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Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Rooms, East Pallant House on Wednesday 31 January 2024 at 9.30 am

**Members Present:**

Mrs C Apel, Mrs T Bangert (Chairman),  
Mrs E Hamilton and Ms E Newbery

**Members not present:**

Mr G Evans, Ms M Corfield,  
Mr C Hastain and Mrs D Johnson

**In attendance by invitation:**

**Officers present:**

Mr D Cooper (Group Accountant),  
Mr T Day (Environmental Strategy  
Manager), Mr D Irvine (Economic  
Development Officer), Miss C Williams  
(Community Liaison Officer) and  
Mr J Brigden (Community Engagement  
Manager)

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.

**203 Apologies for Absence**

Apologies were received from Cllr Corfield, Cllr Evans, Cllr Hastain and Cllr Johnson.

**204 Approval of the Minutes**

The minutes from the meeting held Wednesday 11 October 2023 were approved.

**205 Matters Arising from the Minutes**

No matters were noted from the previous minutes.

**206 Declarations of Interest**

Cllr Apel declared that she a trustee for Stonepillow, in regard to Agenda Item 16. She withdrew from the room for this item.

**207 Grant Applications Financial Summary**

The Panel noted the following grant applications that are nearing the end of their draw down period and awarded extensions requested:

Safe in Sussex

Read Easy

Say Aphasia

Fishbourne Playing Fields

Chichester Priory Park Cricket Club

**208 Grant Application - Economy Project 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Bespoke Living Construction Ltd

Declarations of Interest: No interests declared.

Purpose: To design and build a new office and showroom to showcase modern and sustainable building techniques and technologies.

Sum Requested: £12,000.00

Sum Approved: £12,000.00

Reasons: To support existing small and medium-sized enterprises to implement 'growth' projects which require relocation and expansion into larger premises in the district.

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.

**209 Grant Application - Economy Project 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Studio44 Reformer Pilates Ltd

Declarations of Interest: No interests declared.

Purpose: A start-up business that wishes to open a new studio on Crane St and offer a new and fast-growing form of Pilates called Reformer Pilates.

Sum Requested: £5,000.00

Sum Approved: £5,000.00

Reasons: To support viable start-up small and medium-sized enterprises' occupation of long-term vacant commercial premises.

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.

**210 Grant Application - Targeted Project 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Arts Dream Selsey

Declarations of Interest: No interests declared.

Purpose: Creating a sculpture trail of 2D and 3D willow sculptures in a woodland area of a community garden 'The Hidden Garden' located in Selsey

Sum Requested: £4,500.00

Sum Approved: £4,500.00

Reasons: To support the need for public and communal outdoor spaces.

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.

**211 Grant Application - Targeted Project 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Chichester District Foodbank (CDF)

Declarations of Interest: No interests declared.

Purpose: Developing the Foodbank service for residents north of the Downs

Sum Requested: £15,000.00

Sum Approved: £15,000.00

Reasons: To enable CDF to offer additional support to families and individuals who may be in need due to the cost of living crisis.

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.

**212 Grant Application - Targeted Project 3**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Selsey Community Forum – ‘Robins’

Declarations of Interest: No interests declared.

Purpose: The establishing and running costs of “Robins” a new project under the Selsey Community Forum ‘umbrella’ with the objective to prevent people being lonely at the end of their lives.

Sum Requested: £7,000.00

Sum Approved: £5,000.00

Reasons: To support the development of a quality service offering befriending support to people lonely at the end of life.

Grant conditions: Subject to a funding agreement. Offer to emphasise Panel’s concern to ensure highest possible regard for safeguarding.

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

**213 Grant Application - Targeted Project 4**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: Dementia Support – Sensory Memory Garden

Declarations of Interest: No interests declared.

Purpose: The creation of a small new sensory/memory garden at ‘Sage House’

Sum Requested: £2,390.79

Sum Approved: £2,400.00

Reasons: To provide access to a positive outdoor space to benefit people using the centre and those visiting.

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.

**214 Grant Application - Targeted Project 5**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: UK Harvest – Community Food Hubs (CFHs) in Chichester District

Declarations of Interest: No interests declared.

Purpose: To support the operation of the local food hubs across the District during the year ahead.

Sum Requested: £5,000.00

Sum Approved: £5,000.00

Reasons: To help with, and support, the positive impact of this food distribution charity in the district.

Grant conditions: To support the continuation of the local food distribution in the district.

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

#### 215 **Grant Application - Targeted Project 6**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

Applicant: The Young People's Shop (YPS) – YPS Volunteer Programme

Declarations of Interest: No interests declared.

Purpose: To support and develop the local group's volunteer workforce over the next year.

Sum Requested: £5,467.00

Sum Approved: £5,467.00

Reasons: To enable the continuation of free and confidential support for young people who may suffer with their mental health.

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.

#### 216 **Grant Application - Targeted Project 7**

This item was withdrawn from the agenda.

#### 217 **2023/2024 Grant Budget Allocation**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITIES AND WELLBEING  
IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL

The report was introduced by Mr Cooper who explained that there was £7990.00 remaining in the Grants Fund. Following discussion, members agreed this would be best placed in the Grants and Concessions Fast Track Fund.

#### 218 **Core Funded Reports 2023**

The Panel is satisfied with performance and recommends to the Director to release the available funding for 2024/2025 for the following charities delivering community services under contracts/agreement:

Arun and Chichester Citizens Advice (ACCA)  
Voluntary Action Arun and Chichester (VAAC)  
Stonepillow (St Richard of Chichester Christian Care Association Ltd)

219 **Grants and Concessions Working Group**

The Panel agreed to recommend to Cabinet that the Priorities and Principles be updated for 2024/25. The Panel directed officers to put forward to Cabinet a proposal to update the third priority of the programme, currently 'Targeted Projects', to focus on supporting cost of living community responses.

The Panel also wished to respond to the challenges that affect local charities and proposed that the current title 'Targeted Projects' be named 'Community Support' and guidance updated to allow requests that are not just for one-off projects but also towards running costs of essential support services.

The preference of the Panel was for the programme to retain the ability to be flexible and support the same breadth of activity as currently but also recognised that demand means that decision making would be likely to continue to be challenging.

220 **Next Meeting**

The Panel noted that the date of the next meeting is Wednesday 27 March at 9.30 in East Pallant House, Training Room 2.

The meeting ended at 12.35 pm

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CHAIRMAN

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Date: