



**Notes of AGM
for SSE Sustainable Development Fund
20 October 2020**

Present:	
Cllr John Briggs (CJB)	North Lincolnshire Council
Julie Reed (CJR)	North Lincolnshire Council
Darren Clarke (DC)	Humber Nature Partnership
Lucy Stephenson (LS)	Citizens Advice
Anne Brewster (AB)	Job Centre Plus
Lindsay Dougan (LD)	SSE
Nikki Garner (NG)	North Lincolnshire Council
Abigail Burridge (ABu)	North Lincolnshire Council
Apologies:	
Tracey Worboys (TW)	North Lincolnshire Council

Item	
1.	Welcome from CJB and thanks for what panel do.
2.	<p>Fund Update by Grants Team</p> <p>Overview</p> <p>19/20 18 projects were supported with £275,974. 8 have been completed successfully and the remaining are ongoing. There are some delays due to Covid19 implications which have led to an extension for completion of projects to end of 20/21 but to be reviewed nearer the time.</p> <p>SSE are happy to support the extension of projects deadlines and to be flexible with projects outcomes during this time.</p> <p>Further breakdown of the projects were in the SSE annual report shared previously.</p> <p>SSE Review Meeting –</p> <p>SSE have issued a new Logo which can be seen on the top of the agenda. Plaques already purchased can be used with the old Logo to avoid waste.</p> <p>SSE have tested out a new review process with North Lincolnshire being part of the trial. This went well with North Lincs SSE fund meeting all the requirements with just a few suggestions being made, which we are looking to implement. This included:</p> <ul style="list-style-type: none"> • Training for Panel Members with specific support being offered to new members on the panel – panel agreed this would be of benefit. • Code of Conduct & Panel Booklet – previously distributed panel agreed content and adoption of the use of booklet and code of conduct. • Reserve members – panel agreed to review once Covid restrictions are lifted and panel can meet in person to support any new members. • Fund Promotion – we are reviewing options of local promotional newsletters, if anyone knows of additional places that we can publicise when the fund is open and celebrate the success of projects.

	<ul style="list-style-type: none"> To consider the 10% contribution being monetary and/or in kind. – Panel agreed to discuss under MoU and ToR. To consider if the panel will accept further applications from a group for the same project unless this has been identified as phased project on the initial application. Online training being devised by SSE will to be offered to all panel members in new year.
3.	<p>Panel Membership</p> <p>Due to current Covid restrictions panel agreed to stay the same and to review the panel membership when restrictions are lifted. All panel members agreed they were willing to remain supporting the panel. It was recognised the continuity of the panel members was important particularly at this time.</p> <p>Chair – Cllr John Briggs nominated by CJR and seconded by DC all panel agreed.</p> <p>Vice Chair – to be agreed at next panel.</p> <p>Panel Members – those in attendance agreed to remain as panel members</p> <p>Panel membership vacancy – deferred until Covid restrictions are lifted</p> <p>Reserve members – deferred until Covid restrictions are lifted</p>
4.	<p>Finance Report - SDF fund</p> <p>ABu confirmed one panel has been held in 20/21 allocated £63,089.</p> <p>The panel have previously funded Gunness & Burringham £10,000 along with 2 x £10,000 from the SSE local fund. G&B have been awarded £25,505 towards projects to date, leaving £4,495 in the fund. Panel agreed to fund £10,000 from 20/21 for G&B to continue supporting an area which is visually impacted by the windfarm. SSE offered opportunity to draw down future years funding in advance.</p>
5.	<p>Meeting Schedules</p> <p>The Terms of Reference currently state that:</p> <p>Meetings will usually be held quarterly, depending on the size of the fund. Dates for each year will be set in advance. The Panel may agree to more frequent or ad hoc meetings if it deems them necessary. Agreed to leave the meeting schedules as 4 per year including the AGM, but to be able to be flexible re meeting if required.</p> <p>Proposed future dates:</p> <p>Nov/Dec 20 Feb 21 Jun 21 Sept 21 - AGM</p>
6.	<p>Memo of Understanding and Terms of Reference</p> <p>Declaration of Interest – Agreed for panel members to complete and submit to ABu asap and to be reviewed at future AGMs.</p> <p>Draft MoU and ToR previously circulated with the agenda, discussed and agreed. Agreed MoU and ToR are attached to notes.</p> <p>Agreed minimum 10% contribution must be made to support applications with a maximum of 5% being accepted in kind, in kind support must be evidenced through timesheets submitted with claims for funding. Maximum hourly rates to be accepted were discussed and approved at unskilled £10/per hr or skilled £15/per hr. However,</p>

	applications will be considered on its own merit.
7.	Any other business Nothing further raised
8.	Date of next meeting TBC