

Malvern Wells Parish Council Donations Policy

Approval date: April 27th 2022

Amendment date:

Purpose

Malvern Wells Parish Council can provide grants and donations using certain legal powers afforded to it.

It is expected that organisations and groups seeking funding will use the councils grant application process.

Occasionally the council may identify a group or organisation (which provides benefits to the inhabitants of the parish) and will wish to make a financial contribution through a donation.

Process

The Parish Council **must satisfy itself that any donation given will be of benefit to some or all Malvern Wells inhabitants and in proportion**. Proposals for donations are made by councillors. **Organisations seeking funds must use the Council's grant funding application form.**

Donations will be limited to one donation in any one calendar year to any one organisation.

In considering donation proposals, the Council should be aware that giving donations sets a precedent and could be interpreted as giving preferential treatment to some residents over others.

Donations will be considered by the Parish Council's Finance & General Purposes (F&GP) Committee before being ratified by the full Parish Council. F&GP Meetings are held in January, April, July and September.

Donation proposals must meet the Council's donations criteria which are set out below.

All proposals **must be made by a councillor** by completing the donation proposal document (see Annex A) and returned to the clerk of the council at least 7 clear days before the relevant meeting date.

Criteria

1. The amount of the donation will be at the discretion of the council.
2. All proposals will be considered based on the benefit being commensurate with the expenditure.
3. The parish council must show which legal power they are using.
4. If power s137 is used, the council will not exceed the annual limits applied.
5. Donations cannot be awarded to an individual eg. the parish council may not purchase flowers, cards or gifts for a councillor, member of staff, volunteer or resident with council funds.
6. Donations will only be awarded to groups or organisations.
7. Groups or organisations must have a bank account to receive funds.
8. Donations may not be given to groups or organisations that already receive public funds eg. schools (a donation to the PTA or other school supporting group which raises funds for extra-curricular items would be an appropriate alternative.)

Annex A

Donation Proposal

Name of councillor proposing:

Name of proposed organisation/group:

Amount proposed: £

Where did the idea come from for this proposal?

Justification for proposal:

How does this group/organisation provide a benefit to some or all inhabitants of Malvern Wells?

What is the cost per elector for this donation? £

Number of electors (2541 in 2022-2023) divided by the proposed amount.

Clerk use only:

Which power can the council use to make this donation?

Is the group/organisation willing to receive a donation¹?

Does the group/organisation have a bank account in the name of the group/organisation?

Does this group/organisation already receive public funds?

Is the cost within the threshold spend for the financial year?

¹ In some circumstances a group may not want a donation, for example if it was winding down or if it came at the wrong part of the financial year and took them over a certain threshold.