



# **Saltfleetby Parish Council Wind Farm Fund TERMS OF REFERENCE**

## Document History Sheet

Date	Details	Authority
19/01/2026	First Draft	-
08/05/2026	First Issue	WC Meeting dated 8 <sup>th</sup> May 2026

## **1. Introduction**

The name of the fund is the Saltfleetby Parish Council EnergieKontor Wind Farm Fund ('Fund'). The Energiekontor Wind Farm donate monies to the fund twice per year. The value of the donation is directly proportionate to the quantity of electricity generated over a six month period. The fund is managed by the Windfarm Committee which is formed from Saltfleetby Parish Councillors. The fund is an Unincorporated Association with its own set of rules and is governed by the requirements of References 1 & 2 (Item 14).

## **2. Aim**

The aim of this document is to detail the procedures to be followed for

- a) applying for a grant
- b) processing the application

## **3. Parties**

The Parties referred to in this document are:

'Developer' being EnergieKontor UK Ltd, Company Number 03830819.  
EnergieKontor's registered office address is 114, St Martin's Lane, Covent Garden, London, United Kingdom, WC2N 4BE.

'Developer' shall include any successors in title or assignees.

The Windfarm Committee consisting of Saltfleetby Parish Councillors.

The fund administrator ('administrator') shall be the Clerk/RFO of the SPC.

Website Address is <https://saltfleetby.parish.lincolnshire.gov.uk>

E-mail Address is [clerk@saltfleetbyparishcouncil.gov.uk](mailto:clerk@saltfleetbyparishcouncil.gov.uk)

## **4. Objective**

The objective of the fund is to disburse monies received from the Developer to promote Environmental Activities, Educational/Skills Development, Sports/Leisure, Community Facilities, Community Care, Investment, Infrastructure, Maintenance and Village events for the benefit of Saltfleetby.

## **5. Administration**

The WC has delegated authority to approve or reject Qualifying Projects. The selection and designation of Qualifying Projects and the management and administration of the Funds shall be at the sole discretion of the WC.

## **6. Powers**

In furtherance of the Objectives, the WC may exercise the following powers:-

6.1 To raise monies for the Fund through investment of any surplus.  
(See Section 10)

6.2 Subject to any consent required by law, to sell and lease or dispose of property of the Fund.

6.3 To engage such consultants and advisors as are considered appropriate from time to time.

6.4 To co-operate or commission projects or services with other independent bodies and statutory authorities operating in furtherance of the Objectives or of similar purpose and to exchange information and advice with them.

## **7. Restrictions on Powers**

The Fund may not be used to support:-

- a) The promotion of any political or religious beliefs.
- b) Any activity adverse to wind farm interests
- c) A Business application, or any project that directly or continuously supports a business. This does not preclude individuals, community organisations or charity organisations from using businesses to supply goods and services to individual events if all other criteria are met.
- d) Any project that is a Statutory responsibility of SPC, a District Council or a County Council.
- e) Any project that lies outside of the Saltfleetby Parish Boundary.
- f) Any weapon or ancillary equipment eg Firearm, Air Gun, Throwing Axes, Knives etc.
- g) Any item which the insurance company would reject.

## **8. Meetings and Reports**

The WC shall consider grant applications and award funding based on the agreed criteria and objectives of the Fund. A representative of the Developer will be invited to attend each meeting. All such meetings shall be minuted.

Seven calendar days' notice shall be given of the date, time and venue of such a meeting and an agenda provided setting out the business to be conducted. In the event of a tied vote for an award, the Chairman shall have the casting vote. The grant applicant may be present to answer any queries in relation to the application or to make a short statement before the awards panel vote.

8.1 The WC shall have a quorum of not less than 4 members.

8.2 The WC will supply the Developer with the minutes of any meetings and a list of applications submitted together with the details of the decisions following each meeting of the WC.

8.3 The WC will provide a Fund Report and accounts that have been certified by an independent examiner to the Developer annually.

8.4 The Annual Fund Report will be presented at the Annual Parish Meeting which is open to the public and published on the SPC website.

## **9. Who May Apply?**

9.1 Applications will be accepted from any organisation or small community group - provided that the project will directly benefit the community of Saltfleetby. A small community group is defined as a group that has no formal organisation. A small community group will consist of up to 15 members and have no formal committee or funding arrangements (such as a bank account) A formally organised group which wishes to become a Small Community Group must be dissolved as per its constitution, liquidising all assets and reform as a small group. The grants are not means tested.

9.2 Individuals may apply for bursaries to assist with furthering their education or learning new skills.

Individuals may also apply for grants which meet the requirements of reference 1 (page 6).

9.3 The WC may utilise the fund for projects that benefit the community by obtaining quotations, debating the requirement and voting at any WC meeting.

9.4 Grants should be applied for using the form shown at Annex A.

9.5 Applications for advertising, stationary or administrative products will not be accepted.

## 10. Process

10.1 The maximum value awarded to any organisation/group shall not exceed £4,000 per financial year.

Certain applications will be price capped as detailed in Table 1

The **maximum total** externally granted in one financial year shall not exceed **£16,000**.

The financial year starts 1<sup>st</sup> April and ends 31<sup>st</sup> March.

While grants will be awarded on a first come principle, applications including match funding will take priority over other applications if a shortfall of annual maximum funding is experienced.

10.2 Applications may be submitted to the WC at any time via Windfarm Committee Members or emailed to the Fund Administrator and the decision to support or reject the award will be decided at the next WC meeting provided the application has been received at least 14 calendar days before the meeting. Decisions will be made based on the flow chart detailed at Annex B. The outcome of the application shall be minuted. The Fund Administrator will notify the applicant of the outcome in writing within 3 calendar days of the decision being made using the form at Annex D. If a grant has been modified or rejected by the committee then a full explanation shall be detailed in the notification. The applicant shall have the right to appeal in writing to the administrator and their appeal shall be included in the agenda for the next WC meeting.

10.3 Applications from organisations shall be accompanied by the following:-

- a) Constitution or details of Community Group.
- b) Latest copy of certified Accounts for the Community Group
- c) Public Liability Certificate. In the case of a "one off event" the certificate may be forwarded later but before any grant monies are released.
- d) Names of Committee members detailing their responsibilities. Authorised signatories shall be clearly indicated and a statement declaring that at least two signatories are required for bank transactions.
- e) Policies relevant to the application
- f) Date the organisation was formed

10.4 The Fund Administrator shall collate the applications and forward them to the panel, along with copies of any supporting evidence as detailed in section 10.3. seven calendar days in advance of the meeting to enable an understanding of the application before passing judgement.

Committee members shall read the applications before the Awards Meeting and determine pass/fail criteria in accordance with Annex B. Fail criteria or queries shall be discussed at the meeting.

Any queries shall indicate the Section in the Terms of Reference which relates to the query. Only these queries shall be discussed at the meeting.

Each application contains privileged information and shall not be shared with any member of the public.

The copies of the applications and any supporting evidence held by individual councillors shall be destroyed after the meeting. Only the project title of the application will be included in the Meeting Agenda.

10.5 Monitoring of the progress of each project shall be conducted by the Fund Administrator.

10.6 Minutes of this meeting and associated decisions will be provided to the next full Windfarm Committee Meeting for record and can sent to the Developer. The Fund Administrator will retain all application documents on behalf of the WC.

## 11. Distribution of Funds to Successful Applicants

11.1 Funds will be paid out upon receipt of a supplier's invoice.

11.2 Small Community Groups will keep a log of hours spent in the venue and send a copy of the log to the venue management and the Fund Administrator. The venue will invoice the Fund Administrator. An example of a log is shown at Annex C.

11.3 Bursaries will be funded on a case by case basis arranged at the time of their successful award.

## 12. Investments

As administrators of the Fund the WC is required to invest or otherwise provide for the future sustainability of the Fund. A proportion of the annual income of not less than 10% will be invested in secure assets.

## 13. Disbandment of SPC

If the Saltfleetby Parish Council is disbanded the responsibility of the Windfarm Fund shall become the responsibility of the ELDC or equivalent tier of government.

## 14. References

- 1 EnergieKontor UK Ltd (1) and Saltfleetby Parish Council (2) Project Funding Agreement. Dated 14 March 2011
- 2 The Constitution of the Windfarm Committee dated 2<sup>nd</sup> December 2025

**Table 1**  
**Capped Items**

Item	Capped Value
Laptop/Tablet/Computer	£450
School Educational Trip	£400
Vocational Training	£1000
Non-Vocational Training	£500
Individual	£1000

## Annex A

### Saltfleetby Parish Council



### Wind Farm Fund

#### APPLICATION FORM FOR GRANT

**Applicants please read the EnergieKontor Wind Farm Fund Project Funding Agreement 2011 and the Terms of Reference Issue 5 (this can be found on the Saltfleetby Parish Council website)**

#### 1 Applicant

Name of Group, Organisation or Individual	
Contact for this Application	
Position Held	
Contact Address	
Contact Telephone Number(s)	
Contacts e-mail Address	

#### 2.a Funding Requirement

- |   |        |
|---|--------|
| 1. A bursary or Individual?                           | Yes/No |
| 2. A group with no formal control?                    | Yes/No |
| 3. An organisation which is regulated by a committee? | Yes/No |

**2.b** State the reason why a grant is requested and explain which section of Schedule 1 of the Project Funding Agreement the application meets and how it meets this section.

**Section of Schedule 1**

1) How does the Project meet the Section of Schedule 1?

2) Details of Project

**3 Documentation**

The following documentation should accompany the claim:-

	Bursary/Individual	Organisation	Group
Constitution or details of Organisation	No	Yes	No
Latest certified accounts of Organisation	No	Yes	No
Proof of Public Liability of the venue to be used	No	Yes	Yes
Committee Members detailing responsibilities	No	Yes	No
Date Formed	No	Yes	Yes
Policies relevant to this application	No	Yes	Yes

#### 4 Costings

Identify the costs of the project and indicate any match funding.  
 All Items will be accompanied by several quotations or a reason why only one quotation has been obtained.

Item	Cost
Total Cost of Project	
Match Funding	
Total Cost of Grant	

#### 5 Payment

Provide the following:-

Name of Bank
Name of account holder
Account Number
Sort Code
Business or Personal Account

#### **Signature and Declaration of main contact for organisation/group/individual.**

I understand that you may ask for additional information at any stage of the application process and that all necessary permission for the project has been obtained.

I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

At the end of the project, I undertake to provide to the Fund Administrator all receipts and relevant financial reports and to report in full at the Annual Parish Meeting.

I confirm that to the best of my knowledge and belief, all information is true and correct.

As an applicant, I consent to my details being stored securely by the Windfarm Committee to

enable the effective management of the EK Wind Farm Community Fund. The data will not be shared outside of the Windfarm Committee.

Yes or No (delete as appropriate)

## General Data Protection Regulations (GDPR 2018)

Name (Block Capitals)		Position in Organisation	
Signed		Date	

**IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND**

**Please note the Award Panels decision is final.**

Please send the completed application form along with any supporting material to:

Email [clerk@saltfleetbyparishcouncil.gov.uk](mailto:clerk@saltfleetbyparishcouncil.gov.uk)

## Annex B

### Determination of Grant

***Bursary/Individual =1, Group with no formal control =2, Organisation - 3***

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Applicable to (See Key)</b>
1) Are all the questions answered adequately?	Next question	Reject	1,2 & 3
2) Is the supporting information provided clear?	Next question	Reject	1,2 & 3
3) Does the organisation appear to be solvent?	Next question	Reject	3
4) Is the organisation clearly a nonprofit making community group or social enterprise	Next question	Reject	1,2 & 3
5) Has the organisation declared that at least two signatories are required for financial transactions?	Next question	Reject	3
6) Has the organisation identified the committee members and their responsibilities?	Next question	Reject	3
7) Does the organisation have a bank account requiring at least two signatories?	Next question	Reject	3
8) Will the grant be utilised on a project that benefit the community or an individual of Saltfleetby?	Next question	Reject	1,2 & 3
9) Is the project the statutory responsibility of the SPC, District or County Council?	Reject	Next question	1,2 & 3
10) Does the project promote religious or political beliefs?	Reject	Next question	1,2 & 3
11) Will the project have any adverse effects to the Wind Farm interests?	Reject	Next question	1,2 & 3
12) Has all the required project funding been identified?	Next question	Reject	1,2 & 3
13) Does the funding calculation 'add up''	Next Question	Reject	1,2 & 3

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Applicable to (See Key)</b>
14) Does the application fall within any of the approved purposes detailed in Schedule One of the Project Funding Agreement (Reference 1)?	Next question	Panel to discuss	1, 2 & 3
15) Does the application directly support a business?	Reject	Next question	1, 2 & 3
16) Are all the required policies in place?	Next question.	Panel to discuss	3
17) Has the individual or organisation applying for the grant demonstrated adequate financial control?	Next question	Reject	1, 2 & 3
18) Will the project require further funding during its lifetime?	Panel to discuss.	Next question.	1, 2 & 3
19) Are there any other relevant details to decide if the application may be granted.	Panel to decide if grant should be awarded.	Award grant	1, 2 & 3
20) Does the item fall within section 7.	Yes	Reject	3



# Annex D

## Saltfleetby Parish Council



## Wind Farm Fund

### Grant Application Decision Notification

Your Windfarm Grant Application has been considered by the Awards Panel and the following decision has been resolved.

Your Grant Application has been accepted and will be paid in full.

It was determined that your Grant Application should be modified as follows:-

Your grant application was rejected for the following reasons:-  
(delete as appropriate)

Signed \_\_\_\_\_

Fund Administrator

Date \_\_\_\_\_