

# Kirkby Town Board

## Funding Subgroup Terms of Reference

Name	Kirkby Town Board - Funding Subgroup
Role	To undertake the role of local assurance for business cases and project proposals and to act as a critical friend for projects delivered as part of the Long-term Plan for Kirkby and other related projects.
Chair	Pete Edwards
Vice Chair	Amy Fox
Membership	Cllr Chris Huskinson, Ashfield District Council – Executive Lead Member for Leisure, Health and Wellbeing Mark Cawar – Feather Partnership Amy Fox – Senior Marketing and Fundraising Manager Pete Edwards, Vice-Chair Kirkby Town Board, Chair Health and Wellbeing Partnership Teresa Jackson, Ashfield Voluntary Action
Supporting Officers	Sarah Daniel – Assistant Director Regeneration, Ashfield District Council Hollie Maxwell-Smith – Discover Ashfield Lead, Ashfield District Council Sarah Vaughan – Wellbeing Officer, Ashfield District Council Melanie Wheelwright – Forward Planning & Economic Growth Team Manager, Ashfield District Council
Direction from	Kirkby Town Board
Direction to	Kirkby Town Board
Communication to	Kirkby Town Board, Ashfield District Council S151 Officer, Kirkby Town Board Subgroups
Meeting Frequency	As and when required
Decision Making	Whilst the aims of the subgroup are always to have a consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the chair shall have one casting vote.
Quorate requirement	1/3 of members of the Funding Subgroup
Minuted by	Ashfield District Council

Responsibilities	<ol style="list-style-type: none"><li>1. Critically review business cases and project proposals for Long-term Plan and related projects, utilising the Local Assurance Framework.</li><li>2. Raise any identified matters for discussion at the Subgroup meetings.</li><li>3. Ensure resourcing capacity is available to review business cases and project proposals within the agreed timeframes.</li><li>4. Provide feedback on the business cases and project proposals to project sponsors, via the Subgroups.</li><li>5. Provide recommendations to the Board regarding approval of business cases and project proposals.</li><li>6. Follow the Kirkby Town Board Constitution, including declarations of interest etc.</li><li>7. Uphold the Seven Principles of Public Life (the Nolan Principles).</li></ol>
Approved Date: 17 <sup>th</sup> September 2024	
Signed by Chair -	