

## Community Grants Scheme Panel

### TERMS OF REFERENCE

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#### Glossary:

- AirS: Action in Rural Sussex  
CGS: Community Grants Scheme  
RALC: Rother Association of Local Councils  
RDC: Rother District Council  
RVA: Rother Voluntary Action  
OSC: Overview and Scrutiny Committee

#### 1. Purpose / Constitution

The RDC Cabinet requires a pre-assessment and recommendation on acceptance to be carried out on applications to the Council's Community Grants Scheme.

The Panel will be constituted and conduct its business in an inclusive, informed and focussed manner, enabling Cabinet to make timely, efficient and robust and clear decisions regarding the use of Community Grant funds.

#### 2. Powers and duties

The Panel has delegated authority to:

- Promote the CGS to eligible applicants by way of Ward Members and member organisations
- Receive and consider applications to the CGS
- Make recommendations for approval or rejection of applications to Cabinet
- Reject incomplete applications
- Approve small grants of up to £500 within a total annual budget allocation of £5,000
- Promote activities for small grants via Members Bulletin; RALC Meetings etc and circulation of hard copy information (application forms and guidance details) directly to Members
- Seek expertise and advice from other relevant RDC officers and external partners, when required

The Panel is required to:

- Have regard to getting best value from the determined budget and fair, equitable distribution of funding based upon the guidance criteria
- Have regard to areas of need and hardship within the district
- Maximise external funding

### 3. Membership

Panel Membership is comprised of:

- 2 Members of the Cabinet appointed by the Leader
- The Chairman of Overview & Scrutiny Committee
- A representative from RVA
- A representative from AirS
- The Chairman or appointed deputy from RALC
- 3 RDC officers appointed by Executive Directors, to include 1 officer from Finance

### 4. Chairmanship

- The Panel will elect a Chairman annually at its first meeting of the Panel at the start of each financial year
- The role of the Chairman is to oversee the conduct of the meetings and to account to Cabinet at meetings where CGS applications are considered.
- Where the appointed Chairman is unable to attend a meeting, he/she will be authorised to appoint his or her own deputy.

### 5. Meetings

- The Panel will meet twice a year to consider applications to the Scheme and will also conduct its business by email. The meetings will be quorate when 5 members are present (or at least 3 out of 5 are Panel members and not Council officers) or respond to email correspondence, including the Chairman (or appointed deputy).
- Decisions of the Panel shall be based on majority and consensus with all members having an equal voice.
- Additional ad-hoc meetings may be held when the need arises. These will be organised at the discretion of the Chairman.

### 6. Administration

RDC will provide administrative cover to undertake the business of the Panel, including:

- Meeting papers, notices and minutes
- Correspondence with applicants
- Record keeping and reporting
- Generate generic promotional material

### 7. Declaration of Interest

- RDC Members are encouraged to make representations in writing to the Panel in support of an application.
- The Panel is empowered to call applicants to interview. It is a requirement of the Scheme that applicants inform the relevant RDC

Members and Town and/or Parish Councils of their application prior to submission.

- Panel members with a pecuniary or personal interest in an application must declare their interest at the first opportunity and withdraw from any consideration of the application. The nature of the interest will be recorded on reports and minutes.

8. Reporting and Review

The Panel will submit twice yearly reports to Cabinet, containing an assessment of applications received and making recommendations regarding funding. The reports will contain sufficient financial information to assist decision making. Annually, the Panel will review the overall working of the Scheme and propose any relevant changes to Cabinet.