



St Stephen in Brannel Parish Council

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Terms of Reference 2021/22 - Community Benefit Fund Committee

Composition:	Five (5) Elected members (Voting) Two (2) Substitute members (Voting)
Quorum:	Three (3) members
Chairmanship:	Chairman and Vice-Chairman to be elected by the members at the first committee meeting held in each Council year.
Meetings:	Twice a year. In the event of an item of urgency, an Extra Ordinary meeting can be called in line with legislation and Council's adopted standing orders.
Timing:	7.00pm
Venue:	The Brannel Room, 22 Fore Street, St Stephen, PL26 7NN
Reports to:	Full Council.
Administration:	Parish Council Office
Legal Status:	Governance and Accountability for Smaller Authorities in England A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements 2021 Finance Act 2019 Data Protection Act 2018 General Data Protection Regulations 2018 Adopted Code of Conduct Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Equalities Act 2010 Local Government Act 2003 Nolan Principles of Life 1995 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

Note: All Councillors not elected to the Community Benefit Fund Committee may attend public sessions and participate in the meeting but have no voting rights.

Terms of Reference including delegated matters:

1. The committee will recommend to Full Council the awarding of grants from the community benefit fund monies provided such grants comply with the relevant fund provider agreement.
2. The committee will carry out the administration of the fund with due diligence in relation to the fund provider agreements.
3. The committee will ensure that the Parish Council office maintain full and accurate records including but not limited to all applications received, decisions reached, dates, values and recipients of all grants awarded.
4. The committee will determine the fund purposes in accordance with the criteria set out.
5. The committee will be responsible for setting the criteria for awarding grant applications.
6. Grants will be awarded bi-yearly in June and December of each year unless otherwise agreed by the committee or Full Council.
7. The fund will be publicised and promoted through electronic or any other means to all areas of the Parish.
8. The Committee will co-operate fully with the fund providers in good faith in order to promote the successful awarding of grants.
9. To consider the recommendations and/or advice from sub-committees and/or working parties under the control of the committee.
10. To making recommendations to Full Parish Council on all matters not covered by delegation.
11. To consider the entering of any other legal agreement concerning the financial community benefit to the Parish for recommendation to Full Council.
12. To review strategic plan objectives, on a yearly basis, providing an update to Full Parish Council.

Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.