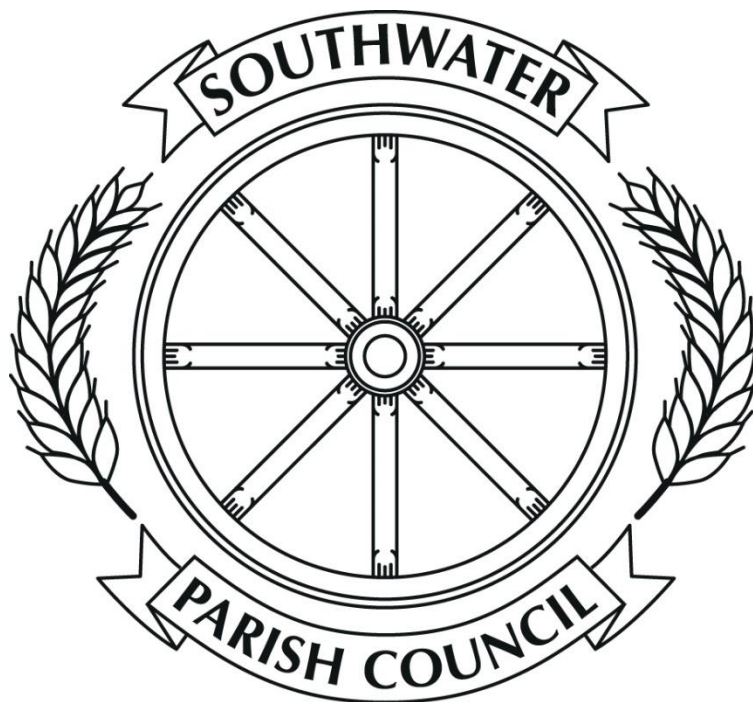


SOUTHWATER PARISH COUNCIL

CHAIRMANS DISCRETIONARY FUND POLICY



Produced: June 2024
Approved: 17 July 2024
Review: May 2027

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1. Introduction

The Chairman's Discretionary Fund was established in the financial year 2020-21 to provide support to Southwater residents in need, community groups requiring equipment or assistance, and other just causes. The fund is managed at the discretion of the Executive Officer/RFO in conjunction with the Chairman of the Council.

2. Funding and Contributions

- a. **Initial Funding:** The fund was initially funded by donations from individuals, residents, and local businesses.
- b. **Encouraging Donations:** The Chairman may actively seek donations from individuals, residents, and local businesses to sustain the fund.
- c. **Council Resolution:** The fund can be increased by a resolution of the Council or the Finance & General-Purpose Committee.
- d. **Additional Funding:** The fund may be further supplemented by a transfer from general reserves, equivalent to the Basic Councillors Allowance not claimed. This process involves assessing the balance relating to the Councillors who opted to forgo their allowance and the Council (or appropriate committee) approve a transfer of an equivalent (or lesser) amount from General Reserves.

3. Eligibility Criteria

- a. **Recipients:** Awards can be made to Southwater-based residents, community groups, and non-profit events. Individuals and organisations that do not comply with the Council's approved Grant Policy may still be eligible.
- b. **Exclusions:**
 - Religious organisations unless they are service providers for the recipient's benefit.
 - Political groups.
 - For-profit businesses and organisations unless they provide services for the recipient's (as listed under heading 6.) benefit.
- c. **Purpose:** Awards cannot be made for projects or activities that do not demonstrate a direct benefit to the Southwater Community

4. Award Guidelines

- a. **Fund Balance:** Awards are limited to the available balance in the Chairman's Discretionary Fund Earmarked Reserve.
- b. **Retrospective Requests:** Retrospective requests for projects, activities, or services that have been completed cannot be awarded.
- c. **Suggestions and Guidance:** Recommendations for suitable recipients may come from the Neighbourhood Wardens, Councillors or in office.
- d. **Decision Making:** All awards are made under the delegated powers of the Executive Officer in conjunction with the Chairman.
- e. **Discretion:** The Chairman and Executive Officer reserve the right to refuse or grant any award in accordance with this policy.
- f. **Requests:** All requests or suggestions for recipients of the award should be sent to the Chairman and Executive Officer.

5. Confidentiality and Data Protection

- a. **Confidentiality:** Details and personal information of recipients (who are individuals) will be kept confidential.
- b. **Data Protection:** All information will be held in accordance with the Council's Data Protection Policy.

6. Examples of Awards

- a. **Vulnerable Residents:** Assisting vulnerable, elderly, and isolated residents.
- b. **Educational Support:** Providing gifts to deserving children from low-income households who attend schools in Southwater.
- c. **Not-For-Profit Events:** Assisting in the organisation and subsidising activities at events, particularly those benefiting children, youth, elderly, and those suffering from isolation.
- d. **Low-Income Households:** Providing support to low-income households and/or families that may be identified by the Neighbourhood Wardens as requiring help.