

## **Protocol for Funding to Third Parties & Use of LLTC Assets by Third Parties**

### **Introduction**

The Town Council recognises its integral role within the community of Leighton-Linslade and aims to support third party organisations to the best of its ability. This support may result in financial support (outside of established grant schemes) or in the loan of Town Council owned assets on a temporary basis. The purpose of this protocol is to set out the guidelines to be followed in order to safeguard both parties.

### **Funding**

Wherever possible, any requests for financial support should be made through the Town Council's established grant schemes and in accordance with the terms and conditions of those schemes.

Where this is not possible or practicable, the following procedures must be followed:

- 1) The funding request should clearly set out:
  - i) The purpose of the required funding
  - ii) Whether the organisation itself or any further third parties are also contributing to the project, whether financially or in other ways
  - iii) Evidence of value for money (i.e. more than one quote) and where possible, supporting local suppliers
  - iv) Evidence of community benefit to be derived
- 2) The funding request, of any amount, must be authorised by a committee with budget spending approval.
- 3) Where possible and practicable, proof of expenditure should be provided by the requestor prior to reimbursement by the Council. Where this is not possible, proof of expenditure must be provided within six months to the Council.

### **Use of Council assets**

On occasion, the Council may permit the short term loan of Town Council owned assets to third party organisations, where there is a clear community benefit to be derived. Any such loan of assets should be actioned as follows:

- 4) The requestor should put forward a request in writing for loan of the asset in question, setting out anticipated duration of loan and community benefit to be derived.
- 5) A risk assessment should be completed by Town Council officers and submitted along with the request to the relevant committee for consideration.

- 6) The requestor must sign a user agreement on receipt of the asset. Such agreement will set out any terms and conditions applicable to the loan of the asset. For example, the loan of a mobile telephone may be subject to conditions regarding use of mobile data or downloading of applications. The loan of a vehicle may be subject to a mileage limit or use within a geographical area. Other considerations may include: security, insurance, location stored, arrangements for running costs, arrangements for repairs.
- 7) The arrangement must be reviewed at regular intervals throughout the loan period.
- 8) Upon return of the asset, a Town Council officer must inspect the condition of the asset and raise any concerns with the requesting organisation.

### **Emergency requests**

In the event that a request for use of assets or funding is made in support of a local emergency and a decision is required at short notice, authorisation for the short-term (up to 5 days) use of assets or emergency funding (up to £250) may be given by the Town Clerk, following receipt of email approval from the Town Mayor, the Leader of the Council and the Chair of the appropriate standing committee. Such authorised requests will be retrospectively formally reported to the relevant committee.

### **Escalation procedures**

In the event of any issues arising from the provision of funding or the loaning of assets to a third party, the matter will be brought to the attention of the authorising committee at the first appropriate meeting. The Committee will determine any action to be taken on behalf of the Town Council.

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