

Terms of Reference: Grants Sub-Committee

Aim: To review all applications received for Deal Town Council grants and make recommendation to the Finance & General Purposes Committee.

Status: The status of this committee is a Sub-committee – Local Government Act 1972 s 101 (1) (a)(b) refers.

Membership: Membership shall be made up of a maximum of 5 Councillors with a quorum of 3.

Co-options: The Sub-committee will not have co-opted members.

Meetings: The Sub-committee will meet as and when required and dates and times of meetings will be sent out to all Deal Town Council Councillors. Attendees of the meetings will be recorded

The Town Clerk and Responsible Finance Officer will be invited to all meetings in an advisory capacity with no voting rights.

The Sub-committee meetings shall not normally be open to the public but are open to all Deal Town Council Councillors. Only Grants Sub-committee members present at the meeting have voting rights.

Accountability: All recommendations must be referred to the Finance and General Purposes committee for decision

The Sub-committee recommendations to the Finance and General Purposes committee will be made by the majority vote of the attendees.

The Sub-committee has the delegated authority to consider all applications and select via a scoring process (following the criteria agreed by council) those to be submitted to council for consideration.

Objectives:

- To review all applications received for Deal Town Council grants
- To follow all guidelines agreed by council for Deal Town Council grants.
- The Responsible Finance Officer will ensure that all information required from the applicant is supplied and that the application form is completed correctly.
- Sub-committee members who require further information on an application must request this via the Responsible Finance Officer.

Updated and agreed: F/C 30.09.2025