

Travel SMART Merstham Community Panel

Terms of reference

February 2013



1. Aims and Objectives

- 1.1 To ensure that the funds allocated for participatory budgeting in Merstham from the Local Sustainable Transport Fund are distributed in accordance with the aims and objectives of the Surrey County Council Travel SMART scheme.
- 1.2 To ensure that the views and interests of residents are fully considered in all aspects of the allocation of funds.
- 1.3 To work in partnership with Surrey County Council to ensure good governance of the Merstham fund through the operation of the Community Panel ('The Panel').

2. Role of the Panel

2.1 The Travel SMART Merstham Community Panel has been set up to:

- a) Function as a decision making body for the Travel SMART in Merstham's small community grants scheme (applications up to £3,000).
- b) Assist Surrey County Council Officers to ensure that applications for small and large grants (applications up to £10,000) meet the Travel SMART application criteria.
- c) Assist with planning a community event to support public decision making for large grant applications to the Merstham Fund.
- d) Assist with identifying local groups who may wish to apply for funding.

3. Membership

- 3.1 The Borough ward Councillors and divisional County Councillor, will appoint from among themselves, a chairman to preside over The Panel for the current financial year, i.e. until April 2014. A new chairman will be appointed for the financial year 2014/15.
- 3.2 The Panel will be comprised of a minimum of 8 people and will include a minimum of two and a maximum of four Councillors (County and/or Borough), inclusive of the chairman.

3.3 The remaining members shall be comprised of representatives from some or all of the following groups:

Residents' associations
Representative from local schools (pupils where possible)
NHS surrey/PCT
Job/back to work clubs
Representative(s) community groups
Representative(s) from Merstham shops/businesses
Representative(s) from active local charities
Residents

3.4 The chairman shall approve all invitations to join The Panel.

3.5 In addition to the 8 voting members, two non-voting members shall be appointed; one officer from the Travel SMART team and an officer from Reigate and Banstead Borough Council.

3.6 Members may be affiliated to or be members of a political party but they may not represent or promote a political party in their role as a member of The Panel.

3.7 The length of term for members shall be 1 year except in the case of County or Borough Councillors who will be invited to serve for 2 years. Members may be invited to serve two terms with the agreement of the Chair.

4. Administration and Meetings

4.1 The panel will be required to meet approximately every 8 weeks to preside over two rounds of small community grant applications through the financial year, one closing in July 2013 and the other in January 2014.

4.2 The Travel SMART team will provide administration support for each of the meetings, including producing agendas and taking and publishing minutes.

5. Decision making

- 5.1 The panel will have the opportunity to allocate a total of £15,000 of funding in each round to groups that have applied for small community grants.
- 5.2 Panel members will need to agree which small grant applications are to receive funding, without exceeding the total allocation amount. The panel will have an opportunity to read all bids before they meet to decide the funding.
- 5.3 A copy of the terms and conditions ('criteria') for applications to the fund shall be made available to all members on joining the Panel and at each meeting. The Panel must ensure that all small grant applications meet these criteria.
- 5.4 The Panel may decide to offer groups a lower amount than requested should this be considered appropriate.
- 5.5 The Panel may, at their discretion, choose to limit the funding available to an organisation if they have applied to both the Merstham and Redhill West funds. In these cases, bidders may be limited to the maximum value of a single application spread across the two funds.
- 5.6 If the total value of qualifying small applications exceeds the available funds, The Panel may shortlist bids based on the quality of the applications and the level of funding received by an organisation from other sources.
- 5.7 Any vote for or against funding a project that might be necessary, will be decided by a simple majority. In the event of a tie, the chairman will have the casting vote.
- 5.8 For a Community Panel funding decision to be quorate, a minimum of four Panel members, excluding the Chair, must be present and able to vote.

6. Role of the Travel SMART team

- 6.1 To provide secretariat support to the Community Panel including timely dissemination of minutes, agendas, applications received and any other necessary papers
- 6.2 To ensure all applications shortlisted to the Community Panel are eligible under the criteria set by the DfT and the community funding programme. The Travel SMART team, in consultation with the Travel SMART programme manager, reserve the right to withdraw an application from the process if they believe it does not meet these criteria.
- 6.3 Provide advice to the community panel on the quality and value for money of bids submitted
- 6.4 To ensure the smooth running of the bidding and funding process including promotional activity and event organisation.

7. Conflict of interest

7.1 Community panel members will be asked to declare any interests that they may have in any applications being considered at the beginning of a meeting. Members will be asked to either declare a personal or prejudicial interest. A personal interest will not have any bearing on a member's ability to comment or vote on any application, and may include being a member of a group or organisation submitting a bid or being related to somebody directly involved in submitting a bid. A prejudicial interest will mean a panel member will not be able to comment upon or vote for or against an application. A prejudicial interest will need to be declared where a member has provided help to a group producing a bid or being a senior member of a group submitting a bid.

8. Confidentiality

8.1 All bids are to remain confidential and to be treated with discretion.

8.2 All matters discussed at meetings should be considered to be of a confidential nature. The Panel may from time to time be entrusted with confidential information relating to the Council, or other organisations. The business of the meeting should not be discussed outside of the Panel unless this has been previously agreed and minuted.

8.3 Any queries regarding confidentiality should be referred to the Chair or Travel SMART officer.

Member Signature

..... (Chairman)

..... (Member)