

Verwood Solar Farm Fund Group

CONSTITUTION

1. NAME

The name of the group shall be Verwood Solar Farm Fund Group (VSFFG)

2. BACKGROUND

Second Generation Verwood Ltd (SGV Ltd) and Verwood Town Council (VTC), 28 Vicarage Road, Verwood, Dorset have entered into a Community Fund Agreement.

SGV Ltd has agreed to pay £10,474.60, this is indexed linked, annually to a Fund for 20 years, held by Verwood Town Council.

Verwood Town Council has agreed to delegate the administration of the Fund to VSFFG.

The group has been established to administer and allocate the Fund held by Verwood Town Council in accordance with the aims set out below.

3. AIMS

The aim of the group is to administer and allocate the Fund held by the Town Council.

The VSFFG will offer opportunities to voluntary groups and individuals from within the area of Verwood (see Appendix 1) to receive grants.

- Funding and promoting any charitable projects and purposes within the area of Verwood
- Educational projects
- Projects involving renewable energy or climate change
- Projects for nature conservation
- Promotion and installation of energy efficiency measures
- Small scale renewable energy projects
- Community groups within the above area of benefit

4. RESPONSIBILITIES

VSFFG will seek to achieve a balanced type of project and geographical location across the life of the Fund. The Fund will be used at the groups discretion in accordance with the aims.

The Fund is to be spent where possible during the year. The group may if the majority agree not allocate any grants for a maximum of two years. That is if there is a requirement to accrue a larger sum for a single funding application.

The group have the responsibility to design evaluation criteria that supports their selection of suitable projects for funding based on:-

- Locality – within highlighted on the area map – see attachment 1
- Prioritise improvements to existing amenities rather than building new
- Prioritise projects that make use of existing amenities e.g supporting a youth club that uses a parish hall
- Prioritise projects that are environmentally sustainable e.g. conserving energy within community buildings, providing education about environment issues, improving biodiversity
- Prioritise projects that brings the community together. This does not include annual gatherings where others are raising funds to disperse elsewhere.
- Prioritise projects which improves the health, fitness and well being of the community

Applications will be scrutinised fully by the committee.

The projects should prove they:-

- Support local people (this can be in letters of support)
- Illustrate the project's sustainability e.g. supplying accounts or projected income to prove that they will not rely continually on grants
- Have other income sources beside the grant they are applying for and other ways of raising funds.

Those applying for funding must agree to provide proof on how the Grant has been spent.

VSFFG will advertise an invitation to make applications for the Fund quarterly.

Applications will be accepted throughout the year with the committee reviewing the application at least every six months.

Full and accurate records will be maintained.

Application Forms will be shared with Committee members. By submitting this form, applicants agree to the Committee holding your information until such time as a grant is awarded or refused, at which time your submission will be deleted from the records and from those of all Committee members and any printed copies will be shredded.

5. FINANCE

All money received by VSFFG will be for the aims of the group and no other purpose.

Verwood TC shall be responsible for holding all money received by the group in a ring-fenced account.

The group shall authorise in writing the payment of all money with payments being by cheque drawn on the Verwood TC account.

The Clerk to the Council will require the following to enable payment to the group applying for the grant:-

- Letter informing successful fund applicants
- Copy of the minutes at the meeting at which application was assessed
- Any documents submitted in support of the applicant

VSFFG committee members may claim back any travel and telephone costs that are incurred in assessing the claim. A procedure and mileage rates will be agreed by the group.

The treasurer shall keep a record of expenditure supported by receipts.

The group will keep accounting records and a statement of accounts will be drawn up annually.

6. ADMINISTRATION

VSFFG will be in the hands of 7 committee members who will be appointed for a term of 3 years.

Membership of the VSFFG shall be open to individuals aged eighteen or over who live within the area or work on behalf of the community within the area highlighted on Appendix 1, irrespective of age, sex, sexual orientation, religion, disability and race.

One member of the group will be a councillor from the parish and the remainder, people from within the community.

Meetings can only be attended by elected members.

A chairperson, treasurer and secretary shall be appointed and voted for on an annual basis. These will be called the officers of VSFFG.

All officers shall retire from the group at the AGM but can stand for re-election for up to 3 years, this will allow for continuity.

It is members' responsibility to find and recommend any replacement for the group. If a replacement is not forthcoming, an officer can remain on the committee.

The group will meet every four months. Meetings will not proceed unless there is a quorum of five.

The Group shall have the power to seek advice from experts in any field if needed.

Minutes of each meeting shall be kept as a true record.

Any member may resign by giving notice in writing.

A member of VSFFG shall cease to hold office if they:-

- Become incapable by reason of illness or injury
- Are absent without due cause from two consecutive meetings

No member of the group will receive remuneration.

7. ANNUAL GENERAL AND EXTRAORDINARY GENERAL MEETING

An Annual General Meeting shall be held every 12 months, at which the work of VSFFG will be reported. A statement of accounts will be presented.

All members shall be entitled to attend and vote at the AGM or any Extraordinary General Meeting (EGM).

The quorum for any general meeting shall be five members.

Members of the general public shall be invited to the meeting.

The secretary will notify people of the date of the meeting not less than 21 days before an AGM or EGM. Notices will be displayed in conspicuous places within the local area as well as advertised on the Councils website.

The year shall run from 1st April to 31st March. The AGM shall be held in May of each year. The first one being held May 2017.

An EGM may be called by the Officers or in response to a written request from two or more members to one of the Officers.

8. CONSTITUTION

The Constitution can only be altered at an AGM. Any proposed alterations must be sent to the secretary and discussed with the Clerk of the Council prior to the meeting.

Changes to the Constitution must be approved by four members who have the power to vote i.e. only those sitting on the committee.

9. LIABILITY AND INDEMNITY

In the execution of the fund, no member shall be liable by any reason for any mistake or omission made in good faith other than wilful and individual fraud, wrong doing or wrongful omission on the part of the member who is sought to be made liable.

10. DISSOLUTION

If a motion is passed to dissolve VSFFG on the grounds of expense or otherwise, an EGM must be held.

Any remaining assets shall be transferred back to the fund held by the Verwood TC.

Verwood TC will take over the administration and allocation of the fund.

The Constitution was adopted on 2016 in the presence of

Full Name	Signature
-----------	-----------

Chairperson of Verwood Solar Farm Fund

Witnessed by

Name	Signature
------	-----------