



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)

### **Grants Committee - Morecambe Town Council - Terms of Reference Adopted - 25 May 2023**

#### **1. Objective**

This Committee is constituted in order to discharge the Grant Fund of Morecambe Town Council.

This Committee will consider all relevant grant applications and consider whether or not to approve these on behalf of the Council.

#### **2. Membership**

Membership shall consist of ten members, elected annually along with the Chairman and Vice Chairman of Morecambe Town Council who may attend the Committee in an ex-officio capacity with no voting rights.

The Chairman and Vice Chairman of the Grants Committee shall be elected by the membership.

A quorum shall consist of five members.

#### **3. Areas of Responsibility**

The Grants Committee has the authority delegated in sub paragraphs *i) to vi)* set out below.

- i) To meet as frequently as required to consider grant applications received by Morecambe Town Council and approve appropriate grants for applications within the budget delegated to this Committee up to a maximum sum of £3,000.00, with any grants in excess of this sum being referred to a full council meeting for approval;
- ii) Where necessary, meet with applicants to discuss the detail of their application;
- iii) Agree any conditions that should be applied to individual grants awarded;
- iv) Recommend any amendments to the Council in relation to the grant application procedure or criteria;
- v) Ensure that grant applications are assessed fairly, taking into account how closely they meet the criteria;
- vi) Approve an annual timetable for applications, should the Committee consider one to be appropriate;

#### **5. Meetings**

The Proper Officer may call Grants Committee meetings when necessary. The Chairman, or two other members, of the Grants Committee may also call a meeting of the Grants Committee.

All meetings of the Grants Committee will be minuted.

#### **6. Review**

The terms of reference of the Grants Committee are to be reviewed annually.