



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

## Terms of reference for the Wendover Parish Council Grants Sub-Committee

### 1. Authority

The Grants Sub-Committee reports to the Finance Committee and is solely responsible to Wendover Parish Council (WPC). The Sub-Committee's duties are defined and agreed by the Finance Committee who may vote, at any time, to modify the Sub-Committee's powers. The Sub-Committee will meet annually but can also be convened as necessary to deal with urgent matters.

### 2. Membership

All members of the Sub-Committee will be WPC Councillors as legislation does not allow non-Councillors to join any Finance related Committee.

The membership of the Sub-Committee will be reviewed annually but will consist of no less than **three and no more than five Councillors**. A quorum at the Sub-Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Sub-Committee with full voting rights if in attendance. Membership to the Sub-Committee is open to any member of the full Council.

Any member of the Sub-Committee unable to attend a meeting must notify the Clerk\* within three working days of the meeting. A reason for their absence should be given in order that the Sub-Committee can decide whether to accept the apology.

Should a member of the Sub-Committee be unable to attend a meeting, they may appoint another Councillor from the Council to attend as a substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.

The Sub-Committee may, by a show of hands, co-opt new permanent members on to the Sub-Committee. A new member who has been co-opted onto the Sub-Committee may take his place on the Sub-Committee immediately following his co-option.

Councillors wishing to resign from the Sub-Committee must do so by notifying the Clerk\*.

### 3. Chair of the Sub-Committee

At its first meeting, following the Annual Council Meeting, the Sub-Committee will elect a Chair to preside at its coming meetings.

In the absence of the Chair of the Sub-Committee, if the Chair of the Council is present at a Sub-Committee meeting he will preside. The Chair of the Council may however waive this right. If the Chair of the Council is not present at the meeting (or waives his right to Chair the meeting), the first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting.

### 4. Agenda Setting

The Clerk\* and Chair of the Sub-Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk\* and Chair of the Sub-Committee.



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The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk\*, it should however be possible for the Chair and the Clerk\* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

## 5. Record of Proceedings

Written minutes will be taken by the Clerk\* of the Council. If the Clerk\* is unavailable, a member of the Sub-Committee may be nominated at the start of the meeting to take the minutes.

Minutes must include all of the Sub-Committee's decisions. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Sub-Committee meeting. The Clerk\* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk\* is in doubt about any requested alteration to the minutes this will be decided by the Sub-Committee.

At each meeting the Sub-Committee will consider the draft minutes of the previous meeting. The Sub-Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk\* at least two working days prior to the Sub-Committee meeting if there are any changes they wish to make to the draft minutes.

## 6. Responsibilities

**Primary Purpose: To decide upon the award of grants from Wendover Parish Council and to recommend any updates to the policy, application process or assessment process.**

The Grants Sub-Committee has the following specific duties: -

- a) To assess major and minor grant applications in line with the grants policy.
- b) To recommend a process for advertising grants to the Parish.
- c) To write adverts for the WPC grant scheme.
- d) To inform applicants of the outcome of their application (or give guidance to the Clerk).
- e) To monitor the use of grants and arrange for suspension or recall of monies.

## 7. Delegated power

**The Sub-Committee makes recommendations to the Finance Committee regarding the matters it debates. The Sub-Committee is however given full delegated power with regards to the following activities;**

- a) To arrange future meetings of the Sub-Committee
- b) To co-opt new members onto the Sub-Committee
- c) To accept apologies from Sub-Committee members
- d) To resolve to accept the minutes of the Sub-Committee
- e) To approve or refuse major and minor grant applications
- f) To set a policy, application process and assessment process for grants



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Where the Council or Finance Committee believes it to be appropriate, it may resolve to delegate additional specific decisions to the Sub-Committee.

## **8. Public Participation**

Sub-Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Sub-Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

## **9. Conduct at Sub-Committee Meetings**

**Sub-Committee members are expected to abide by the WPC Code of Conduct at all times.**

Although debate at Sub-Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

**All Councillors must:**

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

*Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*

***\* In this document where marked, Clerk should be read as Clerk or Deputy Clerk'***

Last Review Date: 3<sup>rd</sup> May 2022