

# Thame Town Council

## Community Group or Club Assistance Request Procedure

### 1 Policy Statement

- 1.1 The Council is committed to aid community groups and clubs benefiting the residents of Thame. Including potential projects, aims and aspirations to advance and improve services and facilities in Thame.
- 1.2 The purpose of this policy is to provide a framework and procedure for Community Groups to procure the assistance of Thame Town Council in a manner that is manageable and achievable for both parties.
- 1.3 This includes financial assistance by way of loan or grant, forward funding, drawing down s106 or external grants, Officer time and in-kind assistance for projects or activities that exceed the threshold of £5,000 or 10 hours of Officer time.

### 2 The Council's Procedure

- 2.1 If a community group or club are considering requesting the Town Councils assistance it must provide details before any project has begun and give at least three months' notice for projects that will require significant assistance.

\*Applications shall be made and only accepted using the correct request form

- 2.2 This includes information that may relate to:
  - parties involved
  - time scale
  - full costs if known
  - quotes
  - grant funding
  - matched funding
  - s106 funding
  - contingency funds
  - planning applications and conditions (if required)
  - business plan
  - project delivery plan
  - legal documents, agreements, deeds, licences and grant applications
  - anything else it sees fit
- 2.3 The Town Council will consider the project, costs, impact and benefits before committing to any project.
- 2.4 It also reserves the right to request further information as detailed above before coming to a decision.

### 3 Our Commitment

- 3.1 The Town Council will either agree to the request or any part of it, require further information or refuse the request.
- 3.2 All decisions shall be final.

3.3 If agreed it may require conditions to be attached:

This may include:

- part funding the project
- requiring match funding
- securing all funding for the project prior to its commencement
- agreeing time scales
- regular reporting
- restricting Officer time or involvement
- stating a time frame or start date
- anything else it sees fit

#### **4 Agreed Projects**

- 4.1 A letter setting out the Town Councils agreement to assist or fund with any conditions or undertakings shall be sent to the applicant.
- 4.2 The Town Clerk shall produce a project delivery plan in partnership with the Management Team, for delivery of Town Council portion of any project or assistance prior to the agreed start date and provide it to all parties.
- 4.3 The delivery plan will identify the owner of the project and funding arrangements. It will identify any Officer input or involvement including the approximate time involved and potential impact on their workload. Detail any conditions and a time frame for its successful delivery.
- 4.4 If any agreed conditions may be subject to change.
- 4.5 Any agreed conditions that are subsequently not complied with without consent or good reason the Town Council reserves the right to withdraw its assistance or any funding offer.
- 4.6 Any offer that requires third party funding for example grants or s106 may be subject to change or delay which is beyond the Town Councils control which the Town Council may agree to or not to accommodate.
- 4.7 VAT shall only be recovered on projects or facilities owned partly or wholly by the Town Council. These costs must be included in every funding request as the Town Council will not be liable for any third party unrecoverable costs without prior agreement and depending on the circumstances.