



TERMS OF REFERENCE FOR WEDMORE PARISH COUNCIL'S GRANT REVIEW SUB COMMITTEE

MEMBERSHIP

- Up to 4 Councillors to include the Sub Committee Chair.
- Chair, and membership of the Committee will be decided at the Parish Council Annual Meeting.
- A Quorum will be 3 Councillors to include Committee Chair

MEETINGS

- The Committee will meet as required in the Parish Rooms if this is not possible will meet via Zoom or similar.
- The Committee will be responsible for minuting of meetings and / or updating of Grant Application forms which should be circulated – with recommendations - to all councillors for consideration prior to the next full Parish Council meeting.

PURPOSE

The committee will review on receipt Grant applications and evaluate in line with the Grant Application process in force, making recommendations as necessary to full council. The Grant Sub Committee has no spending power or authority.

POWERS AND RESPONSIBILITIES

The specific responsibilities of the Grant Sub Committee include

- to review all received Grant Applications
- to ensure Grant Applications are received in correct format and in line with the Grant Application rules in force.
- If necessary to assist applicants in ensuring above is carried out

- To make recommendations to full council on the merits of the applications received together with proposal for approval or rejection
- To ensure Grant Applications for council consideration are included as Full Council Meeting Agenda items, including summary details provided in advance of the full council meeting together with, as above, the sub committees recommendation.
- To maintain an overview of Grant submission / applicants / expenditure
- To follow up with successful applicants to ensure funding has been appropriately used
- To always consider Wedmore PC commitment to / and contents of the Green Charter in the committees' decision making process.

Date of Issue 18 November 2021

Date of next review November 2023