreed it was in the region of £20 - £25K leaving approx £20K uncommitted.

A discussion on admin fees for grants yet to be paid took place and it was agreed that they should be paid upon a grant being awarded based upon the 10% formula. **Proposed by AB seconded by MW.**

GJH & JB agreed to harmonise the two reports by adding in committed and paid grants sections.

GJH had the accounts audited by Jacquie Henly with one query resulting on an invoice for admin fees, this was resolved at the meeting with no further action required.

JB stated that the next grant is receivable around the 14th November 2018 and will be approx £54,000. The increase from 2017 is based on the CPI index. Thus, we have approximately £75K to give out in grant funding in 2018/19.

AB thanked the Treasurer and also Jacqui Henly for her audit work and it was agreed that a small gift be bought for Jacqui as a thank you. **Proposal by AB: Get a modest gift for Jacqui by way of thanks. Unanimously agreed. MW to purchase some wine up to a value of £10**

5. REVIEW OF GRANTS

Grants were noted. Main concern was Scout Hut grant where a felt covering was used instead of EPDM and the role of the LGC in commenting on choice of solution. This may be an issue that can be resolved in the review of the grant criteria.

6. MEMBERSHIP OF THE LGC

Marcia Glass has resigned from the committee as she is moving out of the area. It was agreed that we ought to try and replace with a “sustainability” person and Matthew Ash was suggested by MW, JB to follow this up. (Now done with Matthew on board)

There are therefore 7 organisations on the BSP membership list mostly Unitary and Parish Councillors with DIO and MOD representatives. DIO are not very engaged in the LGC process and JB was tasked with talking to them about continuing involvement, if at all. MOD rep is now Tim Bowhay.

7. REVIEW OF GRANT FUND CRITERIA

A discussion took place regarding a £10K limit to grant awards, except for exceptional circumstances, the intention being to scrutinise and question applications that seek a higher amount, including holding a meeting/site visit with them. JB to circulate a statement encompassing this change.

It was also agreed that the grant criteria be reviewed to iron out issues around sustainability and like for like quotes; both JB and RT were allocated this role and to feed back to the LGC.

A review of geographical coverage of the fund should take place at the 2019 AGM.

EOIs are to continue to be used and any full grant applications that come in without them need to go back to EOI stage.

A discussion took place around giving the fund an annual theme, e.g. biodiversity projects, this will be revisited in 2019.

8. ELECTION OF THE COMMITTEE

Voting on LGC members: All were willing to stand and maintain current roles as Chair, Treasurer Vice Treasurer, Secretary and were duly re-elected en bloc

9. ELECTION OF POSTS

For the office of Chair: Allison Bucknell

Unanimously agreed

For the office of Treasurer: **Geoff Jackson-Haines**

Unanimously agreed

For the office of Secretary: **Julian Brooks**

Unanimously agreed

For the office of Auditor: **Jacqui Henly**

Unanimously agreed

Bank Account Signatories: **Geoff Jackson-Haines, Mel Wilkins, Allison Bucknell**

Unanimously agreed

10 ANY OTHER BUSINESS

None

11 DATE OF NEXT MEETING

The next AGM will be in October 2019