

**MINUTES OF THE SOLAR FARM COMMUNITY BENEFIT
FUND COMMITTEE
(A SUB COMMITTEE OF EMBERTON PARISH COUNCIL)**

**held in the Meeting Room of the Institute
on Monday 31st October 2016 at 3.30pm**
for the purpose of transacting the following business

Present: Councillor Soo Hall (Chairman)
Councillor Vicki McLean
Councillor Mike Horton

Mrs Karen Goss (Clerk and RFO)

Apologies for Absence

There were no apologies for absence.

Declaration of Interest

There were no Declarations of Interest.

1. Minutes of the Meeting held on Monday 5th September 2016

The Minutes of the Meeting held on the Monday 5th September were initialled by the Chairman.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. To Discuss Grant Applications Received

One grant application has been received.

Emberton United Charity – Community grant application in the sum of £1,065.00 for the replacement of existing skylights in the main hall of The Institute to prevent age related leaks and improve insulation properties. It was proposed by Councillor Hall and seconded by Councillor McLean that the application be accepted. A discussion then took place regarding accepting applications for maintenance projects. The clerk to ascertain whether the EUC had a budget for maintenance projects.

4. RFO's Report – The clerk reported that a separate account for the

Solar Farm Community Benefit Fund had now been set up and funds transferred from the parish council's current account. A cheque book had also been received.

5. Review of grants application process and criteria – A discussion took place regarding the grant application process and criteria with it being agreed that the application form be amended as follows;

1.3 – to have a tick box

1.4 (Community grant policy) – to add in the words “Grant applications will not be accepted for routine maintenance but for improving and enhancing.”

1.6 (Community grant policy) – to add in the word “two” when referring to the number of estimates.

2.3 (Small grant policy) – wording added of “The committee reserves the right to determine the application based on the financial information provided by the applicant.”

2.6 (Community grant policy) – the word “(invoice)” to be inserted after the the word “expenditure” and the following sentence added; “The committee reserves the right to determine the application based on the financial information provided by the applicant”.

The clerk to add in a section to ask the applicant what were the benefits of the grant to the parish and what were the implications of the application being unsuccessful.

The clerk to add in a section for the applicant to provide an End of Grant Report.

6. Date of Next Meeting

The date of the next meeting is to be decided (January).

The Meeting closed at 4.20pm

Signed

Date