ANDOVER TOWN COUNCIL
GRANTS COMMITTEE

TERMS OF REFERENCE

1. Structure and Quorum

The Grants Committee is a Standing Committee of Full Council, established to administer the Council's Grant Funding Programme in accordance with the Grants Policy and relevant legislation.

The Committee shall:

- Comprise up to 9 Members of Council
- Appoint a Chairman and Vice-Chairman annually
- Shall have a quorum of one-third of the membership (minimum 3 Members)
- meet every three weeks as scheduled and agreed by Full Council, (if no applications have been received the meeting can be cancelled).

The Community and Events Officer shall provide administrative support under the direction of the Proper Officer.

2. Purpose

To ensure that all grants:

- Are awarded fairly, transparently and consistently
- Deliver clear community benefit
- Align with the Council's Business Plan and priorities
- Represent proper stewardship of public funds

3. Scope of Decision-Making

The Committee is authorised, under delegated authority from Full Council, to:

3.1 Grant Awards

- Determine all grant applications within the Council's approved budgets
- Administer:
  - Small grants (up to £150)
  - Standard and larger grants up to £5,000
  - Grants above £5,000 and Service Grants to be reviewed and recommended to Full Council.
- Ensure compliance with:
  - Section 137 and other legal powers
  - Equalities Act
  - Council priorities and eligibility criteria
  - Community benefit requirements

3.2 Budget Responsibility

To monitor and approve expenditure from:

- 4190 – Grants

3.3 Policy and Oversight

- To review and recommend changes to the Grants Policy
- To ensure robust governance, transparency and audit compliance
- In accordance with the Council's Grants Policy, no retrospective funding shall be awarded.

3.4 Reporting

- Report all decisions to the next Full Council meeting, including:
  - Organisation name
  - Amount awarded
  - Purpose

4. Governance and Procedural Requirements:

- All Members shall comply with the Council's Code of Conduct and declare any disclosable pecuniary interests.
- Voting at meetings shall be conducted in accordance with the Council's Standing Orders.
- All decisions shall be recorded in formal minutes maintained by the Proper Officer.

Urgent Matters

To provide any two elected members, normally the Chairman and Vice-Chairman of the Grants Committee, to be consulted by the Town Clerk to deal with urgent matters within this Committee's remit which may have legal or financial implications and where time constraints prevent calling a normal meeting.

Any urgent decision shall comply with Standing Orders and the Council's Financial Regulations, including FR §5.18 (Clerk emergency expenditure up to £2,000 excluding VAT). All urgent decisions shall be reported to the next meeting of the Committee. Where urgency exceeds these limits an Extraordinary Meeting shall be called in accordance with Standing Orders by the Proper Officer.