

**DRONFIELD TOWN COUNCIL**  
**GRANTS COMMITTEE**  
**TERMS OF REFERENCE**

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**Membership**

The Committee shall consist of three members of the Council.  
The Mayor and Deputy Mayor are ex officio members of this Committee.

**Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman of the Committee.

**Frequency of Meetings**

The committee will normally meet four times a year – in June, September, December and March.

**Quorum**

A quorum at each meeting shall be 2 members.

**Staff Attendance**

The Town Clerk or Assistant Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

**Terms of Reference**

The Committee is appointed to ensure that all decisions relating to Grants are subject to budget and expenditure limits decided by the Council.

1. To consider and recommend to the Council the award of grants and payments to person, bodies and organisations within the town, provided they meet the criteria as set out within the Grant Scheme.