Terms of Reference for S137 Donations Evaluation Group

Approved at PC 18/03/2026

Milton's S137 Evaluation Group is the Finance Committee which will evaluate the bids under their own Terms of Reference as well as those of S137 and report in full to the Parish Council.

In evaluating the bids they will ensure that:
- The bid criteria have been fully complied with
- It will benefit the community
- The recipient is a not-for-profit organisation and not an individual
- Receipts made from the grant will be accessible to the PC if required.
- The organisation is not one that is provided for by a statutory funder
- The organisation is not discriminatory in any way.

In assessing the bids the following will be considered:
- How it will benefit the community
- The viability of the organisation
- What will the money be used for
- That costs and estimates reasonable
- That the financial risks and liabilities are identified and assessed.
- The Parish Council will not be held liable in any way for the actions of the organisation.
- Details on the Website under Finance > S137

Potentially successful bids will be brought to the Parish Council for ratification. However under special circumstances the Finance Committee or the RFO may apply to the Council for Executive Powers to provide the finance, if they deem it appropriate to do so, prior to a Parish Council meeting on the understanding that the bid is fully detailed at the next appropriate meeting.

March 2026