



Donations Received Policy

1. Purpose

This policy outlines the principles and procedures for receiving, recording, and managing donations made to Shapwick Parish Council [the Council]. It ensures transparency, accountability, and compliance with legal and ethical standards.

2. Scope

This policy applies to all monetary and non-monetary donations received by the Council from individuals, businesses, community groups, and other organisations.

3. Definition of a Donation

A donation is defined as a voluntary gift of money, goods, services, or property given without expectation of return or compensation.

4. Acceptance of Donations

The Council may accept donations that support its objectives and are consistent with its values and responsibilities. Following all current due diligence checks. Donations must not:- Compromise the integrity or independence of the Council.- Create a conflict of interest or perceived obligation.- Be linked to conditions that are unlawful or unethical.

5. Approval Process

All donations over £500 must be formally approved by the Council at a public meeting. Donations under £500 may be accepted by the Clerk or Chair, with a report made to the next Council meeting. Donations of land, buildings, or significant assets will require legal review and full Council approval.

6. Recording and Acknowledgement

All donations will be recorded in the Council's financial records and reported in the annual accounts. Donors will receive a written acknowledgment, unless they request anonymity. Anonymous donations will be accepted at the discretion of the Council and must be documented appropriately.

7. Use of Donations

Donations will be used for the purpose specified by the donor, if agreed upon by the Council. If no specific purpose is stated, the Council will allocate the funds or items in line with its priorities and community benefit.

8. Transparency and Reporting

A summary of donations received will be published annually on the Council’s website and/or noticeboard. The Council will maintain transparency in how donations are used and ensure public accountability.

9. Refusal of Donations

The Council reserves the right to refuse any donation that:- Is inconsistent with its values or objectives.- May bring the Council into disrepute.- Is offered with unacceptable conditions.

10. Review of Policy

This policy will be reviewed every 2 years or sooner if required by changes in legislation or Council practice.

11. Disposal or Sale of Donated Items

The Council reserves the right to dispose of, repurpose, or sell any donated items if:- The item is no longer suitable or needed for Council use.- The item cannot be maintained or stored appropriately.- The sale or disposal is in the best interest of the community. Any proceeds from the sale of donated items will be used in accordance with the Council’s objectives and, where applicable, in line with any conditions agreed upon at the time of donation.

Document Approval/ Review	Date	Minutes
Parish Council Meeting	20.01.2026	
Next Review Date	January 2028	

Proposed:-

Signed.....

Name.....

Position.....

Seconded:-

Signed.....

Name.....

Position.....