

# TOWN AND CINQUE PORT OF HYTHE



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## TOWN COUNCIL INITIATIVES POLICY

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[WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL](http://WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL)

This Policy was adopted by the Council at its meeting held on:

Minute

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,  
KENT. CT21 6BG



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## 1. INTRODUCTION

- 1.1. Hythe Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Hythe for the benefit of the Town. The Town Council makes an annual budget provision for Town Council Initiatives to help meet its aims.
- 1.2. Town Council Initiatives come from taxpayer funds and a key principle of this policy is to ensure that expenditure is open and transparent.
- 1.3. This policy is designed to act as guidance for both applicants and Councillors when considering applications.
- 1.4. Applications will be considered initially by the Finance & General Purposes Committee. The Committee will make a recommendation to Full Council.
- 1.5. Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

## 2. TOWN COUNCIL INITIATIVES SCHEMES

The Town Council operates a Town Council Initiatives scheme:

- 2.1. The **Town Council Initiatives Scheme** is for initiatives of a value up to £500. The total fund available for this scheme is set as part of the annual budgeting process.
- 2.2. The fund for April 2022 to March 2023 is £1,000.
- 2.3. Applications for this scheme are considered throughout the year by the Finance Committee subject to funding being available.

## 3. ELIGIBILITY

- 3.1. The schemes are only open to: Hythe Residents and Hythe Organisations.
- 3.2. Bodies must have a bank account in their own name.
- 3.3. Projects must deliver a benefit to the residents of Hythe.
- 3.4. The Town Council will not fund hospitality, salaries, or projects with party political links.
- 3.5. The Town Council will only consider one application from an organisation within any financial year.

## 4. APPLYING FOR THE TOWN COUNCIL INITIATIVES

- 4.1. Applications should be made on the application form via the Town Council website and include all information requested on the form. An application will not normally go to the committee until all required information has been provided.
- 4.2. Applicants must supply the previous two years of accounts and a recent (within three months) bank statement.
- 4.3. Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.
- 4.4. Applicants must attend the committee meeting where their grant will be considered to answer any questions which may arise.
- 4.5. The deadline for applications to be considered for this scheme shall be set by the Town Clerk to correspond with the Council's budget-setting cycle, and within the current financial year. The deadline date shall be published as soon as practicable.
- 4.6. For the purchase of items consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.



## 5. TOWN COUNCIL INITIATIVES EVALUATIONS

- 5.1. Recipients shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.
- 5.2. Receipts for all expenditure shall be provided as part of the evaluation to demonstrate the Town Council Initiatives was spent appropriately.

## 6. CONDITIONS OF TOWN COUNCIL INITIATIVES

An application under both schemes shall indicate agreement to the following conditions:

- 6.1. Recipients shall complete an evaluation as required.
- 6.2. The Council reserves the right to reclaim funds not spent in accordance with the approved Town Council Initiatives application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 6.3. Recipients are expected to positively promote the Council's involvement in the project.
- 6.4. Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 6.5. Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a Town Council Initiatives application within two years of the provision of goods.
- 6.6. The Council may apply any additional conditions it deems necessary as part of the Town Council Initiatives award.
- 6.7. Recipient must declare other applications/multiple applications.

## 7. RECEIPT OF GRANT

- 7.1. Successful applicants will be required to sign an agreement to the Town Council Initiatives conditions in advance of receipt of the Town Council Initiatives.
- 7.2. Payments shall be made by Hythe Town Council; the Council will not issue Town Council Initiatives to another council.

## 8. OVERSIGHT, TRANSPARENCY

- 8.1. Application forms shall require the applicant to declare the involvement of any Councillor or Council Officer within their organisation.
- 8.2. If a Councillor holds any position of responsibility within the applying organisation, that Councillor shall declare it at the appropriate time, prior to the commencement of the discussion, and shall not participate in discussion or voting on the application.

