

This policy addresses general responsibilities in fundraising as well as specific responsibilities of fundraisers and donors, and as related to the use of and accountability of funds.

This policy is also applicable throughout Denham Parish Council, to all individuals and volunteers who raise funds from private, corporate, public or other sources.

Denham Parish Council shall ensure that:

- An annual register of all donations and funding be kept by the Council and RFO.
- All Councillors, staff and volunteers carrying out fundraising activity are expected to act with fairness, honesty, integrity and openness.
- Fundraisers comply, in all of their activities, with Denham Parish Council aims and objectives, practices, and applicable laws and regulations.
- Fundraisers hold themselves accountable to those from whom funds are received. They do not use messages or illustrations that make use of human misery or in any way compromise the dignity of any human being.
- Fundraisers shall not exploit their position for personal gain.
- Fundraisers shall adhere to all policies and procedures laid down by Denham Parish Council. Above all else, donors have the right to obtain complete and timely information on how their funds are used.
- All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.
- Fundraising costs shall at all times be held to a percentage of revenue which is generally acceptable within the fundraising profession and by the public. There shall be a proper balance between costs, revenue and quality.
- Publicity and promotional activities will be truthful and non-deceptive.
- Personal information provided to Denham Parish Council will be kept confidential and will not be sold, rented, or given to anyone without consent.
- No cold calling or door to door solicitation of the public is allowed.
- All fundraising activities are to be approved by the Parish Council and accurate records of all donations, grant applications and funding bids are to be collected and stored by the Council.
- All printed materials used for fundraising must be reviewed and approved by the Full Council prior to being published to generate funds or promote an event.
- The Chairman, after approval, must be involved in and aware of the event with a face-to-face meeting and letter of agreement or contract.
- The Parish Council shall be given full access to the revenue/expenses of the event. The Council must also approve any sponsorship request.

- A recognised accounting method shall be used to track and control donations. Accurate and timely reports shall be available to the public, including the amounts raised, how it was spent, and the net proportion used for the purpose or cause.
- Funds will not be accepted from organisations or individuals where the Council considers there is reasonable evidence to suggest that association with the individual or organisation may lead to disrepute.
- Organisers of fundraising events will ensure that adequate risk assessments are carried out prior to the event taking place.
- Where possible all costs of Challenge events will be covered by participants to ensure that all sponsorship received will go directly to cover the charitable work of the Council.
- A fundraising strategy detailing fundraising needs and sources of funding to be approached will be prepared each year and included within the business plan.

Jagjit Brar - Clerk

Adopted by Full Council on 18 May 2020