



## Yatton Parish Council

Hangstones Pavilion  
Stowey Road  
Yatton  
Bristol  
BS49 4HS

Tel: 01934 838971

Email: [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)



*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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### GRANT-AWARDING POLICY

**Adopted by Yatton Parish Council,  
11 October 2010, amended and re-adopted January 9 2017, 9 July 2018,  
April 2021, April 2024.  
Next review April 2026.**

1. Yatton Parish Council makes grants to organisations working for the benefit of the community in Yatton and Claverham.
2. Grants are made out of money provided by the council tax payers of Yatton and Claverham and accordingly the Parish Council has a responsibility to satisfy itself that grants will provide benefit to the local community. This policy sets out the requirements that must be satisfied before grant applications will be considered.
3. Grants will not be made to individuals or commercial organisations.
4. Grants will normally be made at a meeting in June or July and if necessary, a meeting in October/November. Applications must be received two weeks before the meeting at which the grants are being reviewed by the Parish Council. Organisations that wish an application to be considered any other time of year must explain the reason why the application cannot be considered at the June or November meeting.
5. Grant applications must be made on the official application form. Applicants must set out how the community in Yatton and Claverham will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.
6. Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this. Applicants are encouraged to submit applications to neighbouring parish councils.

7. Applications must be accompanied by a copy of the organisation's most recent accounts, and of its latest bank statement.

8. An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.

9. Grant recipients are expected to submit a report showing how the funding has been used by 1<sup>st</sup> March. Grant recipients are invited and their attendance would be welcomed to the Annual Parish Meeting (normally March or April). A written report for circulation, the mounting of a display or making a presentation maybe used to inform the community about the project for which the grant was provided.

## **Privacy Notice**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Yatton Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Yatton Parish Council at any time).

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Controller: The Parish Clerk, Hangstones

Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk) to request this.

### **Information Deletion**

If you wish Yatton Parish Council to delete the information about you please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk) to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk) to object.

### **Rights Related to Automated Decision Making and Profiling**

Yatton Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113