



Alton & District Community Resilience Fund Panel Terms of Reference

1. Purpose & Objectives of the Fund

The Alton & District Community Resilience Fund (ACRF) aims to provide support and assistance to local residents and groups who find themselves in exceptional circumstances and need of help. The fund, supported by Alton Lions Club (CIO), Alton Town Council, Alton Foodbank, Citizens Advice East Hampshire, the Parish of the Resurrection and Harvest Church is provided by our community for the benefit of our community. Initially conceived as a community response to the pressures caused by the Covid-19 situation the fund is designed to be a longer-term funding option to provide a lifeline both now and, in the months, and years to come to ensure we are able to support each other as a strong and inclusive community.

2. Authority & Finance

The ACRF panel has authority to approve funding applications for goods and services up to a value of £500 (individuals) or up to £500 grant funding (groups and organisations) provided there are sufficient monies in the fund to cover the approved requests.

Part payments and matched funding will be considered on a case by case basis.

Any decisions made by the panel are final and will be implemented by officers of the council.

A written report will be given by the ACRF to the Community Committee of Alton Town Council on a quarterly basis detailing the income and expenditure to the fund.

These terms of reference are to be approved by the Community Committee of Alton Town Council.

3. Membership

Membership of the Alton Community Resilience Fund Panel is an independent group and will be composed of:

One (1) member of Alton Town Council

One (2) independent members (currently from the Parish of the Resurrection and Harvest Church)

One (1) member of Citizens Advice East Hampshire

One (1) member representing the Alton Rural Parishes.

Up to Two (2) Members of Alton Lions

The Town Clerk (or appointed officer in her absence)

The Panel shall invite other local stakeholders to attend the meetings as required but any group or "body" referring applicants to the fund will not be involved in the process for that specific application to ensure complete transparency in decision making.

4. Roles and Responsibilities

The Chairperson shall be appointed at the first meeting.

A council officer shall ensure that the applications to be considered at each meeting are prepared and circulated, where possible, at least three days before the meeting and will ensure that supporting materials are delivered to members in advance of meetings

Members of the ACRF Panel are responsible for:

- To ensure that sufficient funds exist before assessing, approving or refusing applications from individuals and organisations, and where approved initiate appropriate action.

- To recommend sources of funding to ensure fund viability and in the event of the fund closing, determine the disposal of remaining funds.
- To participate in all meetings, reviewing documentation, encouraging open discussion to enable ACRF to benefit from the collective experience.
- To respond to all opportunities to communicate positively about the overall success of the ACRF and to recommend publicity opportunities to ATC.
- For officers and council representatives on the Group, ensuring that the ACRF is aligned with the strategic direction of the Council
- Maintaining complete confidentiality in relation to the details of applications to ensure GDPR compliance.

5. Meetings

The Chair will be elected at the first meeting

Meetings will occur weekly (on-line where appropriate) where there are applications to consider so that decisions can be made in a timely manner.

The Group may wish to meet more frequently on an as needed basis.

Three (3) panel members are required at a meeting to be quorate.

In the event of a split decision on any application, the chair will have the casting vote.

6. Communications

Meeting summaries will be provided as a matter of record, but not minutes that are subject to approval. The outcomes from the meetings will be reported by the Town Clerk or other Town staff in reports to the Alton Town Council Community Committee on a quarterly basis without breaching any confidences relating to GDPR in respect of individual applications.

7. Memorandum of Understanding.

A memorandum of understanding will be drawn up and exchanged between Alton Town Council and Alton Lions Club (CIO) indicating how the ACRF funds received by Alton Lions will be ring fenced and transferred to Alton Town Council each month. 100% of those funds will then be held by Alton Town Council in a dedicated cost centre and allocated as per the ACRF panels instructions. The ACRF seeks to align with a number of the constitutional objectives of the Alton Lions Club (CIO) in particular:

- a). Promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities.
- b). The relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief.
- c). The advancement of citizenship.
- d). The advancement of health or the saving of lives.