

Southborough Town Council

Received Donation Policy

1. General Principles

1.1. The Council will enter into sponsorship or donation agreements only when the benefit to the community can be clearly defined.

1.2. The Council will enter into sponsorship or donation agreements with an organisation whose values, identity and policies align with Council's strategic direction and image and comply with Council's policies and legislative requirements.

1.3. The Council will not seek, or accept sponsorship or donations from an organisation if the sponsorship or donation arrangement could compromise, or be seen to compromise, the Council's ability to exercise its regulatory functions.

1.4. A sponsorship or donation agreement must not impose or imply conditions that could limit, or appear to limit, the Council's ability to carry out its functions fully, impartially or ethically.

1.5. The Council may seek independent advice in regards to any sponsorship or donation arrangement to ensure the potential recipient's values, identity and policies support the Council's strategic direction and image.

1.6. The Council representatives should not seek or receive a personal benefit or be perceived to receive a personal benefit from a sponsorship or donation agreement. Any benefits arising as a result of a sponsorship or donation agreement must be seen to be to the advantage of Council rather than any individual. All Council officers must declare any conflict of Interest, pecuniary or otherwise, posed by a potential sponsor or donor.

1.7. Sponsorship and donations may be provided by way of: • funding (cash payments), • goods and services, • discounts and venue hire fee reductions, or • other in-kind support as determined through the sponsorship and donation agreement.

1.8. All Incoming sponsorships and donations will be receipted to the organisation making the sponsorship or donation.

1.9. Sponsorship agreements must outline the details and nature of the activity being sponsored, level of sponsorship, type and timeframes of sponsorship, benefits offered to both parties, payment arrangements, rights and obligations of each party, include a force majeure clause and must be consistent with Council's procurement procedures.

2. Incoming Sponsorship and Donations

2.1. The Council is not obliged to accept a sponsorship or donation from any organisation.

2.2. Incoming sponsorships and donations are only to be accepted if the time and resources used to obtain sponsorship or donation is not greater than the value of the sponsorship or donation.

2.3. Council reserves the right to decline a sponsorship or donation agreement where the potential sponsor or donor, their activities or their proposals are in conflict with Council's core values or could have a negative impact on the community.

2.4. Potential sponsorship or donation arrangements will be risk assessed for the possibility of a real or perceived conflict of Interest. Council has the discretion to decline offers of sponsorship or donation where the sponsor or donor's involvement (including parent companies or subsidiaries) could compromise, or be seen to compromise, Council's role and public image.

2.5. Incoming sponsorships must be allocated to a particular event or activity to enable the event or activity to be undertaken or carried out, or to be enhanced or expanded. Donations may also be so allocated, in Council's absolute discretion, having regard to the donor's wishes in respect of the intended purpose of the donation.

2.6. Sponsorships and donations must not be sought from or accepted from political parties.

2.7. Unsolicited proposals for sponsorships will only be considered in extraordinary situations. Council will clearly record its reasons for accepting the offer and not conducting an open market process.

2.8. Donors must provide evidence of the philanthropic motivation for their donations.

2.9. Council must not enter into an agreement with a potential sponsor who may be the subject of any regulatory action by Council.

2.10. Potential sponsors of the Council's programs, events and activities will be assessed against their suitability, risks and appropriateness in relation to the sponsored event or activity.

(adopted by the Town Council on 26 April 2018)