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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Wednesday 18 October 2017 at 9.30 am

Members Present: Mrs E Lintill (Chairman), Mrs C Apel, Mrs P Dignum, Mr J F Elliott, Mr J W Elliott, Mrs P Plant and Mrs P Tull

Members not present: Mrs N Graves

In attendance by invitation:

Officers present: Mr D Cooper (Group Accountant), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs K Pellett (Economic Development Officer) and Miss C Williams (Community Liaison Officer)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of “exempt information” of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

66 **Apologies for Absence**

Apologies were received from Mrs Graves.

67 **Declarations of Interest**

Mrs Lintill declared a prejudicial interest in relation to agenda item seven as a trustee of the Petworth Youth Association and withdrew from the room during the discussion.

68 **New Homes Bonus (Parish Allocations) Policy**

The Panel considered the revised New Homes Bonus (NHB) (Parish Allocations) Policy. Mr Hyland highlighted the main changes including an extension to the NHB scheme for a further four years (2018/19 – 2021/22) and a requirement for the Cabinet to confirm the total funding available each year.

Mrs Plant requested an amendment to the first line of the second paragraph of the NHB Scheme to read *‘Of the 193 projects that applied for funding in that period...’*

Mr Hyland confirmed that further information regarding New Homes Bonus projects and the total funding awarded to parishes would be included in the November Members Bulletin which is shared with Parish Councils. The Panel agreed that local communities should hear about the wide variety of projects that have been supported.

The Panel were in agreement that the Policy document should be recommended to Cabinet following the amendment above.

RECOMMENDED TO THE CABINET

That the Council be recommended to approve the New Homes Bonus (Parish Allocations) Policy and the delegations therein.

69 Grants and Concessions Annual Report

Mrs Lintill acknowledged officers work in preparing the reports. The Panel agreed that a large amount of support had been provided to a wide variety of community ventures.

Mr Hyland confirmed that although the number of applications made to the grants programme had reduced in recent months other local funding bodies had also seen a similar reduction. The Panel discussed the possible reasons including the alternative funding options available and in some cases a lack of community need where funding had been previously given to long term projects.

Miss Williams suggested that as part of the annual grants programme review in 2018 the Panel could consider in greater depth how the Panel's priorities sit with other funding bodies and the type of applications received by those bodies. The Panel agreed with the approach and felt that the priorities should remain unchanged at this stage.

Miss Williams drew the Panel's attention to appendix two outlining draft headlines created to aid promotion of the Grants and Concessions Panel. The Panel supported the officer's suggestions.

RESOLVED

1. That the Grants and Concessions Annual Report 2016/17 be endorsed and published online
2. That the "priorities for funding" remain unchanged at this time but will be subject to review in 2018
3. That the annual grants programme review 2018 should consider the priorities for funding and annual report format with reference to feedback from officers research

70 Grant Applications Financial Summary

Mr Cooper confirmed that so far this financial year £12,962 had been spent from the £175,000 budget, leaving £162,038 remaining.

The Panel noted the report including the following fast track delegated grant applications agreed since the July meeting:

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Micro Plas Mouldings Ltd (based in Midhurst)

Priority: Economy

Purpose: Contribution towards the cost of new combined website

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Supporting website improvements to enable business growth

Grant Conditions: N/A

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Sussex Association for Spina Bifida and Hydrocephalus (SASBAH)

Priority: Targeted Projects

Purpose: Contribution to support services accessed by beneficiaries living in Chichester district

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Some of the families who will benefit from the services are from the Think Family Neighbourhoods

Grant Conditions: N/A

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Children's Concerts

Priority: Targeted Projects

Purpose: Free tickets for 250 Think Family Neighbourhood children to attend an orchestral concert at Chichester Festival Theatre

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The children who will benefit from the tickets are from the Think Family Neighbourhoods

Grant Conditions: N/A

71 **Grant Application - Improving Living Places and Spaces 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Fittleworth Community Shop Ltd

Declarations of Interest: N/A

Purpose: Creation of a community owned and run shop and cafe

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: The applicant has demonstrated a community desire to create a new shop and café to provide facilities that are not currently available in the village

Grant Conditions: Subject to a Funding Agreement and confirmation that the existing playground will be rebuilt elsewhere in the village

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

72 **Grant Application - Improving Living Places and Spaces 2**

Please note due to Mrs Lintill's declaration of interest this item was discussed last on the agenda.

Mrs Lintill declared a prejudicial interest and withdrew from the room during the discussion. Following the meeting Mrs Hardwick, Cabinet Member for Finance and Governance Services considered the comments provided by the Panel and made the decision outlined below.

RESOLVED BY THE CABINET MEMBER FOR FINANCE AND GOVERNANCE SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Petworth Youth Association (PYA)

Declarations of Interest: Mrs Lintill declared a prejudicial interest as a trustee of the Petworth Youth Association and withdrew from the room during the discussion

Purpose: Restructuring and refurbishment of the existing kitchen area to provide additional space and facilities to provide healthy cooking skills lessons to young people

Sum Requested: £9,000

Sum Approved: £9,000

Reasons: Offering young people the chance to develop much needed life skills

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

73 **Grant Application - Targeted Projects 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Guide Dogs for the Blind Association

Declarations of Interest: N/A

Purpose: Costs to establish a 'My Guide' volunteer team in Chichester to match people with visual impairments with trained 'sight-guided' volunteers

Sum Requested: £6,892

Sum Approved: £0

Grant Conditions: N/A

Reasons: Due to a high cost per beneficiary with relatively low numbers proposed to be supported through the scheme

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

74 **Grant Application - Targeted Projects 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Home-Start Chichester and District (HSCD)

Declarations of Interest: N/A

Purpose: Providing trained volunteers to support vulnerable families living in Think Family Neighbourhoods in Chichester East, Chichester South, Selsey North and Tangmere

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: The funding will benefit a significant number of families in the Think Family Neighbourhoods

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider not granting an application

75 **Next Meeting**

The Panel noted the date of the next meeting as Wednesday 31 January at 9.30am.

76 **Any Other Business**

Mr Hyland explained that some minor amendments would be required to the Grants and Concessions guidance documents in order to clarify the call-in process that follows each Panel meeting. Applicants will be informed that each decision made by the Panel will be published on the council's website (typically within two working days of the meeting) but will remain subject to challenge via call-in by other members of the council. Applicants will also be advised that following the call-in period decisions remain subject to a Funding Agreement (to be issued by a Funding Advisor) which must be signed and returned before a grant offer is binding.

Although some members acknowledged the additional processes that would be required by officers the Panel agreed that Mrs Lintill should sign off any minor amendments required.

RESOLVED

That any minor amendments required to the Grants and Concessions guidance documents to clarify the call-in procedure be agreed by the Cabinet Member for Community Services in consultation with officers.

The meeting ended at 10.55 am

CHAIRMAN

Date: