

---

# Briefing Note

## Coronation Fund proposal

### 1.0 Background

1.1 The Coronation of His Majesty King Charles III on 6 May 2023 is a unique event that many people in the parish will be celebrating. Traditionally, the Coronation of a new monarch is an opportunity for parish councils to mark the event in a memorable way. Already, requests for donations to support the organisation of events have been received into the Clerk's Office and councillors are engaged in organising events. This Briefing Note sets out proposals for ways in which the parish council can offer financial support.

1.2 The parish council already manages two funding streams that organised groups in the parish can make application to. The Donations Fund (£500pa funded through the annual precept) and the Community Grant (£2500 for 2023/24 and funded from reserves). Both are set up with criteria that only permit the council to make awards when an application has been received. There is no scope in the current system for the parish council to make proactive awards.

1.2 This note will set out what the options are for setting up a scheme that will permit the council to make proactive donations that are consistent with its current grants scheme, but with more flexibility in the criteria used.

### 2.0 Legal

2.1 Previously, the parish council was limited by Section 137 of the 1972 Local Government Act in the total value of grants and donations it could make. However, since adopting the General Power of Competence in May 2021, councillors may make awards without limit. The general constraint of the benefits of the funding being proportionate to the value of the award remains.

### 3.0 The changes

3.1 Current grants and donations are time limited. Small donations can be agreed at every council meeting, but there is an upper limit of £100. Community Grants are awarded twice each year with an upper limit of £2,000 with an application and assessment process that might deter small groups from applying.

*Councillors may wish to be flexible in their maximum donation and make decisions outside of organised meetings.*

3.2 Current grants and donations are only available to groups which make an application. There is no provision in their terms and conditions to allow the parish council to make proactive awards.

*Councillors may wish to identify groups that could benefit and offer funding without being asked.*

3.3 This funding stream would be set up specifically for community groups and organizations celebrating the Coronations.

*Councillors may wish to limit the time that this funding is available so that it can make proper assessment before making its decision or it may agree to delegate decision making to the Clerk<sup>1</sup>. The last public meeting before the Coronation is 20 April 2023.*

---

<sup>1</sup> Following Standing Order 15b xviii which permits the Clerk to make financial decisions after consultation with councillors.

3.4 Current grant schemes are only available to organised groups that can show evidence of how they are managed, together with a financial history.  
*Councillors may wish to relax their usual criteria and allow informal groups of volunteers who can demonstrate the value of their work to receive funding.*

#### **4.0 What cannot change**

4.1 Councillors should not be donating funds to profit making or commercial organisations.

*But you might wish to consider purchasing souvenir items (for example, a decorated mug) for onward distribution.*

4.2 Individual people may not make application or receive funding directly from this fund.  
*But you might consider funding (expenses) for people donating a service that supports a Coronation event.*

4.3 Generally, grants are not given retrospectively.

*But where a group has already incurred expenses in advance of the Coronation, you might consider reimbursing expenses. For example, a group that may have had to pay for insurance or a licence.*

4.4 Evidence of need: the council usually asks for a business case as part of the application.

*But you might take a view that small donations of money do not require the same level of scrutiny as large donations. This will rely on relationships based on trust and local knowledge.*

4.5 No grants given to organisations that already receive statutory funding

*But you might agree that for this exceptional event, making a donation to supplement existing funding might be acceptable.*

#### **5.0 How to apply**

5.1 Section 3.2 above suggests seeking out groups. Currently, suggestions made by councillors include: Cherry Fayre organising committee; Primary School; Young Farmers.

5.2 Invite applications by promoting the scheme on our website, social media and parish notice boards.

5.3 Simplified application process available and more detailed information can be requested depending on the level of funding. Where the donation is proactive, Clerk to collect appropriate information in lieu of a formal application.

#### **6.0 How to make an award**

6.1 Clerk checks that essential criteria are met.

6.2 Investigates the organisation of the applicant to demonstrate due diligence (a proportionate approach)

6.3 Prepares assessment with recommendations

6.4 Circulates to councillors for decision or acts with delegated authority.

#### **7.0 Next steps**

7.1 Should the council be setting up a Coronation Fund (Section 1.0)

7.2 Agree budget (Section 2.1)

7.3 Agree terms and conditions (Section 3.0)

7.4 Agree boundaries to funding (Section 4.0)

7.5 Agree the application process (Section 5.0)

7.6 Agree the decision making process (Section 6.0)

7.7 If proposals are adopted, agree a date to open and close applications.

Author: John Hesketh Parish Clerk

Date: 10 March 2023

## Appendix 1

Requests for funding received:

Applicant	Sum requested	Purpose
Parish Council	£150	Souvenir mugs
Cherry Fayre	£404	Insurance
Cherry Fayre	£830	Disposables
TOTAL TO DATE	£1384	