

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 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.

2 GSC059 PUBLIC QUESTIONS

There were no members of the public in attendance.

3 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.]

4 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

5 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.

6 GSC063 TO APPROVE & SIGN THE MINUTES OF THURSDAY 21ST APRIL 2022

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

7 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.

8 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.

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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

9 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

Agenda Item: GSC072

Committee: Grants Sub-Committee

Date: January 2023

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

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 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.

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.

Implications

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

<u>Financial</u>	
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



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 or registered charities - not for profit organisations (CIO) and Community interest Companies (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 the nature of the grant request is an ongoing project then we will extend this to 12 months**
- Only one application can be made in any twelve-month period.
- 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.
- The Council reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- 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.
- 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.
- 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 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.
- Retrospective applications will not be considered

5. THE GRANTS PROCESS & APPLYING FOR A GRANT

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

- Grant applications can be submitted electronically to townclerk@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.
- Incomplete or incorrect forms will be returned so that full information is provided by the Grants Sub Committee. If you need help completing the application form please contact the Town Clerk.

6. IF YOU ARE SUCCESSFUL

If you are successful you will be notified by the Council in writing and payment of grants will be paid by Cheque to the organisation specified on the application form. The Council will not make payments to individuals

The Council will publicise the availability of grants through its newsletter and website and will detail in its Annual Report, website and through social media the grant payments it has made and to whom.

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 payment is made subject

to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.

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 ///