

**Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee
held in the Anzac Room, Community House, Meridian Centre, Peacehaven,
on Wednesday 13th November 2019 at 6.30 p.m.**

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr C Cheta, Cllr J Harris, Cllr. Chris Collier, Cllr. Isabel Sharkey, Cllr David Seabrook. Town Clerk, Tony Allen, Admin Officer, Ms V Onis.

The Chairman welcomed everyone to the meeting and read out the safety, housekeeping and events notices.

It was resolved to take an additional standard Agenda item at this point:-

- It was resolved to adopt the minutes of the meeting held on the 14th August 2019 as a true record.

1 GSC009 PUBLIC QUESTION TIME

Two members of the public were in attendance to observe the meeting.

2 GSC010 TO CONSIDER APOLOGIES FOR ABSENCE

An apology was accepted from Cllr. Duhigg, who was unwell. It was resolved that Cllr Seabrook could substitute for Cllr Duhigg.

3 GSC011 ELECTION OF A VICE-CHAIRMAN

It was resolved to postpone this item until the next meeting.

4 GSC012 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Seabrook as a member of Greenhavens and the Horticultural Society.

Cllr Griffiths as a member of Greenhavens and the Meridian Coast & Downs Mature Citizens.

Cllr Harris as a member of the Horticultural Society.

Cllr Cheta as CTLA and Kempton House are two of his Mayor's nominated charities.

5 GSC013 TO REVIEW GRANT APPLICATIONS FOR ROUND 1 2019/20 AND MAKE RECOMMEN-

DATIONS TO THE POLICY & FINANCE COMMITTEE

The grant applications received were discussed in detail and recommendations for each one were resolved, as set out in the Appendix to these minutes.

It was resolved that, for cases where room hire forms the grant, this will be accounted for by a one-off transfer from the grants budget to the Community House income budget; requiring one invoice only.

It was resolved that for 2020/21, Service Level Agreements will be established with CAB and CTLA and both accounted for under separate budget headings.

6 GSC014 TO DISCUSS AND AGREE ARRANGEMENTS FOR GRANT APPLICATIONS FOR ROUND

2 2019/20

It was resolved that there would be only one round of grant allocations for the current financial year, but that in 2020/21 there would be two; the first in April/May 2020 and the second in October/November 2020.

Cllr Cheta noted that the House Project still has funding available in the current year. Clerk to arrange for this to be advertised.

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

It was resolved that the following amounts would be put forward for the draft budget for 2020/21:-

- CTLA £6,000
- CAB £11,500
- All other grants £10,000

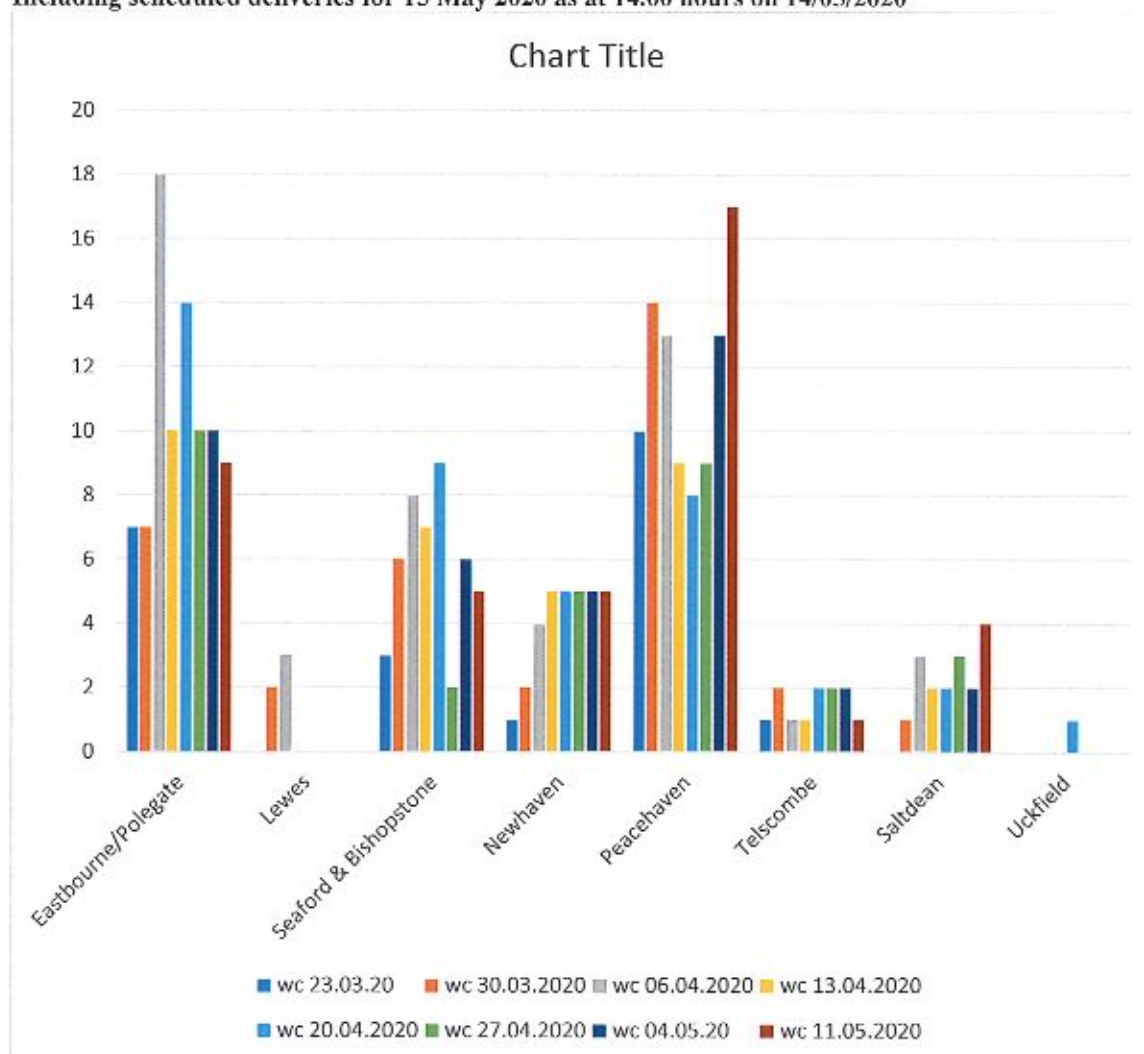
8 GSC016 DATE OF THE NEXT MEETING

To be held in April/May 2020.

There being no further business, the meeting closed at 19:33.

CTLA Shopping /Prescription Deliveries by Week By Dial-a-Ride Area

Including scheduled deliveries for 15 May 2020 as at 14.00 hours on 14/05/2020



The 4 Towns Community Bus Service

A vital link in the local community.

A Report Prepared for



Peacchaven Town Council

May 2020

A Vital local community service.

The towns of Scaford, Newhaven, Peacehaven, Telscombe and Telscombe Cliffs including East Saltdean are situated on the heavily populated coastal strip of East Sussex and benefit from a frequent network of public bus services using modern, wheelchair and buggy accessible buses. Despite this excellent provision many people still suffer transport isolation either because of financial hardship or health-related personal mobility problems which prevent them from accessing their nearest bus stop. Often these same individuals are unable to drive or do not have access to a car as a driver or passenger on a regular basis. Recognising this, over the years since its formation in 1996, Community Transport for the Lewes Area (CTLA) has developed a network of demand responsive Dial – a – Ride bus services which are fully accessible to all and are able to pick up and set down individuals on a door-to-door basis.

These services are also very affordable when compared to the only comparable mode of public transport-the taxi. The core of this network of services is marketed as “The 4 Towns Service” and is operated using two fully accessible minibuses operating Mondays to Fridays (excluding public holidays) between the hours of 8:30 am and 5 PM. The buses have the capability of conveying people with personal mobility problems including wheelchair users and those making use of other walking aids. Additional capacity is also provided by one bus operating a Scaford Dial a Ride service. All of this has only been made possible because of the generous funding of East Sussex County Council and the relevant Town Councils across the years including Peacehaven Town Council. Historically, the willingness of local town councils to put aside an annual precept from their budgets at a time when the county council was perceived as being the main funding body has always been viewed as a progressive and enlightened model ahead of its time. With the current pressures on county council funds reaching an all-time high, this model takes on an even more important role than ever before.

Patronage and Value for Money

At the current time a total of 4,812 individuals have registered with CTLA [across all the various services, including the 4 Towns]. Of these 3,587 live in the 4 Towns catchment area with a geographical distribution of: -

Peacehaven - 1,578 registered users (44%)

Telscombe/Telscombe Cliffs/East Saltdean - 452 registered users (13%)

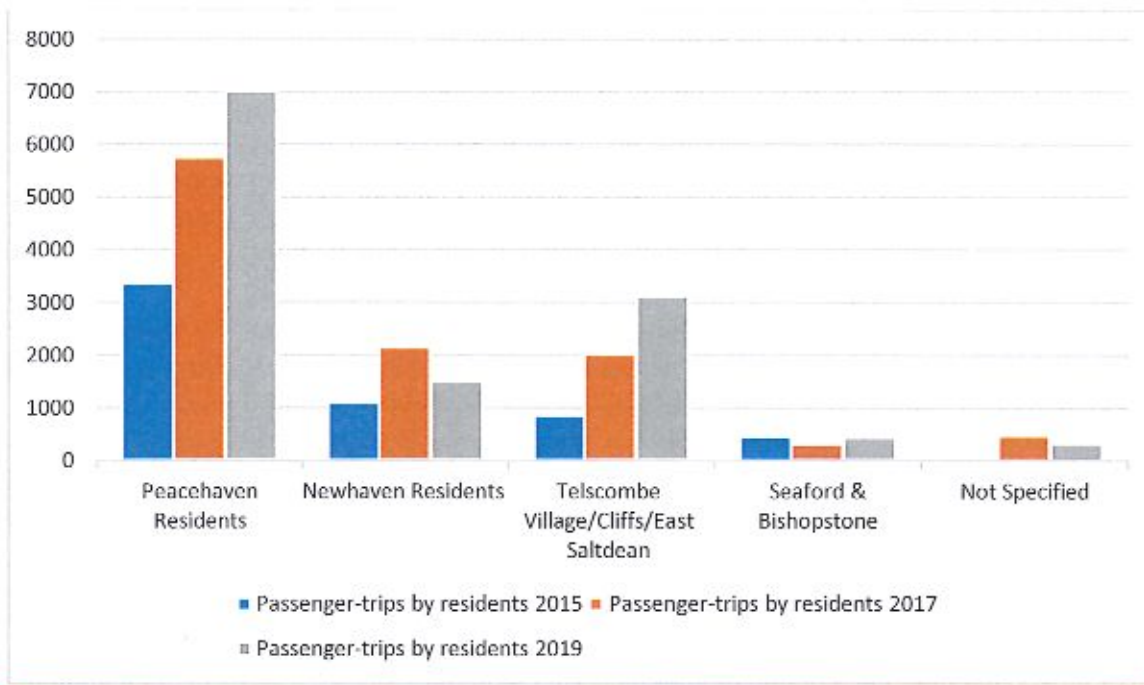
Newhaven/Denton/South Heighton/Mt pleasant - 877 registered users (24%)

Scaford and Bishopstone – 680 registered users (19%)

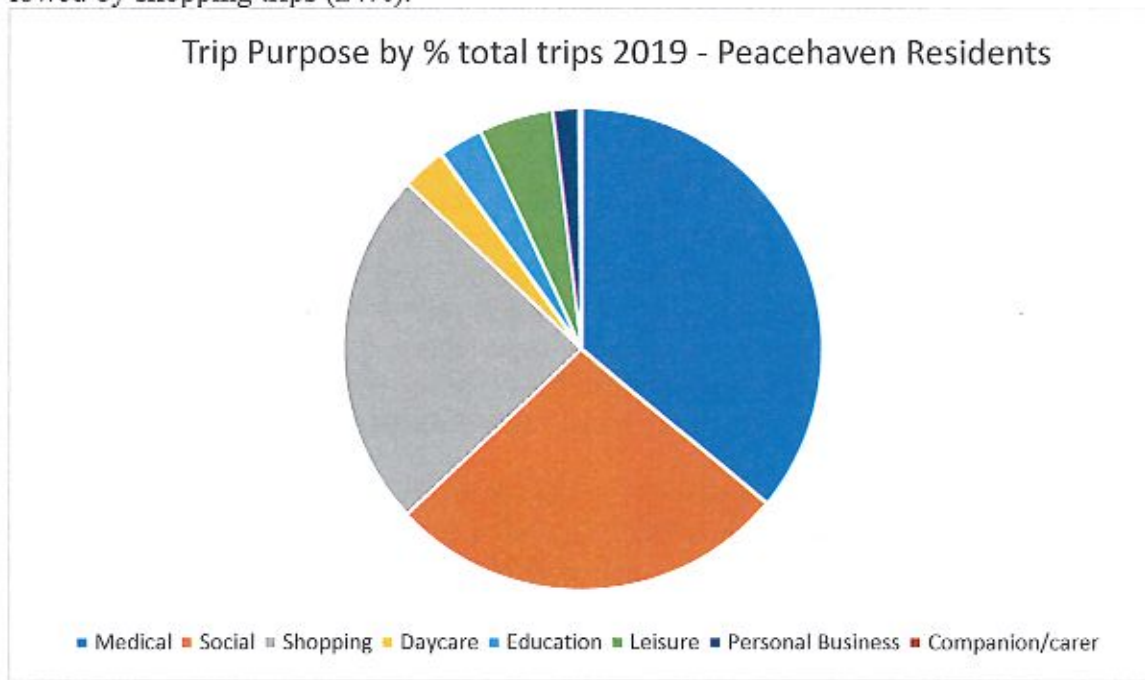
Although the majority of users are of retirement age and above, the 4 Towns service is aimed at all ages, as access barriers to transport can affect anyone at any stage of their life.

During 2019 the service operated for 252 days and all clients using the 4 Towns service made a total of 12,440 passenger trips; an average of 49 passenger-trips per day. Further analysis of usage reveals that the majority of those journeys (56%) were undertaken by residents in Peacehaven Town Council's area.

Year	2015	2015	2017	2017	2019	2019
TOTAL	5820	100%	10731	100%	12440	100%
Peacehaven residents	3376	58%	5754	54%	7012	56%
Newhaven	1106	19%	2154	20%	1520	12%
Telscombe Village/Cliffs/East Saltdean	873	15%	2022	19%	3131	25%
Scaford & Bishopstone	465	8%	313	3%	444	4%
Not Specified	0	0%	488	4%	333	3%



Although the 4 Towns service is available for any trip purpose, the breakdown of Trips for 2019 reveals that for residents living in Peacehaven that used the service the most popular activities are Medical 36 % (trips to and from the GP or local clinics) and trips made for social interaction (27%), closely followed by shopping trips (24%).



Based on a population of 13,200 (2011 census data) and a financial contribution of £6,000 the subsidy per head for Peacehaven Town amounts to just 45.5p over the whole year.

To view it another way a subsidy per passenger-trip of £1.77p for Peacehaven residents applied back in 2015 but by contrast in 2019 the figure had more than halved to or a subsidy per passenger-trip of only 85p for Peacehaven residents. The cost of providing the service however has continued to rise year on year.

Ongoing Service Development

Reference has already been made to the fact that the 4 Towns service is augmented in Scaford by an additional bus on a dedicated Dial-a-Ride scheme but as part of its ingoing service development CTLA is always striving to maximising use of its resources, for the benefit of service users. Although nominally separate services, wherever possible the resources used to provide the Dial-a-Ride operations in Seaford and other coastal towns such as Peacehaven are integrated and scheduled dynamically so as to increase the number and the scope of journey opportunities offered to members. As the Greek philosopher Aristotle once remarked – “The whole is greater than the sum of its parts”.

Promotion

CTLA ensures that every effort is made to promote the service to local residents by including full details in its Service Guide – a printed brochure which is updated and reprinted regularly and distributed widely throughout the area and dedicated service specific leaflets. An online presence is maintained via the website www.ctla.org.uk which not only caters for the growing number of older people who regularly use the internet but also the younger members of our community. Social Media also plays a key and developing role in the Promotion and Strategy for this service.

Wider Community Benefits

Important as it is in providing the means to access local services for many members of the community, particularly those who are vulnerable or disadvantaged, the existence of the 4 Towns service should be recognised for the wider benefits it confers on the local community. Once registered, members of CTLA are able to receive a regular newsletter which promotes all of the services the organisation offers. In addition to the services already mentioned CTLA has a vibrant and popular Travel Club which offers members a chance to make new friends and visit places in a reassuring travel environment that would otherwise be inaccessible and reap the benefits that informal social interaction brings. For many CTLA is at the forefront of the fight against loneliness and isolation, helping to mitigate the impact of chronic health conditions and can even act as an informal health and well-being check through the direct contact of admin staff over the phone and drivers calling to make the pickup. There are documented instances of lives being saved through this regular contact.

Many social groups and community organisations rely heavily on the availability of the 4 Towns service in order to transport their members to and from their own organised activities e.g. luncheon clubs, community cinema, day clubs. Currently in Peacehaven alone there are 15 recognised community groups formally registered to use CTLA – all of whom are spared the expense of having to lay on transport in order to get more vulnerable members of the community and the elderly to and from their activities. Many other members are registered as individuals and use the service to access other community group activities so the actual number is probably even higher. It is difficult to quantify the financial benefits that accrue to individuals and the town but the positive feedback regularly received from service users is a powerful endorsement of the social value of supporting the 4 Towns service.

Covid-19

In common with almost every other service provider in the UK if not the World, the Covid-19 pandemic which started to take hold in mid-March 2020, has had a dramatic effect on CTLA. Almost immediately the scale of the health crisis was revealed, elderly and the more vulnerable in the community were advised to shield themselves, even before the rest of the community was put into lockdown. Inevitably the fact that the vast majority of our membership fall into the most at risk category resulted in a rapid and almost total collapse of the demand for travel across all of our services which will have an impact on our finances during 2020/2021.

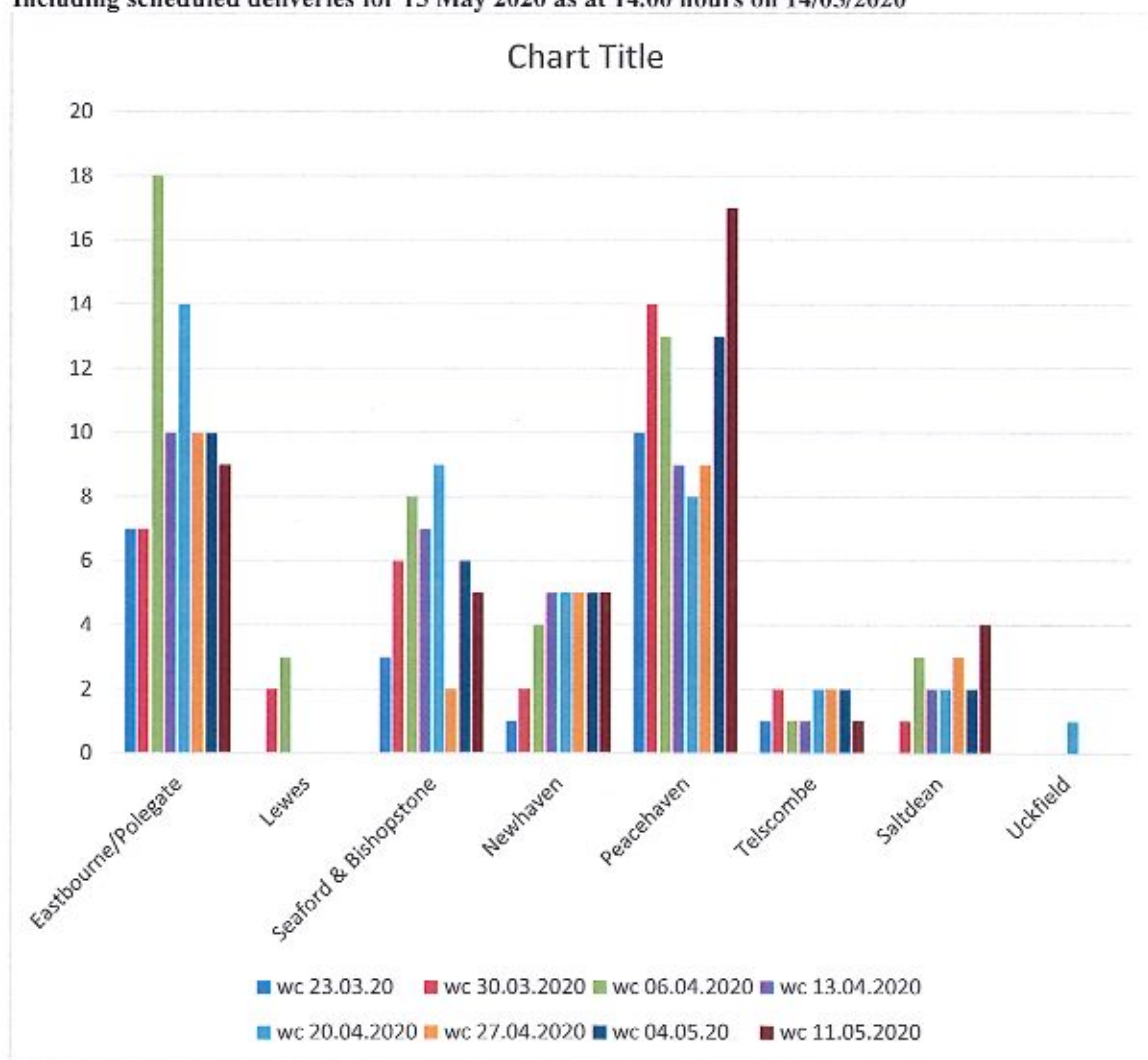
Although some staff have had to be furloughed, particularly where they were engaged on Home to school and Adult Social Care contracts and scheduled local bus services, CTLA has continued to provide a service on all Dial-a-Ride schemes, including the 4 Towns service. The service has been adapted to meet the current challenges by continuing to operate runs for those who are fit and well and still need to travel but also by making it available to key workers temporarily who have been disenfranchised whilst so many other local bus services have been suspended. CTLA has also been working with local voluntary groups such as Kempton House to deliver hot meals to the doorstep of isolated

older people and taking bookings from our members who would normally travel but can't, to ensure they continue to get essential food shopping and prescription medicines.

The process is simple, user-friendly and responsive - members ring the office and dictate their shopping requirements or prescription medicine needs over the phone to one of our staff and then staff actually go out to buy the shopping or collect the medication. Once completed the member is informed by phone how much the shopping amounts to and then an agreed delivery slot is set. At the appointed time, the Dial-a-Ride bus driver delivers to the doorstep prior to retiring to a safe distance. The recipient retrieves the shopping/medicine and leaves the cash on the doorstep before closing the door and then the cash is collected. This service has proved very popular and Peacchaven residents have been amongst the highest beneficiaries of all across the area. An analysis of deliveries made is outlined below.

CTLA Shopping /Prescription Deliveries by Week by Dial-a-Ride Area

Including scheduled deliveries for 15 May 2020 as at 14.00 hours on 14/05/2020



Future Aspirations

Despite the valuable annual contributions from Seaford, Newhaven, Peacehaven and Telscombe Town Councils towards the running costs, the 4 Towns Service currently makes a substantial operating deficit. This shortfall has been made up by contributions from CTLA's fundraising activities, donations, grants and also cross-subsidisation from other services operated by the charity. However the demand for grants has increased many fold due to Covid-19 and its impact and it is likely that the amount received in donations will also be under pressure as many people seek to redress the impact of the virus on their own finances for some time to come. Therefore there is a need for CTLA to work closely with

all local beneficiaries to agree a plan which guarantees the sustainability of this major service in the years to come. Despite the current pressures, CTLA is determined to continue to grow the 4 Towns Dial-a-Ride and also has aspirations to develop further the range of services available to Peacchaven residents. These aspirations include but are not exclusive too:-

- Extending coverage of the existing 4 Towns Dial-a-Ride service to cater for the increase in demand that will arise out of the new housing developments in Peacchaven – e.g. Hodder Farm. An additional bus has been ordered, part-funded by Lewes District Council and is due in service later this Summer.
- Re-launching the former NIIS funded non-emergency patient transport home to GP and Hospital Dial-a-Ride service which was so popular from 2015 but fell victim to major budget cuts within the Health Sector in late 2018, even prior to the Covid-19 pandemic. The data collected during the long trial and the operating experience gained was invaluable and will shape the nature of the re-launched service, which could benefit from operating in the form of a volunteer-led voluntary car service, which at times may prove to be a more cost effective means of supplementing the 4 Towns Service for wider trip purposes, at times of low demand. This will be managed by CTLA.
- Continuation of the popular food shopping and Prescription medicines delivery service created in response to the Covid-19 experience.

In the coming months the team at CTLA will be examining the full extent of the impact of Covid-19 on the Charity's services, including the 4 Towns service and looking at ways to reconcile the aspirations with the pressures facing all of us in a post Covid-19 environment. We look forward to working in close and open partnership with the Town Council and other funding Stakeholders to find a way forward in the spirit of the joint successes of the past, to the benefit of the local community, in a sustainable way.



CTLA

TRANSPORT FOR YOUR COMMUNITY

Registered Charity No:	1110215
Registered Company No:	04409570
VAT No:	730103006

CTLA
21.05.2020

LEWES CITIZENS ADVICE

PEACEHAVEN SERVICES

Service Level Agreement – rolling 3 year agreement from April 2020

Aim

To provide the advice people of Peacehaven need for the problems they face and to improve the policies and practices that affect people's lives. The service is free, confidential, independent and impartial and values diversity and promotes equality and challenges discrimination. The service is available to everyone for informing them of their rights and responsibilities.

1. Venues and other means of accessing the service

The service will be available at the following venues, at the times stated. Appointments may be required in cases as indicated:-

??????????????

??????????????

??????????????

??????????????

2. Opening Hours

Key Performance Indicators

A service will be offered through a variety of different methods of communication in order to provide accessible advice for clients during normal working hours.

Maintain opening times of ??:??am to //:??pm over ? days. The service availability hours to be as follows:

Day	Face to face	Telephone	Email	Skype
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Any changes to opening times will be discussed with the Town Clerk.

3. Reporting

A written report will be provided every ????? to Peacehaven Town Council on the key performance indicators and following information:

- Total number of clients and number of Peacehaven residents helped by advisers in the Peacehaven Bureau.

- Number of issues dealt with by the advisers in the Peacehaven Bureau.
- Percentage of types of issues dealt with by the advisers in the Peacehaven Bureau.
- The amount of money obtained for clients as a result of successful grant and benefit applications.
- Details of any projects and new services available for Peacehaven residents.
- Breakdown of number of advisers, staff and trustees.
- ??????
- ??????
- ??????

Once a year, a member of Lewes CAB will attend a meeting of Peacehaven Town Council to give a verbal report and answer any questions from members.

Peacehaven Town Council will review the amount of grant to be paid to Lewes Citizens Advice based on the results of the key performance indicators. Subject to the continuation of the Peacehaven services of Citizens Advice under the current arrangements, 2 years notice on 31st March is required for Peacehaven Town Council to withdraw from this grant scheme. The service level agreement will be reviewed and updated every 3 years, or earlier by mutual agreement.

Signed on behalf of Peacehaven Town Council

Name:

Signature:

Position:

Signed on behalf of Lewes Citizens Advice

Name:

Signature:

Position:

From: Mark Evans <Mark@ctla.org.uk>
Sent: 23 April 2020 09:51
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Cc: Kerrie Smart-Jones <Kerrie@ctla.org.uk>; Jo McMahon <Jo@ctla.org.uk>
Subject: RE: PTC grant applications for 2020/21

Morning Tony

I am managing to keep well – thank you. Hope things are good with you too. I regret that with the current Covid-19 our attention has been diverted somewhat. Obviously with the current social distancing measures in place it is impossible for us to meet but we do need to have a get together once things are back to normal. When is the Council due to meet? Would it be possible to renew the existing grant for a further 12 months to give us all time to work out the most appropriate way forward with yourselves beyond that?

We are very happy to work closely with yourselves and your members to look at an SLA covering the services we provide for your residents and also to look at what additional services we can offer as part of the package but without appropriate levels of support from PTC and all the other partners it would be unwise for us to lock ourselves into a binding agreement with so much uncertainty around the current economic situation. As we mentioned before the current level of service requires a considerable cross-subsidy on our part from other services, which we are always happy to bear but I am sure you will also understand that we need to ensure that we can put in place a formal agreement with some degree of confidence over its sustainability in the longer term.

Has the Council had any more thoughts on the additional £6k that was awarded to CTLA for the 2019-2020 year above the normal level of grant but has not been paid? At the moment CTLA has had to carry that deficit in its budget.

Kind regards

Mark

Mark Evans BSc(Hons) CMILT

Project Manager

01273 517332 – info@ctla.org.uk

Web: www.ctla.org.uk



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?

- c) 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 Peacchaven Town Council September 2019

To be reviewed September 2022

Admin

From: Town Clerk
Sent: 03 June 2020 08:40
To: Admin
Subject: GRANTS SUB-COMMITTEE AGENDA & PAPERS
Attachments: Grants Sub-Cttee Agenda June 9th 2020.odt; Grants Sub-Cttee Papers June 9th 2020.odt; Grants 2020-21 New Applications Received.xlsx

Best regards,

Tony

Tony Allen
Town Clerk
Tel: 01273 585493

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

Office: 01273 585493 / Mobile: 07702958026



In accordance with Government advice, PTC staff will now work from home until further notice.

We are equipped to operate from home with staff able to access their emails.

We are doing everything we can to support our residents. So do please do contact us on 01273 585493 or info@peacehaventowncouncil.gov.uk and we will do our very best to help you."

We hope you remain safe and well and look forward to seeing you in person again soon.

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or councillors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website.

