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## PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB


### Members on this Sub-Committee:

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier,  
Cllr. Lynda Duhigg, Cllr. Isobel Sharkey

Ex Officio: Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair of Council)

7<sup>th</sup> November 2019

You are summoned to a meeting of the Peacehaven Town Council Grants Sub-Committee to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Wednesday 13<sup>th</sup> November 2019 at 6.30 p.m.



Tony Allen  
Town Clerk

### A G E N D A

**1 GSC009 PUBLIC QUESTION TIME**

*There will be a 15 minute period when members of the public may ask questions relating to Peacehaven Town Council grants and associated matters.*

**2 GSC010 TO CONSIDER APOLOGIES FOR ABSENCE**

**3 GSC011 ELECTION OF A VICE-CHAIRMAN**

**4 GSC012 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

**5 GSC013 TO REVIEW GRANT APPLICATIONS FOR ROUND 1 2019/20 AND MAKE RECOMMENDATIONS TO THE POLICY & FINANCE COMMITTEE**

**6 GSC014 TO DISCUSS AND AGREE ARRANGEMENTS FOR GRANT APPLICATIONS FOR ROUND 2 2019/20**

**7 GSC015 TO DISCUSS AND AGREE 2020/21 BUDGETARY REQUIREMENT FOR GRANTS**

**8 GSC016 DATE OF THE NEXT MEETING – TO BE AGREED**



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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.*

## Grants to voluntary, community and social enterprise organisations 2018/19

Date grant awarded	Period for which grant has been given	Beneficiary	Beneficiary registration number	Summary of purpose of grant	Amount
24 Apr 2018	2018/19 financial year	Integration Access & Advice (INAA)	1119775	Room hire and running costs	Room hire
24 Apr 2018	2018/19 financial year	Newhaven & District Mencap	270064	Essential repairs to Riverside Hall	£400
24 Apr 2018	2018/19 financial year	Peacehaven Players		Storage costs	Room hire
24 Apr 2018	2018/19 financial year	Peacehaven Table Tennis Club		Purchase of table tennis robot	£150
24 Apr 2018	2018/19 financial year	Peacehaven Under 8's		Kit sponsorship	£200
24 Apr 2018	2018/19 financial year	Peacehaven & Telscombe Flower Club	292377	Support costs of demonstrations and workshops	£100
24 Apr 2018	2018/19 financial year	Revitalise Respite Holidays	295072	To help provide essential respite breaks	£700
24 Apr 2018	2018/19 financial year	Rotary Club of Newhaven, Peacehaven & Telscombe	1039206	Support the Christmas party for local elderly residents	£200
24 Apr 2018	2018/19 financial year	Seahaven Fibromyalgia ME/CFS Support Group	1042582	Support through use of kitchen at Community Hall	Room hire
24 Apr 2018	2018/19 financial year	Sussex Community Development Association	1094905	Foodbank for local area	£500
24 Apr 2018	2018/19 financial year	Veteran Armed Forces Day Joint Committee		To support the Veterans and Armed Forces Day	£250

Peacehaven Town Council - Grants 2019/20 Round 1					
2019/20 Grants Budget = £21020.00					
<u>ORGANISATION</u>	<u>2018/19 Amount Paid</u>	<u>2019/20 Amount Requested</u>	<u>Summary of reasons for grant request</u>	<u>2019/20 Amount Agreed</u>	
Peacehaven 3rd Guides		500	To purchase 4 x 6 man tents. <b>NOTE: Checking still required.</b>		
Revitalise	700	750	To provide essential respite breaks for disabled people and their carers.		
Peacehaven Art Club		150	To cover the costs of visiting demonstrators.		
Peacehaven Players	Room Hire	750	Towards the costs of lighting & sound specialists.		
Seahaven Fibromyalgia, ME & CFS Support Groups	Room Hire	501	To cover the costs of hiring the Anzac Room & the kitchen; to release funds to support activities.		
Peacehaven Youth Theatre		750	Towards hall hire, leaflets, advertising, bluetooth speaker, insurance & photocopying.		
Telscombe Village Club		300	Towards the up keep of the Hall		
Kempton House Day Centre		300	Towards the cost of replacing a fence,		
Peacehaven Horticultural Society		500	To cover the costs of hiring the meeting room for the Horticultural society		
Greenhavens Network		250	To help fund a mini bus and lunch for Greenhaven members to visit the Gardens in Peacehaven		
Peacehaven Rangers		300	Towards running costs/flag used for parades.		
Home start East Sussex		1298	Towards promotion, intake, delivery and evaluation for a 6 week domestic abuse recovery program.		
CTLA		300	Towards funding to carry out a 6 month trial in partnership with Town Council, to enable more residents to use the facilities		
Chichester Diocesan Association for Family Support Work		600	To support the set up of a Kinship Carers support group for families living in Peacehaven		
ABC Fund		750	To cover the cost of 20 luxury food hampers for local disadvantaged children & families		
Association of carers		1300	Towards a pilot scheme to provide a "carers café" in peacehaven for Carers and their clients to use for varies activities, eg crafts and exercise.		
CATS Club		310	Towards a wooden shed for storage for childrens indoor & outdoor equipment.		
Citizens Advice Lewes District		11500	Core grant £6,500 + top-up grant £5,000		
Friends of Downlands		300	To provide regular gentle chair exercise sessions & materials for arts & crafts activities.		
Meridian Coast & Downs Mature Citizens Forum		250	Towards the cost of Christmas lunch and transport.		
Age UK East Sussex		750	New activities programme		
<b>TOTALS</b>	<b>700</b>	<b>22409</b>		<b>0</b>	



[illegible]

15 Jan 2019	2018/19 financial year	Integration Access & Advice (INAA)	1119775	Running costs of providing the service	£1,000
15 Jan 2019	2018/19 financial year	Peacehaven & Telscombe Cliffs Scout Group	1022490	Repairs to lighting system in scout hut	£300
15 Jan 2019	2018/19 financial year	Rotary Club of Newhaven, Peacehaven & Telscombe	1039206	Entertain and support the elderly and other charities in the area	£250
15 Jan 2019	2018/19 financial year	Saltdean Community Association	270950	Purchase of projector	£200
15 Jan 2019	2018/19 financial year	Wave Leisure Trust Ltd	1113486	Summer holidays activity programme	£750

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## GRANTS POLICY

### **1. INTRODUCTION**

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

### **2. TYPE OF GRANTS AVAILABLE**

There are three types of grant available:

- a) Large Grants are for grants over £750
- b) Small Grants for grants up to £750
- c) Grants to cover room hire

### **3. ELIGIBILITY FOR GRANTS**

To be eligible for a grant from Peacehaven Town Council, the applicant must be able to meet all of the following criteria:

- a) Be a voluntary / community group, registered charity, not for profit organisation or Community Interest Company (CIC) that can provide a prompt and tangible benefit for the benefit of the people of Peacehaven.
- b) Provide a completed grant application form signed by the person authorised to apply for the grant on behalf of the organisation. Application forms are available from the Town Council Office or from the website.
- c) Be able to demonstrate sound financial management. Ideally last year's audited set of accounts should be provided.
- d) Retrospective applications will not be considered.
- e) Where other funding is required, the grant is conditional on the other funding also being available.



#### **4. CRITERIA FOR SELECTION**

- a) Sustainability – Are the aims and objectives of the project clear? Projects must demonstrate sustainability and long term value for money.
- b) Management – Has the organisation obtained the correct permissions, have they nominated a responsible person to ensure that the project will be implemented, are they acting within current legislation? Only projects that are properly managed and compliant will be funded.
- c) Need – There should be clear evidence of the need for the project.
- d) Co-Funding – Projects where other funding has been obtained are more attractive. Have any other fund raising activities taken place?
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.

#### **5. APPLYING FOR A GRANT**

Grants are considered by the Grants Sub-Committee which is usually held twice a year in April and November. The dates of these meetings are advertised in advance on the Councils website and notice boards. They are also available from the Town Council offices.

The grant application form should be completed as fully as possible. In the case of an actual item being purchased, you should include full details of the item being purchased, supplier and full cost of the purchase.

Return the completed form to the Town Council 14 days prior to the next Grant Sub-Committee meeting.

If you need help completing the application form please contact the Town Clerk on 01273 585493.

#### **6. IF YOU ARE SUCCESSFUL**

If you are successful you will be notified by the Council in writing and payment will be made by BACS transfer to your bank account. Please ensure that the bank account details provided are correct.

Financial support from the Council should be acknowledged in any publicity relating to the project and in the organisation's annual report. Copies of this material should be sent to the Council. Where possible, items purchased with Council's support should be marked as such.

The funding may only be used for the purposes set out in the grant application.

If it transpires that funding cannot be utilised for the agreed purpose you must notify the Council at the earliest opportunity.

## **7. ON COMPLETION OF THE PROJECT**

Confirmation in writing is to be given by the "Project End Date" that the project has been completed. The letter should verify that the funding has been used for the agreed purpose. A brief statement showing how the grant was spent and how successful it was will be required.

If for any reason the entire grant monies are not fully used then the surplus must be returned.

For large grants you may be asked to provide a presentation for the Annual Town Meeting on the use of the grant.

Adopted by Peacehaven Town Council September 2019

To be reviewed September 2022

# Peacehaven Town Council

Meridian Centre, Meridian Way

Peacehaven, East Sussex, BN10 8BB

Tel: 01273 585493



## GRANT APPLICATION FORM

The Town Council invites grant applications, which primarily support local organisations and which directly benefit residents of the Town.

### 1. NAME OF ORGANISATION:

If application granted, please provide bank account details. All grants will be paid by BACS transfer:

Account Name: .....

Sort Code: .....

Account Number: .....

### 2. ADDRESS:

Contact Name: .....

Email Address: .....

Telephone Number: .....

### 3. VAT REGISTERED: YES / NO

### 4. REGISTERED CHARITY: YES / NO

Charity Registration No: .....

### 5. DATE ORGANISATION ESTABLISHED:

### 6. DESCRIPTION OF ORGANISATION INCLUDING AIMS

## 7. MEMBERSHIP

Total Membership / Service Users: .....

Membership / Service Users resident in Peacehaven .....

## 8. REASON FOR GRANT REQUEST:

*(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event, How many Peacehaven residents will benefit from this application?)*

9. PROJECT END DATE: .....

## 10. AMOUNT OF GRANT REQUESTED

*(See Peacehaven Town Council Grants Policy. If you are registered for VAT, it should not be included in the amount requested)*

## 11. ENVIRONMENTAL IMPACT

*(The council has declared a "Climate Emergency", how will your grant contribute to limiting the effects of climate change? Does your project have any negative effects on climate change and how will you mitigate this?)*

**12. WHO HAVE YOU APPLIED TO FOR OTHER GRANTS:**

*(e.g. organisations applied to and amount requested / amount received)*

**13. DETAILS OF PREVIOUS GRANT APPLICATIONS:**

*(if you received a grant last year please provide details of how it was used)*

**14. FINANCIAL INFORMATION:**

*(Please complete details below and either attach last year's audited accounts or audited summary of accounts for your organisation).*

	NOW	ONE YEAR AGO
Current Assets		
Current Cash Balance		
Annual Income		
Annual Expenditure		

**Signature .....**

**Date .....**

*(person authorised to apply for and on behalf of the organisation named in Item 1)*

**Notes:**

*The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds. Please see Peacehaven Town Council Grants Policy.*

*Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.*

*Please return your completed form to Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or email to [townmanager@peacehavetowncouncil.gov.uk](mailto:townmanager@peacehavetowncouncil.gov.uk)*