



Andover Town Council

Item No.

The Grants Funding Policy and Procedure Working Group

Working Group name:

Working group lead: Cllr H Neate

Terms of reference

The Grants Funding Working Group will research options and develop plans for a single, overarching Andover Town Council grants funding policy and procedure that

1. incorporates all types of council grants, funding, donations, sponsorship and any other awards;
2. meets priority goal 3.3 in the [Andover Town Council Business Plan 2025-27](#) to
 - i. establish a grants and sponsorship strategy; and
 - ii. promote grants and sponsorship strategy, award funding and manage the budget throughout the year; and.
3. meets priority goal 3.9 in the [Andover Town Council Business Plan 2025-27](#) to
 - i. review policies, procedures and protocols to ensure they are simple, straightforward and not unduly bureaucratic.

The Grants Funding Business Group Working Group is sponsored by the Community and Events Committee. It will operate in accordance with [Andover Town Council's Working Group Protocol](#).

The Grants Funding Working Group will report its findings and make recommendations to the Community and Events Committee by **6 August 2025**.

Membership is as follows:

Chair	Name	Signature	Date
Chair	Cllr Heather Neate		
Councillors	Cllr Mark Farren Cllr Steven Hardstaff Cllr Joseph Hughes Cllr Ted Reynolds		
Non-councillors			
Officer support as appropriate	Nikki Barber		