



PEMBROKE TOWN COUNCIL

DONATIONS POLICY

Donations are made available by Pembroke Town Council through Section 137 of the Local Government Act 1972. Section 137 states that any financial assistance awarded must bring direct benefit to a local authority's area or any part of it or all or some of its inhabitants.

Funding is available to for example:

- not for profit organisations that it uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way.
- funding can only be provided to support initiatives that are for charitable or benevolent purposes and those that seek to do good works for others in the community. This may include relieving poverty or sickness, addressing the needs of the young or the aged, advancing education or otherwise to benefit the community.
- assist community organisations.

Pembroke Town Council has adopted the following policy:

- 1) The maximum sum set aside each financial year for donations, is to be agreed upon annually at the full Council meeting in which the precept is set.
- 2) All applications for donations must be made in writing and submitted to the Clerk by Email to enquiries@pembroketowncouncil.co.uk or post to The Town Hall, Main Street, Pembroke, Pembrokeshire, SA71 4JS.
- 3) All donation applications must be decided by a full council meeting.
- 4) Pembroke Town Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.
- 5) Each application must be accompanied by supporting documents:
 - Summary of the applicant's accounts for the last financial year
 - Details of the applicant's organisation, committee, and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation
 - Other funding sources applied for in relation to the donation concerned

6) If the donation requests received exceed the donation monies available in a financial year, then councillors will target donations which benefit as many people as possible within the community.

Donations Conditions

- 1) Donations will not normally be awarded to individuals.
- 2) Donations will not be made retrospectively.
- 3) Donations will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority. Approved by the Council on 11th July 2024.
- 4) Donations will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
- 5) Organisations applying for a donation should be properly constituted, with appointed officers.
- 6) Donations will be awarded on the assumption that other sources of income have been sought.
- 7) Donations will only be considered accompanied by sufficient and appropriate documentation which may require inclusion of financial records. If there is insufficient documentary evidence the application will not be considered.
- 8) If the organisation / body is unable to use the donation for the stated purpose, monies must be returned to Pembroke Town Council.
- 9) The donation must be used for the purpose for which the application was made
- 10) All donations are awarded at the Town Council's discretion. Pembroke Town Council's decision is final and there is no right of appeal.

When considering your application, what will we look at?

We will look at the following:

- how well the grant will meet the needs of the community, specifically how it will benefit the people residing within Pembroke Town Council's area (specify if possible the extent of any such benefit in the community).
- how effectively your group will use the grant.
- whether the costs are appropriate and realistic.
- level of contributions raised locally.

- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source including a grant or financial assistance available under other legislation
- how the group is managed.

Pembroke Town Council will use the data provided by applicants only in relation to this scheme and will retain for a period of one year solely for purposes in connection with this scheme.

