



COMMUNITY FUNDING COMMITTEE TERMS OF REFERENCE

Membership: 7 Councillors and Ex-officio

Non-councillor: Non councillors are not elected to this committee.

Quorum: Three Town Councillors with voting rights

Meetings: 6 Meetings per year

1. Introduction

- 1.1 The aim of the Community Funding Committee is to manage the distribution of the Town Council Community Funding budget in accordance with its policies.

2. Membership

- 2.1 The Community Funding Committee shall consist of seven Town Councillors elected annually.
- 2.2 The Mayor is ex-officio on this committee.
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 The Chair and Deputy Chair are to be elected annually at the first meeting of this committee.
- 2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Community Funding Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are permitted in the event of a member's absence from a meeting of the Community Funding Committee. The

member unable to attend must arrange their own substitution and notify the clerk by 5pm on the day of the meeting.

3. Meetings

- 3.1 The Town Clerk will call Community Funding meetings as necessary and in accordance with the approved schedule of meeting dates.
- 3.2 Members will be summoned to attend meetings which will usually be held in Hebden Royd Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 Members of the public may attend but shall not be permitted to take part in meetings of the Community Funding Committee.

4. Documentation

- 4.1 The minutes of all meetings will be circulated for information at Full Council meetings.
- 4.2 All correspondence shall be conducted through the appropriate officer of the council.
- 4.3 As part of the scrutiny process, members of this committee may have access to personal and financial information in respect of applications. The confidentiality of this information must be maintained.

5. Scope

- 5.1 Review all grant applications submitted to the Town Council (except councillor Ward Grants), and assess them against the Grant Awarding Guidelines
- 5.2 Award grants that align with the Town Council's Priorities and have the greatest benefit to the residents of Hebden Royd
- 5.3 Manage the Town Council's allocated budget for Grant funding, in accordance with the Town Council's Financial Regulations.

- 5.4 Ensure sound governance and transparency, when reviewing applications and applicants.

6. Review

- 6.1 The Community Funding Committee's Terms of Reference are to be reviewed annually at the first meeting of the committee.