



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 14 July 2016 at 9.30 am

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

**Officers present:** Mr I Baker (Sport and Leisure Officer), Mrs C Christie (Revenues and Performance Manager), Mr D Cooper (Group Accountant), Mr T Day (Environmental Coordinator), Miss L Higenbottam (Member Services Assistant), Mr D Hyland (Community and Partnerships Support Manager), Mr P Jobson (Taxation Manager), 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.

**1 Apologies for Absence**

Apologies for absence had been received from Mr Hansford.

**2 Approval of the Minutes**

**RESOLVED**

That the minutes of the Panel meeting held on Thursday 24 March 2016 be approved and signed as a correct record.

**3 Matters Arising from the Minutes**

There were no matters arising.

**4 Declarations of Interest**

Mrs Apel declared a prejudicial interest in relation to agenda item 8 as a member of Chichester City Council. Mrs Apel withdrew from the room during the discussion.

Mrs Graves declared a personal interest in relation to agenda item 11 as a user of the centre.

Mrs Plant declared a disclosable pecuniary interest in relation to agenda item 11 as a family member is closely linked to the application and left the room during the discussion.

Mr JF Elliott declared a prejudicial interest in relation to agenda item 13 as the Chairman of Singleton Parish Council and withdrew from the room during the discussion.

## 5 New Procedures and Guidance

Mr Hyland explained the documents already approved by Cabinet drawing attention to the priorities and principles. There are three new priority areas:

- Economy
- Improving living places and spaces
- Targeted projects

Mr Hyland outlined the broad principles officers use for assessing grant applications and explained the headings on the Grant Application Summary Sheet. Mr Hyland clarified each heading in turn drawing particular attention to the new heading 'is the project ready for implementation?'

Mr Hyland explained the five guidance documents to be considered:

- Grant Application Summary Sheet (with the inclusion of the six principles)
- Grant Agreement (to be agreed with each successful applicant)
- Guidance on the "Determination of Bids"
- Guidance on "How Funding Advisers Assess Applications"
- Guidance for Member Involvement

Members asked the following questions:

- Are the new priorities ranked? *There is no specific order and all priorities have equal weighting.*
- Why do applications under the economy heading have a £2,500 cap? *The Economic Development team felt the cap would enable a greater number of businesses to benefit from funding.*
- Will the requirement to implement a project within 12 months be problematic? *The new requirement does not prevent applicants from applying as long as they are able to explain the reason for asking for a financial commitment at an early stage.*
- Can it be clearly indicated whether officers have negotiated the value of an application? *This can be added to the Grant Application Summary Sheet.*
- Who will be asked to sign the Grant Agreement and what level of responsibility will they need to have? *Officers will decide on a case by case basis who the appropriately authorised person should be.*

## **RESOLVED**

That the following draft documents be agreed:

- Grant Application Summary Sheet (subject to the addition of a box to note any officer negotiations)
- Grant Agreement (to be agreed with each successful applicant)
- Guidance on the Determination of Bids
- Guidance on How Funding Advisers Assess Applications (subject to the additional sentence, 'officers will carry out reasonable checks to ensure organisations applying for grants are not in dispute with the council')
- Guidance for Member Involvement

### **6 Fast Track Panel membership and funding allocation**

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

That the membership of the Fast Track Panel should remain as Eileen Lintill, Norma Graves and Tricia Tull.

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

That an initial £10,000 be allocated to the fast track fund for the financial year 2016/17.

### **7 Organisations in dispute with Chichester District Council - Requests for variation**

Mr Hyland introduced the report. The Panel considered the circumstances in which applicants might be in dispute with Chichester District Council and whether that might be prejudicial to Grant funding.

Members requested officers carry out reasonable checks to ensure organisations applying for grants are not in dispute with the council (This is reflected in the resolution for agenda item five).

Members felt there was no need to amend the Eligibility Guidance Notes.

### **8 New Homes Bonus (Parish Allocations) - Noted**

#### **Donnington Parish Council, New Homes Bonus**

The Grants and Concessions Panel note the variation approved as an Urgent Decision by the Cabinet Member for Community Services to funding awarded to Donnington Parish Council from the New Homes Bonus (Parish Allocations) 2015. £9,874 was originally awarded.

### **9 New Homes Bonus (Parish Allocations) - Request for variation**

## **Chichester City Council, New Homes Bonus**

Mrs Apel declared a prejudicial interest in relation to agenda item 8 as a member of Chichester City Council. Mrs Apel withdrew from the room during the discussion.

Mr Hyland answered members clarification questions.

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

That the proposed variation to funding awarded to Chichester City Council from the New Homes Bonus (Parish Allocations) 2013 be rejected.

### **Alternative options considered and rejected:**

That the proposed variation to funding awarded to Chichester City Council from the New Homes Bonus (Parish Allocations) 2013 be approved.

## **10 Discretionary Rate Relief Application**

### **North Mundham Playing Field Trust:**

Mrs Christie answered members clarification questions and outlined that exceptional circumstances are genuinely unforeseen circumstances financial or otherwise.

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

That the North Mundham Playing Field Trust request for discretionary rate relief be approved for the financial year 2015/16.

### **Alternative options considered and rejected:**

That the North Mundham Playing Field Trust request for discretionary rate relief be approved as set out in the report.

That the North Mundham Playing Field Trust request for discretionary rate relief be refused.

## **11 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 £175,000 remained with £10,000 now set aside for fast track applications.

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 Community Development Trust (CCDT)  
**Priority:** Housing and Neighbourhoods  
**Purpose:** Towards the purchase of additional equipment for their community venues  
**Sum Requested:** £989  
**Sum Approved:** £500  
**Reasons:** Equipment for community use  
**Grant Conditions:** N/A

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

**Applicant:** East Lavington Parish Council  
**Priority:** Housing and Neighbourhoods  
**Purpose:** New community and Parish Council notice boards  
**Sum Requested:** £750  
**Sum Approved:** £0  
**Reasons:** The proposed project is not a strong fit with this programmes priorities  
**Grant Conditions:** N/A

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

**Applicant:** Motor Neurone Disease Association West Sussex South Branch  
**Priority:** Health and Wellbeing  
**Purpose:** A regular support group meeting at a time convenient to the carers of people living with Motor Neurone Disease (MND) in a location local to them with funding towards running costs, venue hire and wheelchair accessible taxis whenever required to allow persons living with MND to attend  
**Sum Requested:** £320  
**Sum Approved:** £320  
**Reasons:** Supporting a group of vulnerable residents

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

**Applicant:** Rake Village Hall and Recreation Ground  
**Priority:** Health and Wellbeing  
**Purpose:** Provision of fully-enabled toilet, baby changing facilities and cleaner's cupboard  
**Sum Requested:** £1,000  
**Sum Approved:** £1,000  
**Reasons:** To make community facilities more accessible for all  
**Grant Conditions:** N/A

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

**Applicant:** Selsey Netball Club  
**Priority:** Health and Wellbeing

**Purpose:** Set up costs of promotion to league status to play competitive league fixtures including contribution towards training courses for coaches, umpiring, safeguarding, first aid, coaching fees, venue hire and league entry fees.

**Sum Requested:** £1,000

**Sum Approved:** £500

**Reasons:** Supporting provision of additional sport

**Grant Conditions:** Subject to league membership confirmation and full funding being achieved

Mr Hyland provided an update in respect of two Grant awards that were nearing their three year expiry.

## 12 **Grant Application - Improving Living Spaces and Places 1**

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

**Applicant:** The Fernhurst Centre Limited

**Declarations of Interest:** Mrs Graves declared a personal interest as a user of the centre. Mrs Plant declared a disclosable pecuniary interest as a family member is closely linked to the application and left the room during the discussion.

**Priority:** Improving Living Places and Spaces

**Purpose:** Refurbishment, rearrangement and modernisation project

**Sum Requested:** £8,500

**Sum Approved:** £8,500

**Reasons:** Updating a well used community hub for residents and volunteers including provision of reliable broadband

**Grant Conditions:** N/A

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

## 13 **Grant Application - Improving Living Spaces and Places 2**

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

**Applicant:** Redford Village Hall Trustees

**Declarations of Interest:** N/A

**Priority:** Improving Living Places and Spaces

**Purpose:** Redford Village Hall thermal insulation refurbishment project

**Sum Requested:** £15,000

**Sum Approved:** £15,000

**Reasons:** Improvements required for a regularly used community venue

**Grant Conditions:** N/A

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

## 14 **Grant Application - Improving Living Spaces and Places 3**

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

**Applicant:** Singleton Parish Council

**Declarations of Interest:** Mr JF Elliott declared a prejudicial interest as the Chairman of Singleton Parish Council and withdrew from the room during the discussion

**Priority:** Improving Living Places and Spaces

**Purpose:** Reclamation of the closed Edwardian cemetery in Singleton

**Sum Requested:** £8,385

**Sum Approved:** £5,000

**Reasons:** Encouraging greater use of a public open space  
Other funding sources should be considered

**Grant Conditions:** N/A

**Alternative options considered and rejected:** The Panel consider whether or not to support every application so will always consider not granting an application and in this case also considered £4,000 and £6,000

#### 15 **Grant Application - Improving Living Spaces and Places 4**

Mrs Apel left the meeting prior to the decision of this application.

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

**Applicant:** St Mary Our Lady, Sidlesham Parochial Church Council

**Declarations of Interest:** N/A

**Priority:** Improving Living Places and Spaces

**Purpose:** Parish rooms annexe for community use

**Sum Requested:** £15,000

**Sum Approved:** £15,000

**Reasons:** To support the wider community use of this Church building

**Grant Conditions:** Applicant to be advised that in supporting this request, Chichester District Council expects the Annexe to complement the sustained use of the existing Church Hall, and should not be inferred as support for the closure of the existing Hall

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

#### 16 **Grant Application - Targeted Projects**

Mrs Apel left the meeting prior to the decision of this application.

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

**Applicant:** Parents and Carers Support Organisation (PACSO)

**Declarations of Interest:** N/A

**Priority:** Targeted Projects

**Purpose:** Saturday Plus sessions for disabled children and their siblings from the Think Family areas offering respite periods for parents and carers

**Sum Requested:** £4,328

**Sum Approved:** £4,300

**Reasons:** Providing a service for vulnerable young people and their families in the district

**Grant Conditions:** N/A

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

*Please note the amount granted is a rounded figure and does not represent any reduction in the level of support for the application.*

17 **Next Meeting**

The next meeting dates are:

- New Homes Bonus applications - 22 September 2016 at 9.30am
- Grant applications - 18 October 2016 at 9.30am

The meeting ended at 12.30 pm

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CHAIRMAN

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Date: