

ANNUAL GENERAL MEETING
of the
BRADENSTOKE SOLAR PARK COMMUNITY BENEFIT FUND

Wednesday, 25th October 2017

MINUTES

Allison Bucknell, Wiltshire Unitary Councillor, LGC Chair
Geoffrey Jackson-Haines, Chair of Bradenstoke & Lyneham Parish Council, LGC Treasurer
Stephen Depla, Chair of Christian Malford Parish Council
Mel Wilkins, Chair of Hilmarton Parish Council
Richard Tucker, Bremhill PC (potential stand in for David Wilton)
Marcia Glass,
Julian Brooks, Administrator, Community Energy Foundation, Acting LGC Secretary
Roger Southcott, Administrator, Community Energy Foundation

AB: Welcomed everyone to the AGM

1. APOLOGIES FOR ABSENCE

None received

2. REPORT TO THE AGM (Chair)

Everyone confirmed that they had read the report previously circulated. AB confirmed that the outstanding EOIs will be addressed in a later meeting and asked for any further questions.

3. REPORT TO THE AGM (Financial)

GJH distributed an updated set of financial figures showing the income and expenditure. These showed a balance in the bank of £41,161.94 (less £4k grant to Lyneham)

JB asked if these figures included the latest grant to Lyneham. GJH said they did not. Only £4k of £12k has been paid out so far.

AB said that the admin fee is for grants yet to be paid and asked if the fee should be paid in stages or up front in full?

JB said that the administration on any grant is done in advance of the grant payment and he is happy to be paid out when the grant is actually paid. In the future, any grant that does not include VAT needs to be re-assessed. We need to ask all grant applicants to include VAT in their submissions as it is otherwise non-recoverable.

GJH said that there is £37,161.34 in the bank, with £28,500 unallocated carried over from 2016. The year end is confirmed as the 30th September 2017. The AGM will usually take place in the following October.

JB said that the next grant is receivable on the 14th November 2017 and will be £52,500. The increase from 2016 is based on the RPI. Thus, we have £75905.28 to give out in grant funding in 2017/18.

AB thanked the treasurer and also Jacquie Henly for her audit work.

Proposal by AB: Get a modest gift for Jacquie by way of thanks.

Seconded by SD. Unanimously agreed. MW to purchase some wine up to a value of £10

4. MEMBERSHIP

There are 8 organisations on the BSP membership list. Ray McDonald is retiring from MOD Lyneham and Abel Mataitini has been proposed as his replacement. It was agreed that this is acceptable. JB to notify AB of his membership.

Lyneham Business Buddies no longer exists, however, Marcia Glass still represents businesses in Lyneham so it was agreed that she remain within the membership. JB confirmed that the constitution permits this.

Proposal by AB: MG remains in membership

Seconded by SD: Unanimously agreed.

For the DIO, Jon Mason remains their representative.

5. CHANGES TO THE CONSTITUTION

JB said that this is a tidying up exercise.

Under the Management Section, it states that *“the grant committee shall meet 6 times per year.”* This is too often and it was agreed that this text should change to read: *“Business shall be transacted via electronic means and phone as a first choice. The Local Grant Committee will meet when necessary during each year of operation”.*

Under the Accounts Section, it states *“The funds of the group including all donations, grants, contributions, shall be paid into an account operated by the Local Grant Committee chair and a representative of the chosen administration body. All cheques drawn on the account must be signed by the Chair and by a representative of the administration body”.*

The text should read: *“The funds of the group including all donations, grants, contributions, shall be paid into an account operated by members of the Local Grant Committee as formally agreed by the committee, to include the Treasurer, Chair and at least one other member. All cheques drawn on the account must be signed by two of these.”*

6. ELECTION OF THE COMMITTEE

For the office of Chair:

Proposal by MW: Allison Bucknell

Seconded by MG: Unanimously agreed

For the office of Treasurer:

Proposal by MW: Geoff Jackson-Haines

Seconded by MG: Unanimously agreed

For the office of Secretary:

Proposal by RT: Julian Brooks

Seconded by MW: Unanimously agreed

For the office of Auditor:

Proposal by SD: Jacquie Henly

Seconded by GJH: Unanimously agreed

Bank Account Signatories:

Proposal by SD: Geoff Jackson-Haines, Mel Wilkins, Allison Bucknell

Seconded by MG: Unanimously agreed

7. ANY OTHER BUSINESS

AB said that the committee members need to reply to any EOI's that are issued and asked how this can best be achieved?

JB does not know if the email he sends has been received so everyone needs send a brief response confirming receipt. If anyone feels they have a conflict of interest with any grant application, they should declare it at the earliest opportunity.

8. DATE OF NEXT MEETING

The next AGM will be in October 2018