



## **Clocaenog Forest Wind Farm Fund Advisory Panel:**

### **Terms of Reference**

#### **1.0 Purpose & Role of the panel members:**

- The panel was established in 2020 by CVSC who is responsible for the administration of the fund on behalf of Clocaenog.
- The purpose of the panel is to consider applications made by eligible groups to the Clocaenog Community Fund in line with the selection criteria and make recommendations regarding the applications.
- The Panel members are required to declare conflict of interests for any projects that they have a link to and to maintain confidentiality until the results of the panel are made public.
- The Panel members must not disclose confidential information relating to any applicant and /or their organisation at any time
- All Panel members represent and support the whole area of benefit for the Clocaenog Fund.
- All Panel members are to respect other members views and opinions
- The Panel members are to discuss and consider parameters of the fund e.g criteria and eligibility
- The Panel members are to advise and give opinion on suitability of application forms and guidelines.

#### **2.0 Membership:**

The panel is to be made up of representatives from:

- Community & Voluntary Support Conwy (CVSC)
  - Chief Officer
  - Fund Manager
- Cadwyn Clwyd
- Conwy County Borough Council
- Denbighshire County Borough Council
- Representative from RWE (observer)
- Community representatives (Volunteers):
  - Business
  - Tourism
  - Children & Young People
  - Community Development



- Elderly
- Agricultural

The panel will be chaired by the Chief Officer of CVSC

- Panel members may nominate a suitably experienced / qualified representatives from their organisation to attend in their absence
- Additional 'expert' panel members will be joining the panel as and when applicable

### **3.0 CVSC Administration Role:**

- The Clocaenog Community Fund manager will take decisions on the technical eligibility of applications and liaise directly with applicants to ensure that applications are eligible prior to them being presented to the panel for consideration.
- The Clocaenog administrator will provide the secretariat for each meeting
- The Clocaenog administrator will circulate minutes of the previous meetings of the panel, to all panel members together with an agenda for future meetings.
- The Clocaenog administrator will organise each panel meeting.
- The Clocaenog manager will forward a summary of each completed grant application to the panel in advance of each meeting for the panel's consideration.
- The Clocaenog administrator will be responsible for informing applicants of the panel recommendations following each meeting and obtaining the necessary approval for funding in line with CVSC procedures.

### **4.0 Meetings:**

- Meetings will be held on a quarterly basis.
- Meetings will be arranged by the Clocaenog administrator and will be chaired by the Chief Officer of CVSC.
- Urgent meetings may be requested by the Chair on specific issues if deemed necessary.
- Additional panels meetings may be arranged to consider applications, subject to volume or demand.
- A minimum of 4 panel members (excluding the chair) is required for a quorum, there must be representation from each county, the Chair is authorised to cast a deciding vote if necessary



## 5.0 Review:

- These terms of reference should be reviewed on an annual basis and if any significant changes to them are agreed or proposed by the panel at a panel meeting.

July 2020