



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 1, East Pallant House on Tuesday 21 July 2015 at 2.00 pm

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

**Members not present:** Mr I Curbishley and Mrs N Graves

**Officers present:** Mr I Baker (Assistant Sport and Leisure Officer), Mr M Bradshaw (Assistant Estates Surveyor), Mrs C Christie (Revenues and Performance Manager), Mr D Cooper (Group Accountant), Mr S Hansford (Head of Community Services), Miss L Higenbottam (Member Services Assistant), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Deputy Estates and Valuation Manager), Mr G Smith (Business Support Officer) and Ms 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 Mrs Graves and Mr Curbishley.

2 **Approval of the Minutes**

**RESOLVED**

That the minutes of the Panel meeting held on Thursday 26 March 2015 be approved and signed by the Chairman as a correct record.

3 **Matters Arising from the Minutes**

There were no matters arising from the minutes.

4 **Declarations of Interest**

Mrs Lintill declared a prejudicial interest in the application for grant by West Sussex Rural Mobile Youth Trust as Chichester District Council's appointed member for the service.

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

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

A total of £15,000 was agreed for the fund until the end of March 2016.

## **6 New Homes Bonus - requests for variation**

### **Westbourne Parish Council:**

Mr Hyland outlined the successful use of the New Homes Bonus monies as set out in section 4.2 of the report.

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

That the Westbourne Parish Council request to vary the use of New Home Bonus (Parish Allocations) monies be approved as set out in paragraph 4.2 of the report.

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

That the Westbourne Parish Council request to vary the use of New Home Bonus (Parish Allocations) monies be rejected.

### **Boxgrove Parish Council:**

Mr Hyland explained that the request would essentially fund a different aspect of the original project.

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

That the Boxgrove Parish Council request to vary the use of New Home Bonus (Parish Allocations) monies be approved as set out in paragraph 4.5 of the report.

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

That the Boxgrove Parish Council request to vary the use of New Home Bonus (Parish Allocations) monies be rejected.

## **7 Small Business Rent Support Scheme**

Mr Bradshaw gave a brief update on the scheme. The Panel noted four rent subsidies agreed in February and March 2015.

## **8 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 the

budget would be a maximum of £250,000 for this year with £202,546 remaining. The Panel noted the following fast track delegated grant applications decided since the last meeting:

**RESOLVED BY THE CABINET MEMBER FOR FINANCE AND GOVERNANCE (UNTIL MAY 2015) OR THE CABINET MEMBER FOR COMMUNITY SERVICES (FROM MAY 2015), IN CONSULTATION WITH THE PANEL:**

**Applicant:** Bourne 55 Archery Club

**Priority:** Health & Wellbeing

**Purpose:** Purchase of replacement safety netting and five new target stands

**Sum Requested:** £625

**Sum Approved:** £625

**Reasons:** A modest request supported by the local parish council

**Applicant:** Chichester Music Academy

**Priority:** Economy

**Purpose:** Festival of Chichester Launch Event

**Sum Requested:** £470

**Sum Approved:** £470

**Reasons:** Modest request which scored highly

**Applicant:** Chichester Peace Festival – Free Awareness Event

**Priority:** Health & Wellbeing

**Purpose:** A small event planned for the Guildhall, Priory Park with funding required to publicise the event, hire the Guildhall, obtain a temporary event notice and for the provision of electrical supply to the event

**Sum Requested:** £500

**Sum Approved:** £0

**Reasons:** Ambiguity surrounding reasons for the event

**Applicant:** Chichester Rugby Football Club

**Priority:** Health & Wellbeing

**Purpose:** School Rugby World Club Tag Festival coaching for teachers, training youngsters as referees and offering tag equipment for the development of rugby at schools

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** Encouraging schools that may not always provide rugby coaching

**Applicant:** Cobnor Activities Centre Trust

**Priority:** Health & Wellbeing

**Purpose:** Training an additional staff member to operate the Chair Boat in accordance with Health & Safety legislation

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** The money will help an additional staff member to have essential training to enable disabled youngsters to experience being on the water

**Applicant:** Friends of St Mary the Virgin, Apuldram

**Priority:** Housing and Neighbourhoods

**Purpose:** Consultancy and support from Action in Rural Sussex Community Buildings Advisor for funding bids and practical advice on managing the community meeting room building project

**Sum Requested:** £1000

**Sum Approved:** £0

**Reasons:** A grant has already been made to the organisation via the Chichester District Council Grants and Concessions Panel process

**Applicant:** Hooli Ltd

**Priority:** Economy

**Purpose:** Purchase a new graphic design iMac computer equipment

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** Supporting a new business that needs to expand

**Applicant:** Selsey Town Council – Sea and Salad Fair

**Priority:** Economy

**Purpose:** A new event forming part of the annual Selsey Festival to showcase fishing and horticultural produce and the maritime nature of the area for visitors

**Sum Requested:** £1000

**Sum Approved:** £750

**Reasons:** Grant amount agreed is to support the marketing of the event

**Applicant:** Smartlet.biz Ltd (124 The Hornet, Chichester)

**Priority:** Economy

**Purpose:** Development of a new website

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** The money provides small project funding for a local independent business

**Applicant:** Solent Rangers Cricket Club

**Priority:** Health & Wellbeing

**Purpose:** Set up costs to establish a youth cricket club that caters for the Indian community in the Chichester District (although the Club welcomes anyone from any background that wishes to join)

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** Funding addresses a local need whilst also supporting the Council's priority for 'culturally enriched communities'

**Applicant:** South Coast Sports

**Priority:** Health & Wellbeing

**Purpose:** Purchase of mini fencing equipment, repair of old equipment and marketing to deliver mini fencing sessions to Chichester District Schools

**Sum Requested:** £985

**Sum Approved:** £985

**Reasons:** Encouraging children to participate in a sport

**Applicant:** Sussex Association for Spina Bifida and Hydrocephalus (SASBAH)  
**Priority:** Health & Wellbeing  
**Purpose:** Contribution to fund a SASBAH Adviser, Social Programme and Buddy scheme for Chichester District service users  
**Sum Requested:** £1000  
**Sum Approved:** £1000  
**Reasons:** Valued services for users and their carers in the district

**Applicant:** Visit Chichester  
**Priority:** Economy  
**Purpose:** Marketing and exhibition stand for Visit Chichester at the Festival of Speed 2015  
**Sum Requested:** £999  
**Sum Approved:** £999  
**Reasons:** A small amount of money to help with local tourism

Please note £3000 was paid from the 2014/15 budget and £6829 from the 2015/16 budget.

9 **Discretionary Rate Relief Application - Charity 1**

**British Heart Foundation:**

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

That the British Heart Foundations request for discretionary rate relief be rejected as set out in the report due to lack of exceptional circumstances.

**Alternative options considered and rejected:**

That the British Heart Foundations request for discretionary rate relief be approved.

10 **Discretionary Rate Relief Application - Charity 2**

**British Red Cross:**

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

That the British Red Cross request for discretionary rate relief be rejected as set out in the report due to lack of exceptional circumstances.

**Alternative options considered and rejected:**

That the British Red Cross request for discretionary rate relief be approved.

11 **Discretionary Rate Relief Application - Not for profit 1**

**Crablands Bowling and Tennis Club:**

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

That the Crablands Bowling and Tennis Club request for discretionary rate relief be approved as set out in the report.

**Alternative options considered and rejected:**

That the Crablands Bowling and Tennis Club request for discretionary rate relief be rejected.

12 **Discretionary Rate Relief Application - Not for profit 2**

**Selsey Community Nursery:**

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

That the Selsey Community Nursery request for discretionary rate relief be approved for one year as set out in the report.

**Alternative options considered and rejected:**

That the Selsey Community Nursery request for discretionary rate relief be approved for two years.

13 **Discretionary Rate Relief Application - Not for profit 3**

**Unity Arts Trust:**

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

That the Unity Arts Trust request for discretionary rate relief be rejected due to the Panel's decision on the 17 July 2014 to be minded not to fund further discretionary rent relief to the applicant for the property referenced in the report.

**Alternative options considered and rejected:**

That the Unity Arts Trust request for discretionary rate relief be approved.

14 **Grants and Concessions Draft Annual Report**

Miss Williams summarised the report. Mrs Lintill suggested that Mr Dignum as previous Chairman should be given opportunity to comment on the report.

Members discussed setting up a task and finish group to discuss long term sustainability of grant giving. Mrs Lintill asked any member interested in taking part to email her.

The Panel agreed to send additional comments on the report to Miss Williams.

15 **Grant Application - Economy 1**

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

**Applicant:** Home & Dry Sussex Ltd

**Declarations of Interest:** N/A

**Priority:** Economy

**Purpose:** Purchase of a new eco-friendly, low emission cleaning machine

**Sum Requested:** £17,202

**Sum Approved:** £0

**Reasons:** The application supports the costs of a private company not the wider community

**Grant Conditions:** N/A

**Alternative options considered and rejected:** £17,202 to support a start up company

16 **Grant Application - Economy 2**

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

**Applicant:** Young Start-Up Talent Ltd

**Declarations of Interest:** N/A

**Priority:** Economy

**Purpose:** To establish a new entrepreneurial programme in the Chichester District

**Sum Requested:** £20,000

**Sum Approved:** Deferred for further information

**Reasons:** The applicant is requested to provide a delivery plan

**Grant Conditions:** N/A

**Alternative options considered and rejected:** N/A as deferred

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

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

**Applicant:** The Chichester Information Shop for Young People

**Declarations of Interest:** N/A

**Priority:** Health & Wellbeing

**Purpose:** To sustain the core costs of running the service

**Sum Requested:** £4,000

**Sum Approved:** £4,000

**Reasons:** To support young people's counselling needs

**Grant Conditions:** The grant is not to revenue fund

**Alternative options considered and rejected:** £0 due to lack of project innovation

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

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

**Applicant:** Lodsworth Croquet Club

**Declarations of Interest:** N/A

**Priority:** Health & Wellbeing

**Purpose:** Construction of a pavilion

**Sum Requested:** £10,000

**Sum Approved:** £7,000

**Reasons:** To encourage community use but not full sum requested as other fundraising avenues could be explored

**Grant Conditions:** N/A

**Alternative options considered and rejected:**

Decline and partially award between £5,000 and £10,000

19 **Grant Application - Health and Wellbeing 3**

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

**Applicant:** Make Sport Fun Ltd (MSF) – Get Active Chichester

**Declarations of Interest:**

**Priority:** Health & Wellbeing

**Purpose:** Planning, project management, system support and advertise to deliver the project

**Sum Requested:** £8,015 over three years

**Sum Approved:** £6,000

**Reasons:** The project engages hard to reach groups and the amount will be given as one payment this year

**Grant Conditions:** N/A

**Alternative options considered and rejected:** Fund a third of the request for one year and review

20 **Grant Application - Health and Wellbeing 4**

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

**Applicant:** Petworth House Tennis Court Ltd (PHTC)

**Declarations of Interest:** N/A

**Priority:** Health & Wellbeing

**Purpose:** Fixtures and fittings for a new kitchen and changing facilities

**Sum Requested:** £25,000

**Sum Approved:** £10,000

**Reasons:** The project helps a small range of residents

**Grant Conditions:** N/A

**Alternative options considered and rejected:** Decline, £5,000 or £7,500

21 **Grant Application - Health and Wellbeing 5**

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

**Applicant:** West Sussex Rural Mobile Youth Trust – The ‘Purple Bus’

**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:** Health & Wellbeing

**Purpose:** Towards running costs of the youth provision in the district

**Sum Requested:** £3,000

**Sum Approved:** £3000

**Reasons:** Supporting the youth of the district

**Grant Conditions:** N/A

**Alternative options considered and rejected:** £0 as a repeat application for similar services

22 **Next Meeting**



The date of the next meeting was confirmed as Thursday 24 September at 2.30pm in Committee Room 1.

The meeting ended at 4.14 pm

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CHAIRMAN

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Date: