



Community Grants Sub Committee Terms of Reference

1. Delegation

- 1.1 Haydon Wick Parish Council (the Council) agreed to adopt the Community Grant Scheme Sub Committee Terms of Reference at Full Council on 27th April 2021.
- 1.2 The Council will consider renewing these Terms of Reference on an annual basis.

2. Membership

- 2.1 The Committee will consist of SIX members; the Chairman and Vice-Chairman of the Council, the Chair of the Community Development Committee and three ordinary members of the Committee (or Council). This Committee will meet at least three times per year, to coincide with the grant programme.
- 2.2 The quorum will be THREE Members including the Chairman and Vice-Chairman of the Council.
- 2.3 The Chair will be taken by the Chair of Community Development. There will be no Vice-Chairman.

3. Procedures

- 3.1 The committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 The Committee will agree the minutes of meetings at its next meeting.
- 3.3 The Clerk or Appointed Officer will provide administrative support for the Committee.
- 3.4 The Committee will meet with the press and public in attendance.

4. Meeting Dates

- 4.1 This Committee will meet three times per year, to coincide with the grants programme.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

5. Terms of Reference

- 5.1 To consider and recommend to the Community Development Committee the award of grants and payments to person, bodies and organisations within the Parish provided they meet the criteria as set out within the adopted Community Grant Scheme.

Version Control

HWPC Community GrantsSub Committee Terms of Reference	Georgina Morgan-Denn Clerk to Council	Reviewed & Adopted 27 th April 2021.	Review: April 2022
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