

Whiteley Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 24th June 2009 at 7pm.

Parish Council Committee members present: Colin Bielckus (Chairman), Vivian Achwal, Brenda Hatch, David Jenkins

One member of the public, Parish Clerk Nicki Oliver

1. **To receive apologies for absence:** Mike Evans, Brian Hughes
2. **To receive declarations of interest regarding agenda items:** none.
3. **To adjourn meeting to allow participation by members of the public**

A question was asked about the current S137 expenditure limit. This was increased from £5.86 for 2008/9 to £6.15 from 1st April 2009. The per annum expenditure limit is £6.15 x no of electors which is approximately 2265 = £13929.

4. Meeting resumed to consider the following agenda items:

4.1 To consider a grant application from Henry Cort Community College: **it was agreed to recommend to Full Council that a grant of £625 be made to provide a guitar, guitar amp, bass guitar and bass amp for school and community use.**

4.2 To address action items to improve effectiveness of internal controls:

4.2.1 Review grant application terms and conditions: **revised terms agreed for recommendation to Full Council.**

4.2.2 Review access to finance information should Clerk be unavailable: **ongoing, refer to next meeting.**

4.2.3 Review issues raised by Internal Auditor:

- All pages of minutes not always initialled: **this has been completed by Chairman retrospectively**
- VAT issues: **guidance to be followed in future.**
- Increase level of Fidelity Guarantee from £40K to £50K (year end balance plus half precept as Audit Commission Guidelines): **to be increased when insurance next renewed.**

4.3 To identify any unmanaged risks within this committee's remit: **none**

5. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available:** ongoing.

6. **Recent correspondence / reports from meetings of relevance to this committee:** none.

Meeting closed 7.50pm

Whiteley Parish Council Community Grants Policy

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs of a non-commercial nature may apply to Whiteley Parish Council (the Council) for grant support.

Any grant application must be seen to be of benefit to residents of Whiteley Parish.

How can the grants be used and how are they decided?

Grants may be used for capital projects and in some circumstances for revenue support.

Normally the Finance Committee of the Council will hear the application and make recommendations to the full Council.

When and how should an application be made?

The Council will accept applications at any time during the fiscal year that can be met out of its grants budget. Larger applications may have to be included in the Council's budget for the following fiscal year, check with the Parish Clerk if you have any queries.

All applications are to be made on a form available from the Parish Council's website www.whiteleypc.info or from the Parish Clerk.

What is required with the application?

- The application form to be completed in black ink.
- Full and complete copies of your accounts for the last two years, if your organisation has been in existence for that period, plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, eg lottery funding, other bodies.
- Please remember to photocopy your application for future reference.
- Further information maybe requested prior to a decision being made

The grant application could fail should these conditions not be met.

What we will not fund.

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

Grant conditions.

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk. **It is also a requirement for a six monthly report to be given to the Council.**
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused

What to do now?

Apply to the Parish Clerk for an application form.

Telephone: 01329 835019 or email: whiteleyparishcouncil@msn.com