



## **WINSHAM PARISH COUNCIL**

### **DONATIONS POLICY**

**Winsham Parish Council has adopted the following policy:**

Notwithstanding any limitations placed upon it through eligibility for the General Power of Competence, the Council can make donations and financial awards to individuals (section A) and organisations & charities (section B).

#### **(A) INDIVIDUALS**

Where the Parish Council has resolved it has, and qualifies for, the General Power of Competence, it can make contributions to individuals if it is deemed for the benefit of the community.

- 1) Individuals are limited to a [combined] total of £150 in requests per financial year.
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All donation applications must be decided by a full parish council meeting.
- 4) Winsham Parish Council must satisfy itself that the donation will benefit the community through the individual concerned. Ideally there should be clear evidence of local need or demand for the proposed activity from the requestor.
- 5) The Council reserves the right to request additional information from the individual.

#### **Conditions for individuals**

1. Donations will not be made retrospectively.
2. Donations will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority or another constituted organisation.
3. Donations will not be awarded to an individual attempting to make personal financial gain.
4. If the individual is unable to use the donation for the stated purpose, monies must be returned to Winsham Parish Council by the end of the same financial/tax year.
5. The donation must be used for the purpose for which the application was made.
6. All donations are awarded at the Parish Council's discretion. The decision of Winsham Parish Council is final and there is no right of appeal.
7. Recipients of any donations from the Parish Council are invited to the Annual Parish Meeting, where they must provide a report and presentation on how the donation has assisted them.

8. Failure to provide the report and presentation in condition 7. above will automatically disqualify said individual from requesting any further funds until after the next Annual Parish Meeting has completed. There will be no exceptions to this rule.
9. Any of the conditions to this policy cannot be over ruled, replaced or nullified by a tabled motion, or an amendment to any motion, in any Parish Council meeting.

#### **(B) ORGANISATIONS / CHARITIES**

- 1) There is no maximum sum set aside each financial year for donations, each case is considered individually however it should be considered against the precept and available funds as to not expose the Council to any undue risk.
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All donation applications must be decided by a full parish council meeting.
- 4) Winsham Parish Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity from the requesting organisation.
- 5) Each **application** must be accompanied by supporting documents:
  - i. Summary of the applicant's accounts for the last financial year.
  - ii. Bank statements are not a suitable replacement for accounts, although the Council reserves the right to request these additionally before a decision is made
  - iii. Details of the applicant's organisation, committee and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicants organisation.
  - iv. Other funding sources applied for in relation to the donation concerned.
  - v. The above documents must be provided for any request which falls within a new financial/tax year. Documents need only be provided once if there are multiple requests within the same tax year, however the Council reserves the right to request additional information.

#### **Conditions for organisations/charities**

1. Donations will not be made retrospectively.
2. Donations will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority.
3. Donations will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
4. Organisations applying for donations should be properly constituted, with appointed officers.

5. Donations will only be considered accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application will not be considered.
6. If the organisation / body is unable to use the donation for the stated purpose, monies must be returned to Winsham Parish Council by the end of the same financial/tax year.
7. The donation must be used for the purpose for which the application was made.
8. All donations are awarded at the Parish Council's discretion. The decision of Winsham Parish Council is final and there is no right of appeal.
9. Recipients of any donations from the Parish Council are invited to the Annual Parish Meeting, where they must provide a report and presentation on their operations and how the donation has assisted them.
10. Failure to provide the report and presentation in condition 9 above will automatically disqualify said organisation from requesting any further funds until after the next Annual Parish Meeting has completed. There will be no exceptions to this rule.
11. Any of the conditions to this policy cannot be over ruled, replaced or nullified by a tabled motion, or an amendment to any motion, in any Parish Council meeting.

Signed: ..... Chairman Date: 6<sup>th</sup> June 2018 Minute No: 3574 d)