



Boyton Solar and Wind Farms Community Fund
Terms of Reference and Responsibilities

The Boyton Panel is a committee of representatives from Boyton Parish.

The Boyton Panel (hereafter referred to as the Panel) will function under the overall jurisdiction of The Cornwall Community Foundation (CCF), its Constitution and its Articles of Association.

The general remit of the Panel is to ratify grant policies, procedures and grant recommendations presented by CCF, and to establish and review the grants process with respect to administration, publicity, grant making and monitoring for the Fund.

The specific terms of reference and delegated powers are detailed below:

I. Membership and Proceedings

- I.1 The Panel meetings will be serviced by staff from The Cornwall Community Foundation Grants Team electronically. Staff will advise the panel, however they will not attend the panel meetings.
- I.2 The Panel meeting results will be circulated and ratified by at least one Trustee of The Cornwall Community Foundation.
- I.3 The Panel may invite any person to attend its meetings for their specialised input.
- I.4 The quorum for meetings of the Panel shall be at least five members, including at least two Parish Councillors and three members of the Parish.
- I.5 Members must announce their declarations of interest (including the grant applicant) at the beginning of each panel meeting.
- I.6 Membership of the panel can be reviewed at the panel's discretion with the Chair's authorisation.
- I.7 The Chair of the panel shall be nominated by the panel and participate for a term of one year, following which members will vote on a new/existing Chair. The outgoing Chair can be voted into consecutive years by majority.
- I.8 A Deputy Chair will be nominated by the Panel to deputise when so required.
- I.9 The Panel shall meet bi-annually



2. **Authority and Delegated Responsibilities**

The Panel and CCF shall:

- 2.1 Incorporate the guidelines set out by The Cornwall Community Foundation Grants Committee, which is a Committee of the Board of Trustees, responsible for recommending grants policies and procedures, and to establish and review the process of all Funds with respect to administration, publicity, grant making and monitoring.
- 2.2 Ensure that procedures are in place for monitoring the use of grants by the recipients.
- 2.3 Ensure that clear qualifying criteria are established for the fund and that monitoring procedures are in place to ensure that these are adhered to.
- 2.4 A representative from CCF will be sent the decisions and minutes made at each panel meeting electronically.

3. **Approval and Review**

These Terms of Reference and Delegated Powers are to be approved by resolution of the Panel Members at their inaugural panel meeting to be held on the 4th June 2014, followed by approval from the Cornwall Community Foundation Grants Committee.

Thereafter they shall be reviewed annually by this panel.