

Kelmarsh Windfarm Community Benefit (KWCB) – Charitable Incorporated Organisation

Charity Trustees' Selection Criteria, Terms of Office, and Procedures for their Replacement, Rotation, and Removal

This KWCB - Charitable Incorporated Organisation (CIO) policy and procedures document governs the charity trustee's selection criteria; the initial and subsequent appointment of charity trustees; their initial and subsequent Terms of Office; and their replacement due to Resignation, Removal, Replacement, or Rotation of Terms of Office; as defined by the KWCB CIO constitution.

1. Appointment of the trustees

1.1 There must be eight KWCB CIO Management Committee charity trustees, with two trustees being appointed by the respective sponsoring Parish Councils or Clerks of the Parish ("the Appointing Bodies"), of Clipston, Haselbech, Kelmarsh and Naseby, at their duly convened Annual, Special, Parish or Other Meetings.

1.2 At the first Annual, Special, Parish or Other Meetings, each of the sponsoring Parish Councils or Clerks of the Parish will formally adopt a resolution which specifies the local procedures to be followed and notes the KWCB CIO trustee selection criteria (clause 2.) for the appointment of trustees.

1.3 In selecting individuals for appointment as trustees, the sponsoring Parish Council or Clerks of the Parish must take due regard to the candidate's parish residency, and that the chosen candidate has the necessary knowledge and experience needed for the effective administration and management of the charity.

2. KWCB CIO Trustee Selection Criteria

The trustee selection criteria includes:-

Independence - Preferably candidates should not be a member of any special interest group in the parish they are representing, if, however, this is not possible, they must declare their interest thereby ensuring that there can be no chance that anyone can accuse a trustee of bias, or furthering their own agenda of interests. Neither are they allowed to vote on grant applications from their own parish.

Commerciality - The grant applications must be reviewed to get the best return from KWCB CIO monies and therefore the ability to see financial opportunities and fine tuning that could be recommended to an applicant is a requirement. Additionally, the ability to advise on other opportunities for matched funding, that the applicant might want to pursue.

Balance and Objectivity – they will need to remain objective, as while the responsibilities are to represent their parish, the ability to see a wider community viewpoint and not be parochial is key. As is, the ability to hold several grant assessment perspectives.

Empathy - The ability to understand other viewpoints, across different interest groups and persuasions is also key and encouraging the maximum number of quality parish grant applications.

People Skills - The ability to generally get on with parish folk from different age groups, backgrounds and interests is crucial.

Realistic Approach- A very grounded view, on the art of the achievable, in the required timescales, and balancing the importance of each area to be considered against the KWCB-CIO constitution aims and the scorecard assessment system. Not all of the parish grant applications will fit the KWCB charitable purposes/grant criteria and the applicants will need to be expertly and sympathetically advised.

Trustee Role – As a charity trustee, one will be required to ensure the charity is carrying out its purposes exclusively for charitable purposes and the community and public benefit; to ensure compliance with the charity's CIO governing document and the law; to always act in the charity's best interests; to ensure the charity is accountable; to manage the charity's resources responsibly; and to always act with reasonable care and skill.

Parish Role - The parish role requires attendance at a minimum of four management meetings a year; working productively with representatives from Kelmars, Clipston, Naseby and Haselbech; day to day parish based responsibilities including encouraging/guiding people to submit quality/balanced applications; and helping them at times, to tune their thinking to achieve both the funds' and the applicant's objectives. An online application process supported by a dedicated KWCB website, will require some email and basic IT skills to facilitate the online application management.

3. Rotation, Replacement, Removal, and Retirement of Trustees

3.1 If a charity trustee vacancy occurs, due to Rotation, Resignation, Removal, or Retirement, the KWCB CIO Management Committee trustees must note the relevant facts in the minutes of the current or the next scheduled meeting and must then notify the respective sponsoring Parish Council or Clerks of the Parish, as a matter of urgency.

3.2 On receipt of the relevant notification from the KWCB CIO Management Committee, the relevant sponsoring Parish Councils or Clerks of the Parish will, as a matter of urgency, duly convene a Special or Other Parish Meeting, to appoint a new trustee, and then notify the KWCB CIO Management Committee, with the relevant details, accordingly.

3.3 The Terms of Office of the 'first trustees' will be for periods of between one and four years, and that of those trustees subsequently appointed, will normally be for a period of 3 years, as detailed in the KWCB Charitable Incorporated Organisation (CIO) constitution.

3.4 A charity trustee who has served for three consecutive Terms of Office may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

3.5 The KWCB Charitable Incorporated Organisation (CIO) constitution defines the required procedures to be followed when trustees are required to be Removed.

3.6 Any person retiring as a trustee is eligible for reappointment after an interval of at least one year.