

Three Parish Low Carbon Fund Committee for the Gorran Highlanes Wind Turbines

Terms of Reference

10 March 2025

1. BACKGROUND

In 2011 Community Power Cornwall (CPC) installed the two wind turbines at Tregarton. CPC allots 3% of the annual income from the wind generation jointly to the three parishes of St Goran and St Ewe (which have parish councils) and St Michael Caerhays (which has a parish meeting).

A group called Transition St Goran was asked to deal with applications for grants and a Panel was set up consisting of three Transition members plus co-opted members from St Goran and St Ewe parish councils. Since 2011, CPC's annual payments have been transferred to the Transition bank account, and the Panel has assessed applications and authorised payments. Whilst this arrangement has worked well in terms of attracting grant applications and distributing the CPC money, it was felt that it would be better – for reasons of accountability and transparency – if the money went through a properly constituted body.

In the past this fund has been known as The Gorran Low Carbon Fund and the Low Carbon Fund.

On 13 January 2025, St Ewe Parish Council agreed to set up the ***Three Parish Low Carbon Fund*** Committee to assess applications for this fund and to distribute grants to successful applications.

Now St Ewe Parish Council will receive and ringfence the allotted CPC funds for the exclusive management of the Three Parish Low Carbon Fund Committee.

2. PURPOSE

- 2.1. The purpose of the Low Carbon Fund is to distribute grants for projects that serve to lower carbon footprints or to raise awareness of the need for carbon reduction, and that are in the interests of, and will bring direct benefit to the three parish area, or any part of it, or all or some of its inhabitants.
- 2.2. The Three Parish Low Carbon Fund Committee's purpose is to assess applications to the Fund and to distribute the fund in accordance with its decisions.
- 2.3. The committee will be mindful that the Fund is to serve the organisations and inhabitants of all three parishes: St Goran, St Ewe, and St Michael Caerhays.

3. MEMBERSHIP

- 3.1. The committee must consist of at least four members, including at least one St Ewe parish councillor.
- 3.2. At St Ewe's Annual Parish Council meeting each May, it will appoint at least one, and no more than two, parish councillors to be members. At the same meeting, St Ewe PC will appoint a representative from each of the other parishes to serve for a year as a member.
- 3.3. Non-parish-councillors may be members.
- 3.4. At any time, the committee may co-opt other members to reach the maximum number of members which is seven.
- 3.5. The committee will strive to maintain at least one representative from each of the other parishes of benefit: St Goran & St Michael Caerhays.

4. QUORUM

- 4.1. Quorum is four.

5. MEETINGS:

- 5.1. The committee will meet as and when necessary.
- 5.2. The committee will follow all local government statutory requirements regarding agendas, minutes (including draft minutes) and public attendance.
- 5.3. The Clerk will be responsible for summoning the members, posting the agenda and distributing and posting the minutes.
- 5.4. The committee will elect a Chair from amongst its members every year at the beginning of the first meeting after 1st June.
- 5.5. The Chair will have the casting vote if there is a tie.

6. CONFIDENTIALITY

- 6.1. All members must preserve the confidentiality of the details of all applications.
- 6.2. The decisions of the committee are made public in the published draft minutes.
- 6.3. The accounts of the Fund will be made public on the St Ewe Parish Council website on its Three Parish Low Carbon Fund webpage.

7. DELEGATED POWERS:

- 7.1. The committee will have delegated powers to act on behalf of the Council as defined in Section 8 Powers and Responsibilities.
- 7.2. The committee's powers and responsibilities are agreed by full council in these Terms of Reference.

- 7.3. St Ewe Parish Council delegates to this committee the money allocated to the Three Parish Low Carbon Fund. The Clerk may organise immediate payment from this Fund according to the decisions in the draft minutes of the committee, without the authorisation of full council. Two signatures (i.e., two online bank authorisations) for each payment will always be required, as per usual. The parish council's financial regulation 5.15 regarding authorisation of payments will not apply.

8. POWERS AND RESPONSIBILITIES

- 8.1. The committee will agree and publish an APPLICATION FORM for a Three Parish Low Carbon Fund grant along with a schedule of submission deadlines. The application and schedule will be made available to the public online and in any other medium, as the committee sees fit.
- 8.2. The committee will decide each Three Parish Low Carbon Fund grant application and the grant amount.
- 8.3. The decisions of the committee regarding applications and amounts are final.
- 8.4. The committee will deal equitably with any grievances.

Approved by St Ewe Parish Council.

Date: 10 March 2025

Minute: 24/107.C

Signed: *Will Richards*