

# ***Luxulyan Parish Community Fund Committee***



## **Terms of Reference**

12 August 2025

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### **1. BACKGROUND**

In December 2013 the erection of a wind turbine was approved at Lestoon Farm, Luxulyan (PA13/08209) and the Delegated Report explained that "An index linked community fund of £10,000 per annum for the 20 years turbine operation period has been proposed by the applicant [Clean Earth Energy Ltd of Wadebridge, now known as West Cornwall Wind Farms Ltd, currently asset-managed by Clean Earth]." The first payment of £10,000 was made in November 2015.

In 2015 an independent Panel was formed for what was named the Luxulyan Parish Community Fund (LPCF, or 'the Fund'). It was made up of 7 people from the community. They were originally: Cllr J Satterthwaite, Cllr M Linfoot (both representing LPC), Nick Legard, Jim Clear, Chris Austin, Dave Bunt and Kevin Marsh from Lanlivery, with Dave Bunt as Chair. The Panel placed its funds with Cornwall Community Foundation (CCF - [cornwallcommunityfoundation.com](http://cornwallcommunityfoundation.com)) an organisation that handles similar funds and charges administration fees of 10% of all funds granted.

In 2024 the Fund also began to receive annual payments of £5000 from the Luxulyan and Tredinnick Solar Farm, run by KS-SPV3 Ltd and overseen by Foresight Group.

In 2025, the Panel was looking to reduce administration costs and application times and to improve accountability and transparency. Luxulyan Parish Council agreed in principle that it could accept the funds, ringfence the LPDF monies, and form a Committee that includes non-councillor members to handle applications and distribute grants to its successful applicants. Acceptance of these Terms of Reference by both the LPCF Panel and the Parish Council bring the LPCF under the control of the parish council.

### **2. PURPOSES**

- 2.1. The Luxulyan Parish Community Fund supports community projects within the parish of Luxulyan. Organisations based outside of this area can apply provided they can demonstrate the benefit to residents of Luxulyan.

2.2. The Luxulyan Parish Community Fund committee's purpose is to assess applications to the LPCF and to distribute the LPCF in accordance with its decisions.

2.3. The parish council may delegate other funds to be administered by the committee for grant purposes.

### **3. MEMBERSHIP**

3.1. At Luxulyan's Annual Parish Council meeting each May, it will appoint at least one, and no more than three, parish councillors to be members. At the same meeting, Luxulyan Parish Council will appoint up to three more members from the community that are not parish councillors.

3.2. The committee may co-opt up members at any time but may not exceed the maximum number of members.

3.3. The term of each appointed or co-opted member ends at the next Luxulyan Annual Parish Council meeting. Members may immediately be reappointed or re-co-opted.

3.4. Non-parish-councillors may be members. Non-parish-councillors must have a strong connection with the parish and must sign a Declaration of Acceptance of Office before voting on any matter.

3.5. The maximum number of members is nine.

3.6. If the membership of the committee falls below four, Luxulyan Parish Council will, at its next meeting, appoint more members in accordance with 3.1 and 3.4 above.

### **4. QUORUM**

4.1. Quorum is four members, including at least one Luxulyan parish councillor.

### **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 notice of the meeting with 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 its first committee meeting after Luxulyan's Annual Parish Council meeting.

5.5. The Chair will have the casting vote if there is a tie.

## **6. CONFIDENTIALITY AND TRANSPARENCY**

6.1. All members must preserve the confidentiality of applications when appropriate.

6.2. The decisions of the committee are made public in the published draft minutes.

6.3. The accounts and application process for the Fund will be made public on the Luxulyan Parish Council website.

## **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. Luxulyan Parish Council delegates to this committee the money allocated to the Luxulyan Parish Community Fund. It will be ringfenced within the parish council accounts and used exclusively for the purposes of this committee.

7.4. The Clerk will receive all applications and supporting documents. The Clerk will ensure an application is complete in accordance with the Guidelines before submitting the application to the committee.

7.5. 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. Any payment from the Luxulyan Parish Community Fund will be reported to the next ordinary council meeting.

## **8. POWERS AND RESPONSIBILITIES**

8.1. The committee will agree and publish an APPLICATION FORM with GUIDELINES for a Luxulyan Parish Community Fund grant. The application and guidelines will be

made available to the public on the parish council website and in any other medium, as the committee sees fit.

8.2. The committee will decide each Luxulyan Parish Community Fund grant application and the grant amount.

8.3. The decisions of the committee regarding applications and amounts are final.

8.4. The Fund may be used to pay normal administrative costs such as room hire for committee meetings. Administrative costs above £50 must be approved by full council.

8.5. The committee will deal equitably with any grievances.

Date: 12 August 2025

Signed: *Bridget Hall*

Chair, Luxulyan Parish Community Fund Panel

Date: 14 August 2025

Minute: 25/63.E

Signed: *Michaela Linfoot*

Chair, Luxulyan Parish Council