



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

25th August 2026

To: Councillors A Beales, T de Winton, D Heneghan, S Lintern, A Moore
C Morley, S Sandell

Dear Member

Community Project Fund and Budget Setting Task Group

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Thursday, 3rd September, 2026 at 4.30 pm** in the **Meeting Room 1:3 and on Microsoft Teams** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Chair and Vice Chair

2. Apologies

3. Declarations of Interest (Page 3)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Members should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local

Government Act, 1972.

5. Members Present Under Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chair.

6. Chair's Correspondence

7. Terms of Reference for the Task Group (Pages 4 - 5)

8. Community Grant Fund Processes and Arrangements

9. Work Programme and Date of the Next Meeting

The Task Group to consider items for the future Work Programme and their schedule of meetings.

10. Early Budget Information (To Follow)

To receive information from the Deputy Chief Executive and the Assistant Director for Finance.

11. Exclusion of Press and Public

To consider passing the following resolution:

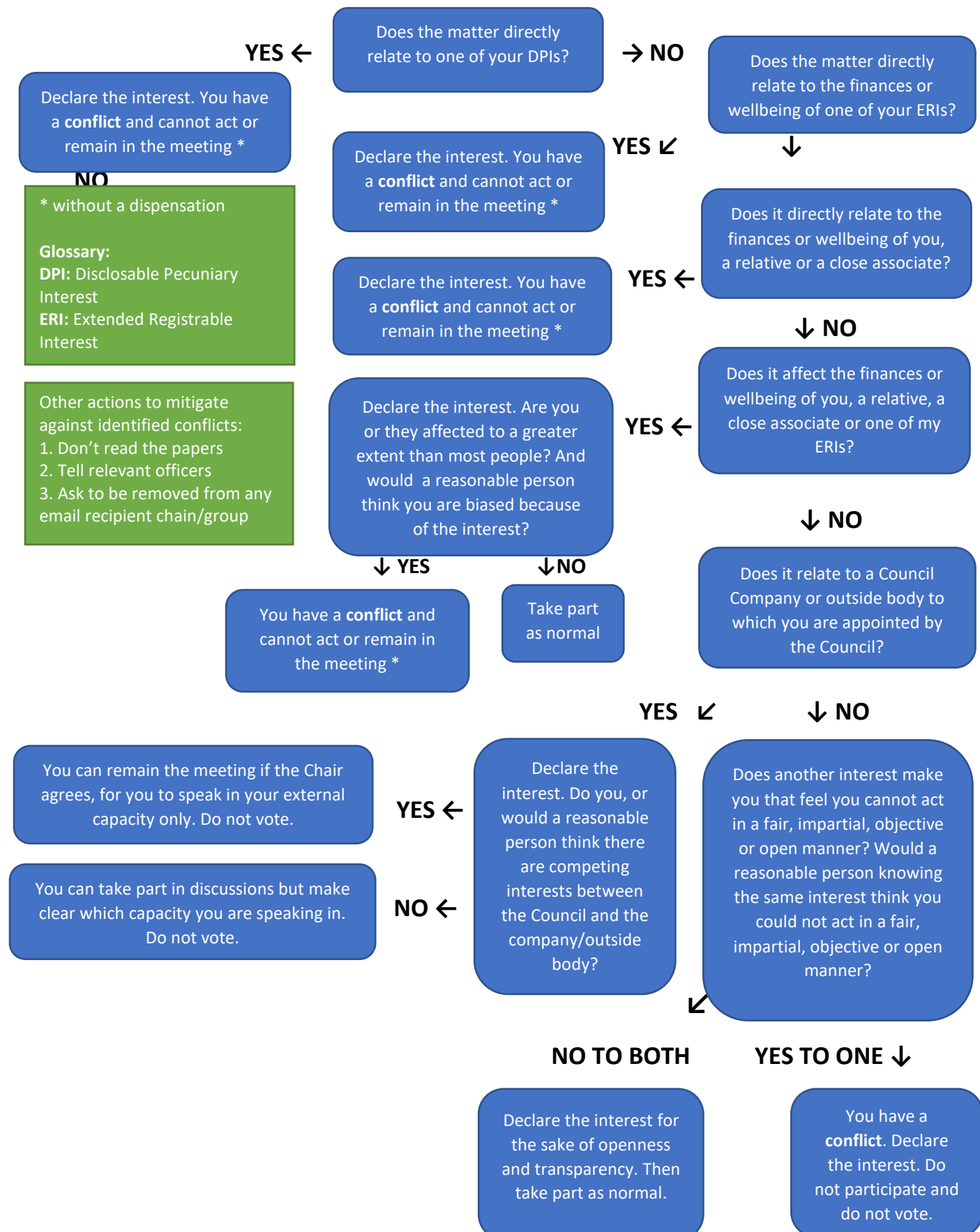
“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act”.

12. EXEMPT - Early Budget Information

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Cabinet Task Group

Community Project Fund and Budget Setting

Terms of Reference as agreed by Cabinet in June 2026

Community Project Fund

The Community Project Fund is designed to support councillors in delivering community led projects that improve local facilities, enhance wellbeing and strengthen community resilience across the Borough. Projects should demonstrate a clear and measurable community benefit.

The Cabinet Task Group will:

- Receive applications from Borough Councillors on behalf of eligible applicants.
- Assess the applications against the agreed criteria.
- Make recommendations to Cabinet in relation to the awarding of grants from the Community Project Fund.

Budget Setting

The Cabinet Task Group will:

- Support Cabinet in an advisory role as part of the budget setting process by reviewing proposals providing comments to inform Cabinet's consideration ahead of the statutory budget decisions.
- Consider proposals alongside the Medium Term Financial Strategy with particular regard to affordability, deliverability and risk and alignment with the councils priorities.
- Provide advice on emerging budget options, potential impacts and opportunities recognising the need to maintain a balanced budget and sustainable financial position.
- Contribute to the budget setting timetable by supporting the development and review of proposals.

Task Group Status

The Community Project Fund and Budget Setting Cabinet Task Group has been established by Cabinet and is effective from (DATE).

The remit of the task group is set out in these terms of reference. The task group is advisory with no delegated decision making powers.

Membership

The Cabinet Task Group will comprise of seven Councillors, to be politically balanced, as appointed by Group Leaders.

The Chairman and Vice Chairman of the Cabinet Task Group shall be appointed by the Leader of the Council.

Substitutes may attend and vote at the Cabinet Task Group, in accordance with the Council's standing orders.

The quorum is three voting members to transact any business.

Officers

The Cabinet Task Group will be supported by the relevant officers, who will provide reports for consideration but will not be voting members.

Such officers will provide advice on finance, legal and governance matters as required.

Procedures and protocol

The Chairman of the Cabinet Task Group shall be responsible for maintaining order and the effective conduct of business at meetings.

Any members of the Council may attend and speak at the meetings under standing order 34.

Members of the public can attend the meetings, and a representative from an organisation who has submitted an application may attend and present the application, with the lead Member.

Meetings will be scheduled in line with:

- The community project fund application rounds.
- The budget timetable including key milestones before Cabinet considers the draft budget.
- The Chair may call additional meeting if required to meet deadlines.

Voting

Voting shall be by a simple majority by show of hands.

Voting members may request that their votes are recorded.

In the event of an equality of votes the Chairman shall have a second or casting vote.