

## **Bromsgrove District Ward Councillors' Fund - Policy**

Each Councillor has £1,155 for 2014/15 which he or she can recommend to allocate to projects and/or services within their ward. These must support the delivery of the Council's strategic purposes:

- Keep my place safe and looking good
- Provide good things for me to see, do and visit
- Help me find somewhere to live in my locality
- Help me be financially independent
- Help me run a successful business

The fund has been provided for 2014-15 financial year only so any unspent money cannot be assumed to roll over into 2015-16.

The main points of the Policy are:

### **Application Process**

Any application to spend funds in the Councillor's ward must be made on the form provided and submitted to Jayne Pickering, Executive Director Finance and Resources. Based on the information provided, she will decide whether the proposal is reasonable and lawful.

Funds will not be paid to Councillors but direct to the project/organisation nominated on the form.

Forms can be submitted electronically via the Council's e-mail account only, or in paper with the necessary signature/s.

Applications direct from organisations will not be considered.

Do not include account details on the submission form. If the payee's details are not contained within the Council's financial system they will be contacted directly in order that they provide us with their account details.

### **Be clear about how the money will be spent**

We require a clear statement as to how the money will be spent and how it would support the delivery of the Council's strategic purposes and benefit the members of the community.

The application will only be cleared for payment if this is clear and officers can see that it is appropriate and legal.

Once an application has been agreed it will be held for public inspection (on request) at the Council House for 6 years and a summary will be published on the Council's website.

### **Sustainability of the Project**

You should be clear about the financial viability of the potential recipients and the project being supported before submitting the request for payment. As this is public money then you should be comfortable that it is being used appropriately.

## **Declarations of Interest**

You need to declare that you have no disclosable pecuniary interest in the proposal (this includes the interests of your spouse/partner as well as you) – and/or, if another disclosable interest exists, make a clear statement as to the type and nature of the interest.

No organisation will be able to benefit from the funding if you hold a disclosable pecuniary interest.

Being appointed to a particular body by the District Council should not normally create a disclosable interest. However, each case must be considered individually and early advice should be sought on the nature of any potential interest.

## **Employment and Ongoing Commitments**

No ongoing commitment should be given to the funding of a post or project. Use of the Fund should be treated as a one-off payment.

The Fund cannot be used to fund the direct employment of staff. However, it can be used to fund or contribute towards the employment of someone who is an employee of another organisation.

## **Joint Bids**

Two or more Councillors can submit joint bids, so long as benefit to the ward and/or ward residents is clear. A joint bid may support a project in a particular location (within one Ward) as the project may attract attendees from a wide geographical area. This must be made clear in the supporting bid.

One form can be submitted by a lead member setting out the joint bid and confirmation will be required (either by email or countersignature) by the other councillors that they:

- agree to the submission;
- confirm their financial contribution and
- confirm the declaration

Payments for joint bids will only be processed when all councillors have responded.

## **Payment**

Officers will notify you by e-mail when a payment is made.

Organisations must be clear that they cannot assume they will receive payment. This will only be confirmed once the application form has been processed

## **Publicity**

Any publicity arising from use of the Fund should not be party political and should refer to the District Council's contribution. The Ward Councillor is responsible for ensuring that any publicity complies with this.

Be clear that the payment is from the District Council and not you individually.

The scheme will be suspended during any periods of purdah relating to the District Council elections.