



## **SPAB MILLS SECTION**

### **MILL REPAIR FUND - TERMS OF REFERENCE**

- 1** The fund is known as the Mill Repair Fund, referred to in this document as the 'Fund'.
- 2** The Fund is administered by the Committee of the Mills Section of the Society for the Protection of Ancient Buildings, referred to as the 'Committee'.
- 3** The purpose of the Fund is to provide a source of small grants to mills, for the following purposes:
  - To contribute towards emergency repairs or holding repairs to a mill.
  - To contribute towards routine maintenance where a mill owner or volunteer group is undertaking work that would not be eligible for grant aid from other bodies.
  - To augment grants from other bodies contributing towards mill repair costs.
- 4** Applications for grants should be made in writing to the Administrator of the Mills Section. Applications should include full details of the project. Applications must be made by the owner or with their written approval.
- 5** Work must be specified to the satisfaction of the Committee. Any departure from the specification must be agreed by the Committee before any work is commenced/continued.
- 6** All applications received will be considered by the Committee, except those for emergency repairs which may be approved by the Chairman and Treasurer of the Mills Section, in certain cases the Committee may require additional information before an application can be considered.
- 7** All consents required must be approved before any proposed work is carried out.
- 8** The maximum amount of any grant will be £5,000 except in very exceptional circumstances at the discretion of the Committee. The maximum emergency grant will be £1,000. These sums will be subject to review twice yearly by the Chairman and Treasurer of the Mills Section. Any proposed grants, other than for an emergency, must be endorsed by the Trustees of the Main Society for the Protection of Ancient Buildings.
- 9** Unless agreed otherwise, to further the work of the Mill Repair Fund, the Mills Section requires that the Grant be mentioned in any local publicity relating to the repair. The

applicants must provide information and photographs for use by the Section in any suitable promotion. The final 10% of the grant may be withheld until such materials have been received at the Section's office.

- 10** Grants will normally only be given for work that has not commenced at the time of application. Before any offer of a grant can be made it will normally be necessary for a representative of the Mills Section to inspect the mill prior to the commencement of the work.
- 11** Grants will normally only be paid on completion of the works to the satisfaction of the Committee and on presentation of invoices from suppliers. An individual nominated by the Committee will inspect the work after completion.
- 12** Grants should normally be claimed within three years of the offer being made.
- 13** A report on any grants that have been given will be published at the end of each financial year in the Annual Report and in the Section Newsletter.
- 14** Any grant from the Fund should normally be repaid if the mill for which the money has been given is sold within three years of the awarding of the grant.
- 15** Any Committee member who has an interest in any application to the Fund shall not be present during any discussion of the matter by the Committee.

Revised May 2015