

Terms of Reference: Grants Sub-Committee

Status

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

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.

Purpose/role of the Sub-committee

- 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.

Meetings/ Membership

- The Town Clerk and Responsible Finance Officer will be invited to all meetings in an advisory capacity with no voting rights.
- Membership shall be made up of a maximum of 5 councillors with a quorum of 3
- The Sub-committee meetings shall not normally be open to the public
- The Sub-committee will not have co-opted members
- The Sub-committee will meet as and when required

Reviewed and agreed: F/C 19.04.22