**Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee**

**held at Community House, Peacehaven on Tuesday 15th November 2022 at 7.30 p.m.**

**Present: -** Cllr C Cheta,Cllr S Griffiths, Cllr. D Seabrook, Cllr L Duhigg, Victoria Onis (Admin Officer) & Zoe Malone (Finance Officer).

1. **GSC058 CHAIRS ANNOUNCEMENTS**

There were no Chairs announcements.

1. **GSC059 PUBLIC QUESTIONS**

 There were no members of the public in attendance.

1. **GSC060 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr Milliner, Cllr Symonds and Cllr Collier, substituted by Cllr Duhigg.

[Cllr Griffiths noted that due to a lack of substitutes from absent Committee members not all business can be conducted tonight as not enough members and no substitutes given. Cllr Griffiths noted that Councillors are not living up to their duties for which they were elected. Cllr Griffiths read from the ‘Good Councillor guide’

As a Councillor you have a responsibility to:

* Attend meetings when summoned to do so, the notice to attend a council meeting is in law, a summons, because you have a duty to attend.

Cllr Cheta suggested this can be included in future training documents; Cllr Seabrook confirmed all Councillors have received the ‘Good Councilors guide’ and should be aware of the procedure.]

1. **GSC061 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Seabrook as a member of Horticultural Society, and secretary of The Orchard.

Cllr Griffiths as Chair of The Orchard

1. **GSC062 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

Proposed by Cllr Duhigg and Seconded by Cllr Seabrook, it was unanimously resolved that Cllr Griffiths becomes the Vice-Chairman of the Sub-Committee.

1. **GSC063 TO APPROVE & SIGN THE MINUTES OF THURSDAY 21ST APRIL 202****2**

It was resolved to adopt the minutes as a true record of the proceedings.

1. **GSC064 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 2 2022/2023**

**The Deans Senior Tea club**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £300** towards the running of events at three clubs in Peacehaven

**Rotary Club of Newhaven**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £200** to support events, entertainment and the running of the club for elderly or vulnerable people.

**Telscombe Residents Association**

The Grant application papers were noted and discussed

It was noted that due to Peacehaven Town Council having its own residents association that it could not support this group at this time.

**1st Peacehaven Rainbows (Girl guides)**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £325.01** towards the purchase of craft equipment and a trip to sky high.

**Seahaven Responders (Ambulance Responder team)**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £500** towards the annual fuel costs to provide this service.

**Peacehaven Carers wellbeing group**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £275** to support the costs for group to continue and an outing.

**ABC fund**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £300** to support local families facing hardship a family day out.

**Denton cricket club**

The Grant application papers were noted and discussed

Due to the current climate and high level of grant applications it was decided to not support this application.

**Kempton house**

The Grant application papers were noted and discussed

Due to the current climate and high level of grant applications it was decided to not support this application**.**

**Peacehaven Heights Academy PTA**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £400** towards garden and planting equipment for the school so the children can learn how to grow fruit and vegetables. It was also noted that PTC can provide further advice on Grant Funding from other sources if needed.

**Release Counselling and therapy for women**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £500** towards delivering a 10 week face to face counselling group.

**Peacehaven & Telscombe football club**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £500** towards the hire of the all weather pitch.

**Family support work**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £500** towards the playscheme 2022/23 which will provide activities for 30 families who may otherwise struggle to access such experiences, this will be held over 12 months.

**Peacehaven Community Orchard**

This application will be deferred to the next Policy & Finance Committee for a decision, due to only two committee member’s being able to vote on this application.

A recommendation was given by Cllr Cheta and Cllr Duhigg that if the application is to be approved the tools requested by the Community Orchard, should also be made available to the Grounds team at Peacehaven Town Council and to be securely locked away when not in use.

**Peacehaven Horticultural Society**

It was resolved to recommend a grant in the form of use of the Anzac Room for the group’s monthly meetings up to the end of the current financial year.

**Newhaven Cricket Club**

The Grant application papers were noted and discussed

Due to the current climate and high level of grant applications it was decided to not support this application.

**Sussex Community Association**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £300 towards the increased demands of the community supermarket.** SCA applied for £1000 but our grants policy only allows for a maximum grant award of £750.

**Peacehaven Players**

The Grant application papers were noted and discussed

**It was resolved to recommend a grant of £300** towards the cost of putting on performances in the community, to help towards, hall hire, kitchen, sound and lightening company**.**

**National Coastwatch**

The Grant application papers were noted and discussed

Due to the current climate and high level of grant applications it was decided to not support this application.

1. **GSC065 GRANT ALLOCATION AND RETURN OF MONIES**

The Finance Officer has followed procedure and requested receipts for the expenditure for a grant approved in April 2022. The receipts received showed that the money received from Peacehaven Town Council were not used for the intent and purpose submitted on the application. The group have been notified that the monies may need to be returned as per the Grants Policy.

It was resolved that the group have two options as per the circulated report;

* Purchase the items as per their grant application and provide receipts by March 2023
* Repay the amount spent on the items that were not submitted on the application

It was resolved that the letter should be sent by the Town Clerk & The Mayor

1. **GSC066 TO NOTE THE CURRENT PROCESS & APPROVE SUGGESTED POLICY AMENDMENTS**

It was requested that the updated Grants policy be sent to the grants committee for their input and then go to Policy & Finance and Full Council for discussion and approval.

**DATE OF NEXT MEETING – THURSDAY 20TH APRIL 2023**

*There being no further business, the meeting closed at 21.27*