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# PEACEHAVEN TOWN COUNCIL

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**Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee, held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Wednesday 14<sup>th</sup> August 2019 at 6.30 p.m.**

**Present:-**

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier, Cllr. Lynda Duhigg, Cllr. Isobel Sharkey, Cllr. Betty Walters, Cllr David Seabrook. Town Clerk, Tony Allen.

**1 GSC001 PUBLIC QUESTION TIME**

No members of the public were present.

**2 GSC002 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. Job Harris (Deputy Chair of Council), unwell.

**3 GSC003 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests made.

It was resolved to allow Cllr Seabrook to participate in the meeting (but not to vote).

**4 GSC004 TO APPOINT A VICE-CHAIRMAN OF THE SUB-COMMITTEE**

It was resolved that Cllr Walters be the Vice-Chairman of the Sub-Committee.

**5 GSC005 TO REVIEW THE COUNCIL'S GRANTS POLICY**

A proposed revision to the Council's existing policy, drafted by Cllr Griffiths and Cllr Seabrook, was discussed in detail.

Cllr Seabrook noted that the contents were essentially the same as those in the previous policy, but that a more user friendly format had been employed. Points of clarification were discussed and some amendments made to the draft policy.

It was resolved to approve the draft policy, as amended, for submission to Council for ratification.

**6 GSC006 TO REVIEW THE COUNCIL'S GRANTS APPLICATION FORM**

A proposed revision to the Council's existing application form, drafted by Cllr Griffiths and Cllr Seabrook, was discussed in detail, with amendments/updates noted and agreed.

Cllr Seabrook noted that the form allowed more space for the details required from applicants and it can now be completed 'electronically'.

It was resolved to approve the draft application form, as amended, for submission to Council for ratification as part of the grants policy document.

**7 GSC007 TO ADVERTISE FOR GRANTS REQUESTS FOR ROUND 1 2019/20**

It was resolved that, for the time being, the Council would continue to distribute grants in November and April of each year.

It was resolved that directly following the ratification of the revised policy by Council at its September 2019 meeting, the November 2019 grants round should be advertised widely using notice boards, web site, social media, Sussex Express, etc. The deadline for applications to be two weeks before the Sub-Committee's next meeting on the 13<sup>th</sup> November 2019.

**Meeting of Peacehaven Town Council Grants Sub- Committee – 14<sup>th</sup> August 2019**

**8 GSC008 DATE OF THE NEXT MEETING**

Wednesday 13<sup>th</sup> November 2019 at 6.30pm

*There being no further business, the meeting closed at 19:13.*