

# WHIMPLE PARISH COUNCIL GRANTS AND DONATIONS POLICY

## Grants and Donations

Whimple Parish Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. The sum allocated by the Parish is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1 April each year.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

No further amount should be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

## Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish in one of the following ways:

- By providing a service to members of the Parish;
- By enhancing the quality of life for those living in the Parish;
- By improving the local environment;
- By promoting the Parish in a positive way.

The Parish Council will not award grants to:

- Private individuals;
- Commercial organisations;
- Political parties;
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

The Parish Council will also not provide grants for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive and may be added to at the council's discretion.

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Whimple. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts.

Whimple Parish Council operate the following criteria:

- Only one application for a grant in each financial year
- Ongoing commitments to award grants in future years will not be made
- A limit of £300.00 per organisation will be applied except for exceptional circumstances.
- The organisation must be non-profit making (and not an individual)
- Grants are not made retrospectively
- The organisation must be one that, in some way, benefits the local community
- The organisation may be asked to demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed
- A set of audited accounts or suitable financial statement may be required to ensure there is a genuine need for a grant
- Organisations that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead.
- Efforts to generate income from other sources maybe required.
- A report on how the money was spent maybe requested and if required should be submitted to Whimple Parish Council with details of the outturn position.
- Monitoring may take place.

## Procedure

Although applications will be accepted throughout the year, normally they will be considered ~~twice~~three times during the financial year – in the months of ~~June and December~~July, November and March.

Therefore, applications and accompanying information should be submitted to the Parish Clerk no later than the end of the preceding month, i.e. by the end of May for consideration in June, and by the end of November for consideration in December.

In order to be open and transparent in respect of spending taxpayers money, the application and accompanying information will be included in the agenda pack and therefore in the public domain.

Representative from the organisation applying, are welcome to come to the meeting and speak for 3 minutes during the public participation section of the meeting.

The Parish Clerk will notify the applicant of the Councils' decision and arrange payment if you are successful or provide an explanation if the grant or donation was turned down.

Should you be successful:

- A written receipt maybe requested to be provided by the organisation and a note to show the funds have been used for the purposes specified in the application.

- The council reserves the right to require repayment in the event of the outcome not being achieved.

### **Grant / donation application form**

If you consider your organisation is eligible to apply for a grant or donation please complete the application form and send to the Parish Clerk via email or post – [whimpleparishcouncil@gmail.com](mailto:whimpleparishcouncil@gmail.com) - [clerk@whimpleparishcouncil.gov.uk](mailto:clerk@whimpleparishcouncil.gov.uk) or Whimple Parish Council, Whimple Victory Hall, School Hill, Whimple, EX5 2TS.

**Whimble Parish Council  
Grants and Donation Application Form**

<b>Name:</b>	
<b>Name of Organisation:</b>	
<b>Correspondence Address:</b>	
<b>Contact email address:</b>	
<b>Contact telephone number:</b>	
<b>Amount applying for:</b>	
<b>Reason for application:</b> <i>Please provide details of how the money would be used and what benefit it would bring to the Parish.</i>	

Please return the completed form to:

Whimble Parish Clerk

Address: Whimble Parish Council, Whimble Victory Hall, School Hill, Whimble, EX5 2TS

Email: [whimbleparishcouncil@gmail.com](mailto:whimbleparishcouncil@gmail.com) [clerk@whimbleparishcouncil.gov.uk](mailto:clerk@whimbleparishcouncil.gov.uk)

## WHIMPLE PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY

### **Introduction**

Whimple Parish Council is committed to community engagement at all levels and supports and encourages community members to share their aspirations and wishes for themselves, their families and other community members with the Council.

Whimple Parish Council recognises that the services it provides must reflect the needs of its parishioners and the locality. The Parish Council strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of their parish.

### **What is our Community?**

We believe our community is everyone within the boundaries of our parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including village organisations, the Police, neighbouring councils and other tiers of local government.

### **Methods of communication**

Communicating with members of the parish will be achieved in many ways to ensure all sections of the community are reached. New opportunities will be identified and considered when they arise to keep the Parish Council up to date with new technologies. These methods include, but are not limited to:

**Parish Council meetings:** every parish council meeting has a public participation session where any member of the public can ask questions about items on the agenda or raise issues for future consideration.

**Annual Parish meeting:** The Whimple Annual Parish Meeting brings the community together and allows residents to question and review how the elected members help shape the community. The main objective of the Annual Parish Meeting is to provide and encourage two-way communication between the community and Councillors.

**Public meetings:** From time to time the Council may decide that an item warrants being dealt with through a specially convened Public Meeting. The Parish Council Chair is expected to chair any Public Meeting but under exceptional circumstances the Chair can appoint a deputy to this role.

**Direct Access:** The Parish Council can be contacted directly via the Clerk at the [clerk@whimpleparishcouncil.gov.uk](mailto:clerk@whimpleparishcouncil.gov.uk) email address.

**Publication Scheme:** Whimble Parish Council is committed to transparency in its decision making and to this end, a publication scheme has been adopted which allows public access to policies, financial records and other documents. The Council has registered with the Information Commissioner's Office and has adopted a Freedom of Information policy. These documents are freely available on the website.

**Notice board:** All agendas and other useful information will be posted on the noticeboard in the Square.

**Website:** The Parish Council website includes:

- News
- Council information including councillors, meetings, agendas and minutes, financial information and policies and procedures
- Community information including community facilities, how to apply for grants and signposting to other organisations.

**Social media:** Whimble Parish Council has a Facebook page and is developing its use of social media, whilst ensuring that it is able to resource the regular updating of such applications and that the standard of communications meets the requirements of the social media policy.

**Whimble What's On Facebook Page:** The Council posts information regularly on the Whimble What's On Facebook Page to keep villagers updated with Parish Council news and information.

**Local newsletter:** Whimble Parish Council contributes an article in each edition of Whimble News.

**Specific consultation:** The Council will decide if a particular event or programme that has a short, medium or long-term effect on the village warrants a specific consultation programme. Recent examples include Neighbourhood Planning surveys and asking for feedback as to where a children's play area should be located.

### **Opportunities for formal representations to the Council**

Representations to Whimble Parish Council will normally be considered at the next meeting of the council. If, however, they require the provision of information only, then the clerk will provide it directly to the enquirer.

The Parish Council has a Code of Practice for handling complaints, which is available from the Clerk, published on the website and reviewed regularly.

The publication of agendas on the Parish Council's notice boards and website gives parishioners the opportunity to make representation to the council before agenda items are discussed. All formal representations received are responded to in writing.

### **Involvement in Partnerships**

Whimble Parish Council is committed to partnership working where it is clear that it will be of benefit to the parish or to fulfil its statutory requirements.

## **Role of Councillors**

Councillors are the decision-makers of the Council. The contact details for all councillors are available from the Clerk and are also published on the council's website.

Councillors welcome contact with members of the public, endeavour to be available immediately prior to council meeting for anybody who wishes to speak with them and they will listen to the representations you make to them at council meetings whether you attend in person, ask another person to raise matters for you or provide your comments in writing.

## **Role of the Clerk**

The contact details for the Clerk to the council are published on the council's website, the notice board and in the Whimple News magazine. The Clerk is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council.

## **WHIMPLE PARISH COUNCIL IT POLICY**

### **Introduction**

Whimple Parish Council recognises the importance of effective and secure Information Technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **Scope**

This policy applies to all individuals who use Whimple Parish Council's IT resources, including computers, software, devices, data, and email accounts.

### **Acceptable use of IT resources and email**

Whimple Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. No personal use is permitted. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **Device and software usage**

Where appropriate, authorised devices, software, and applications will be provided by Whimple Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **Data management and security**

All sensitive and confidential Whimple Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### **Email communication**

Email accounts provided by Whimple Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

The Clerk and Councillors are reminded that any emails received and/or sent are subject to the requirements of the Freedom of Information Act and may be requested as part of a Subject Access Request.



**Password and account security**

Whimble Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

**Devices and remote Work**

Any devices provided by Whimble Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

**Email monitoring**

Whimble Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

**Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

However, it should be noted that it is illegal to delete emails relevant to a Subject Access Request after a request has been received.

**Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the Parish Clerk (or Chair and/or Vice Chair in the case of the Clerk) for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

**Training and awareness**

Whimble Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

**Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

**Policy review**

This policy will be reviewed every three years to ensure its relevance and effectiveness. Updates may be made more regularly to address emerging technology trends and security measures.

**WHIMPLE PARISH COUNCIL  
COUNCILLOR ROLES & RESPONSIBILITIES**

The following roles and responsibilities are delegated to the following Councillors, including appointments to represent the Parish Council on outside bodies.

*Area of responsibility:*

Allotments (including inspections) – Cllr A Trimblett

Community Speed Watch Co-ordinator - TBC

Planning – Cllr J Yarwood

Neighbourhood Plan – Cllr T Olive

Finance, Internal Control and Risk Management – Cllr A Trimblett

Snow Warden/Road Warden – Cllr A Trimblett

Footpath Warden – Cllr S Johnson

Play Area (including Inspections) – Cllr L Patrick

Emergency Plan - TBC

*Outside appointments:*

OSM Locailty Health & Care Team – Cllr J Yarwood

Whimple Victory Hall Committee – Cllr L Patrick

## Whimble Parish Council - Forward Plan

Meeting Date	Items for agenda
Monday 21 July 2025 <i>(agenda published on Tuesday 15 July)</i>	<ul style="list-style-type: none"> <li>• Schedule of payments – July 2025</li> <li>• Bank reconciliation to 30 June 2025</li> <li>• Budget Monitoring to 30 June 2025</li> <li>• Planning applications (if appropriate)</li> <li>• Risk Assessment Review</li> <li>• Internal Control checklist</li> <li>• Emergency Plan</li> <li>• Tree Management Policy</li> </ul>
Monday 15 September 2025 <i>(agenda published on Tuesday 9 September)</i>	<ul style="list-style-type: none"> <li>• Schedule of payments – August &amp; September 2025</li> <li>• Bank reconciliation to 31 July 2025</li> <li>• Bank reconciliation to 31 August 2025</li> <li>• Budget Monitoring to 31 August 2025</li> <li>• External Auditors report on the 24/25 Annual Governance and Accountability Return (AGAR)</li> <li>• Planning applications (if appropriate)</li> </ul>
Monday 20 October 2025 <i>(agenda published on Tuesday 14 October)</i>	<ul style="list-style-type: none"> <li>• Schedule of payments – October 2025</li> <li>• Bank reconciliation to 30 September 2025</li> <li>• Budget Monitoring to 30 September 2025</li> <li>• Planning applications (if appropriate)</li> <li>• Risk Assessment Review</li> <li>• Internal Control checklist</li> <li>• Proposed schedule of meeting dates for 2026</li> <li>• Data Protection Policy (update)</li> <li>• Data Breach Policy (update)</li> <li>• Freedom of Information Policy (update)</li> <li>• Model Publication Scheme (update)</li> <li>• Privacy Notices (update)</li> </ul>
Monday 17 November 2025 <i>(agenda published on Tuesday 11 November)</i>	<ul style="list-style-type: none"> <li>• Schedule of payments – November 2025</li> <li>• Bank reconciliation to 31 October 2025</li> <li>• Budget Monitoring to 31 October April 2025</li> <li>• Draft Budget for 2026/27 Financial Year</li> <li>• Planning applications (if appropriate)</li> <li>• Health and Safety Policy (update)</li> </ul>
Monday 15 December 2025 <i>(agenda published on Tuesday 9 December)</i>	<ul style="list-style-type: none"> <li>• Application for grants and donations</li> <li>• Schedule of payments – December 2025</li> <li>• Bank reconciliation to 30 November 2025</li> <li>• Budget Monitoring to 30 November 2025</li> <li>• Budget and Precept for 2026/27 Financial Year</li> <li>• Planning applications (if appropriate)</li> <li>• Insurance for 01/02/26 to 31/01/27</li> </ul>

