

Terms of Reference of THE NORTH NORFOLK BIG SOCIETY FUND

GRANTS PANEL

Purpose

The North Norfolk Big Society Fund Grants Panel is constituted by North Norfolk District Council to consider grants from the North Norfolk Big Society Fund in line with the terms and conditions agreed by Cabinet and set out in The Big Society Fund Prospectus.

Authority

1. The Panel has authority to make grant awards from the North Norfolk Big Society Fund in accordance with the objectives of the Fund, up to a maximum limit of £15,000.
2. The Fund will be administered by Officers from the Coast and Communities Partnership Team of North Norfolk District Council. They will attend all Panel meetings and will provide sufficient information for the Panel members to reach agreement regarding the recommended outcome of each grant application.
3. The Panel may make decisions regarding the outcome of grant applications by approving, refusing or deferring them. It may also suggest the imposition of conditions as appropriate on grant approvals.
4. The Minutes of all meetings of the Panel will be reported to NNDC's Cabinet with a complete list of the determinations made.

Composition of The Panel and decision making

The Panel will consist of seven members of NNDC, will be politically balanced and will be appointed by NNDC's Full Council.

The quorum of the Panel shall be not less than four members, with either the chair or vice chair being present.

Conflict of Interest

Any member having an interest in an organisation whose application for grant aid is before The Panel shall declare their connection and note take any part in the discussion. The appointed substitute member(s) will be invited to attend in order for the Panel to remain quorate.

Support

Officers from the Economic and Communities Development Team of North Norfolk District Council will attend all meetings of The Panel to report on the applications to be considered and other matters of interest to The Panel.

Agendas will be prepared and circulated at least one week prior to meetings along with all other documentation necessary for the members to be able to make informed recommendations. Minutes will be taken at each meeting and referred to Cabinet for information.

Meetings

The Panel will meet quarterly – usually the first week of the month.