

Forest Gate Community Benefit Fund Administration Policy

Background

An agreement is in place with Eden Renewables and Derry Hill & Studley Parish Council with regards to a community benefit fund generated from Forest Gate Solar Farm.

The amount is determined each year according to the agreement based on £350 per MWdc per annum (index linked)

The fund is to be used to fund local environmental and social projects within the Area of Benefit of Derry Hill and Studley Parish including Pewsham, Bowood, Sandy Lane and surrounding communities.”

The following terms of reference have been produced to guide the procedures of the distribution of the funds

Administration of funding

- The money will be transferred annually to Derry Hill & Studley Parish Council to a separate reserve specifically for this fund.
- The standard Parish Council Grant application forms will be available for applying for projects
- A Community Advisory Panel will be made up under Derry Hill & Studley Parish Council to look at the applications and advise the Parish Council on its distribution.

Role of the Community Advisory Panel (CAP)

A Community Advisory Panel (CAP) will be formed to assist the Parish Council in administering the fund.

The CAP's purpose is to recommend to the Parish Council which projects should receive funding from the Community Benefit Fund.

- The CAP will meet four times a year to review the applications and advise the Parish Council on the successful applications. (Subsequent meetings may be needed if there is a need to review applications depending on Parish Council decisions).
- Meetings of the CAP will be advertised and held in public, with grant applicants invited to attend and present their proposals.
- The CAP will make spending recommendations to the Parish Council, which may either pass or reject the recommendations. The Parish Council may not alter CAP recommendations but may refuse them. The purpose of this is to provide checks and balances to prevent either special interest groups on the CAP or indeed, the Parish Council, from using funds for their own projects without due consideration of the parish as a whole.
- For the avoidance of doubt, the Parish Council may make grant applications to fund Parish Council-led projects.
- Declarations of any conflicts of interest must be made by all CAP members at each meeting and will be recorded in the summary of recommendations made to the Parish Council.
- If the Parish Council rejects any of the CAP's recommendations, then it must state the reason for the rejection. The CAP shall then have the opportunity to change its recommendations.
- Ideally all the year's funding will be committed to applications received each year, but any funding left over will be carried forward to the following year.

The CAP has no delegated powers, and the final decision remain with the Parish Council on the

recommended applications put forward by the CAP.

Membership of the Community Advisory Panel (CAP)

- The CAP will be made up of seven members.
- Three of the members will be Parish Councillors, elected each year to the CAP by the Parish Council at its May meeting.
- The remaining four will be Community Members. These will be recruited to the Panel from residents of Derry Hill and Studley Parish. Vacancies will be advertised, with members selected by lot from the applicants.
- On establishment, the Community Members will be selected to serve terms of four years, three years, two years and one year.
- At the end of each Community Member's term, the vacancy will be advertised and a replacement Community Member selected by lot to serve a term of four years.
- Vacancies caused by resignation will be advertised and filled by lot, to serve the balance of the term.
- CAP members who miss three consecutive meetings will be deemed to have resigned.
- The Community Advisory Panel will elect a Chair from among its membership, to serve a one-year term.
- The Parish Clerk will attend meetings of the CAP in an advisory and non-voting capacity.

If there is insufficient interest from residents of Derry Hill and Studley Parish to form the Community Advisory Panel, then Derry Hill and Studley Parish Council will control the fund and decide on any applications that are received until such time as the Community Advisory Panel can be reconstituted.

Annual Report

The Community Advisory Panel shall provide the Parish Council with an annual report setting out the allocation of grant funding and details of the projects supported.

Eligible organisations

Organisations eligible to receive a grant must be within the Parish of Derry Hill & Studley and surrounding communities and have significant benefit to the Parish and locality and can include:

- Voluntary, community groups, Parish Council
- Schools and educational establishments

Successful organisations will need to have their own bank or building society account with a minimum of 2 signatories. A copy of the up-to-date accounts must be provided with the grant application form.

Only one application per organisation will be accepted per year.

Exclusions

Grants will **not** be available for:

- Commercial organisations
- Private membership based sports clubs and facilities unless membership is open to the general public without undue restriction (e.g. not membership by nomination organisations)
- Projects that only benefit one individual or household
- Funding core costs in organisations e.g. running costs, administration costs, building rental costs etc

- Retrospective funding
- Gaining or obtaining a loan or financing a loan

Terms and conditions

- Grant funding must be spent within a year of receipt unless otherwise agreed and a report of grant spending must be provided to the Parish Council. If an extension to spending the grant is required, the organisation need to contact the Parish Council with reasons why an extension is required and a date as to when they believe they can spend the funds by. It must be demonstrated that the funds are ringfenced for the project requested.
- Applicants may be invited to attend the Annual Parish Meeting to give a report on their project.
- There are limited monies available in this fund, therefore not all eligible applications may be funded. The decision of the CAP and Parish Council is final.
- Any unspent / underspent monies must be returned to Derry Hill & Studley Parish Council to go back into the Solar Farm Fund for the following year's round of funding applicants, unless an extension has been granted as per above
- A copy of the receipts for your project must be submitted to Derry Hill & Studley Parish Council with the report of grant funding.
- Grant application forms must be emailed to the Parish Clerk: Mrs Katherine Checchia, clerk@derryhillandstudley-pc.gov.uk
- If you have any queries regarding your application please contact the Clerk by phone on 07751 802761 or e-mail clerk@derryhillandstudley-pc.gov.uk

These terms and conditions can be amended and adapted at any time by the Parish Council, the policy will be reviewed annually.