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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Wednesday 11 October 2023 at 9.30 am

Members Present:

Mr A Moss (Chairman), Mrs C Apel, Ms M Corfield, Mrs E Hamilton, Mrs D Johnson and Ms E Newbery

Members not present:

Mrs T Bangert, Mr G Evans and Mr C Hastain

In attendance by invitation:

Officers present:

A Alempour (Democratic Services Officer), Mr J Barnes (Principal Revenues Officer), Mrs E Bishop (Community Information Officer), Mr J Brigden (Community Engagement Manager), Mr D Cooper (Group Accountant), Mr David Sharp (Taxation and NDR Specialist) 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.

187 Apologies for Absence

Councillor Adrian Moss opened the meeting and advised that he had received apologies for Councillor Tracie Bangett and advised that as her deputy, he will be standing in her place.

Apologies had been received for Councillor Tracie Bangett, Councillor Gareth Evans and Councillor Charlie Hastain.

188 **Approval of the Minutes**

The previous minutes incorrectly state that Councillor Moss was not present during the previous meeting, when he was present.

RESOLVED

That the minutes of the Grants and Concessions Panel held on 28 June 2023 be approved as a correct record subject to the amendment above.

189 **Matters Arising from the Minutes**

There were no matters arising from Section 3.

190 **Declarations of Interest**

Ms Chloe Williams declared that she had an interest in respect of the application from Parent and Carers Support Organisation.

191 **Discretionary Rate Relief Application 1**

The Panel introduced Mr Jason Barnes.

The Panel were happy to support proposal 1 – unanimously passed.

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the request from Perren Street Studios LLP for discretionary rate relief as set out in the report be approved.

Alternative options considered and rejected:

That the request from Perren Street Studios LLP for discretionary rate relief be refused.

192 **Discretionary Rate Relief Application 2**

The Panel were happy to support proposal 2 – unanimously passed.

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the request from Perren Street Studios LLP for discretionary rate relief as set out in the report be approved.

Alternative options considered and rejected:

That the request from Perren Street Studios LLP for discretionary rate relief be refused.

193 **New Homes Bonus (Parish Allocations) - Request for policy amendment**

The Panel introduced Mrs Juliette Flack & Mr James Brigden.

The Panel were happy to support the proposal – unanimously passed.

194 **Grant Applications Financial Summary**

The Panel introduced Ms Sam Lee the funding advisor outlined the reason for withdrawal of this application.

195 **Grant Application - Improving Places and Spaces 1**

The application was withdrawn from the meeting.

196 **Grant Application - Improving Places and Spaces 1**

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: West Wittering Memorial Hall

Declarations of Interest: None

Purpose: To purchase solar panels to support the sustainability of The Memorial Hall.

Sum Requested: £5,000.00

Sum Approved: £5,000.00

Reasons: To support the organisation in setting up clean, sustainable energy and to assist with reducing overhead costs.

Grant conditions: Subject to a funding agreement.

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

197 **Grant Application - Targeted Projects 1**

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Chichester Diocesan Association for Family Support Work (FSW)

Declarations of Interest: None

Purpose: The contribution will be directed towards the organisation's two projects in the north of the District. The first project includes a weekly holiday fun session to support isolated families in Rogate. These sessions would provide activities and lunches for local families and children. The application is also seeking a contribution towards funding a weekly drop-in session and breakfast club at the Beaufoy Centre

in Petworth. This project is already established and helps provide services to isolated families in the local area.

Sum Requested: £2,080.00

Sum Approved: £2,080.00

Reasons: To support the organisation with their projects which provide support to members of the local community.

Grant conditions: Subject to a funding agreement.

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

198 Grant Application - Targeted Projects 2

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Home-Start Chichester & District

Declarations of Interest: None

Purpose: The grant will be directed towards the salary costs of a Volunteer Co-ordinator and the overhead costs directly associated with providing family support groups and home visiting volunteers to families who need it most in the Chichester District.

Sum Requested: £15,000.00

Sum Approved: £15,000.00

Reasons: The grant will assist the organisation to have a solid staffing base to support the growing number of families looking for support.

Grant conditions: Subject to a funding agreement.

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

199 Grant Application - Targeted Projects 3

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: The Sylvia Beaufoy Centre

Declarations of Interest: None

Purpose: The charity provides a safe, inclusive space for young people (ages 9-19) from the local area. The grant will be directed to fund expedition costs for the bronze and silver level Duke of Edinburgh Award Programme.

Sum Requested: £4,184.00

Sum Approved: £4,184.00

Reasons: To help the charity with expedition costs for the bronze & silver level Duke of Edinburgh Award Programme.

Grant conditions: Subject to a funding agreement.

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

application.

200 **Grant Application - Targeted Projects 4**

RESOLVED BY THE LEADER OF THE COUNCIL IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Parent and Carers Support Organisation (PASCO)

Declarations of Interest: Ms Chloe Williams declared that she had an interest in respect of this application and left the meeting for the duration of the of this item.

Purpose: PACSO run 4 after-school clubs per week in term time. The grant will be directed towards the provision of after school funding.

Sum Requested: £5,000.00

Sum Approved: £5,000.00

Reasons: To support the school in providing after-school clubs and extra-curricular activities during term time.

Grant conditions: Subject to a funding agreement.

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

201 **Annual Report of the Chichester District Council Grants and Concessions Panel for the Financial Year 2022/23**

Ms Chloe Williams provided an overview of the report, its objectives and where further information could be beneficial.

The Panel then asked questions regarding how the criteria for grants is applied, what challenges are applicants facing and what more the Council can do to assist in removing any barriers of entry.

It was also highlighted that it would be beneficial to have some forecasts for the near future and what the implications could be. Ms Williams advised that she would be happy to collate more research in relation to forecasts.

Councillor Moss suggested that all members could read and review the report and highlight any areas where they have queries or concerns. The Panel can then arrange a meeting in November to discuss any queries as soon as possible and to plan the next steps. Ms Williams advised that she would be happy with this arrangement and will email the members confirming the proposed approach and information needed.

Follow up actions:

It was agreed that all members would review the report and meet ahead of the next panel meeting in January to discuss any queries or concerns.

202 **Next Meeting**

To note the date of the next meeting as 31st January 2024 at 9.30am.

The meeting ended at 11.25 am

CHAIRMAN

Date: