

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (SPELTHORNE)

FINANCIAL PROTOCOL

CRITERIA and GUIDANCE FOR MEMBERS' ALLOCATIONS

1. GUIDANCE

- 1.1 This guidance is designed to assist in the consideration of applications for requests for funding from Members' Allocations and should be used in conjunction with the formal criteria laid down for funding.

2. MEMBERS' ALLOCATIONS

GENERAL:

- a) Support for any one project will not normally exceed £10,000.
- b) Any proposal to be considered by Committee must be proposed by at least one Member who is willing to provide at least some financial support to the project. However, Members whose funds are totally committed may still put proposals forward for support by the Committee.
- c) The funds will not be used to cover revenue costs – expenditure must be of a one-off nature or serve as 'pump-priming'.
- d) Contributions will not normally be made to cover funding gaps arising from budget reduction decisions.
- e) Priority will be given to proposals attracting an element of match funding.
- f) Proposals will be considered from SCC services, other statutory bodies and voluntary organisations.

3. FUNDING PAID UNDER DELEGATED AUTHORITY

- 3.1 The decision to pay funding of not more than £1,000 can be delegated to the Community Partnership Manager or Community Partnership Team Leader (East), in consultation with the Chairman of the Spelthorne Local Committee. Funding paid under delegated authority is subject to the criteria laid down in paragraph 1 above, **and** the following additional criteria:

- a) The application must have been endorsed by the appropriate local Member.
- b) The application should be for a maximum of £1,000.
- c) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project.

- d) Projects must not contravene any of the Council's agreed policies or priorities.
- e) The application should be for a future project, not a retrospective request.
- f) The application should not be to cover ongoing revenue costs.

4. COMMITTEE CAPITAL ALLOCATION

- 4.1 The £35,000 allocated to support capital projects through voluntary organisations will be used for any suitable project promoting well being in Spelthorne and agreed by the Committee.
- 4.2 The following is a definition for 'capital' in these circumstances:

Capital expenditure is defined as the acquisition, construction, enhancement or replacement of an asset. An asset can be land & buildings, vehicles, plant, furniture & equipment or infrastructure. In order for an asset to be capitalised it should yield benefits for a period of more than one year.

- 4.3 It is proposed that the following criteria should apply to this fund:
 - a) Any proposal to be considered by Committee must be put forward by at least one Member.
 - b) Priority will be given to proposals attracting an element of match funding.
 - c) Proposals must be of a local nature and be for the benefit of the people of Spelthorne.

5. RETROSPECTIVE FUNDING

- 5.1 As a general rule, it is not considered good practice to fund projects retrospectively and funding will not be considered for projects where the group has already committed, or decided to commit, funds.
- 5.2 Applications that are retrospective due to the timing of the Local Committee meetings may be considered, provided that the proposed allocation has been brought to the attention of the Community Partnerships Manager or the Community Partnership Team Leader (East), before the event/purchase/expenditure takes place. However the group should be advised by the proposing Member that the Local Committee decision is a not a 'rubber stamping' exercise and that any expenditure they commit in the hope of receiving funding is entirely at their own risk.
- 5.3 Applications for retrospective projects cannot be funded under the delegated authority powers.

6. FUNDING FOR INDIVIDUALS

- 6.1 Funding bids which would benefit an individual or an individual's property will not be considered.

7. REPEAT REVENUE FUNDING

- 7.1 There is a general presumption against requests for repeat funding for the same project, as over time this would reduce the scope to fulfil the original aim of allocations which was to enable Members to respond to local issues. However, the Local Committee reserves the right to vary this rule where it is felt that the project is making an exceptional contribution to the community and more time may be required to secure alternative funding.

Local Committee (Spelthorne) Financial Protocol for approval at the 9th July 2012
Local Committee.