

# Sonning Common Parish Council

Members are summoned to a meeting of the  
**FINANCE COMMITTEE**

To be held at the Parish Office, Village Hall, Wood Lane, Sonning Common  
on Wednesday 6 November 2013 commencing at 19.30.

In accordance with the Local Government Act 1972 & Section 106 of the Finance Act 1992 Members are reminded that it is their responsibility to declare any interests in items that are to be discussed at the meeting.

## AGENDA

**F13/183 Apologies for absence**

**F13/184 Declarations of Interest**

**F13/185 Public Question Time**

**F13/186 Reconciliation of Accounts as at 31 October 2013**

**F13/187 Review of Financial Information 31 October 2013**

**F13/188 Accounts to be presented for payment:**

A detailed schedule of accounts for payment will be presented at the meeting and that schedule, as approved, will be incorporated in the ensuing minutes

**F13/189 Requests for grant donations: Henley CAB; Oxfordshire Association for the Blind**

**F13/190 Future policy on grant aid: The RFO has drafted the attached policy document for discussion. If approved it must be tabled to full Council for ratification. It proposes, inter alia, that:**

1. Applications should be made using a standard form to be made available with the policy on the parish council's website.
2. Applications for up to £250.00 will be considered at any of the Council's Finance Committee meetings.
3. Applications for amounts over £250.00 will only be considered at the Finance Committee meetings held in February, May, August and November each year. These meetings may then recommend the making of a grant to the full Council meeting in the following month and such grant will only be payable if approved at that meeting.

**F13/191 Budget and Precept: The RFO will brief the meeting on the expected outturn for this year and an outline budget for 2014/15.**

**F13/192 Matters for future consideration.**

**Date of next Meeting: Wednesday 4 December 2013 at 19.30**



**Philip Collings**  
Parish Clerk and RFO

# SONNING COMMON PARISH COUNCIL

## Proposed Policy and Guidance for: Awarding Grant Aid to Local Organisations

### 1. Aims and Objectives

- a. The Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the Village so as to benefit the people of Sonning Common. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- b. The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.
- c. Sonning Common Parish Council will also:
  - i. Publicise Grant Aid availability widely throughout the Village
  - ii. Review the Grant Aid budget on a regular basis and at least annually.
  - iii. Review the Policy and application process for Grant Aid every two years.

### 2. Application process

- a. To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:
  - i. A completed application form describing in detail what the Grant Aid will support and identifying how this will benefit the residents of Sonning Common.
  - ii. The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information
  - iii. Constitution or rules of the organisation
  - iv. A chart showing the roles individuals take in the organisation as positions of responsibility
  - v. Details of any additional funding secured or applied for, as well as any fundraising carried out
  - vi. Any additional information the organisation considers will support their application.

### 3. Applications will only be considered if they are made using the form below and they comply with the following conditions:

- a. Organisation and Locality
  - i. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's Grant Aid scheme.
  - ii. Organisations should be located within Sonning Common Parish, or if outside the boundary, their work should be of benefit to the Village and its residents

- iii. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK
  - b. Types of Financial Assistance
    - i. The Council may award a grant towards specific projects or purchases of equipment, and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the Village and/or its residents.
4. Making Applications
  - a. Applications for up to £250.00 will be considered at any of the Council's Finance Committee meetings.
  - b. Applications for amounts over £250.00 will only be considered at the Finance Committee meetings held in February, May, August and November each year. These meetings may then recommend the making of a grant to the full Council meeting in the following month and such grant will only be payable if approved at that meeting.
  - c. The deadline for the receipt of applications is three weeks before the relevant Finance Committee meeting. Dates of these meetings are published on the parish council website [www.sonningcommonparishcouncil.org.uk](http://www.sonningcommonparishcouncil.org.uk) and on Noticeboards. Applicants can also telephone 0118 972 3616 or email [clerk@sonningcommonparishcouncil.org.uk](mailto:clerk@sonningcommonparishcouncil.org.uk).
  - d. During the period between a Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee.
  - e. Applicants will be advised whether their application has been successful after the Finance Committee or full Council meeting at which the application was approved.
5. General Conditions
  - a. Grants should be spent for the purpose and on the project/activity for which they were given and the Council will expect due recognition and advertisement of any Grant Aid awarded.
  - b. Grants will not normally be made for money already spent.
  - c. Organisations receiving Grant Aid must provide the Council with a written report within six months of the award date. The report should summarise how the funds were spent and how residents of Sonning Common are benefitting. The report may be publicised by the Council as it sees fit.
  - d. Organisations receiving Grant Aid may be invited to give a presentation to the Committee or Council.
  - e. Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
  - f. The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.
  - g. If contractors are to be used for any work, the Council may require organisations to provide written estimates.

**SONNING COMMON PARISH COUNCIL**  
**Application for Grant Aid**

All applicants are advised to read the Parish Council's Grant Aid Policy prior to completing this form

1. ORGANISATION REPRESENTED BY THE APPLICANT  
(NB: This will be the name the payment is made to should an award be agreed)

.....

2. CONTACT DETAILS

NAME:.....

ADDRESS:.....

.....

POSTCODE:.....

EMAIL:.....

3. PROJECT TITLE

.....

4. AIMS AND OBJECTIVES OF THE PROJECT

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5. TOTAL COST OF THE PROJECT

£.....

6. WHAT COSTS ARE YOU APPLYING FOR?  
(See 3. b. I of the Grant Aid Policy)

ONE OFF CAPITAL COST: £.....

ONGOING REVENUE SUPPORT: £.....

7. HOW WILL ANY SHORTFALL BE MET?

.....  
.....

8. OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED

DISTRICT: £.....

COUNTY: £.....

CHARITABLE: £.....

FUND RAISING: £.....

OTHER SOURCE: £.....

9. APPLICATION CHECKLIST

- |  |   |
|--|---|
| <input type="checkbox"/> A detailed description of what the Grant Aid will support and identifying how this will benefit the residents of Sonning Common | <input type="checkbox"/> The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information |
| <input type="checkbox"/> A chart showing the roles individuals take in the organisation as positions of responsibility                                   | <input type="checkbox"/> Details of any additional funding secured or applied for, as well as any fundraising carried out   |
| <input type="checkbox"/> Constitution or rules of the organisation   | <input type="checkbox"/> It is confirmed that if a grant is awarded, a written report will be provided within four months of the award date.                              |

Signed: ..... Date: .....

Name and Position in the Organisation: .....

Payment Details - please supply the bank account details that, if successful, the grant aid funding would be paid into by BACS:

Account Name (Note: this should be in the name of the organisation):

.....

Account Number: ..... Sort Code: ...../...../.....

Email Address (for remittance advice): .....

Authorised Signature: ..... Print Name: .....

Dated: ...../...../.....