

MINUTES OF THE MEETING OF THE EIGHT PARISHES COMMUNITY INTEREST COMPANY

Held at Misterton with Walcote Village Hall, Walcote, Leicestershire

Wednesday 7th December 2016 at 18.30

Minute Number – 24

1.0 DIRECTORS PRESENT AND APOLOGIES FOR ABSENCE

1.1 PRESENT:

Mr Aubrey Adcock (AA) – Chair – [Cotesbach Representative \(COT\)](#)
Mrs Elizabeth Marsh (EM) – Vice Chair – [Misterton with Walcote Representative \(MIS\)](#)
Mrs Jane Robson (JR) – [Swinford Representative \(SWI\)](#)
Mr John Green (JG) – [North Kilworth Representative \(NOR\)](#)
Mrs Katherine Clarke (KC) – Clerk to the CIC

1.2 APOLOGIES:

Mr Ray Fisher (RF) – [Catthorpe Representative \(CAT\)](#)
Mr Phil Alcock (PA) – [South Kilworth Representative \(SOU\)](#)

1.3 Due to retirement there is no representative for Westrill & Starmore at present. KC will contact Jonathan Bateman, the new District Councillor for the Misterton Ward of Harborough District Council, to ask him to represent Westrill & Starmore.

2.0 APPROVE MINUTES OF THE MEETING HELD ON 11th OCTOBER 2016

2.1 The minutes of the meeting held on 11th October 2016 as circulated were confirmed as a true record of matters discussed. **Resolved:** AA ([COT](#)) signed the minutes of the meeting held on 11th October 2016.

3.0 ACCOUNTS / FINANCE MATTERS

3.1 No cheques were requested for grant applications.

3.2 Cheques issued for general expenditure:

Expenditure	Amount	Cheque
Companies House – CIC34 Fee	£15.00	000115
North Kilworth Parish Council – Clerk Costs	£339.86	000117
Online Toolbox – Web Hosting	£65.00	000118
Companies House – AR01 Fee	£13.00	000119

3.3 Bank account balances for the period (after deduction of the cheques issued above):

CURRENT ACCOUNT	£12,986.69
DEPOSIT ACCOUNT	£40,546.42
TOTAL FUNDS	£53,453.11

3.4 Once the November 2016 Retail Price Index figure is released on 13.12.16 KC will submit the application to Vattenfall for the 2017 grant.

- 3.5 Annual reports have been received from each Parish and compiled into one report to be sent to Vattenfall.
- 3.6 The internal audit has been completed and the annual financial report for year ended 30.11.16 has been signed off by Julie Morris.
- 3.7 The Directors Report and Financial Statement for year ended 30.11.16 was approved and signed by AA (COT) and EM (MIS).
- 3.8 The CIC34 form for Companies House was approved and signed by AA (COT). KC will submit the form to Companies House.
- 3.9 KC has completed form AR01 for Companies House online.
- 3.10 KC will send all the annual report information for year ended 30.11.16 to Vattenfall by post on a memory stick.

4.0 WEBSITE

- 4.1 KC has updated the website with all the annual report details. Each parish page has been updated with a link to parish websites where available. All parish representatives to check the page for their parish and confirm if any changes / additional details are required.

5.0 CORRESPONDENCE

- 5.1 Vattenfall have confirmed that the request to order new plaques has been authorised. Emily Faull will advise when the plaques are available.

6.0 ANY OTHER BUSINESS

- 6.1 JG (NOR) completed the relevant forms to add him to the NatWest account as a signatory.

7.0 DATE OF THE NEXT MEETING

- 7.1 The date of the next meeting is Thursday 2nd March 2017 at 18.30. To be held in Misterton with Walcote Village Hall, Walcote, Leicestershire.

The meeting closed at 18.59.

MINUTES SIGNED:

DATED: