



## **COMMUNITY CHEST TERMS OF REFERENCE:**

### **Background:**

Councillors agreed to establish a Community Chest at the Community Development & Engagement meeting on Monday 21<sup>st</sup> October 2013. This was initially set up with ring fenced fund including savings from such areas as printing the Sedgefield Extra, cancellation of the New Year's Eve Fireworks, reduction in hospitality etc together with an allocation for donations/grants from the Town Council's budgets. In subsequent financial years the Town Council made an annual allocation of £500 to the Community Chest. From 1<sup>st</sup> April 2025 this will increase to £750 per annum.

### **Purpose of Community Chest:**

The purpose of the Community Chest is:

- To support voluntary and community groups and organisations within the Parish boundary of Sedgefield;
- To provide an easily accessible process for individuals looking to support local good causes within the Parish boundary of Sedgefield.

### **Community Chest Committee:**

The Community Chest is administered by the Town Council through a Community Chest Committee, membership of which is open to all Cllrs. The Chair and Vice Chair of the Community Chest Committee will be elected at the Town Council's AGM. At the Council's AGM held on Monday 19<sup>th</sup> May 2025 Cllr Julie Towler was elected as Chair and Cllr Mavis Wayman was elected as Vice Chair. Secretariat for this Working Group will be provided by the Town Clerk. The Community Chest Committee has devolved powers, in accordance with the Council's Delegation Scheme, to consider and agree those applications for funding which it considers to meet the Chest's eligibility criteria.

### **Meeting Frequency and Format:**

The Community Chest Committee will ideally meet twice per year in April and October, however, this is dependent upon funding applications being received to consider.

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6.1.	13.01.25 (updated 19.5.25)	Jane Ayre, Town Clerk	November 2025

Community Chest meetings will be held in the Sedgefield Parish Hall prior to the Town Council's Monthly Meeting. Agendas, funding applications and related papers will be circulated to all Cllrs within their Monthly Committee packs for prior consideration.

### **Funding Allocations:**

The Community Chest Committee can grant single funding allocations up to a maximum of £100.

### **Conditions of Funding Application Considerations:**

The following conditions and tests will be applied to each funding application received by the Community Chest:

- The proposal must not be in conflict with any existing Sedgefield Town Council policy;
- The proposal must be legal and safe;
- People benefitting from the proposal should live within the Parish boundary of Sedgefield;
- Retrospective applications cannot be considered.

### **Who Can Apply:**

The Community Chest is for small scale donations and is open to any voluntary/community, not-for-profit group or organisation including charities based in or predominantly serving Sedgefield which is properly constituted with a bank account that has at least two signatories. Applications for larger grants from local organisations should be made direct to the Town Council via the Town Clerk.

### **How To Apply:**

To apply for funding from the Community Chest a letter must be sent to the Town Clerk, Sedgefield Town Council, Council Offices, Sedgefield TS21 4AT or [town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk) clearly stating the applicant's name, address, an explanation of what the funding is to be used for, how much the whole project is costing, where any other funding is being accessed and to who a cheque should be made payable to. This information is required as a minimum in order to consider any funding application. Additional information to that stipulated may also be included should you wish.

**Finance Working Group**

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