

**EMERGENCY POWERS FOR USE BY CHIEF EXECUTIVE
EXTENSION OF COMMUNITY GRANT SCHEME FUNDS**

In an emergency, to initiate action under any statutory procedure related to a function of the Council, subject to a report being made to the appropriate Committee at the first opportunity on any item for which Committee approval would normally be necessary.

Background

Some Community Councils are undertaking COVID-19 related activities to support their communities and seeking financial support to reimburse out of pocket costs e.g. fuel costs or promotional or other COVID related activity.

Current guidance for use of the annual community council grant states that the annual grant is designed to assist with the operating costs of the Community Council. Examples of eligible costs include:

- **Accommodation** - hire for Community Council business
- **Events** - The costs of hosting a Public/Community Event
- **Training** - for Community Councillors
- **Travel** - to events out with ordinary Community Council business
- **Audit fees** - for annual Community Council accounts
- **Data Protection** - GDPR data handling fees
- **Promotion** - of Community Council business
- **Website** - Community Council website fees
- **Insurance** – Projects, events etc
- **Admin fees** - Payments for provision of clerical services
- **Engagement** – Workshops with communities i.e. facilitator costs
- **Wreath** – Up to £50 per year may be used to purchase Armistice Day memorial wreath

Proposal

It is proposed to extend the eligibility of the use of the grant to allow community councils to claim any costs incurred in undertaking COVID related support activity in their area. Any personal costs will be for community council members only.

Risk

Grant may be spent on non COVID-9 related work or to pay others in the community undertaking activities.

Community Councils submit annual audited accounts and are required to detail all spend from their annual grant. This will ensure that all spend is eligible.

No additional money is being offered.

Approved by Chief Executive

Signature



Date

14 April 2020

Please note

- **the Action cannot be taken until the Chief Executive Approval is given**
- **This Approval, if given, must be submitted to the next meeting of the appropriate Committee for noting**