

**Ransonmoor Community Fund
Minutes of Committee Meeting
Tuesday 22nd March 2016, 7pm
Wimblington Parish Hall**

Invitees	
Gilda Bellard	Wimblington Parish Councillor (Treasurer)
Isabel Edgington	FDC Senior Environmental Projects Officer
David Ison	Doddington Representative (Chairman)
Shirley Morrissey	Wimblington Representative
Tony Richardson	Benwick Representative
Emily Shepherd	Doddington Representative (Secretary)
Lyn Keppel Spoor	Benwick Parish Councillor
Andrew Thomas	Wimblington Representative
Bill Whittaker	Doddington Parish Councillor

1	Welcome and Apologies
1.1	DI welcomed all those present with an extended welcome to Benwick representatives Lyn & Tony. Apologies received from AT, due to a broken hip. The committee expressed their best wishes to AT & hoped he would be better soon.
2	Minutes from previous meeting
2.1	Minutes were read and agreed.
3	Matters Arising
3.1	IE confirmed payment to Doddington PC was being processed. TR expressed concern that the funds should be spent on an environmental linked project. BW confirmed the PC had decided to use it for landscaping at Doddington's new cemetery.
3.2	IE circulated the revised Terms of Reference, to include the parish representatives of Benwick. DI advised LKS & TR, Benwick were entitled to have another representative. This maybe a possibility if another person can be found.
3.3	DI reiterated that the meetings were held at Wimblington Parish Hall because there was no charge, however if Benwick had a building available that was free to use the committee could alternate. TR advised there was not an appropriate building available in Benwick that would have no charge.
	AP: IE to specify in TOR, meetings held at Wimblington Parish Hall due to being free of charge.

	AP: ES to ensure minutes are circulated to Benwick, Doddington & Wimblington PC website administrators.
	AP: GB to advise ES of Wimblington PC website administrator email address.
3.4	ES updated contact details for the new committee members.
	AP: ES to circulate updated contact details with meeting minutes
4.0	Financial Details
4.1	IE advised she had requested details from FDC accounts department, but was yet to receive anything.
	AP: IE to chase financial details
5	Discuss 106 Agreement
5.1	IE circulated copies of the 106 agreements.
	AP: Members to read 106 agreements ready to discuss at next meeting
6	Promotional Posters
6.1	IE circulated copies of fund posters. The members were happy with the design. GB suggested that a new photograph of Wimblington Village sign should be used, as it had recently been painted
	AP: GB to provide IE with new photograph of village sign
6.2	TR offered to enquire if the Ransonmoor Fund information could be added to the Cambridgeshire Community Foundation website. Other similar funds are listed on the site, so it could prove to be a valuable advertising source. TR also suggested the fund poster be advertised in the Benwick Bugle.
	AP: TR to enquire about advertising on Cambridgeshire Community Foundation website
6.3	The members discussed whether to have an application deadline printed on the promotional posters. It was decided to state 'applications by July & January', as this would prompt people to complete applications.
	AP: IE to change promotional posters to include deadline dates & new Wimblington sign photo.
	AP: IE to distribute posters in A4 page, flyers & digital format.
7	AOB

7.1	DI suggested that if members could not attend an application discussion meeting, then they should submit their application scores ahead of time & the scores still be used within the decision making process.
	Meeting end 7:45pm
8	Date of next meeting
8.1	Tuesday 3 rd May 2016, 7pm at Wimblington Parish Hall