

RUTHIN TOWN COUNCIL

FINANCIAL GRANTS POLICY

Approved on 17/7/23

To be reviewed by 17/7/24

THOSE MAKING REQUESTS FOR FUNDING

1. Requests for funding can be made by groups based within Ruthin or groups whose requests shall benefit the inhabitants of Ruthin.
2. Requests for funding cannot be made by individuals.
3. Requests cannot be for more than £1500.

PROCESS FOR DETERMINING GRANTS

4. The Full Council can consider all requests but may delegate this responsibility to a committee.
5. Requests for money and the granting thereof shall be considered twice a year by the Council (or if delegated, to a committee) at a meeting. This meeting shall be in the months of April and October. By resolution, this meeting can be scheduled in another month so long as it is one of the three months following the relevant month.
6. The maximum amount of money which can be granted in total shall be the amount budgeted by the Council for the purpose, divided equally between each of the relevant two months. This amount should be no more than £10,000 per year.
7. The Council may determine that only part of the money requested shall be granted in any particular request. The Council shall not grant more than £1500 for any particular request.
8. It shall be recorded by the Town Clerk in the minutes the reasons for granting or refusing any request. The Town Clerk shall also inform the group concerned of these reasons. The Town Clerk shall also inform the group concerned that they must report on how the grant has been spent before the next

scheduled meeting for the purposes of considering requests for money (either April or October respectively).

DEADLINES FOR REQUESTS TO BE CONSIDERED

9. In the case of requests being considered in April, these must be received by the end of the last day of March.
10. In the case of requests being considered in October, these must be received by the end of the last day of September.
11. Requests made electronically shall be deemed received based on their date of being sent. Requests made by post shall be deemed received based on their postmark date.
12. The deadlines for requests being received shall not change regardless of when the respective meeting is actually held.

REQUIREMENTS FOR A REQUEST TO BE CONSIDERED

13. All requests for money made to the Council must include: the application form (available from the website or from the Town Clerk), the previous year's accounts of the group making the request (or if they are in the first year of existence then any accounts up to date), any other supporting documentation, and specific evidence as to how any previous requests which were granted by the Council have been spent. Any requests which do not include the above shall not be considered.
14. When applications are received in the correct manner, they should be forwarded to councillors who are considering such applications as soon as reasonably possible by the Town Clerk.
15. When applications have been forwarded to councillors, they can request further supporting documentation via the Town Clerk who will ask this of the relevant group if the Town Clerk views the request as reasonable considering the requirements of this policy.
16. Councillors cannot ask for nor expect further supporting documentation if it is less than one week before the scheduled relevant meeting.

THE COUNCIL'S POWERS AND RESPONSIBILITIES WHEN DETERMINING SUCH REQUESTS

17. Expenditure incurred because of these requests shall be that of the general power under Section 137 of the Local Government Act 1972 as amended.
18. It shall be delegated to the Town Clerk the role of ensuring that such requests, if granted, would be in compliance with section 137, subsections (1)(a), subsections (1A) to (3) and subsections (9) and (10).
19. All councillors must consider, when granting a request, that it:

“... is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants...”

And that:

“... the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred.”

20. It shall be delegated to the Town Clerk the role of ensuring that an account is made of such expenditure and that such expenditure does not exceed the requirements under Section 137 of the Act.

ADDITIONAL CONSIDERATIONS FOR COUNCILLORS

21. Whether the organisation making the request adheres to the Town Council's policy of giving equal status to Welsh and English and has explained how they intend to do so.
22. That the request is made for funding a specific project or aspect thereof. That it is not the purpose of grants to aid with general running costs.
23. Councillors shall consider the reasons for repeat requests for money from the same group and whether repeated grants are justified. Councillors should not, unless in exceptional circumstances, give grants to those groups who have not reported on how previous grants have been spent within the stated time limits of this policy.

PUBLICITY OF FINANCIAL GRANTS

24. This policy shall be published on the Council's website and wherever else deemed necessary by the Town Clerk.
25. Guidance shall also be published on the Council's website as well as the required application form by the Town Clerk.
26. It shall be delegated to the Town Clerk the role of drafting and publishing this guidance as well as any other matters relating to publicity under this policy.