WEST BEDLINGTON
TOWN COUNCIL

Charitable or Finacial Donations Policy

Date Adopted	14th October 2021
Version	1
Last Review	8th October 2026
Next Review	October 2027

CHARITABLE OR FINANCIAL DONATIONS POLICY

West Bedlington Town Council is keen to offer support to charities and non-profit organisations wherever possible but any request for donations must be subject to scrutiny and approval by the full Council. Donations are paid from money provided by the council taxpayers of West Bedlington Town Council and accordingly the Town Council has a responsibility to satisfy itself that any benefit is commensurate with, or in proportion to the expenditure likely to be incurred.

This policy aims to give clear guidelines to those considering making an application for financial support.

West Bedlington Town Council will consider:

Applications by charities and non-profit organisations for financial assistance to enhance the wellbeing of West Bedlington residents or enhance local service provision for them.

West Bedlington Town Council will not consider:

- Requests for donations which will not be used exclusively and wholly within the town.
- Applications from individuals who are looking for sponsorship for fundraising activities.
- Applications from religious causes.
- Applications from political organisations or campaigns.
- Applications from national charities unless it can be shown that any donation made will be used locally and exclusively within West Bedlington.

Application procedure

If a charity or non-profit organisation wishes to be considered for financial support, the 'Responsible Officer' must, in the first instance, write to the Town Clerk on appropriately headed paper clearly stating:

- the aims and objectives of the charity/organisation.
- how, if granted, such financial support would enhance the well-being of West Bedlington residents or enhance local service provision for them.
- the specific amount requested or a statement that this is being left to the Council's discretion.

The Town Clerk will acknowledge formal receipt of the letter/request and agenda the item for the next available Ordinary Parish Council Meeting for discussion and decision. The decision taken by the Town Council will be communicated in writing to the applicant by the Clerk as soon as practicable after the meeting.

Review

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval. The Council will undertake to ensure that its councillors and workers are trained in the processes required by this policy as deemed appropriate.