



Broad Town Community Fund

Community Advisory Group Terms of Reference

Introduction

Each year, Bluefield Solar donates £5,000 (index linked) from its Rookwood Solar Park to Broad Town Parish Council in order that they can award grants in the local community.

As the Fund holder, the Parish Council feel there is a perceived conflict which restricts them awarding grants to itself, despite the fact they are usually the most appropriate organisation to deliver these projects and maximise the benefit to the local community.

In order to help alleviate this conflict, a local Community Advisory Group (AG) will be established to review and consider all applications received to, or submitted by, the Parish Council before a final decision is made. The AG will make recommendations to the Parish Council on the merits of each application, the process and terms of which are described below

Background

These Terms of Reference have been produced to help define the roles and purpose of the Community Advisory Group (AG) in order to ensure efficient and effective procedures.

In particular, they seek to establish:

- Clear accountabilities and responsibilities
- A consistent, non-bureaucratic approach
- Independent and transparent scrutiny of the allocation of funds
- Best practice

The AG's Role

1. The AG is an autonomous body, with no delegated powers.
2. The AG's purpose is work together to recommend which project / projects should receive the Community Fund (CF) monies against previously determined criteria.
3. Up to two of the members may be Parish Councillors. The other three will be from local community groups or local residents who have expressed an interest in helping to decide how to allocate the funding.

4. A Chair from the will be appointed by the members for up to a five year period. The Chair must not be a Parish Councillor, and will not have the casting vote on applications should the vote be tied.
5. Individuals will normally serve a maximum of five years on the AG (although this has been reset for those already served due to the changes in structure)
6. Meetings will only be quorate with a minimum of 4 members.
7. **Conflicts of interest:** Declarations of any conflicts of interest must be made by all AG members at each meeting and will be recorded in the summary of recommendations made to the Parish Council.

CBF Process

1. Applications are made through the Parish Clerk. The Parish Council will call an AG meeting to review all applications received. Applications will be shared to all AG Members by the Parish Council at least 5 days in advance of the meeting.
2. The Parish Council will inform the AG how much funding is available to distribute before each AG meeting.
3. Based on the available budget, the AG will be asked to:
 - Review each application against the agreed criteria.
 - Agree recommendations, by a majority vote, as to whether each application should be: Approved Fully (including any conditions); or Approved Partially (including the amount, specific elements to be funded and any conditions); or Rejected (including the reason).
 - Report the recommendations to the Parish Council.
4. Funding not allocated or spent will be rolled over to subsequent rounds.

Funding and Judging Criteria

All projects to be funded must meet the Funding Criteria for the Fund.

The Parish Council's Responsibilities

1. The Parish Council will provide all applications to the AG, ensuring that applicants are aware of the process when they submit their applications. This is important from GDPR requirements.
2. The Parish Council will maintain a full audit trail of grant expenditure. It will also record in the minutes the recommendations made by the AG, declarations of conflicts of interest made by any AG member, and the final decisions reached.
3. The Parish Council will consider recommendations from and be advised by the AG, but as Fund Holders, final decisions as to the funding of individual projects will be at the absolute discretion of the Council.

4. The Parish Council will make all payments to the successful groups and ensure that projects are completed as stated on the application form.