

Okehampton Town Council

Policy and Resources Committee 7th September 2026

Meeting Report

Date:	28 th August June 2026
Name:	Emma James

6. Town Council Grants – To consider recommendations arising from an informal policy review meeting and the draft Policy for recommendation to Full Council.

The grant budget balance for 2026/27 is £1,311.45

6.2 To consider recommendations arising from an informal policy review meeting and the draft Policy for recommendation to Full Council.

Informal P&R Meeting to Consider the Town Council Grant Process
11th August 2026, 10am

Present: Cllr Yelland Cllr Leech
Cllr Fisher Cllr Marsh
Clerk

The meeting was chaired by Cllr Yelland who stated that this was an informal chat open to all councillors about the council's Grant Policy to see what sort of changes could be made to make it easier for applicants and the decision-making process.

Ringfencing or prioritising groups/organisations was not supported because it was felt this was subjective and would be difficult to justify. Advice from DALC suggested it was not good practice for reasons including:

- It could suggest a level of predetermination
- Fairness
- Information may not be up to date
- Financial risk to the council

Each application should be considered on its own individual merit taking into consideration value for money and service use.

Recommendations to P&R:

Maximum grant - £2,500

Small grants – up to £250 – short application form only

Larger grants - £251 to £2,500

Annual Budget – increase to £30,000

Applicants will be rejected if:

- all of the paperwork has not been received by the deadline (on receipt acknowledge and note paperwork missing and stating will be rejected if not received by the deadline)

- applications over the maximum will NOT be considered (if applicants have time they could reapply)

Grants Panel (working group)

- Made up from any town councillors, not just those on P&R
- Maximum of 5 councillors, including Chair or Vice Chair of P&R
- Makes recommendations to P&R

Annual Timetable

- Deadline for applications - 30 September
- Panel meeting- November
- P&R Meeting - January
- Presentation – Annual Town Assembly (March)

 Okehampton Town Council	Okehampton Town Council Grant Policy 2027/28 DRAFT
--	---

Okehampton Town Council has the power to give financial help to local organisations to assist them to achieve their aims and purposes where they can demonstrate a benefit to the residents of Okehampton.

The Council has a policy of only assisting truly local, properly constituted community groups. This is defined to mean those organisations based in Okehampton or national bodies with an independent branch in Okehampton.

The Grants budget is a discretionary limited amount and once it has been allocated the Council will not be able to consider any further applications during the financial year. Applications will be considered by the Policy & Resources Committee annually in January.

Each Grant application will be considered on its own merits. It should not be assumed that a successful outcome in one year will lead to a follow-on grant in a subsequent year. The Council reserve the right to use feedback for public information purposes and to refuse an application which in their judgement does not fit the criteria. There is no right of appeal.

The deadline for the receipt of Grant Applications for the 2027/28 financial year is [30th September 2027](#)

Two categories of grant are available:

- Small Grants – Up to £250
- Large Grants - Between £251 and up to £2,500

Application Criteria

All applications must meet the criteria as follows, including clear demonstration of benefit to residents of Okehampton for which the burden of provision of evidence of community benefit falls to the applicant.

Only applications that meet the criteria, including submission of all required documentation by the deadline of 30th September, will be considered. Applications that exceed the maximum amount of £2,500 will be rejected.

In some cases, evidence that the total costs have been secured for the project may be required before any grant that may be awarded is paid

Criteria for both large and small grants:

- Grants will only be awarded to properly constituted voluntary groups, not-for-profit organisations and charities where evidence of a direct benefit to the residents of Okehampton can be demonstrated.
- The Council is unable to consider Grants to individuals, commercial organisations, profit-making organisations, community interest companies or political groups
- Grants will only be awarded to religious groups if it can be shown the activity will be open to residents of any religion, or none.
 - Applications must be submitted directly from the activity organiser(s) and not through a third party. Payment of any grant awarded will be made directly to the activity organiser(s).
- Retrospective applications will not be considered, for example for past events, or items purchased prior to the application deadline date of 30th September.
- Any amount awarded is at the discretion of the Council and successful applicants may be awarded less than the amount applied for. Applications may be refused where it is felt the application criteria has not been met.
- There should be no assumption that a successful application will guarantee approval in subsequent years.
- A maximum of one application per financial year (1st April to 31st March) will be considered.
- Applicants are encouraged to apply to other local organisations where appropriate, including Okehampton Hamlets Parish Council if it meets their application criteria.
- Applicants need to be aware that all grants must directly benefit Okehampton Town residents and not just those from the wider area. Evidence of user numbers is required to be provided where both Okehampton Town residents and those from other areas will benefit.
- Grant monies not used for the purpose stated on the application or are found to duplicate successful applications to other funders, may be required to be repaid to the Council.
- Recipients of grants must complete, within 8 weeks of the completion of the project or event for which the grant was awarded, a feedback form or report to the Town Council. This can include photographs, receipts or other evidence of how the grant benefited the residents of Okehampton. **Future grant applications will not be considered unless a feedback form has been received.**

Applications

All grant applications must be made on the application form (available on the website, or from the Town Hall) and returned to the Finance Officer with the information as appropriate.

Applicants must disclose any close connection the organiser/s have with anyone who would directly benefit financially from the award of the grant.

Small Grant Application must include:

- the most recent bank statement
- income and expenditure from the most recent accounting year
- a copy of the governing document or constitution (on first application to the council for a grant, or as may be requested)
- full costings to support the application

Large Applications must include:

- a statement of accounts for the most recent accounting year, including income and expenditure details
- a copy of the governing document (on first application to the council for a grant, or as may be requested)
- a copy of the current year's budget
- full costings to support the application
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.
- confirmation that other funding has been/will be applied for

Applications that meet the criteria will be reviewed by the Town Council's Grants Panel comprising of a maximum of 5 Councillors, supported by an Officer. The Panel's recommendations will be further considered by the Policy & Resources Committee in January at a meeting that is open to the public to attend and will be Livestreamed. Representatives of the successful applicants will be invited to the Annual Town Assembly in March for a presentation by the Town Mayor.

8. **Finance and Audits**

8.3 **Investments – To review financial investments including interest rates and Tamar Energy Community Shares**

Details	Account No	Interest Rate	Balance 31/07/2026	% of OTCs funds
NatWest	05638321	0.85%	£ 281,546.08	26.00%
NatWest	05624967	Nil	£ 1,000.00	0.09%
Lloyds	18063468	0% p.a.	£ 342,953.10	31.67%
CCLA Public Sector Deposit Fund	PS3126917-001	3.74%	£ 457,560.66	42.25%
			£ 1,083,059.84	100.00%

The investment of funds complies with OTCs Treasury & Investment Policy and Strategy which states *'The maximum of the council's cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by Full Council.'*

Tamar Investments is a long-term investment which is classed as an Asset in accordance with the requirements of the Practitioners' Guide: Governance and accountability for smaller authorities in England (p.31) which states:

Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9.

Details	Interest Rate	Balance
Tamar Investments (Ethex)	5% (Interest of £250 due to be received annually following the end of the financial year	£5,000.00

8.5 Bank Accounts

b) To ratify the transfer of funds in accordance with the report

- I. Transfer one months anticipated expenditure - £55,079 as previously resolved for 2026/27, from NatWest to Unity Current Account by cheque
- II. Remaining NatWest funds to be transferred to Unity Instant (Savings) Account by cheque or closure mandate
- III. Transfer by BACS funds in excess of 3 months anticipated expenditure (£165,237) from Lloyds Current Account to CCLA.