

# HOPTON-ON-SEA PARISH COUNCIL

## DONATIONS POLICY

Revision	Date	Description
0	28/03/2019	Draft for review by P&F AC
1	08/04/2019	Initial Adoption
2	06/08/2019	No changes made
3	08/11/2021	No changes made
4	12/12/2022	No changes made
5	02/02/2024	No changes made other than amending numbering
6	11/03/2024	No changes made Approved by full Council.

This Policy was adopted by the Hopton-on-Sea Parish Council at its Meeting held on 8 April 2019.

## INDEX

1. INTRODUCTION	3
2. PURPOSE	3
3. ELIGIBILITY	3
4. CRITERIA	4

## INTRODUCTION

- 1.1. There is relevant legislation to empower Hopton-on-Sea Parish Council to make donations.
- 1.2. The Local Government Act 1972, Section 137 makes provision for Hopton-on-Sea Parish Council to provide financial support to groups and non-profit organisations for the benefit of residents of the Parish of Hopton-on-Sea. The total annual amount available to the Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll.
- 1.3. Under this legislation, the Parish Council has no obligation to spend all, or any of the money available under S.137.
- 1.4. The money is not 'gifted' to the Parish Council but forms part of the Precept collected annually by Great Yarmouth Borough Council so the cost of any grants or donations is reflected in residents' Council Tax bills.

## 1. PURPOSE

The purpose of this policy is to:

- Outline the requirements that must be satisfied in order for donation requests made to Hopton-on-Sea Parish Council to be considered
- Ensure that all awards are based on consistent criteria
- Ensure that the management of all donations is transparent, fair and supportive of local organisations directly benefitting residents of the Parish

## 2. ELIGIBILITY

- 2.1. Donations are restricted to applications made by groups only and on matters that benefit Parish residents.
- 2.2. Applicants must advise how the parish community will benefit directly from funding by the requested donation. This is particularly important where an application is made by an organisation working regionally or nationally.
- 2.3. Awards are open to established voluntary or community groups and informal groups of Parishioners.
- 2.4. To be eligible for the award of a donation an organisation *ideally* should satisfy all of the following:
  - Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
  - Have a constitution defining the aims, objectives and operational procedures of the organisation
  - Provide a copy of its latest annual accounts including current balance sheet showing cash at bank and reserves. Accounts should be audited by a person independent of the group

- Operate a bank account with at least two joint signatories

It is recognised that smaller organisations may not be compliant with all of the above. In that instance, waiving any of the above requirements shall be subject to Hopton-on-Sea Parish Council considering and agreeing the demonstrable benefits to the local community.

2.5. Donations will not be made under any circumstances to:

- Individuals
- Commercial organisations
- Projects that are the prime statutory responsibility of other government bodies
- Political parties
- Projects that improve or primarily benefit privately owned land or property
- Organisations whose only activities are fund-raising
- Local groups where fund-raising is sent to a central HQ for redistribution

### **3. CRITERIA**

3.1. Hopton-on-Sea Parish Council reserve the right to refuse to fund an application.

3.2. The periodicity of any donations is at the consideration of Hopton-on-Sea Parish Council.

3.3. There is no appeals process. Decisions being made by Hopton-on-Sea Parish Council are final.

3.4. Hopton-on-Sea Parish Council must not by virtue of the donation incur any expenditure.

3.5. A copy of this policy is logged on the Parish Council website and is therefore available to all applicants. A hard copy may be requested from the Parish Council Office.

3.6. Donations shall be made only for prospective funding and shall not be made to cover money already spent i.e. retrospective funding.

3.7. Donations must be for a specific purpose or project.

3.8. Applications must be accompanied by a “Business Plan” illustrating:

- The purpose of the donation
- The required sum
- Any efforts made to be self-sufficient
- If match-funding or some other additional funding has been explored
- If there are benefits to residents outside of the Parish any potential funding streams sought from those areas
- The expected time frame of the project

- 3.9 Donations are normally made for one year's expenditure and should be spent within that year for the purpose for which they were given. Hopton-on-Sea Parish Council reserves the right to request unspent monies are returned to council funds.
- 3.10 Donations should not be added, wholly or in part, to reserves unless for use in a previously approved programme of funding for a particular project.
- 3.11 Hopton-on-Sea Parish Council will only consider one application per organisation per financial year unless extenuating circumstances can be demonstrated.
- 3.12 There will be no repeat annual donations. A new application must be submitted for each financial year.
- 3.13 The recipient of a donation should provide a written report to Hopton-on-Sea Parish Council as evidence of how the monies were spent for transparency purposes.
- 3.14 Recipients of donations are expected to acknowledge receipt in writing for Parish Council audit purposes.
- 3.15 Recipients of donations are expected to acknowledge Hopton-on-Sea Parish Council's support on all promotional materials, press releases and stationery.
- 3.16 All groups will be treated equally and on their own merit in accordance with the Hopton-on-Sea Parish Council Equality Policy.
- 3.17 Hopton-on-Sea Parish Council may not be able to grant all applications if insufficient funds are available.

--- End of Donation Policy ---