

Aylesford Parish Council

Finance Advisory Sub Committee

Minutes of the Meeting held on 24 August 2021

Present: Councillor Balcombe (Chairman) and Councillors Beadle, Ms Dorrington, Fuller, Mrs Gadd, Gledhill, Rillie, Shelley, Smith, Sullivan and Winnett.

In Attendance: Melanie Randall (Clerk)

Apologies: Councillors Hammond, Ms Oyewusi and Mrs Papagno.

1. Apologies for Absence

Apologies of Absence from Councillors Hammond (unwell), Ms Oyewusi (unwell) and Mrs Papagno (personal) were received, and the reason for absence agreed.

2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests, other than Councillor Fuller disclosed an interest in items 4 and 5 as he is a Trustee for the Aylesford Village Community Centre and Councillor Shelley disclosed an interest in items 4 and 5 as he is the Treasurer of Tunbury Village Hall. They took no part in the discussion or decision.

3. Minutes of the last meeting held on 27 July 2021

It was **Agreed** that the Minutes of the meeting held on 27 July 2021 be approved as a correct record and signed.

4. Section 137 Donation Requests

4.1. Hall Grants/Loans – Grant request from Tunbury Hall Committee previously agreed on 27 July 2021 for the release of their grant to pay towards the cost of refurbishing the toilets in the hall. However, the Council is in the process of adopting a new policy on grant allocation and a grant should not be given towards the running costs of an organisation. At the last meeting it was agreed the Tunbury Hall could continue to claim for their refuse collection, however due to the fact that the Council considers this to be a running cost it will not be able to be reclaimed. It was **Agreed** to discuss item 5 then revisit at the next meeting of this committee if there is a need to.

4.2. Section 137 Micro Grant Requests – There were no requests received.

5. Grant process, procedure and proposed Grant Award Policy

The Chairman of the committee informed the members that the Clerk had been in contact with KALC regarding best practice for the allocation of grants. The Clerk explained that the Council has been advised by KALC it would be best practice to apply an application process and adopt a 'Policy on Grants' therefore this would make it a transparent and fair awarding process. The key points were

- that no organisation should be awarded an automatic allocation each year;
- grants should not form part of an organisations ongoing running costs;
- Contributions to individuals can only usually be done if they are set up as a charity/organisation (headed paper, bank account);
- Organisations applying for a grant must provide evidence they have come to the Parish Council as a last resort;
- They should prove they have tried everywhere else first that is reasonable before asking the Parish Council;
- The organisation should be non-profit making;
- The Parish Council should ask for their accounts;
- Applications should be received twice a year (June and December);
- Organisations will only be able to make one application per financial year and previous years requests may be taken into consideration when making a decision;
- It will not be a first come first served process it will be a fairly considered one that is open and transparent so everyone gets the chance to be awarded a grant and not the same organisations each year.

The Chairman thanked the Clerk for her work in producing the proposed policy and for explaining the main points and asked those present if there were any comments on the proposed Grant Policy. Councillor Fuller asked if item 5 on the application form could include the request for their Constitution, it is mentioned on page 4 under 'Process of Application' but members **Agreed** it should be included on the actual application form. The Clerk will make the amendment. There being no further comments it was **Agreed** to recommend the adoption of the policy (subject to the amendment) to the next Policy & Resources Committee.

Ongoing

6. Any Other Business

There was no Any Other Business.

7. Duration of Meeting

7.38pm to 8.07pm