

**Warsop Parish Council**

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**WARSOP PARISH COUNCIL**  
**Future Warsop Community Grants Committee**  
**Governance Document**

*Terms of Reference, Assessment Scoring Matrix, Conflict of Interest and Confidentiality*

*Adopted by Full Council on 15<sup>th</sup> June 2026*



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## Part 1 — Terms of Reference

### Future Warsop Community Grants Committee

#### *Committees in general*

A parish council may delegate some, but not all, of its functions. Section 101 of the Local Government Act 1972 provides:

That a Council may delegate its powers (except those that cannot be delegated) to a committee, or an officer.

A Committee may delegate its powers to an officer. The delegating body may exercise powers that have been delegated.

A committee may delegate some of its powers to a sub-committee which must not exceed the powers delegated to the parent committee. Any sub-committee will require suitable terms of reference.

#### *Status of the Committee*

The Future Warsop Community Grants Committee ("the Committee") is established by Warsop Parish Council as a committee of the Council under section 101 of the Local Government Act 1972, for the purposes of administering the Grassroots Community Grant Fund ("the Fund"), which forms part of the "Future Warsop" programme funded by the East Midlands Combined County Authority (EMCCA) Community Development Fund.

The Council delegates to the Committee the authority to determine applications to the Fund and to award grants up to £3,000 per application, in line with the existing delegation to the Finance and General Purposes Committee. As all grants from the Grassroots Community Grant Fund are capped at £1,500, every award decision will sit within the Committee's delegated authority, unless applications for higher amounts are considered and awarded under exceptional circumstances.

Awards made by the Committee shall be reported to the next available meeting of Full Council for transparency, as a matter of record rather than for approval. Council retains its overall responsibility for the Fund's framework, budget and governance.

#### *Committee membership and quorum*

Membership will be four (4) Members of Warsop Parish Council, appointed by Full Council at the Annual Meeting of the Parish Council or any subsequent meeting.

The quorum of the meeting shall be three (3) Parish Council members.

A representative of the East Midlands Combined County Authority (EMCCA) may be invited to attend any meeting of the Committee as a non-voting observer, contributing input and oversight from a funder perspective. The EMCCA representative is not counted for quorum.

The Council may, in due course and at its discretion, resolve to extend membership of the Committee to include co-opted independent community members. Any such extension will

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require a formal resolution of the Council and an accompanying review of these Terms of Reference (including provisions on confidentiality, conflict of interest and voting rights).

The Chairperson of the Committee shall be appointed by the Council. The Committee shall appoint a Vice-Chair at its first meeting in any municipal year.

Membership of the Committee shall be reviewed annually at the Annual Meeting of the Parish Council. Members may be rotated each year to provide other Councillors with the opportunity to serve.

## ***Meeting frequency***

The Committee shall meet a minimum of two (2) times per year, normally in advance of each grant round, to assess applications received. The Committee may meet additionally as required (for example, where additional information or clarification is needed).

## ***Principal meeting officer***

Parish Clerk / Responsible Financial Officer (RFO).

The Clerk supports the Committee as an officer. The Clerk does not score applications and does not vote.

## ***Principal objective***

To assess and determine applications to the Grassroots Community Grant Fund fairly, consistently and transparently, within the Committee's delegated authority and to report awards made to Full Council.

## ***Delegated roles and functions***

Within its delegated authority (awards up to £3,000 per application), the Committee is responsible for:

- considering all applications received in each round of the Fund;
- requesting any further information from applicants reasonably required to assess an application;
- scoring applications against the Assessment Scoring Matrix (Part 2);
- determining which applications to award, in what amount and on what conditions (if any);
- declining applications that do not meet the eligibility criteria or scoring threshold;
- reporting all awards to the next available meeting of Full Council for transparency;
- monitoring the operation of the Fund and bringing forward suggested improvements to the Guidance, Application Form, or these Terms of Reference for Council's consideration.

## ***Reserved matters***

The following matters are reserved to Full Council and may not be exercised by the Committee:

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- amendment of these Terms of Reference;
- amendment of the Assessment Scoring Matrix;
- amendment of the Fund's eligibility criteria or grant size limits;
- any decision to award a grant in excess of £3,000 (no such awards are currently anticipated, as grants are capped at £1,500 but any proposal to award above the delegated limit would require Full Council approval);
- any decision that would commit Council expenditure beyond the Fund's annual allocation;
- any matter relating to the Council's grant agreement with EMCCA.

## ***Meeting administration***

As a committee of the Council, the Committee's meetings shall be administered in the same manner as other Council committees, in particular:

- agendas shall be published with at least three clear days' notice;
- meetings shall be open to the public, save where the Committee resolves to exclude the public for items containing exempt or confidential information (for example, applicants' financial details) under the standard provisions;
- minutes shall be taken and shall, in respect of non-confidential business, be published in the usual way;
- a confidential minute may be kept of any business conducted in closed session, retained on file by the Clerk;
- decisions made by the Committee within its delegated authority shall be listed in a report to the next available Full Council meeting for transparency.

## ***Voting***

Each Parish Council member of the Committee has one vote. Decisions of the Committee are taken by simple majority. The Chair has a casting vote in the event of a tie. The EMCCA representative is non-voting.

## ***Conflicts of interest***

Committee members are required to declare any disclosable pecuniary interests and any other interests (personal, familial, business, or community) in any application under consideration, at the start of each meeting. The standard Conflict of Interest Declaration form (Part 3) shall be completed and signed by each member at each meeting.

A member with an interest in an application shall leave the room while that application is discussed and scored and shall not participate in any vote relating to that application.

## ***Confidentiality***

All information considered by the Committee, including the contents of applications, the identities of applicants (where not otherwise published), the Committee's discussions and individual scoring, shall be treated as confidential by Committee members and observers.

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The Confidentiality Undertaking at Part 4 shall be signed by each member and by any EMCCA representative attending.

Confidentiality is subject to the Council's statutory duties of transparency, including the Freedom of Information Act 2000 and Data Protection legislation. The fact that an award has been made, and the headline details (organisation, project, amount), will be a matter of public record once the Council has formally approved the award.

## ***Equality, Diversity and Inclusion***

The Committee shall ensure that equality, diversity, inclusion and accessibility are considered throughout the assessment process, both in respect of applicant organisations and in respect of the communities they intend to serve. Applications that demonstrate strong inclusive practice are positively scored in the Matrix.

## ***Records***

Minutes of each Committee meeting shall be taken by the Clerk. Scoring sheets, declarations and the Committee's recommendations shall be retained on file by the Clerk in accordance with the Council's document retention policy.

## ***Document History***

Terms of Reference adopted: 15<sup>th</sup> June 2026

Minute Reference: 2026-49

Version: 1.0

Effective from: Immediately

Date for next review: May 2026



## Part 2 — Assessment Scoring Matrix

Each application is scored individually by each Committee member against the following criteria before discussion. Each criterion is scored from 1 to 5.

Applications must achieve a minimum average total score of 21 out of 35 across the Committee to be awarded a grant. The Committee may also award a part-award where the project is strong but the requested amount is not fully justified.

Criterion	1 — Poor	2 — Limited	3 — Adequate	4 — Good	5 — Excellent
<b>Community Benefit</b>	Very limited benefit	Limited benefit	Some benefit	Clear benefit	Strong measurable impact
<b>Evidence of Need</b>	No evidence	Weak	Some evidence	Good evidence	Strong evidence
<b>Delivery Plan and Capability</b>	Unclear	Limited	Basic plan	Good plan	Excellent, well evidenced
<b>Value for Money</b>	Poor	Limited	Reasonable	Good	Excellent
<b>Inclusion, Accessibility and Equality</b>	Not considered	Minimal	Some inclusion	Good inclusion	Strong, accessible approach
<b>Alignment with Fund Core Outcomes</b>	None evident	Tenuous	Some alignment	Good alignment	Directly delivers multiple outcomes
<b>Legacy and Sustainability</b>	No legacy	Limited	Some legacy	Good legacy plan	Clear, lasting legacy

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## Scoring sheet (one per application, completed by each member)

<b>Application reference:</b>	
<b>Applicant organisation:</b>	
<b>Committee member name:</b>	
<b>Round:</b>	

<b>Criterion</b>	<b>Score (1–5)</b>	<b>Notes</b>
Community Benefit		
Evidence of Need		
Delivery Plan and Capability		
Value for Money		
Inclusion, Accessibility and Equality		
Alignment with Fund Core Outcomes		
Legacy and Sustainability		
<b>TOTAL (out of 35)</b>		

### Overall comments / recommendation

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**Signature**

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**Date**

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## Part 3 – Conflict of Interest Declaration

To be completed by each Committee member (and any EMCCA representative attending) at the start of each Committee meeting.

A conflict of interest may arise where a Committee member, or someone closely connected to them (such as a family member, business partner, fellow committee member of another organisation, or close friend), would or could be perceived to benefit from an award made to a particular applicant, or where the member is otherwise so connected with an applicant that their objectivity in assessing the application could reasonably be doubted.

Members must declare:

- any disclosable pecuniary interests as required under the Localism Act 2011 and the Council's Code of Conduct;
- any other personal, familial, business, or community connection with an applicant organisation or its trustees / committee / staff;
- any role held by the member in an applicant organisation (trustee, committee member, volunteer, member, employee, etc.);
- any other matter which a reasonable member of the public might consider could affect the member's objectivity in assessing a particular application.

A member with a declared interest in any application must leave the room while that application is discussed and scored and must not participate in any vote relating to that application.

### Meeting date

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### Name of Committee member / observer

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Application reference / applicant	Interest declared (or "None")

### Signature

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### Date

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## Part 4 – Confidentiality Undertaking

To be signed by each Committee member and each EMCCA representative attending Committee meetings, on first appointment / first attendance and annually thereafter.

I understand and agree that, as a member or observer of the Warsop Parish Council Future Warsop Community Grants Committee, I will:

1. treat as confidential all information that comes to my knowledge as a result of my involvement with the Committee, including the contents of applications, the identities of applicants where not otherwise published, the Committee's discussions and the individual scoring of applications;
2. not disclose any such information to any person outside the Committee, except where disclosure is required by law, by the Council's statutory duties of transparency, or where disclosure has been formally authorised by the Council;
3. not use any information obtained through my involvement with the Committee for any personal, financial, political or commercial advantage of myself or any other person;
4. recognise that the fact and headline detail of awards made (organisation, project, amount) will become a matter of public record once approved by Full Council and that the duty of confidentiality applies to the process by which the award was reached and to information about unsuccessful applicants;
5. declare any conflict of interest in any application under consideration, complete the Conflict of Interest Declaration at each meeting and recuse myself from the assessment and scoring of any application in which I have an interest;
6. recognise that any breach of this undertaking may, in the case of a Councillor, give rise to a complaint under the Council's Code of Conduct and in the case of any observer may result in withdrawal of the invitation to attend.

**Name**

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**Role (Councillor / EMCCA representative / other)**

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**Signature**

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**Date**

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## Part 5 – Annual Cycle of Committee Business

The following cycle indicates how each round is administered. Exact dates are set by the Parish Council in advance of each round and published on the Council's website and notice boards.

Date/Stage	Activity	Lead
6 weeks prior to deadline	Round opens. Application pack and online forms made available. Promotion via PC website, social media, Warsop Parish News, notice boards, partner organisations.	Clerk / Council
Deadline	Application deadline. Late applications held over to the next round.	Clerk
Before panel meeting	Clerk performs eligibility check. Eligible applications collated, scoring packs circulated to Committee members. Conflict of Interest declarations sought in advance where possible.	Clerk
Before panel meeting	Committee members complete individual scoring before the Committee meeting.	Committee members
	Committee meeting. Conflicts of Interest formally declared. Each application discussed; scores reviewed and moderated. Committee determines awards under delegated authority.	Chair / Clerk
	Award decisions reported to next available Full Council meeting for transparency.	Clerk / Chair
	Award notifications issued to all applicants. Acceptance forms / grant conditions sent to successful applicants.	Clerk
After panel meeting	On receipt of signed acceptance, payments made. Awards published on PC website.	Clerk / RFO
+3 months after project completion	Monitoring and Feedback Form returned by successful applicant. Outcomes reported to Council and to EMCCA.	Applicant / Clerk

**Annual review:** Committee membership, these Terms of Reference, the Scoring Matrix and the Annual Cycle are reviewed at the Annual Meeting of the Parish Council each May.