

Camblesforth Parish Council

Standing Orders for the Edward Atkinson Fund

Camblesforth Parish Council manages a legacy fund – The Edward Atkinson Fund which is used to benefit young people in the village of Camblesforth – as part of the office of Parish Councillor, members are assigned responsibilities as Trustees of the Atkinson Fund, in so far as managing the fund, specifically:

- 1 ensuring the scheme meets the legacy requirements of its name's sake
- 2 ensuring criteria and other conditions are correctly observed
- 3 determining and reviewing income, and ensuring at all times the best available revenue streams are utilised
- 4 deciding upon application outcomes (approving and declining where appropriate)
- 5 instructing the Proper Officer of the Parish Council with regard to the implementation of the Standing Orders of the Atkinson Fund

History of the Edward Atkinson Fund.

The origins of the fund are when a local landowner Mr Edward Atkinson gifted a field (Horne Field) to the custody of the Parish Council with a singular instruction any income derived from the field should be used to benefit young people in the village. For a number of years, the Parish Council has rented the field to a local farmer who has paid an annual rent to the Parish Council. This annual payment is the only income into the Atkinson Fund.

Edward Atkinson Fund Grants

Parish Councillors do not intend to proscribe the definition of 'benefit' and it is for applicants to demonstrate this benefit in their application for funds. Typical bodies might may apply for the Atkinson Fund include Scouts, Brownies and Girl Guides, Church Groups, sports and social clubs, voluntary organisations, 'not for profit' community bodies and also school activities outside of the curriculum. This list is not meant to be exhaustive, however as a general rule, the Atkinson Fund will not be used for private / commercial businesses or enterprises, although the Parish Council may consider grants from such business who clearly demonstrate a service to the young people in the community – i.e. a children's nursery.

Edward Atkinson Fund Today

Due to the Atkinson Fund being banked in an antiquated account, and all previous signatories having left the Parish Council, in 2022 the Parish Council voted unanimously to transfer the remaining funds to the main Parish Council bank account and to earmark funds for the sole purposes of the Atkinson Fund. This will be shown in the monthly financial records as of November 2022. Councillors also agreed to introduce a more transparent process defined by appropriate Standing Orders and Application process, agreed by Parish Councillors. These Standing Orders dictate the following:

1. Applications for the scheme can be received at any point of the year and will be voted on by Parish Councillors using the criteria of the Standing Orders (below) to determine appropriateness of the any application received.
2. Any approved funds paid out of the scheme require the same signatory authorisation as the main bank account banking mandate for Camblesforth Parish Council (ie cheques must be signed by two authorised signatories).
3. As many applications may be made in any given year as individual applicants may wish, but a maximum of £300 will be paid out to any single beneficiary who meets the criteria for the fund.

4. The maximum amount paid out to one beneficiary will be reviewed as part of the budgetary discussions of the Parish Council and Councillors reserve the right to increase or decrease the amount.
5. The Parish Council will annually review revenues and incomes paid into the fund as part of the budgetary discussions of the Parish Council and Councillors reserve the right to increase or decrease the amounts received, and / or introduce new forms of revenue / income.
6. In order to safeguard the long-term viability of the Atkinson Fund a maximum of £900 will be paid out annually, and applications meeting the necessary criteria will be made on a first come first served basis.
7. Applicants will be advised of the outcome of their application within two weeks of the Parish Council Meeting following the receipt of the application.

Criteria for the Grant Fund

Any person(s) organisations or groups wishing to apply for monies under the Atkinson Fund should first read and consider the criteria listed below, which will be used by Councillors to benchmark the appropriateness of each application made.

1. Applications for a grant must be carried out by completion of the 'Edward Atkinson Fund Application Form' which can be found on the Parish Council website or by contacting the Parish Clerk.
2. All applicants should be based in the Camblesforth Parish or carry out its activities within the Parish.
3. All Applications must demonstrate how their organisation benefits the young people of the village and specifically how the requested grant will be used to further this. This will be done by completion of an application form which should be completed and submitted to the Parish Council.
4. All successful applications must be prepared to provide evidence upon request that the grant awarded was spent on the project identified in their application form.
5. All successful applicants must agree to take part in any subsequent reasonable publicity as determined by the Parish Council, once awarded funds under the scheme. By applying for funds under the Atkinson Fund, applicants are automatically giving their consent to this condition. However, this criterion also acknowledges the need for particular requirement for safeguarding of children which may be at risk due to any publicity, and the applicant should ensure the Parish Council is fully aware if this applies, at the earliest possible moment.
6. The decision of Parish Councillors regarding an application is final and there is no appeal if Cllrs reject an application.

These Standing Orders were reviewed and approved at the Parish Council Meeting of November 2022.