

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.