HALECOMBE QUARRY COMMUNITY FUND ARRANGEMENTS

1. Background

Proposal

To establish a Community Fund to provide facilities and services for the benefit of communities within the parishes of Leigh-on-Mendip, Coleford, Mells and Whatley. Contributions to the Community Fund would be related to the level of mineral extracted and sold from the Quarry and the distribution of monies would be carried out on a democratic basis by a Management Committee comprising of members of the local parishes and the Quarry Operator (currently Tarmac Limited) who would have the casting vote.

Through the Section 106 Agreement, the Operator would contribute 2 pence per tonne for all mineral the Operator sold from Halecombe Quarry site. This funding would be provided for the life of the Quarry.

The fund monies would be held by Somerset County Council (the Council) and payments would be made from the fund by the Council.

Community Fund Criteria

The Community Fund will seek to support projects within the parishes of Leigh-on-Mendip, Coleford, Mells and Whatley that improve the lives of the residents within the parishes.

Projects that have clear benefits in terms of education, recreation, nature conservation and sustainability will be supported subject to the availability of funds.

2. Funding

The Operator would contribute 2 pence per tonne for all mineral the Operator sold from the Halecombe Quarry site.

Monies would be paid by the Operator to the Council who would hold the money on behalf of the Operator and would make payment of approved funding as agreed by the Management Committee. The Operator would pay monies to the Council on a quarterly basis who would hold the monies in an interest bearing account. Interest arising from the monies held by the Council would be credited in full to the fund.

The contributions would commence with effect from Commencement of Development and would continue for the duration of quarrying at the site.

The 2 pence per tonne contribution would be indexed annually (upward only) in January each year in line with increases in the Aggregates Index in the 12 months to September in the previous year.

At the end of every 5 years the level of monies accrued in the Community Fund would be reviewed and if there was to be a surplus of over £20,000 the Management Committee would decide whether to allocate up to £5,000 to each of the parish councils.

3. Funding Requests

General

Requests are to be made electronically or by hard copy on an agreed pro forma (see attached form) setting out the details of the request.

Requests must be for clear and deliverable community benefits within the area of the four parishes and cannot be for the benefit of individuals or profit making organisations.

Requests can be made for a financial contribution or a contribution in materials from the Quarry. The supply of materials is to be at a commercial rate and the Operator would provide an itemised list of products, prices and delivery costs at the beginning of each calendar year.

Funding can be made in relation to a part or the whole of any request.

Funding requests are limited to a maximum of £7,500 (including the commercial value of any materials). Where the request is to fund part of a larger project, proof of either the availability of the balance of the funds needed or evidence of match-funding will be required. Funding requests of £5,000 or less would be given priority.

Any funding is to be spent within a maximum of 6 months of the donation taking place, or must be returned to the Fund.

Funding must be used for the project it was requested for.

Funding requests must be supported by a detailed breakdown of how the monies were to be used and the Operator reserves the right to request details of expenditure such as receipts.

For Leigh on Mendip, funding requests should be submitted initially through the Parish Council (clerklom@gmail.com / chair.lompc@gmail.com)

Organisations Eligible to Apply

An organisation meeting one or more of the following criteria may apply:

- Constituted voluntary and community groups,
- Registered charities,
- Not for Profit groups / Social Enterprises,
- The Parish Councils – where they apply for community projects that are additional to normal statutory responsibilities and for projects that are not supported by the existing precept arrangements.

The Committee reserves the right to provide any additional funding to groups or

organisations that do not meet the Community Fund Criteria.

Ineligible Projects

The following will not be considered (this is not an exhaustive list):

- statutory activity,
- any project that has already begun (a separate stage of the project can be considered),
- the promotion of religious faith activities (applications from religious organisations for projects benefiting the wider community will be considered),
- activities which are being delivered through other sources of funding,
- duplication of other projects being delivered locally,
- projects that impact upon or adversely affect the sustainability of existing provisions,
- projects that could access grants from more appropriate sources of funding,
- applications from private sector organisations,
- funding requests for:
  - normal operating costs
  - core staff
  - feasibility studies
  - insurance
  - purchase of land
  - party political activities or fundraising
- funding of recoverable VAT costs

Required information

All applications must provide the following information:

- Quotations substantiating the amount requested,
- Independently verified / audited accounts (most recent available),
- Copy of the adopted constitution or other governing document for the organisation,
- Details of the main bank account with at least two signatories,
- VAT registration number (where applicable), and
- Additional information relevant to the application, for example:
  - proof of either the availability of the balance of the funds needed or evidence of match-funding (for part-funded applications)
  - evidence of ownership for capital projects, or written proof of landlord's consent
  - proof of planning consent (where required)
  - proof of compliance with any statutory requirements inherent in the project eg. Safety certificates, risk assessments, etc.
  - evidence of community support and/or consultation

4. Management Committee

A Management Committee will be formed to oversee the distribution of funds.
The Management Committee should consist of the following members:

- Two representatives from Leigh-on-Mendip Parish Council
- One representative from each of Coleford, Mells and Whatley Parish Councils

- Two staff from the Operator
- One representative of Somerset County Council.

Each parish representative must be a member of the Parish Council.

The Chairman of the committee will be a designated representative of the Operator.

The Management Committee will review the Fund Criteria after 12 months to determine if the Criteria need to be amended. The decision on any amendments to the Fund Criteria would be made solely by the Operator.

Committee Meetings

Meetings would be held in March and September each year to coincide with the regular Quarry Liaison meetings.

The Operator will circulate all funding requests received during the previous 6 months to members of the Management Committee a minimum of two weeks in advance of the Committee meetings.

The Council will provide to the members of the Management Committee and the Operator an auditable reconciliation statement showing income (including any interest which has accrued) and expenditure and the balance standing to the fund twice a year in time for the meetings of the Management Committee.

A brief update on progress with projects that had received funding during the previous six months will be provided by the representative from the particular parish concerned.
At each meeting the Operator will provide detail on the level of activity at the Quarry during the previous six months and the amount of money paid into the Community Fund.

The Operator will also summarise the funding requests that had been received. The merits of the funding requests will be discussed by the Committee members before voting on:

- Which requests are to receive funding in whole or in part.
- Which requests are to be rejected.
- If there is insufficient money available to fund all genuine requests, which requests are to be returned to the applicant who would be advised to reapply.

The reasons for each decision to decline an application are to be recorded in the meeting minutes.

Leigh-on-Mendip Parish Council will each have two votes. Coleford, Mells and Whatley Parish Councils will have one vote each. The Somerset County Council representative would not have a vote. The Operator as Chairman would have a deciding vote and would only vote if there was a tie in voting for any particular request.

Representatives should be in attendance in order to vote.

Following the Management Committee meeting confirmation of the Committee's decision regarding each funding request shall be made by the Operator to the applicant within seven days of the meeting including, where appropriate, the reasons for not funding any request in whole or in part.

The Council will make payment in the agreed amount as directed by the Management Committee within seven days of the meeting.

In the event that the Council materially breaches or derogates from its obligations the Operator shall be entitled to take over administration of the Community Funding itself including the holding and distributing of the money.

The Minutes of each Management Committee meeting are to be provided on the Quarry website within seven days of the meeting. A link is to be provided to the Quarry website on each parish website.

5. Cessation of Community Fund

Contributions to the Community Fund will continue whilst the Quarry is operational, irrespective of changes to the Operator.

If quarrying is temporarily suspended the Community Fund will continue in operation until all Fund monies have been expended.

If quarrying ceases permanently any monies in the Community Fund would be divided equally between the four parishes.