**ANNUAL GENERAL MEETING**

**Of the**

**BRADENSTOKE SOLAR PARK COMMUNITY BENEFIT FUND**

**Wednesday 1st November 2023**

**MINUTES**

Attendees:

Allison Bucknell (AB) Wiltshire Unitary Councillor for Lyneham, Local Grant Committee Chair

Mel Wilkins (MW) Hilmarton Parish Council

Richard Tucker (RT) Bremhill Parish Council

Stephen Depla (SD) Christian Malford Parish Council

Mary Hardwidge (MH) Administrator Community First, LGC Secretary

Matthew Young (MY) Grantscape

Harry Tipple (HT) Head of Community and Partnership Development. Community First

AB: Welcomed everyone to the AGM. Everyone present introduced themselves.

**1. APOLOGIES FOR ABSENCE**

Matthew Ash (MA) Environmental Advisor

Frank Ball, Lyneham and Bradenstoke Parish Council

Lloyd Morgan MoD Representative

**2. MINUTES OF THE PREVIOUS AGM**

Signed as accurate by AB. Proposed by RT , Seconded by MW and agreed unanimously.

**3. INRODUCTION OF MICK PATEY – MoD REPRESENTATIVE**

Unfortunately, there was no one present to represent the MoD and AB explained that Mick Patey was no longer the representative. He was replaced by Lloyd Morgan, who was unable to attend. AB reported that Lloyd Morgan has also been replaced and that she would let the committee know in due course who the new representative will be.

***ACTION: AB TO REPORT TO THE COMMITTEE THE NAME OF THE NEW MoD REPRESENTATIVE***

**4. REPORT TO AGM (CHAIR)**

AB had distributed her report before the meeting, and she asked if there were any questions. There were no questions.

**5.REPORT TO AGM (Financial)**

MH reported that the contribution had already been received by Community First and that this year the amount was **£70,997.27.** MY explained that the reason that there was such an increase in contribution was because of high inflation rates.

MH confirmed that at the end of the period (31st August 2023) there was a total of **£122,615.36** in the bank.

MH pointed out that the total of uncommitted funds was **£31,844.75** at the end of the period ending 31st August 2023. This means that there is currently **£90,770.61** unallocated.

MH confirmed that with the new contribution, that meant that there was a total of **£161,767.88** in the grant pot.

Acceptance of the Finance Reports was proposed by MW, seconded by RT and agreed unanimously.

**6. REVIEW OF GRANTS SINCE THE LAST AGM**

MH had distributed the Review of the Grants before the meeting.

**7. CAF BANK – INTEREST RATES**

There was a discussion with regard to bank interest rates. AB pointed out that Community First benefits from the interest which is attracted by the fund, but it was agreed that it is a very small amount. HT said that he would find out the interest rate from the Community First finance department and report to MH who would inform the committee.

It was proposed by AB, seconded by MW and unanimously approved that the Grant Fund committee would not seek any share of any bank interest received by Community First on the money held on behalf of the Grant Fund Committee.

***ACTION: HT TO FIND OUT CAF BANK INTEREST RATE AND REPORT THIS TO MH. MH TO SEND AROUND TO THE COMMITTEE.***

**8. FUNDING AREA (AB)**

AB referred to her Chair’s Report and there was a discussion about the area currently covered by the fund. A discussion followed and it was decided that the parishes of Clyffe Pypard, Tockenham and Dauntsey should be temporarily be added to the funding areas, and reviewed in 2 years at the 2025 AGM. It was decided that there should be a £10,000 limit per year for each new parish. It was proposed by AB, seconded by MW and agreed unanimously.

AB and MH will liaise about executing a communication with representatives of the new areas to advertise the fund to them and encourage them to apply.

***ACTION: AB AND MH TO SEND OUT COMMUNICATION TO THE NEW AREA’S REPRESENTATIVES.***

**9. VOTING: LOCAL GRANT FUND COMMITTEE MEMBERS**

It was first discussed if any of the new area’s representatives should be invited onto the current committee. It was decided to leave the committee composition as is during the trial period and review in 2025.

All current committee members were re-elected. Proposed by MW, seconded by RT and agreed unanimously.

**10. ELECTION OF THE CHAIR, TREASURER AND SECRETARY**

All were re-elected. Proposed by MW, seconded by RT and agreed unanimously.

Please add names and posts

**11. DOODLE POLL FOR APPROVALS – MATT ASH**

MA had sent apologies so this was discussed amongst the attendees of the meeting. It was decided that MH should communicate with MA at a later date and ask for an explanation of how Doodle Poll works and report back to the committee. It was suggested that this could be done during the year and does not need to wait until the next AGM.

***ACTION: MH TO CONTACT MA AND DISCUSS DOODLE POLL AND REPORT BACK TO THE COMMITTEE***

**12. EOI SUB-COMMITTEE**

MH explained that since its introduction, the sub-committee of AB, SD and RT had been working well. It was decided to carry on with this. Proposed by AB, seconded by SD and agreed unanimously.

The Sub Committee consist of AB,SD and RT.

**13. ANY OTHER BUSINESS**

* MY asked the committee if there could be another case study submitted to Grantscape. Wessex Waterways was mentioned, and RT agreed to send something to MY.
* MH suggested Hilmarton Jubilee Play Park as a possibility. MW reported that this was a valuable project which was much appreciated by the whole of the community. AB asked if MW would be able to ask for a quote from a child/parent who benefits from the project. MW agreed to do this. MW will send this to MH who will include it in a case study and send to MY.

***ACTION: RT TO OBTAIN INFORMATION FOR A CASE STUDY FOR THE WESSEX WATERWAYS PROJECT***

***MW TO OBTAIN QUOTES FROM A CHILD/PARENT WHO BENEFITS FROM THE HILMARTON JUBILEE PLAYPARK PROJECT AND SEND ON TO MH WHO WILL INCLUDE IN A CASE STUDY AND SEND TO MY***

* AB suggested considering another round of Cost of Living Grants for the community spaces we have supported before to help with energy costs. £1,500 was suggested and this was agreed. SD suggested that the groups should be made aware that this will not be an annual thing. This idea was proposed by AB, seconded by MW and agreed unanimously. It was decided that this should not include the new areas this time, and to keep to the current areas. It could be considered later in the year that the new areas are offered this one-off grant.

***ACTION: MH TO SEND A LIST TO AB OF THE GROUPS THAT BENEFITTED LAST TIME***

**14. DATE OF NEXT MEETING**

This will be circulated next year and will be on a Wednesday in October 2024