



GRANTS COMMITTEE

TERMS OF REFERENCE

COMMITTEE STRUCTURE – ALL MEMBERS (18)

1. To exercise the powers and duties of the Town Council in considering Town Council grant applications from various community groups in line with Council's adopted Grants Policy.
 - a) The Committee shall consist of all members of the Council and its quorum shall be one-third of the whole number of members of the Committee (6 members).
 - b) The Committee shall meet no less than 2 times per year.
 - The meeting dates shall be approved annually by Council when setting the Schedule of Meeting Dates.
 - The grants budget shall be approved annually by Council and will be divided equally between the meetings regardless of whether it is an election year.
2. To consider and make recommendations:
 - a) Assessing applications independently on merit against five set categories:
 - Complying with FTC Grant Policy
 - Robustness of proposal
 - Financial planning
 - Scope & Sustainability
 - Personal assessmentScores will be accumulated and amounts calculated according to the percentage.
 - b) Ensuring the grants budget for the relevant financial year is not exceeded.
 - c) Monitoring the effectiveness of the Town Council's Grant allocation process.
3. To prepare budgetary forecasts, where necessary, on the above activity for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.