

April 2017 – 1

Minutes of meeting of Grants Committee of Wixams Parish Council
Held on Monday 5th April 2017 at Lakeview Village Hall at 7:00pm

Present: Councillors C Day, L Gamble, C Martin and A Peddar, Clerk

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| 1 | Apologies
There were no apologies | Action |
| 2 | Terms of Reference
The purpose of the Grants Committee is to receive grant applications and pass recommendations to the Parish Council for approval. | |
| 3 | Frequency and Dates of Meetings
It was agreed that Committee meetings would be quarterly. It was suggested that they be on a Tuesday approximately one week before a full Parish Council meeting. | |
| 4 | Terms of Office
It was agreed that the term of office would be continuous until such time that a member resigned or was asked to leave. | |
| 5 | Appoint Chairman
Cllr Pedder nominated Cllr Martin and with no other members nominated and with Cllr Martin's agreement, he was duly appointed Chairman of the Grants Committee. | |
| 6 | Determine Venue, Notice and Quorum Requirements
It was agreed that meetings would be held at the Village Hall and that notices for each meeting would be advertised to applicants and be made available on the Parish Council website. It was also agreed that the quorum would be a minimum of 3 Committee members. | |
| 7 | Date of Next Meeting
Clerk to arrange the next meeting via e-mail [tba] | Clerk |

Signed: _____

Date: _____