

# Wicken Parish Council

## Solar Farm Committee Terms of Reference

1. The Solar Farm Committee is appointed by and solely responsible to Wicken Parish Council as a formal sub-committee of the Council.
2. The committee's duties, as set out in these terms of reference, are defined, and agreed by the Parish Council, which may vote, at any time, to modify, remove or increase the committee's terms.
3. The frequency of meetings is at the discretion of the Chair and the committee members.
4. Membership: The committee will consist of no fewer than three persons of which one must be a Parish Councillor, there is no maximum number of members, but they must be residents of the Parish of Wicken and over 18 years of age. All members of the Solar Farm Committee are bound during their activities by Parish Council policies including the Code of Conduct.
5. The election of the Chair of the sub-committee is decided by the Solar Farm Committee
6. Record of Proceedings: Written minutes will be taken to record the committee's recommendations and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for the distribution of the minutes on the Wicken Parish Council website.
7. Responsibilities: The committee's task is to encourage the village to volunteer projects that need funding and to receive those funding ideas from parish residents and to filter, evaluate, and produce proposals which it can recommend to the Parish Council for approval.
  - a. Making estimates of the various proposed project expenditure and timescale.
  - b. Monitoring the Council's solar farm income budget against actual expenditure throughout the year.
  - c. Ensuring appropriate risk management, and sustainability of each project.
  - d. Ensuring a suitable framework for tendering and purchasing arrangements.
  - e. Follow the Wicken Financial Policy published by the Parish Council

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