



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 24 March 2016 at 2.30 pm

Members Present: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

Members not present: Mrs D Knightley

Officers present: Mr I Baker (Sport and Leisure Officer), Mrs C Christie (Revenues and Performance Manager), Mr D Cooper (Group Accountant), Miss L Higenbottam (Member Services Assistant), Mrs K Pellett (Economic Development Officer) and Miss C Williams (Community Liason 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.

110 **Apologies for Absence**

Apologies for absence were received by Mr Hyland and Mrs Knightley.

111 **Approval of the Minutes**

RESOLVED

That the minutes of the Panel meeting held on Thursday 21 January 2016 be approved and signed as a correct record.

112 **Matters Arising from the Minutes**

From last meeting Chichester Runners page 6, minute 99 monies awarded for grant towards Chichester Junior parkrun to be allocated from grants pot and not, as suggested, from a variation to New Homes Bonus award.

Page 5, Friends of Old Bridge Meadow Mrs Plant queried the reason. Mrs Lintill clarified.

113 **Declarations of Interest**

Mrs Lintill declared a prejudicial interest in relation to agenda item 16 as Chichester District Council's appointed member for the service and withdrew from the room during the discussion.

114 Request for variation to a NHB Agreement

Fernhurst Parish Council, New Homes Bonus

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the proposed variation to funding awarded to Fernhurst Parish Council from the New Homes Bonus (Parish Allocations) 2015 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Fernhurst Parish Council from the New Homes Bonus (Parish Allocations) 2015 be rejected.

The Common Parish of Sutton & Barlavington, New Homes Bonus

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the £48.95 underspend from funds awarded to The Common Parish of Sutton & Barlavington from the New Homes Bonus (Parish Allocations) 2015 be approved for an alternative community project.

Alternative options considered and rejected:

That the £48.95 underspend from funds awarded to The Common Parish of Sutton & Barlavington from the New Homes Bonus (Parish Allocations) 2015 be returned.

115 Discretionary Rate Relief Revised Guidance

Mrs Christie explained that at its meeting on 10 February 2016 the Grants and Concessions Task and Finish Group instructed that the Discretionary Rate Relief guidance be amended to provide greater clarity to the term 'exceptional circumstances' and to emphasise the importance of cases being assessed on their individual merits. Mrs Christie suggested an amendment of page 15, bullet point 4 to read 'do not fall into one of the categories above'.

Members asked about the inclusion of the term exceptional circumstances and agreed it should be included in the guidance. Mrs Christie agreed to amend 'Rate payers/organisations that are experiencing exceptional circumstances and where the request is reasonable for the tax payers of the district'.

RESOLVED BY THE GRANTS AND CONCESSIONS PANEL

That the revised Discretionary Rate Relief and Hardship Relief guidance be approved for publication subject to the amendments agreed.

116 **Policy Update**

Miss Williams updated the Panel explaining that at its meeting on 8 March 2016 Cabinet recommended to Council that the revisions to the New Homes Bonus (Parish Allocations) Policy as set out in Appendix 2 be approved. Cabinet also approved the transfer of the unspent balance of the Low Carbon Chichester District Fund to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative. In addition Cabinet approved the revisions to the Grants and Concessions Policy and the Priorities and Principles for Funding for 2016-17. Cabinet agreed that, at the appropriate time, consideration would be given to including the funding of the grants programme within the base budget once funds had been exhausted (with the currently forecast from 2020-21).

Miss Williams explained that as the Grants Task and Finish Group had discussed further documents would require updating or creation. The following documents would be circulated for approval prior to the next Panel:

- What and who is eligible for Grants?
- SLA Guidance
- How to complete the Grant Application Form:
 - Small Applications – up to £1,000
 - Applications over £1,000
- How Funding Advisors assess applications
- How the Grants and Concessions Panel consider applications
- Who is eligible for Discretionary Rate Relief, and how applications are considered
- Guidance for Member involvement
- An agreement document to issue to successful applicants

117 **Grants and Concessions Financial Summary**

The Panel considered the report. Mr Cooper drew attention to the value of the applications to be considered at the meeting and reminded the Panel that a sum of £101,140 remained.

The Panel noted the following fast track delegated grant applications decided since the last meeting:

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

Applicant: Chichester Chamber of Commerce and Industry Business Start-up Hot House

Priority: Economy

Purpose: Business Start-up Hot House programme offering more affordable and accessible to pre-start and early businesses based within Chichester district

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The programme will help 10 start-up businesses to develop skills and understand ways they can achieve growth in their business. Panel has asked for an evaluation report within 12 months of finishing the programme.

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

Applicant: Chichester Garden-Fest

Priority: Health and Wellbeing

Purpose: Towards the set-up costs for the programme of events to be held in the Assembly Rooms historic gardens of St Mary's Hospital in Chichester

Sum Requested: £1,000

Sum Approved: £0

Reasons: Specialist event that does not meet the councils priorities

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

Applicant: Festival of Chichester

Priority: Health and Wellbeing

Purpose: Creation of a website for the 2016 Festival of Chichester

Sum Requested: £500

Sum Approved: £250

Reasons: Part funding agreed to encourage visitors to the city which will benefit tourism

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

Applicant: Headway West Sussex (HWS) - Support and Information Service for people with an Acquired Brain Injury (ABI) and their carers

Priority: Health and Wellbeing

Purpose: Towards the continuation of a pilot project providing 1-1 support and information to people with an ABI aged 18 and over, who are not eligible for statutory support

Sum Requested: £1000

Sum Approved: £1000

Reasons: Supporting a group of vulnerable residents

Grant Conditions: The applicant is requested to provide an end of grant report to demonstrate the level of benefit to residents in Chichester District

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

Applicant: Olive Living - 'Days in Sussex' event

Priority: Economy, Health and Wellbeing and Housing and Neighbourhoods

Purpose: A 'design led' evening event held at The Novium Museum on Saturday 9 April to showcase the British designers Robin & Lucienne Day

Sum Requested: £503

Sum Approved: £0

Reasons: A ticketed event which should be self-funding

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

Applicant: West Sussex Film Office in Chichester

Priority: Economy

Purpose: To establish a new website

Sum Requested: £1,000

Sum Approved: £0

Reasons: Too early in the business to justify funding as it is uncertain how many people will benefit

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

Applicant: Wisborough Green Fete Society

Priority: Health and Wellbeing

Purpose: Decorative scrollwork painting of traditional swingboats for use at the Wisborough Green Fete

Sum Requested: £504

Sum Approved: £504

Reasons: The swingboats are an integral part of the Fete which helps raise funds for local community groups

118 **Fast Track Funds**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That £2,000 be added to the fast track fund for the remainder of the financial year.

119 **Grant Application - Economy 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: New Magna Tandoori Restaurant

Declarations of Interest: N/A

Priority: Economy

Purpose: Improvements to the shop front

Sum Requested: £8,963.86

Sum Approved: £9,000

Reasons: Supporting independent business and the overall economy in Selsey

Grant Conditions: Subject to planning permission approval and full funding being achieved

Alternative options considered and rejected: £7,000 to help towards the project or a £8,963.86 as requested

120 **Grant Application - Economy 2**

This application was withdrawn by the applicant.

121 **Grant Application - Health and Wellbeing 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Parochial Church Council of Birdham with Itchenor

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Towards the building and equipping of the St James Centre, Birdham

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: Project for wide community use

Grant Conditions: N/A

Alternative options considered and rejected: Consider other sources of funding

122 **Grant Application - Health and Wellbeing 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: West Sussex Mediation Service

Declarations of Interest: N/A

Priority: Health and Wellbeing

Purpose: Towards 'Conflict Coaching' - Training existing mediators in a new skill, a contribution towards service delivery and publicity campaign within Chichester District

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: The service will support vulnerable residents including those in the Think Family scheme

Grant Conditions: Panel requests a report on how many people have been helped at the end of the year

Alternative options considered and rejected: £0 due to reoccurring funding requests

123 **Grant Application - Transport and Access 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: CONTACT 88 – Chichester Voluntary Transport for the Elderly & Disabled

Declarations of Interest: N/A

Priority: Transport and Access

Purpose: Repairs and re-glazing to the CONTACT 88 garage building in Tozer Way and replacement of the side access door

Sum Requested: £2,280

Sum Approved: £2,300

Reasons: Supports vulnerable residents

Grant Conditions: Subject to planning permission approval

Alternative options considered and rejected: £2,280 as requested

124 **Grant Application - Transport and Access 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Sammy Community Transport Network (Sammy)

Declarations of Interest: N/A

Priority: Transport and Access

Purpose: Towards the running of the service (insurance costs)

Sum Requested: £15,000

Sum Approved: £7,500

Reasons: A service which many residents rely upon

Grant Conditions: Panel also suggested offering help with business planning through the Economic Development team and that statutory funding support cannot be relied on in the future

Alternative options considered and rejected: £5,000 or £10,000 to support the service or £15,000 as requested

125 **Grant Application - Housing and Neighbourhoods**

RESOLVED BY THE CABINET MEMBER FOR FINANCE AND GOVERNANCE, IN CONSULTATION WITH THE PANEL:

Applicant: West Sussex Mobile Youth Trust

Declarations of Interest: Mrs Lintill declared a prejudicial interest as Chichester District Council's appointed member for the service and withdrew from the room during the discussion

Priority: Housing and Neighbourhoods

Purpose: The Purple Bus service 2016/17 providing a mobile vehicle from which formal youth provision is delivered in multiple locations across the District

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: Targeted provision where services have been requested

Grant Conditions: No further applications will be expected until the applicant is planning for the 2017/18 financial year

Alternative options considered and rejected: £0 due to reoccurring funding requests

126 **Next Meeting**

The date of the next meeting was confirmed as Thursday 14 July 2016 at 2.30pm in Committee Room 2.

The meeting ended at 4.00 pm

CHAIRMAN

Date: