

SOUTH WILLESBOROUGH AND NEWTOWN COMMUNITY COUNCIL

Sponsorship Policy

1. Policy

1.1. This policy sets out this Council's definition of sponsorship and the terms upon which sponsorship may be both sought and accepted by it.

2. Definition

2.1. For the purposes of this policy, sponsorship is defined as: "an agreement between South Willesborough and Newtown Community Council (the Council) and the sponsor, where we receive either money or a benefit in kind for an event, campaign or initiative from an organisation which in turn gains publicity or other benefits"

3. Objectives

3.1. To ensure the Council's position and reputation is adequately protected in sponsorship agreements

3.2. To ensure that the Council adopts a fair, consistent and professional approach towards sponsorship

3.3. To ensure best value is obtained and provided in sponsorship arrangements, including any arrangements made where the Council receives either money or benefits in kind

3.4. To protect members and staff from allegations of inappropriate dealings or relationships with sponsors

4. General Principles

4.1. The Council will actively seek opportunities to work with both local and national organisations by identifying sponsorship opportunities of mutual benefit **and which are in keeping with our strategic aims and objectives.**

4.2. The council welcomes opportunities to work in such partnerships. It will not, however, put itself in a position where such a partnership has, or might have or may be thought to have:

4.2.1. Influenced the Council or its officers in carrying out its functions in order to gain a favourable terms from the Council in any business or other agreement.

4.2.2. Aligned the Council with any organisation which conducts itself in a manner which conflicts with our values.

4.3. The Council will not consider agreements for sponsorship from:

4.3.1. Organisations not complying with the Code of Practice of the Advertising Standards Authority

4.3.2. Organisations in financial, planning, legal or other conflict or dispute with the Council

4.3.3. Organisations with a political purpose, including pressure groups and trade unions

4.3.4. Organisations involved in the promotion of any activity that is unlawful under Equality and Diversity legislation

4.3.5. Organisations with any record of unlawful activity either in the past or currently in the judicial system

4.3.6. Organisations involved in gambling or the production and sale of weaponry including firearms

4.3.7. Manufacturers of tobacco, alcohol or pornography

4.4. The above list is not exhaustive and the Council retains the right to decline sponsorship from any organisation or individual or in respect of particular products which the Council, in its sole discretion, consider inappropriate.

4.5. The Responsible Finance Officer will agree with the sponsor the nature and content of the publicity and will retain the right to approve all advertising material.

4.6. The Council will at all times comply with its adopted procurement policy and may, in accordance with that policy, advertise a sponsorship opportunity to potential sponsors.

4.7. The Council will accept sponsorship from Councillors and Officers, and organisations for which they work or are involved with. However, the Council's Code of Conduct will apply. Any individual involved will declare an interest and not take part in discussions or the decision making process.

5. Procedures

5.1. Before seeking sponsorship, council members and staff must consider this policy document and follow the guidelines provided.

5.2. All sponsor bids shall be approved by Full Council after being reviewed by the Finance and General Purposes Committee and a recommendation made.

5.3. Potential sponsors should be referred to this policy. Before agreeing to any sponsorship opportunity, all financial costs must be identified including the sponsorship equivalent value of any sponsorship in kind.

6. Disclaimer

6.1. Acceptance of sponsorship does not imply endorsement of products or services by the Council

6.2. The Council provides no guarantee to the sponsor as to the success or otherwise of any publicity or other sponsorship opportunities. No refunds will be provided by the Council in these circumstances.

7. Conflict of interest

7.1. Council officers and members are required to declare in advance if they have any personal interests, involvement or conflicts of interest and will take no part in the consideration of sponsorship with that particular organisation.

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Adopted by Council 2nd December 2019

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