

Ward Councillors' Initiative 2022/23 Guidance for Ward Members

1. If part of a multi-Member ward, consider pooling your £2,000 with your counterparts so that there is a larger pot available. This is entirely optional however.
2. The funding has to be spent for the direct community benefit of the Member's ward.
3. Consult with town/parish councils and other local organisations as you feel appropriate.
4. Identify suitable community projects and/or causes, for example:
 - Grant to the town/parish council for a specific project/activity
 - Grant to a voluntary organisation or local charity
 - Grant to a community organisation e.g. village hall
 - Grant to a sports or social club (subject to appropriate rules on membership)
 - Grant to a local school, church, doctors surgery, hospital etc
 - Grant to local scouts, cubs, or guides etc
 - Funding a community event or celebration
5. The £2,000 may be allocated across different items. There is no minimum value on any payment.
6. The project should be for one-off funding and must not commit the Council to expenditure in future years.
7. The Ward Member Initiative grant cannot be used to match fund any other grant awarded by the council.
8. In order to check suitability of proposed allocations, please e-mail or send the Community Development Officer, Sue Hayden (shayden@uttlesford.gov.uk.) a completed copy of the Ward Members Initiative Request Form setting out proposed use of the money, specifying the intended recipient(s) and what the money is to be used for. Please make clear at this stage if you are pooling money with other Ward Members. It is emphasised that this is not to judge the merits of proposals, just their compliance with the parameters of the scheme. The form **must** be completed fully and signed.
9. The Community Development Officer will respond within 10 working days to either confirm that the intended payment(s) are acceptable; or in the unlikely event of any concerns, contact you to suggest appropriate adjustments.
10. An invoice should be obtained prior to money being sent. If you are unable to obtain an invoice prior to giving permission, you will need to ensure the organisation submits this to the Community Development Officer as soon as the money is spent. Failure to do so could mean the money being returned.
11. Consideration should be given to ensure that any projects funded should support the Council's corporate plan.
12. As a Member you must not have a 'Disclosable Pecuniary Interest' or a 'Personal and Prejudicial Interest' in the award of the grant and must declare any "Personal Interest" which is not prejudicial, all as defined in the Members' Code of Conduct. Possession of a personal interest which is not prejudicial will not bar a Member from awarding a grant.
13. The Community Development Officer will arrange for the payment to be sent directly to each recipient. The payment should be received by the beneficiary within 21 days of the Community Development Officer receiving their invoice and your completed form.
14. All payments made will be formally reported to the District Council Cabinet for information and to ensure full transparency.

Appendix One

15. In the financial year preceding an election year (is the current municipal year) allocations must be awarded by 31 December otherwise it will be lost. In any other year any unspent allocation can be carried forward to the following year, providing the amount is less than 50% of the allocation for that year. If it exceeds 50% of the in-year allocation only 50% shall be carried forward.
16. In election year the money only becomes available from 1 June (i.e. to the newly elected Member) and there will be no carry forward from the preceding year.