



Member Ward Budget – recommendation form

To be completed by the District Ward Member

<p>Name of Ward Member and Ward</p>	
<p>Name of project</p>	
<p>Name of Organisation that will manage or undertake the project or activity</p>	
<p>Key contact within the organisation that will manage the project or activity. Please include contact details</p>	
<p>What wards/geographical areas does the project cover?</p>	
<p>Brief description of the project Please include what the funding will be used for and how the project contributes to Council priorities</p>	
<p>Total Cost of the Project</p>	

APPENDIX D

<p>Please give details of any match funding available</p>	
<p>Amount of Member Ward Budget funding recommended (£)</p>	
<p>Project/activity start and finish date</p>	<p>Start</p> <p>End</p>
<p>I recommend that Ward Member Budget Funding is awarded as set out above. I confirm that this recommendation meets the criteria.</p> <p>I have recorded all my relevant disclosable pecuniary or personal interests below.</p> <p>Signature:</p> <p>Date:.....</p>	
<p>District Councillor’s declaration of relevant disclosable pecuniary or personal interests (if applicable)</p>	

The completed form should be sent to the Communications and Partnerships Manager.

Payment

Ward Member Budget Completed forms would be referred to the Communications and Partnerships Manager to authorise payment. The Communications and Partnerships Manager will not evaluate the merits of any payment; this is the responsibility of each ward member.

Interest and Reputation of the Council

APPENDIX D

Any applications that members declare an interest in including a pecuniary interest will be referred to the Monitoring Officer or Deputy Monitoring Officer. The Monitoring Officer or Deputy will make any comments as necessary to Officers.

The application should be referred to the Lead Member for Communities who will act as honorary local member, determining whether the application should be supported or not according to the agreed criteria. The member with the pecuniary interest shall have no involvement in the decision making process.

Should a member have a personal interest in a potential grant application, they shall inform the Monitoring Officer. The member may continue to act in processing the application, however should they believe the nature of their interest means they cannot consider the application with an open mind, then they may refer the matter to the Lead Member for Communities to act as honorary local member. If the Lead Member for an Communities also has a pecuniary or other interest that they believe would prevent them reviewing the application then they may refer it to the Leader of the Council.

No recommendations or decisions can be made within the pre-election period in respect of a district council, county council or general election (i.e. the period between the day the notice of the election is published and the final election results which is normally six weeks).

Monitoring of Project

All projects/groups/activities awarded funding will be sent a monitoring form which must be completed and returned within twelve months of the grant being awarded and a copy will be provided to the relevant ward member.

If a satisfactorily completed monitoring form is not submitted within twelve months of the funding being issued, a request will be made for the funding to be repaid within one month.

Projects and activities that have not returned satisfactorily completed monitoring forms will not be eligible for future funding.