ORLETON PARISH COUNCIL

DONATIONS POLICY

Policy Adoption Date: 21 May 2026

Policy Review Date: May 2027 (or sooner if required)

Introduction

Orleton Parish Council (OPC) is committed to supporting local organisations, charities, and community initiatives through the provision of modest donations. This policy sets out the principles and procedures governing the allocation of financial support, with the aim of ensuring transparency, fairness and responsible stewardship of public funds.

This policy should be used in conjunction with the OPC Donation Application form.

Eligibility Criteria

- Applicants must be non-profit organisations, voluntary groups, or charities operating within the parish boundaries or with a clear link to the parish.
- Projects or activities must demonstrate a clear benefit to the local community.
- Individuals are generally not eligible, unless representing a recognised group or cause with substantial community impact.

Application Process

1. Applications should be submitted in writing, using the OPC Donation Application Form, to the Parish Clerk, outlining the purpose of the donation, amount requested, and anticipated benefits.
2. Supporting documentation may be requested.
3. All applications will be considered at the next scheduled Parish Council meeting following receipt, assuming the application form is fully completed. Meeting dates are published on the PC's website **https://orleton-pc.gov.uk/**.

Decision Making

Decisions on donations are made collectively by OPC, taking into account the merits of each application, available budget and alignment with parish priorities. The Parish Council reserves the right to approve, amend, or decline requests at its discretion. OPC's decision on any application is final and there is no right of appeal.

Where a Parish Councillor is a member of a group/organisation applying for funding, that Councillor must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting on the application. Advice may be sought from the Monitoring Officer.

If donation requests received exceed the budgeted monies available in a financial year, councillors will give priority to projects and causes which benefit as many people as possible within the parish.

Conditions of Funding

- Recipients must acknowledge the Parish Council's support in any associated publicity materials.
- Funds granted must be used solely for the stated purpose. Otherwise, the funds shall be returned to the Parish Council, except where the Parish Council's prior written consent has been given for the funds to be used for another purpose.
- Recipients may be required to provide a brief report on the outcome of the funded activity.
- Only one donation shall be awarded per organisation in each financial year (1 April to 31 March).
- Donations cannot be put towards any continuing expenditure (e.g., insurance).
- The Parish Council will not fund retrospective applications.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and relevance. OPC may request updates from donation recipients to monitor the impact of its funding.

Contact Information

To apply, please either download the form from the Orleton Parish Council website or contact the Parish Clerk via e-mail if you require a Word version. Wherever possible, completed forms should be signed, scanned, and sent by email to the Clerk.

Should you require any assistance in completing the form, please contact the Clerk.

E-mail: **clerk@orleton-pc.gov.uk**