Appendix 1

South Northamptonshire Council
Community Funding Panel
Terms of Reference

Purpose

The Community Funding Panel is consulted on grant applications for the Community Development Fund and New Homes Bonus from £1,000 upwards in line with the terms and conditions and set criteria by the Council as detailed in the grants guidance document and Grants Policies.

The Community Funding Panel will also monitor the Council’s Section 106 funding to assess the extent to which funds are spent in line with S106 agreements and make any necessary recommendations to Cabinet or Officers accordingly.

Authority

1. Subject to 3 below authority is delegated to the Chief Executive, Chief Finance Officer or Head of Strategic Planning and the Economy, in consultation with the Community Funding Panel to determine the Council’s Community Development and New Homes Bonus Grants in accordance with the objectives of the relevant grant up to a maximum limit of £20,000.

2. Applications for grants in excess of £20,000 will be determined by Cabinet, on the basis of a recommendation from the Community Funding Panel.

3. Applications for grants under £1,000 will be assessed and, if appropriate, recommended for approval by the Grants Officer with the final determination being made by the Chief Executive, Chief Finance Officer or Head of Strategic Planning and the Economy. Such awards will be reported to the next meeting of the Community Funding Panel for information.

4. The Community Development and New Homes Bonus grants will be administered by the Grants Officer. The Grants Officer will support the Panel by providing recommendations on grant applications.

5. The Panel may recommend the approval, refusal or deferral of an application. It may also recommend granting partial funding and apply any conditions deemed appropriate on grant awards.

6. The Panel will also monitor Section 106 funding that has been secured from developments across the district.

7. The panel will determine the marketing and publicity approach to be taken with each of the grants recommended for approval.

South Northants Council
Community Funding Panel Terms of Reference
July 2017
Appendix 1

Composition of the Panel and decision-making

1. The Panel will consist of 12 members who will be appointed by Cabinet and reviewed annually. The Panel will comprise:
   - The Portfolio Holder for Finance and Procurement (who shall Chair the meeting) and 11 other members of the Council.
   - Substitutes may be appointed as necessary in accordance with usual governance procedures.

2. The quorum of the Panel shall be not less than four members.
3. All recommendations to the relevant decision maker will be made by a simple majority of those present and voting and, in the case of votes being equal, the Chairman will have a casting vote.

Conflicts of Interest

Any member who belongs to or has an interest in an organisation whose application for grant funding is before the Panel shall declare their connection and withdraw from the meeting for the consideration of that application. Subject to this a member will not be deemed to have a conflict of interest where the grant applicant is located in his/her ward.

Support

Relevant officers will attend all meetings of the Panel to report on the applications to be considered and other items on the agenda or matters of interest to the Panel.

A report showing the expenditure, commitment and balance remaining for each type of grant will be submitted to each meeting of the Panel.

Meetings

The Panel will meet four times a year, with the precise dates, times and venues to be agreed by mutual consent at least one month in advance of each meeting. The Panel may, however, choose to hold additional meetings to deal with particular matters of urgent business.

Review

The Panel will review the Terms and Conditions of all the community grants and make any recommendation for change to Cabinet on an annual basis.