

MACCLESFIELD TOWN COUNCIL

WARD BUDGET POLICY

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Version No.	Date Change Made	New Version No.	Changes Made By (initial)	Comment
00.01				New Policy to be approved at MTC 29.03.21 Agenda item 10.8
1.00	Mar 2021			Approved at MTC Full Council Agenda item 10.9
2.00	Jun 2023		LS/NM	Added a deadline before Finance Committee Meetings and request Cllrs submitting an application attend the Finance Committee meeting.
3.00	Mar 2023		LS	Change in the decision making policy
4.00	Feb 26		LS	Complete update to include- <ul style="list-style-type: none"> • Emphasises flexibility of the Ward Budget. • Broadens examples of eligible expenditure. • Clarifies that ward budgets may be split where Councillors choose to allocate their portions separately. • Provides clearer guidance on Officer/Ranger capacity and responsibilities (e.g. events and maintenance). • Removes reference to a fixed annual amount to allow flexibility in future allocations.

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Ward Budget Guidance

1. Introduction

Macclesfield Town Council sets aside a grant fund annually for each ward in Macclesfield so that Councillors have greater control over how money is spent within their communities.

Ward Councillors are often best placed to understand the issues, priorities, and opportunities within their areas. The Ward Budget is therefore designed to enable responsive, local decision-making that directly benefits residents.

Where there are two Councillors representing a ward, both Councillors must agree the proposed expenditure. However, if agreement cannot be reached, the ward budget may be split equally, with each Councillor able to allocate their portion independently.

The Ward Budget is flexible and intended to respond to local needs, enabling Councillors to support a wide range of initiatives that benefit residents.

2. What Can the Funding Be Used For?

This budget is intentionally broad and flexible. It is designed to allow Councillors to respond to local needs and opportunities in a timely way.

We do not expect every project within a ward to be funded from this budget. Where groups are eligible for the Council's other grant programmes, they should be encouraged to apply through those routes where appropriate.

Examples of eligible uses include (but are not limited to):

- Bins, benches, noticeboards, or other capital equipment
- Planters and floral displays
- Community gardens
- Public realm enhancements
- Extra grit bins or grit boxes
- Minor accessibility improvements
- Support for local community events
- Christmas decorations or seasonal activities
- Sports events or exercise classes in parks
- Small-scale cultural or heritage activities
- Community fun days
- Neighbourhood clean-up events
- Supporting resident-led initiatives
- Contributions toward equipment for local groups
- Youth engagement activities
- Wellbeing initiatives
- Pilot or trial community project

This list is not exhaustive. Councillors are encouraged to consider creative ideas that will positively benefit residents in their ward.

3. Council Support & Capacity

Town Council Officers and Rangers will make reasonable efforts to support Ward Budget projects. However, Councillors should be aware of capacity limitations: For physical improvements (e.g., planters), installation and ongoing maintenance may need to be sourced externally (e.g., local businesses, volunteers, or community groups).

If a project requires ongoing maintenance, a clear plan must be in place before approval.

For events, Officers can provide advice and guidance, but they cannot take on responsibility for planning or delivering events. Event organisation remains the responsibility of the Councillor or partner organisation.

Where necessary, alternative funding sources, sponsorship, or community partnerships may need to be explored to ensure successful delivery.

4. How to Apply

The application process is simple and straightforward.

Ward Councillors are responsible for completing the application form and submitting it to the Clerk.

The application form can be found in Appendix 1 and on the Macclesfield Town Council website.

5. Decision-Making Process

For a grant to be approved, the following is required:

- Agreement from both Ward Councillors (where applicable), unless the budget has been formally split
- Approval from the Clerk or Assistant Town Clerk
- Approval may be given via email.
- Completed projects will be highlighted in the Annual Report.

6. Monitoring and Evaluation

To ensure transparency and demonstrate impact, the following will be required:

- A summary of project outcomes
- Photographs (where appropriate)
- Appropriate publicity acknowledging Macclesfield Town Council
- Use of hashtag #MacclesfieldCommunities where relevant
- Quotes or feedback from beneficiaries where possible

7. Important Considerations

Councillors must ensure compliance with:

- Data Protection Act 2018 / UK GDPR – consent must be obtained before publicising identifiable individuals or small groups.

- Safeguarding requirements – for projects involving children or vulnerable adults.

8. Additional points:

- The applying Ward Councillor is responsible for providing updates on the project to the Comms Officer so it can be included in the annual report.
- Applications may be shared with CVSCE under a data-sharing agreement.
- The Finance Committee will be informed where part of a ward budget is awarded to a local group that later applies for funding through the Council's main grants programme, for transparency purposes.

Appendix 1 : Macclesfield Town Council Ward Budget Application Form

Name of Ward	
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Tell us about the project?

How will residents benefit from this?

How will residents help the project?

What difference do you hope this project will make?

How much will it cost?

Name of Ward Councillor	Signature:	Date:
Name of Ward Councillor	Signature:	Date: