

# Churcham Parish Council

## Grants, Honours & Donations Policy

### Introduction

The Council has various legislative powers to make grants, donations and award honours. The Council aims to use these powers to bring direct benefits to the community it serves, to recognise individuals who positively contribute to the area, and to support local and national charities.

### 1. Grants

#### 1.1 About the Grant Scheme

The Council will set a budget each November and this will include provision for successful applications from organisations asking for financial support to implement projects that will have a direct benefit to all or part of the community. The maximum grant available is £150. However, the Council will consider higher grant awards if the project is considered to bring exceptional benefits to the inhabitants of the Parish.

#### 1.2 Exclusions

The Council will not fund:

- Funded projects applying for the same project work or activity
- Projects for the advancement of religion or political activities
- Projects for the maintenance of property belonging relating to affairs of religious organisations or held for an associated charity e.g. Churches and church property
- Individuals (non-constituted groups must be 3 or more active participants through the entire length of the project)
- Organisations requiring deficit funding
- Organisations requiring core funding
- Organisations which could reasonably be expected to fund their activities or needs from members' subscriptions
- National organisations with no specific local brief or organisations whose principle activity is outside the area and whose aims and objectives are not specifically directed at the residents of the Parish of Churcham
- Organisations with substantial free reserves, the annual turnover of the organisation will be material to the level of the free reserves
- Lead applicants under the age of 18 years old **N.B.** Persons under the age of 18 should contact the Parish Clerk for advice if they have an idea for a project they want help to implement. The Council welcomes the participation of young people and will enable them where it can.
- Retrospective requests.

- On-going maintenance costs
- Loan payments or endowments
- Trips and day trips
- Activities that are part of statutory obligations
- Capital costs – such as large items of equipment, building costs etc.

### **1.3 Eligibility**

Applicants must be able to demonstrate the following:

- Be a not for profit voluntary or registered charitable organisation with a Constitution or set of rules which lay out the aims of the organisation and how it operates and be able to demonstrate how they develop relationships and support networks with the people they are involved with OR
- Be a Community Interest Company OR
- Be a group of people (minimum of three people) who have come together for a specific project/activity and have a plan of action which clearly identifies what they intend to do, how the award would be spent and what difference their project/activity will make to their community
- Be committed to building interdependence, connections, self-reliance and resourcefulness in those communities in which they live/work
- Be active in helping all citizens – irrespective of age, gender, ability, sexual orientation, race or creed – to be contributing members of society and to be fully inclusive
- Have a bank account in the name of the organisation and have at least two unrelated signatories to that account OR Have the support of a constituted organisation who has agreed to be the banker of your project
- The project must be directly beneficial to the residents of the Parish of Churcham
- The project must be local and within 3 miles of the Parish of Churcham
- Be able to demonstrate the extent to which there is a need/demand for their proposed project
- Be able to explain the likely benefits and outcomes of the project
- Demonstrate that the initiative does not duplicate any other existing effective arrangements or projects
- Be able to provide match funding in either money or “in kind” time

### **1.4 Post-project requirements**

Successful applicants will also be required to:

- Attend the Annual Parish Meeting to present the outcome of their project and how the grant award has benefited the community
- Submit a detailed report to the Council on how any grant has been spent and how it has benefited the community. This report will include all receipts and account for all grant award expenditure.
- Any unspent grant will be repaid to the Council.

### **1.5 Decision Process**

- Each application meeting the eligibility criteria will be considered the Council.
- Applicants may be invited to attend a Council meeting to further discuss their proposals.

- The decision whether or not to award a grant will be made by full Council.
- Due to limited resources and in order to limit any increases to the precept, the Council will not be able to fund all applicants and priority will be given to those projects assessed as having the most benefit to the community.

### **1.6 Application Process**

Applications can be submitted to the Council at any time, but ideally they should be sent to the Clerk of the Parish Council by 30th September each year so that the application can be considered by the Council before it sets the budget for the next financial year. There is no formal application form but applicants should write to the Council outlining their project and clearly demonstrating their eligibility with any supporting evidence e.g. organisation's constitution.

Applicants will be able to contact the Parish Clerk for an informal conversation before submitting their application.

## **2. Honorary Freeman and Honorary Freewoman**

### **2.1 Legislative Powers**

Under Section 249 of the Local Government Act 1972, the Council has the power to confer the title of Honorary Freeman or Honorary Freewoman of the Parish of Churcham on any person deemed to be:

- a person of distinction, and
- a person who has, in the opinion of the Council, rendered eminent services to the area.

### **2.2 The Decision-making Process**

A resolution must be passed by the Council:

- at a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- by no less than two-thirds of the Council members

### **2.3 Spending Powers**

Under Section 249(9), the Council may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the Council has conferred the title of honorary freeman or honorary freewoman under subsection.

### **2.4 Posthumous Awards**

It is the policy of the Council that this honour can be awarded posthumously.

## **3. Donations to charities**

### **3.1. Powers**

**3.1.1** Under s.137(3) the Council may make contributions to UK charities and bodies providing a public service on a non-profit making basis in the UK.

**3.1.2** Expenditure incurred in making contributions to UK charities and bodies providing a public service does not require there to be a direct benefit to the council's area or to its inhabitants.

### **3.2 Limitations**

**3.2.1** It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK.

**3.2.2** The amount donated will be restricted by the limitations set out in section 4.2 of this document.

### **3.3 Process**

The decision to donate to a charitable organisation must be passed by resolution at a full meeting of the Council.

## **4. Section 137 Local Government Act 1972**

Section 137 of the Local Government Act 1972 allows the Council to incur expenditure where there is no provision to do so in any other legislation.

### **4.1 Powers**

**4.1.2** S.137(3) states that the Council may make donations to charitable organisations as described in section 3 of this document.

**4.1.3** S. 137(1) states that the Council may, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or part of it or all or some of its inhabitants

**4.1.4** S.137(3) may be used to contribute to public appeals for funds in connection with particular events affecting UK residents only where the appeal is made by the Lord Mayor of London or the Chairman of a principal council.

### **4.2 Limitations**

**4.2.1** Section 137 does not allow the Council to incur expenditure where it is prohibited or restricted by other legislation e.g. S.8(1)(i) Local Government Act 1894 states that a Parish Council cannot fund the maintenance of 'property relating to affairs of the church or held for an ecclesiastical charity'.

**4.2.2** The amount expenditure allowable in any financial year under S.137 is calculated annually by multiplying the number of electorate in the Parish by an amount per head set by the Ministry

of Housing, Communities and Local Government. The total amount permissible under this legislation will be set at the Annual Meeting of the Parish Council. The current amount is £7.86 per electorate and the total electorate is currently 563. Therefore, **the limit for the financial year 2018/19 is £4425.18.**

**4.2.3** Under S.137 (2C) expenditure can only be incurred on publicity by way of assistance to a public body or voluntary body when it is incidental to the main purpose for which the council is giving financial assistance.

**4.2.4** Expenditure by the Council on publishing information regarding the services it provides, pursuant to section 142 of the Local Government Act 1972, is also subject to the statutory limit.

**4.2.5** The Council must not use S.137 where the expenditure is permitted under other legislation.

### **4.3 Requirements**

**4.3.1** When resolving to make expenditure under S.137 in order to benefit the inhabitants of Churcham Parish, the Council must demonstrate:

- There is no alternative legislation the expenditure can be made under and that there is no legislation prohibiting this type of expenditure, **AND**
- The amount awarded is not disproportionate to the number of people in the community benefiting from the award.

**4.3.2** S.137(7) states that the Council must have separate column in the cashbook to identify all expenditure made under S.137.

**4.3.3** The Council must quote S.137 of the Local Government Act 1972 in the minutes of the meeting where a resolution was passed using this legislation.

**4.3.4** Where the Council provides financial assistance equal to or exceeding the “relevant minimum” to a body providing a public service, a charity or funds where the appeal is made by the Lord Mayor of London or the Chairman of a principal council within section 137(3), the Council must require the body or charity recipient to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given (section 137A). The “relevant minimum” is £2000.

**This policy will be reviewed annually at the Annual Parish Council Meeting.**

Signed:

Date adopted: