



# ANDOVER TOWN COUNCIL GRANTS SUB-COMMITTEE

## TERMS OF REFERENCE

### 1. Structure and Quorum:

The Grants Sub-Committee is a sub-committee of the Community & Events Committee, established to review, assess and determine small grant applications (up to £150) in accordance with the Council's Grant Funding Policy & Procedure (2025).

Its purpose is to ensure small grants are awarded fairly, transparently, and in line with Council priorities, while ensuring prudent stewardship of public funds.

### 2. Membership

The Sub-Committee shall consist of five Members:

- The Town Mayor
- Four Members of the Community and Events Committee

Members are appointed annually by the Community & Events Committee.

The Town Clerk will act as the Clerk/Officer to the Sub-Committee.

In line with the Grants Policy, the Town Clerk may call upon the Mayor and two Members to review an application outside a scheduled Committee meeting.

### 3. Scope of Decision-Making

The Sub-Committee is authorised to:

#### 3.1 Small Grants (up to £150)

- Review and determine applications for small grants up to £150.
- Ensure applications meet:
  - Section 137 requirements
  - Council priorities
  - Eligibility and evidence criteria
  - Equalities Act compliance
  - Local community benefit
- Award grants from the following budget lines:
  - 4190/1 – Grants
  - 4700/26 – Youth Services
  - 4700/27 – 55+ Services

#### 3.2 Reporting

- Report all grants awarded to the next meeting of the Community & Events Committee, including:
  - organisation name
  - grant amount
  - purpose of award

#### 3.3 Compliance and Conditions

- Ensure all applications are submitted using the official application form, with required evidence.
- Ensure grants are only used for the purpose approved.
- Ensure successful applicants meet post-award requirements (e.g., providing feedback/reporting).

## **4. Responsibilities of the Sub-Committee**

### **4.1 Assessment**

The Sub-Committee shall:

- Consider applications objectively and consistently.
- Ensure the organisation is eligible (charity, voluntary or non-profit).
- Consider community benefit and alignment with Council priorities.
- Ensure adequate supporting evidence has been provided.

### **4.2 Governance & Oversight**

The Sub-Committee must:

- Operate within the intent of the Council's Business Plan.
- Ensure public funds are used appropriately and lawfully.
- Ensure no grant is awarded retrospectively.
- Ensure decisions are minuted clearly.

### **4.3 Exclusions**

The Sub-Committee must refuse applications that:

- Are from individuals
- Are for staffing or ongoing running costs
- Are for political/religious promotion
- Are from commercial enterprises
- Discriminate under the Equalities Act
- Seek funding for VAT-recoverable costs

## **5. Meetings & Administration**

- Meetings may be held as required, including remotely or by email review where appropriate.
- The Clerk shall:
  - prepare agendas and supporting application packs
  - provide administrative support
  - record decisions
  - maintain records of grants awarded

## **7. Reporting to the Community & Events Committee**

The Sub-Committee will report:

- A summary of grants awarded
- Any issues of compliance
- Any recommendations regarding budget allocation or policy improvements

## **8. Review of Terms of Reference**

These Terms of Reference shall be reviewed annually by the Community & Events Committee and may be amended by the Full Council as required