

# **PEACEHAVEN TOWN COUNCIL**

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**Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 21 April 2022 at 7.30 p.m.**

**Present:** - Cllr S Griffiths (Chair), Cllr. D Seabrook, Cllr L Symonds, Cllr R White, Cllr L Duhigg, Cllr C Collier Kevin Kingston (Locum Town Clerk) Victoria Onis (Admin Officer) & Zoe Malone (Finance Officer).

## **1 GSC051 CHAIRS ANNOUNCEMENTS**

The Chair informed the meeting on the following events:

22 April – Access Group Coffee morning  
23 April – Volunteer Day Community Orchard  
22 April – Film “The Duke”

## **2 GSC052 PUBLIC QUESTIONS**

There were no public questions.

## **3 GSC053 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr Sanderson & Cllr Sharkey. Cllr Duhigg to substitute for Cllr Sanderson.

## **4 GSC054 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Seabrook & Cllr Griffiths as members of the Peacehaven & Telscombe access group

## **5 GSC055 TO APPROVE & SIGN THE MINUTES OF THURSDAY 25 NOVEMBER 2021**

It was resolved to adopt the minutes as a true record of proceedings. Proposed: Cllr Collier Seconded: Cllr Seabrook.

## **6 GSC056 TO REVIEW THE SERVICE LEVEL AGREEMENTS (SLA) with CAB & CTLA**

This wasn't discussed as no reports/papers were included in agenda pack.

It was agreed that the SLA's will be circulated to all members of the Committee for comments. Any comments on the SLA's should be returned to Zoe Malone/Vicky Onis who will update and review the SLA's and present them for discussion at the next Grants Committee later in the year. **Action: Zoe Malone/Vicky Onis.**

**7 GSC057 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2022/23**

It was agreed that:

- Zoe Malone would prepare a basic evaluation template that all grant applicants would be asked to complete and return to the Council at the end of year detailing how their grant was spent and what the grant has helped the group achieve and deliver to the residents of the town. This would be a condition of the grant award. **Action: Zoe Malone**
- As a condition of the grant award all successful applicants would be asked to publicise the support of Peacehaven Town Council (by using the Peacehaven Town Council logo) with any promotional material, leaflets and/or social media campaigns. **Action: Zoe Malone**
- that all community groups should be listed on our website.

**1. Peacehaven Baby Bank**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

It was agreed that Zoe Malone would write to the group and suggest that they should also raise money through events and put them in contact with 3VA for training on money raising. **Action: Zoe Malone**

**2. Peacehaven Rainbows**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £348.50.**

**3. Peacehaven Art Club**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £200.**

**4. Peacehaven , Telscombe and East Saltdean Access Group**

The Grant application papers were noted and discussed and it was **resolved to recommend that free room hire be given to the group.**

**5. 3<sup>rd</sup> Peacehaven Guides**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

The 3<sup>rd</sup> Peacehaven Guides applied for £800 but our grants policy only allows for a maximum grant award of £750.

**6. Peacehaven & Telscombe Football Club**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

**7. Peacehaven Horticultural Society**

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

**8. Seahaven Fibromyalgia, ME, and CFS Support Group**

The Grant application papers were noted and discussed and it was **resolved to recommend free room hire of the Anzac Room & Kitchen for 11 x 2 hour sessions.**

## Meeting of Peacehaven Town Council Grants Sub-Committee – 21<sup>st</sup> April 2022

### **9. Harlequin studios**

The Grant application papers were noted and discussed but, on this occasion and for the reasons detailed below it was **resolved to recommend that no grant would be awarded.**

The Council's grants policy does not provide Grants to businesses. This application was discussed in some detail, and it was felt that more information should be provided by the group on the way the group is organised and run.

The group should be encouraged to provide more affordable access to the group particularly families on low incomes. It was felt that some form of means tested access to the group should be explored to provide for better access and that the group should be encouraged to carry out additional funding raising to support their work.

It was also agreed that they could apply for a Covid grant as a business and it was agreed that a Covid grant application form would be sent to them. **Action: Zoe Malone**

### **10. Tai Chi**

The Grant application papers were noted and discussed and it was **resolved to recommend that the group be offered 5 months free room hire of the Anzac room for 90 minutes per week.**

### **11. Newhaven & District Model Railway Club**

The Grant application papers were noted and discussed but, on this occasion, and for the reasons detailed below, it was **resolved to recommend that no grant would be awarded.**

It was felt that the finances of the group were quite healthy and that as there are only 3 members from Peacehaven and the group have never actually put on an event or exhibition in Peacehaven that we would not be prepared to make an award on this occasion. The group were encouraged to stage an event/exhibition in Peacehaven and thereafter apply for a grant later in the year or in 2023/24.

## **8 GSC058 THE DATE OF NEXT MEETING CONFIRMED AS 15 NOVEMBER 2022**

*There being no further business, the meeting closed at 20.45pm*



**Agenda Item: GSC065**

**Committee: Grants Sub-Committee**

**Date: November 2022**

**Title: Grant allocation and return of monies**

**Report Authors: Zoe Malone**

**Purpose of Report: To agree process of returned money requests from grant applicants**

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### **Summary of recommended actions**

We are looking for approval that any grants where we do not feel the money has been spent for its intent and purpose can be requested to be returned in full or partial repayment.

### **Introduction**

The Finance Officer & Admin Officer have been working hard to ensure that successful grant applicants provide proof of expenditure for the intent and purpose the grant was awarded for. This is to ensure that we can demonstrate to the public that their money has been used correctly. A letter is sent to every successful applicant outlining what our expectations are and that we will require receipts to validate the award.

### **Background**

The committee passed a grant in April 2022 to a newly formed group (please see application attached) It was recommended by the Finance Officer not to award this as felt the nature of the request was too vague, no historic data shared by the applicant and the items they were looking to source could be sourced via foodbanks or charity shops.

### **Analysis**

It took almost 6 months for the cheque to be cashed by the group. Once banked, the FO requested receipts of any items purchased. The receipts (attached) show that two new car seats and a high chair were purchased and a number of top brand baby food items. Car seats & highchairs were not within the reason for application and it does beg the question as to why these brand new items were purchased and not second hand.

Extract from the application;

*"The money will buy nappies, wipes, new bottles and teats but everything else will be recycled and reused"*

The group have a facebook page which I have checked and it looks like an act of kindness page where other parents are passing items that are no longer needed or wanted – the group do not appear to be receiving financial donations or actively fundraising.

The Finance Officer has contacted the applicant, explaining that the monies were not used for their intent and purpose and the monies may need to be returned following the grants committee meeting.

## **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	Grant money comes from our precept and we have a duty to our residents to ensure that monies awarded are used to benefit a number of our residents but to also be used responsibly. £418.95 of the awarded £750.00 was spent on two brand new car seats, a brand new high chair and the remaining money on baby food.
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	

## **Appendices/Background papers**

Peacehaven Baby Bank grant application

Receipts from Peacehaven Baby Bank

Copy of letter which is given to successful applicant

**Agenda Item: GSC066**

**Committee: Grants Sub-Committee**

**Date: November 2022**

**Title: To note the current process & approve suggested policy amendments**

**Report Authors: Zoe Malone**

**Purpose of Report: To note the current grants process, selection & approval**

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### **Summary of recommended actions**

To approve proposed new policy and note the current process, selection & approval guidelines.

### **Introduction**

The Admin Officer and the Finance Officer have been working hard to tighten up the grant application process to ensure that applicants provide proof of expenditure, have not received the funds from elsewhere and where required, provide quotes to support the value the applicant is asking for.

Further to the spring meeting we now ask for a form to be returned once the money has been spent, pursued by the Finance Officer if the form is not returned. If we receive no correspondence from the applicant then the money will be requested to be returned and this is noted in the office and no further grants shall be awarded to the group / charity.

### **Background**

It has been clear that the grants process needs a more definitive process so we can ensure that public money is being awarded correctly. Historically, applicants have been able to apply without having to provide evidence of expenditure, or the council checking with other neighbouring councils to avoid duplicate requests / awards. We get a high number of grant requests from neighbouring towns of which their own town council has a grants awards policy.

### **Analysis**

We receive a lot of requests from neighbouring towns, whose own town councils offer grants and we would like to propose that we amend the policy so that going forward from April 2023 Peacehaven Town Council will only consider applicants who reside in the town and its members are from Peacehaven and any surplus monies will be considered from other towns.

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	



<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	

## **Appendices/Background papers**

New proposed policy



Peacehaven Town Council  
Grant Application Policy and Guidelines.

**1. HOW DOES THE POLICY OPERATE?**

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.

There are three types of grant available:

- a) **Large Grants** are for grants over £750  
for organisations with a service level agreement with Peacehaven Town Council
- b) **Small Grants** for grants up to £750  
for voluntary / community group, registered charity, not for profit organisation of Community interest Company (CIC).
- c) **Grants to cover room hire**

**2. WHO CAN APPLY?**

The following organisations may apply to the Town Council for a Grant (applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered).

- Charitable and non-profit making organisations based in Peacehaven. Established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Peacehaven.
- National Charitable organisations, but only to local branches where the grant can be seen to directly benefit Peacehaven residents.
- A Peacehaven based club/association/charity/sports club serving a specific section of the community or the community as a whole. A more socially inclusive group will likely be more successful in their application.



- A social enterprise which can demonstrate that their initiative(s) will have a positive and sustainable impact on Peacehaven.

### **3 APPLICATION REQUIREMENTS**

- Grants can only be used for the purpose stated on the application.
- Grants must be fully utilised within 6 months of the date of the grant payment and documentation of the spend **will** be required.
- If you have, or intend to apply for the same Grant from any other organisations you must state this on the application.
- Support from Peacehaven Town Council through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Funding cannot be used for any activity that may be party-political in intention, use or presentation, or to propagate a religion or belief.
- Be able to demonstrate sound financial management. Ideally last year's audited set of accounts should be provided.
- Where other funding is required, the grant is conditional on the other funding also being available.
- The Council reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- Applications will only be considered and assessed if submitted by the published deadline and are accompanied by all supporting documentation.
- In the case of a Grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified is required.
- Applications must be made on the correct application form for the level of grant sought and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- Only one application can be made in any twelve-month period.
- Applications from groups who have an outstanding loan with or who are financially indebted to the Council will not be considered. Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- Applications for projects or activities already delivered (entirely or otherwise) will not be considered.

- Projects or activities where there is a large shortfall between the grant value and total project/activity cost, are unlikely to be successful. Those projects which simply replace existing facilities without significant improvement will also not be considered.
- Where a grant has been awarded and the money not spent either in part or in total, all remaining monies must be returned to the council.
- Should the organisation disband or merge with another during the period of the grant, the council may ask for return of all or part of the monies.
- Able, where appropriate, to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place, usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.
- Retrospective applications will not be considered

#### **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. THE GRANTS PROCESS**

Grants are considered by the Grants Sub-Committee which is usually held twice a year in April and November

- Peacehaven Town Council will publicise the timescale for grant applications and awards via the council's website <https://www.peacehaventowncouncil.gov.uk/> and/or other social media channels.
- Grant applications can be submitted electronically to [admin@peacehaventowncouncil.gov.uk](mailto:admin@peacehaventowncouncil.gov.uk) or by hard copy to the council offices at Community House, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB
- All eligible applications will be assessed on their individual merits against clear and consistent criteria. Any award made may not necessarily be for the full amount applied for.

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

If you are successful you will be notified by the Council in writing and payment of grants will be either by Cheque or Bacs to the organisation specified on the application form.

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.

Room hire grants will be credited to your account each time you use a room.

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

Confirmation that the project has been completed is to be given by the "Project End Date" using the Grants return form provided on approval. The confirmation 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 ///

To be reviewed ///