



Callander Community Council

Braes of Doune Community Fund Management Terms of Reference

Constitution

Callander Community Council has been awarded a contract with Braes of Doune Wind Farm to manage the Braes of Doune Community Fund for the Callander Community. Within Callander Community Council, there will be a Sub-Committee and a Committee to manage the Braes of Doune Community Fund, the main work being done by the Sub-Committee.

Sub-Committee

The Callander Community Council Braes of Doune Community Fund Sub-Committee (BODSC) will comprise of a minimum of 3 Councillors chaired by BODSC Chair (BOD Chair). A quorum for a meeting will be any 2 of the sub-committee members. In the event of the BOD Chair becoming unavailable, the BOD Chair can nominate a stand-in member from the other Sub-Committee members.

The Sub-Committee will record key actions and recommendations for each application for funding.

Role and Remit

The remit of the Callander Community Council Braes of Doune Community Fund Recommendation Sub-Committee (BODSC) will be:

- To keep a record of all applications received
- To initially review applications and raise queries and identify areas requiring further information
- To submit proposed recommendations to the Committee
- To prepare quarterly and annual summary reports of recommendations to present to Braes of Doune Wind Farm Directors or their agents for funding approval and on-going record keeping
- To consider updates to procedures, grant applications and programme monitoring.

Committee

The remit of the Callander Community Council Braes of Doune Community Fund Committee will be:

- To consider and, if found appropriate, recommend for funding, Callander applications, to the Braes of Doune Wind Farm Directors or to their agents.
- Decisions to recommend grant applications to Braes of Doune Wind Farm Directors will be decided by vote. Voting options are to recommend, partially recommend, to reject or defer to obtain a revised application. If there is a tie on voting the chair will have a casting vote

Conflict of Interest

To ensure no potential conflicts of interest arise:

- No committee member can vote for applications in which they have an interest, for example those submitted by themselves or groups in which they have an interest or involvement
- Members who have an involvement with an application may be asked questions about the application but may not otherwise take part in the discussion
- Exception to this relates to applications for projects managed by Callander Community Council, which address specific areas of the Local Place Plan when all members can vote.

Meeting Frequency

- Sub-Committee – as required but at least 4 meetings per year
- Committee - Up to four meetings a year, linked to the four closing dates for applications. Other meetings may be organised to discuss relevant issues or procedures of the fund.