

Meeting: Finance and Administration Committee

Date: 27th February 2024

Author: Town Clerk

Item for Consideration: Community Grant Scheme

1.0 Background Information

1.1 Kingswood Town Council has created a fund of £50,000 for the purpose of making awards to community groups in the financial year 2024 to 2025. This is a great way to support all that is great in the community, as well as creating opportunities for groups to flourish that would otherwise struggle with their funds.

1.2 Most town councils have a scheme, and they need some governance to ensure that access to the funds is fair and transparent, and that the public funds are appropriately accounted for. There are incidents where the awarded funds are not always used, or not used in the manner they were allocated for, so some procedures need to be in place on how to deal with these unlikely scenarios. All grants must be publicly reported via the website, and the award of grants is subject to scrutiny by the internal auditor. Councillors who are associated with a local group applying for funding would need to declare their association if they are part of the decision-making process, in the interest of the Nolan Principles.

2.0 Content of the Scheme

2.1 The purpose of the scheme is to provide financial support to organisations who work to improve the quality of town life in Kingswood. There must be community benefit and there are some restrictions that are listed in the draft scheme.

Councillors may wish to set a more specific criterion.

2.2 The scheme is currently proposed to operate in a three-tier scheme:

- Small Grants up to £500
- Medium Grants up to £5,000
- And one grant per year in excess of £5,000

Councillors may wish to vary this.

2.3 The draft scheme is based around three tranches of applications per year (with closing dates), and the management of the scheme will be with the Finance and Administration Committee.

Councillors may wish to vary this.

2.4 The town clerk will administer the scheme and arrange suitable publicity, and make the application form fair to all, including assisting the completion of the form where it is appropriate to do so. All organisations applying for funds will be expected to also apply to other organisations for funding and not rely solely on the town council.

3.0 Recommendation

3.1 That Councillors consider the adoption of the presented Community Grant Scheme, or ask that amendments are made for future consideration.

3.2 That councillors recommend to the full council at the meeting in March 2024 that the scheme is launched at the Annual Town Meeting on Tuesday 28th May 2024.