

# Rushmere St Andrew Parish Council – Internal Note

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## PARISH COUNCIL POLICY & GUIDANCE ON DONATIONS & GRANTS

### 1. Introduction.

This policy sets out: 2) guidance for Councillors in the budget and decision making process required when requests for a Parish Council donation or grant are received from charities and other organisations; and 3) guidance for the public that would like to make a donation to the Parish Council specifically in respect of trees and seats/benches. – Grants from partner bodies/charities are covered more fully by Standing Orders and Financial Regulations.

This policy should be reviewed annually for effectiveness and relevance.

### 2. Policy Details for Making Donations or Grants.

1. Each year at budget build time (usually October) the General Purpose & Finance Committee (GP&F) will agree an amount to be earmarked for a Small Donations Fund under the Powers of Section 137 of the Local Government Act 1972.
2. The total amount made available for distribution by the GP&F in the *Small Donations Fund*, shall be 1% (one percent) of the agreed Precept in any given year subject to an overriding maximum of £1,000 (one thousand) being made available.
3. *Small Donations* shall be classed as amounts up to, but no greater than £250 (two hundred and fifty) as a single or cumulative payment in that year to any one charity/organisation. Approval for payment within this limit may be authorised by the GP&F Committee.
4. Unallocated monies from this *Fund* will be merged into the general carried forward balance and not carried forward to the *Fund* in the subsequent year.
5. Requests for a donation or grant must be received in writing and will be placed for discussion on the next available GP&F agenda.
6. The GP&F should consider if the request will provide benefit or service to the Parish or its Parishioners. [Note: Failure to provide a benefit or service may not necessarily exclude a request but may reduce the likelihood of a successful allocation of funds.]
7. No charity/organisation shall be considered for more than one donation in any one year.
8. Individual requests for larger donations/grants (amounts greater than £250), for specific projects in the community may also be considered and recommended by the GP&F. However, any such recommendations must then be approved by the full Parish Council subject to other funding being available.
9. In any civil emergency situation the Council may at its discretion allocate funds to any local relief organisation outside the bounds of this policy and guidance.

### 3. Policy Details for Receiving Donations of Trees/Seats/Benches.

From time to time the parish council receives requests from members of the public to donate either a tree or a garden seat/bench as a memorial to a recently lost relative or loved one.

Note: Any other donation either monetary or material will be considered by the Council on an individual case by case basis.

## a) Trees

1. Each application for a tree is to be considered in its own right taking into account the requested location, type of specimen, future maintenance and impact on other vegetation. Typical locations would be POS areas and the Lawn Cemetery.
2. An indication of the requesters budget must obtained at the commencement of discussions and if agreement is reached on all points, including a quotation for the work, the requester must be invoiced and monies received before the order is finally placed with our selected contractor. Note: the requestor would be expected to pay the whole cost as VAT is not recoverable on donations from the public.
3. A dedication plaque may be affixed to suitable ground anchoring in close proximity to the tree, but again this is to be at the expense of the requestor.
4. Where requests are received for tree planting on land not owned by the parish council, then permission must be obtained from the land-owner prior to planting.
5. Requests for trees in the Lawn Cemetery will require extra careful consideration owing to restrictions on space and potential problems with root growth extending into burial plots or breaking up the concrete beam memorial supports.
6. The parish council decision is final and purchase/planting may only be carried out via the council by our approved contractors.

## b) Seats/Benches

1. Each application for a seat or bench is to be considered in its own right taking into account the requested location, access, maintenance and impact on the amenity of any nearby residents. Typical locations would be POS areas, roadside verges – but see clause 5 below regarding the Lawn Cemetery.
2. An indication of the requesters budget must obtained at the commencement of discussions and if agreement is reached on all points, including a quotation for the work, the requester must be invoiced and monies received before the order is finally placed with our selected contractor. Note: the requestor would be expected to pay the whole cost as VAT is not recoverable on donations from the public.
3. A dedication plaque may be affixed directly to the seat/bench but again this is to be at the expense of the requestor.
4. Where requests are for placement on land not owned by the parish council then permission must be obtained from the land-owner prior to approval.
5. No request for any additional seat/bench installation at the Lawn Cemetery will be accepted as there are sufficient seats distributed around both the older parts of the cemetery and the new cemetery extension. This section of the policy may be reviewed at any time if any current seating in the Lawn Cemetery is removed owing to decay or irreparable damage.
6. The parish council undertakes to maintain any seats/benches installed under this policy (including those already in-situ) until such time as they become uneconomic to maintain or a safety hazard. If a seat/bench is not replaced, an alternate location may be offered for any in-situ plaque or if no alternate location is found the plaque will be returned to the owner or a traceable relative.
7. The parish council decision is final and purchase/installation of seats/benches may only be carried out via the council by our approved contractors.

<i>Doc. History:</i>	Issue 1	08/10/09	1 <sup>st</sup> Draft tabled before GP&F Committee
	Issue 2	26/11/09	2 <sup>nd</sup> Draft for discussion at GP&F 10/12/09
	Issue 3	10/12/09	Approved by GP&F for release as Issue 3
	Issue 4	11/04/13	Reviewed and approved by GP&F with no changes
	Issue 5	12/02/15	Reviewed and approved by GP&F with no changes
	Issue 6	28/08/17	Added section on receiving donations for trees/seats/benches
	Issue 7	12/10/17	V6 Draft modified following Aug GP&F. Approved 10/10/17 GP&F

**PLEASE FILE IN SECTION 10 OF COUNCILLORS BLUE HANDBOOK**