

# Tickton & Routh

## Parish Council

### **FINANCE & GRANT FUNDING COMMITTEE TERMS OF REFERENCE V1**

A Grant Funding Committee was set up by a resolution of the Parish Council at their meeting of 12 December 2016 with the aim of sourcing additional funding for projects identified by Tickton & Routh Parish Council to benefit the local community and surrounding locality. At the meeting held on 13 May 2019 it was resolved the Grant Funding Committee to be amended to Finance and Grant Funding Committee; (Min. Ref: 068/19)

<b>Name of Committee:</b>		Finance & Grant Funding Committee
<b>Membership:</b>		Three members of the council (minimum) or five members (maximum). Council may appoint named substitutes.
<b>Appointed Members:</b>		Cllrs: Caley/Sinkler (as a shared role); Mathison; Oliver; N Walker & Well
<b>Conditions</b>	1	Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting. The Chair to be assigned by the Committee following the Annual Meeting.
	2	The membership of the Committee may be reviewed by Council at any time
	3	Meetings to be convened on a quarterly basis and thereafter on a needs basis, both within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1
	4	Minutes to be presented to the next meeting of Council for information purposes and/or where a recommendation has been made to Council
	5	The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion
	6	The Clerk of the Council will support the committee, when appropriate
<b>Restrictions:</b>	7	Only Members of the parish council may be members of the Committee
	8	Members of the Parish Council may attend meetings and can be invited to discuss matters but will have no voting rights.
	9	The quorum shall be three (3)
	10	The Council's Code of Conduct and attendant regulations apply to this committee
<b>Finance: Purpose/Role</b>	11	To prepare and recommend the annual budget and precept for approval by the Full Council.
	12	To review internal and external audit reports.
	13	To monitor income, expenditure and budgetary positions through the year.
	14	To monitor and review the Council's annual subscriptions.

	15	To prepare forward financial forecasts.
	16	To determine all the resource requirements of the Council, including in respect of finances, land, property, office facilities and equipment, employees and contractors, and make recommendations to the Council.
	17	To monitor and review the Council's assets and insurance provision.
	18	To monitor and review the Council's banking arrangements.
	19	To monitor and manage all aspects of the Council's website and IT provision.
	20	To review Financial Regulations on an annual basis.
<b>Grant Funding: Purpose/Role</b>	21	The Committee to determine the feasibility of projects identified by Tickton & Routh Parish Council
	22	The Committee will aim, if it is determined that the project is feasible, to:
	a)	Determine what activities need to be provided
	b)	Identify companies that can provide and install the project
	c)	Identify the costs of each solution, both capital and revenue
	d)	Identify the sources of funding necessary to complete the project
	e)	Develop a Project Plan to show all activities required to complete the project
	f)	If the project would be better delivered in stages the Group will identify those stages and the actions, timescales and funding required to deliver it in that form
	g)	Request funding from and submit funding request to bodies that are identified to be potential contributors
<b>Parish Council Grants:</b>	23	To consider applications to the Council for grants and make recommendations on each of those applications.
<b>Responsibilities &amp; Accountability</b>	24	To ensure that all activities are carried out in accordance with Tickton & Routh Parish Council Standing Orders and Financial Regulations
	25	To undertake Risk Assessment as required
	26	To take full control of finances and projects to completion
	26	To report to Tickton & Routh Parish Council on a regular basis
	28	To meet the timescales set by the any associated organisation
	29	To ensure that any confidential information used during the project is kept confidential and destroyed as appropriate or required.
	30	All hard copy information should be forwarded to the Clerk of the Council for management purposes during and after the project is completed

<b>Date/Minute No. document adopted</b>	16 January 2017 - 010/17
<b>Last review</b>	17 June 2019
<b>To be reviewed</b>	2022-23, or on change of legislation.