



Walton Parish Council

Website - www.waltonparish.gov.uk

E: Clerk@waltonparish.gov.uk

Donations Advisory Group Policy

1. Purpose

The Walton Parish Council Donations Advisory Group ("the Advisory Group") is established to support the Parish Council in the administration of its Donations Policy.

The purpose of the Advisory Group is to:

- Receive and consider applications submitted under the Walton Parish Council Donations Policy
- Assess applications against the eligibility criteria and priorities set out in the Donations Policy
- Make clear and reasoned recommendations to the Parish Council for decision

The Advisory Group is **advisory only** and does not have delegated authority.

2. Donations Policy

- Eligibility, exclusions, and permitted uses of donations are determined solely by the Donations Policy
- The total annual donations budget shall not exceed **5% of the Parish Council's annual precept**, as determined each financial year.
- The maximum award for any individual donation shall be **£200**.
- The total donations budget shall be approved by the Parish Council at its **Annual Council Meeting (May)**.
- Final decisions on all donation applications rest with the Parish Council and must be resolved at a properly convened meeting.
- Final decisions on all applications rest with the Parish Council

The Advisory Group may not approve, refuse, or pay donations.

3. Scope of Work

3.1 The Advisory Group may:

- Review applications from individuals, community groups, and registered charities who demonstrate benefit to residents of the Parish of Walton
- Consider whether applications meet the stated purposes of:
 - Benefiting Walton residents, amenities, or physical environment
 - Improving health and wellbeing of Walton residents
 - Providing benefit to Walton residents from projects in the wider Warrington area
- Request clarification or supplementary information via the Clerk where required
- Consult with residents, stakeholders, or relevant organisations where appropriate
- Prepare written recommendations for consideration by the Parish Council

3.2 The Advisory Group may not:

- Consider applications excluded by the Donations Policy, including (but not limited to):
 - Religious or political organisations or activities
 - Statutory organisations
 - Retrospective applications
 - Repeat applications for the same project within the same year
 - Applications from Parish Councillors or their immediate family
- Make financial commitments or representations on behalf of the Parish Council
- Act independently of the Parish Council

4. Membership

- The Advisory Group shall consist of a maximum of **five Parish Councillors** appointed by the Parish Council.
- Members serve at the discretion of the Parish Council.
- The Chair of the Advisory Group shall be elected annually in May at the first meeting following the Annual Parish Meeting.

5. Meetings

- Meetings shall be held **as required**, typically following receipt of one or more completed donation applications.
- A minimum of **three members** must be present for a meeting to be quorate.
- Meetings are informal and not subject to the Parish Council's full Standing Orders.
- Applications may be considered throughout the year **except during August (summer recess)**, in line with the Donations Policy.

6. Recommendations and Timescales

- The Advisory Group shall formulate recommendations for each application considered.
- Recommendations shall clearly state:
 - Whether the application meets the Donations Policy criteria
 - The amount recommended (if any)
 - Any conditions or observations
- Recommendations shall be submitted to the Parish Council in sufficient time to enable a decision within the published timescale of **10 working days after the Parish Council meeting** at which the application is considered.

7. Governance and Conduct

Members of the Advisory Group must:

- Comply with the Parish Council's **Code of Conduct**
- Adhere to the **Civility and Respect Pledge**
- Declare any **conflicts of interest** and withdraw from consideration where appropriate
- Treat all applicants fairly, consistently, and without discrimination

8. Confidentiality

- All information supplied by applicants shall be treated as confidential.
- Confidential or sensitive information must not be disclosed outside the Advisory Group and Parish Council.
- Information shall be handled in accordance with data protection requirements.

9. Records and Reporting

- Notes of meetings shall be taken and shared with the Parish Council.
- All reports/notes are advisory and non-binding.
- Successful applicants will be reminded of the requirement, where applicable, to acknowledge Walton Parish Council's support.

10. Review

This policy shall be reviewed by Walton Parish Council as required to ensure continued alignment with the Donations Policy and best practice.

Adopted by Full Council 5 March 2026