

GRANT ADVISORY GROUP

CONSTITUTION AND TERMS OF REFERENCE

1. Name

The name of the Group shall be the "Grant Advisory Group" and it has its origins in the Charity Commission Scheme number xxxxx

2. Definitions

- a. The Foreshore is that area of land on the seafront at Hastings and St Leonards which is held on charitable trusts by the Council under Land Registry Title XXXX, as shown on the attached plan.
- b. The Foreshore Trust is the charity registered at the Charity Commission as the Hastings and St Leonards Foreshore Charitable Trust (No. 1105649) (the Charity).
- c. The Trustee is Hastings Borough Council (the Council)
- d. The Charity Committee is that Committee of the Council's Cabinet which has been appointed to perform the Council's functions as trustee of the Foreshore Trust and other charities administered by the Council

3. Terms of reference

To act as consultee, to consider and make recommendations to the Trustee in relation to the following:-

- The criteria for making grants which the Trustee adopts from time to time;
- The content and format of applications forms;
- The advertisement of availability of assistance by way of grant from the Charity;
- Individual applications for grants and proposals of the Trustee for making grants.

4. Status of the Group

- a. The Group has its existence by virtue of the Charity Commission Scheme dated 13 January 2011.
- b. The Trustee must appoint the members of the Group and receive notice of vacancy from the Group but otherwise the Group is independent of the Trustee.

5. Membership of the Group

- a. The Membership must be appointed on the basis of their knowledge and experience of the voluntary and charitable sector and in particular their knowledge of the voluntary and charitable sector in the Borough of Hastings.
- b. The membership shall be no fewer than 4 and no more than 8 persons.

- c. Members, officers and employees of the Council are not eligible for membership.
- d. Membership of the Group is permanent. If a member wishes to resign he or she should give at least 28 days notice to the Secretary.
- e. A member may be expelled from membership of the Group by resolution of the Group at a General Meeting, approved by not less than two thirds of the members present and voting, if in their opinion the member has conducted itself in such a way as to compromise or conflict with to the objectives of the Group.
- f. Likewise a member's representative may be removed from the Group and the member will be given the option to appoint a different representative or leave the Group
- g. In both cases the member will be given the opportunity to answer the allegations before a meeting of the Group, called with no less than 10 working days' notice to the member concerned.

6. Quorum

Quorum for the meeting shall be 3.

7. Meetings of the Group

- a. There shall be an Annual General Meeting of the Group at a time and place to be agreed by the Group and not less than 15 working days' notice of the meeting shall be given to members, specifying the business to be transacted.
- b. A member may give notice to the secretary of a proposal which must be seconded by another member and delivered to the secretary within 15 working days of the meeting. The secretary shall then give notice to each member of the extended agenda for the meeting within 10 working days of the meeting.
- c. The Chair of the Group shall be elected by the Group and the Chair shall also preside at the Annual and General meetings of the Group. The Annual General Meeting shall appoint a vice chair and secretary for the Group.
- d. General meetings of the Group shall be held not less than quarterly and additional meetings may be called at any time by the chair or on a written request signed by not less than 3 members of the Group stating the item or items for discussion. The agenda shall be agreed by the Chair and shall be sent to the members at least 5 working days before the meeting.
- e. Each agenda shall have an item for "Any other business".
- f. The Group will always try to reach a consensus without taking a vote, though there will be occasions when this will not be possible. Each member of the Group shall have one vote, which shall be exercised by the duly nominated representative of the member or substitute. In case of equality of voting the Chair shall have a second or casting vote.
- g. Minutes of meetings of the Group will be circulated to members and such items as shall be agreed by the Group shall be forwarded to the Charity Committee as a recommendation or for noting.

8. Conflict of interest

- a. If any member or a representative of a member present at a meeting has a private or personal financial interest, or his/her employer, partner, business associate, relative or close friend has such an interest in any matter to be considered at the meeting, he/she as soon as practicable after the start of the meeting shall disclose the fact to the meeting and withdraw during discussion and voting.
- b. Failure to abide by the rule in paragraph 8a., may result in action under paragraphs 5 e and f above.

9. Notification of vacancy

In the event of a vacancy on the Panel, the Secretary shall within 7 days of a vacancy occurring notify the Trustee that the vacancy has arisen. The Trustee shall appoint a replacement member to the Group at the next available meeting of the Charity Committee or as soon as practicable thereafter.

8. Changes to the Constitution

- a. This Constitution may be amended by a two thirds resolution of those present and voting at the AGM or a meeting convened for the purpose. Notice of the proposal shall be given as in paragraph 7.b. above.