

STAPLEHURST PARISH COUNCIL

POLICY ON DONATIONS FROM PARISH FUNDS

- 1. Staplehurst Parish Council currently has a budgetary expenditure heading covering donations to third parties. Similar criteria may be applied to grants. However, these would normally be on a larger scale and would likely be more project based and could well be longer term. Therefore for these reasons this is dealt with in a separate policy document.**
- 2. The criteria for making a donation are based primarily on whether the Parish Council considers that a service or action has led or will lead to a benefit to the Parish as a whole or to individuals residing or working in the Parish.**
- 3. It is noted that certain donations have been made on a regular basis whereas others have been of a one-off nature. However, as part of its annual budgetary and precept setting process Staplehurst Parish Council will review all donations it wishes to make regardless as to whether they have been made on a regular basis in the past. This review will initially be made by the Finance Group who will make recommendations for the Full Council to consider and approve.**
- 4. There may be occasions when either a request is made for a donation during the year or the Parish Council wishes to recognise a specific service undertaken on its behalf. Normal practice would be to defer this request until the following year's budget is being considered. However, there may be occasions when it would be appropriate to make an exception. In these situations the Parish Council would need to consider the specific circumstances before making a final decision.**
- 5. Most donations would represent a contribution towards the normal operating costs of providing the service. The Parish Council may be able to support capital projects – see Policy on Grants. Each request would need to be considered on its own merit and the following points taken into account:**
 - There must be an overall benefit to the Staplehurst community.**
 - The Parish Council must decide whether this expenditure is an effective way for it to utilise its finite financial resources.**
 - There must be a system of internal controls in place to ensure that expenditure is properly accounted for and generally accepted accountancy principles applied. If benefits are spread over a number of years consideration should be given to setting up a specific reserve to offset the**

precept in future years. The Finance Group would need regularly to review progress and report back to the Full Council.

- 6. Organisations that might be eligible include, inter alia:**
 - Properly constituted community and voluntary organisations.**
 - Registered Charities and Community Interest Companies.**

- 7. As stated above donations are not made automatically given. They will be entirely at the discretion of the Parish Council and will be subject to review as part of the Parish Council's annual budgetary and precept setting process. They will also be subject to review by the Internal Auditor. All requests for a donation must be approved by a majority of the Parish Council with the Chairman applying the casting vote if required.**

**Staplehurst Parish Council
August 2013**