

**Minutes of a meeting of Cabinet Grants Panel
held on Tuesday, 26th February, 2019
from 4.00 pm - 5.24 pm**

Present:

N Webster (Vice-Chair)

G Marsh

Absent:

Councillors J Ash-Edwards

Also Present:

Councillors J Llewellyn-Burke

In the absence of the Chairman, the Vice-Chairman proposed that Councillor Judy Llewellyn-Burke be appointed as Vice-Chairman for the duration of the meeting. This was agreed.

**1. TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Judy Llewellyn-Burke substituted for Councillor Jonathan Ash-Edwards.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Jonathan Ash-Edwards.

**3. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF
ANY MATTER ON THE AGENDA.**

Councillor Norman Webster declared a prejudicial interest in the applications from Disability Access East Grinstead and District, East Grinstead Tennis, Squash and Racketball Club, East Grinstead Town Action Group and East Grinstead Town Council as he is a Member of the East Grinstead Town Action Group as well as an East Grinstead Town Councillor. He confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item.

4. TO CONFIRM THE MINUTES OF THE PANEL HELD ON 10 DECEMBER 2018

The Minutes of the meeting of the Panel held on 10 December 2018 was approved as a correct record and signed by the Chairman.

**5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS
URGENT BUSINESS.**

None.

6. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE APPLICATIONS.

None.

7. CORPORATE GRANT SCHEMES

Mandy Cunningham, Commissioning and Partnerships Advisor, introduced the report to present 19 Facility, Community & Economic Development applications with all but five of the applications having the suggestion to award funds; two applications had suggestions to defer their awards until the next round of funding and three applications had suggestions not to award the grants.

Each application had been assessed against a standard check-list and considered by a 'Grants Assessment Group' to ensure a consistent approach to the awarding of grants.

The Facility Grant which is recommended for consideration and approval by the Panel is set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Chapelfields Residents' Association	Improvements to play area	13,250	13,250
Total		£13,250	£13,250

The Community & Economic Development Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
4 Sight Vision Support	Outreach low vision assessments	£4,803.75	£4,803.75
Bentswood Community Partnership	Youth Engagement Project	£5,000.00	£5,000.00
Disability Access East Grinstead and District	Advice on disability matters and free loan service on equipment	£1,000.00	£0.00
East Grinstead Tennis, Squash and Racketball Club	Extra-curricular sporting activities for children and young people	£4,800.00	£4,800.00
East Grinstead Town Action Group	Equipment and hi viz wear plus admin costs	£1,225.00	£560.00
East Grinstead Town Council	East Court Live events and 250 th Anniversary celebration	£5,000.00	£5,000.00
Friends of Burgess Hill Green Circle Network	Wild about Mid Sussex event	£1,843.00	£1,843.00
Haywards Heath Town Council	Town Day	£2,240.00	Defer
Hurst Festival	Music Club	£5,000.00	£5,000.00
Hurst Festival	Community Day	£5,000.00	£0.00
Hurstpierpoint and Sayers Common Parish Council	Furniture and equipment for Court Bushes Community Hub	£5,000.00	£5,000.00
Lindfield Arts Festival	Arts activities	£1,580.00	Defer

Pericles Theatre Company (Hoathly Hill Trust Ltd)	Theatre performances by people with learning disabilities	£5,000.00	£1,000.00
Smart Dog Education	Support for people with disabilities	£5,000.00	£0.00
St Peter and St James Hospice	Air conditioning unit	£2,569.00	£2,569.00
West Sussex Mediation Service	Free mediation service for Mid Sussex residents	£3,000.00	£3,000.00
Total		£58,060.75	£38,575.75

Community and Economic Development Grants – Sponsorship

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Experience Mid Sussex	Digital PR programme	£3,500.00	£3,500.00
South of England Agricultural Society	Young Craftsman of the Year competition	£1,500.00	£1,500.00
Total		£5,000.00	£5,000.00

Mandy Cunningham, Commissioning and Partnerships Advisor, introduced the report and confirmed a notification she had received from a previous grant applicant who subsequently did not require the full amount of their awarded grants during 2017-18. The total additional fund from unspent grants amounted to £8,821. She explained that if Members were to agree to the recommendations contained in the report it would result in an overspend of £8,511. The Head of Corporate Resources is happy to allocate up to £9,000 over budget as well as looking to top the fund up in April if a Council underspend is identified. She then directed the Panel to Elaine Clarke, Community Leisure Officer, to present both Facility Grants for Branch Line and Chapelfields Residents' Association.

Elaine Clarke, Community Leisure Officer, introduced the Facility grant for Branch Line which was deferred at a previous meeting as concerns were raised over the sustainability and financial viability of the project. The organisation has since has planning permission for the project approved and established a website in addition to providing a Business Plan in support of the application. The officer felt that it will be a challenge to meet the initial set up and capital project cost of £163,876 and therefore suggested that conditions be put in place specifically; that it can be demonstrated that the project can be funded in its entirety within 12 months of the grant offer; the project must be completed within 12 months of project funding being obtained and a lease agreement must be drawn up with the Council (with the agreement of the Charity Trustees).

Members were supportive of the recommendation.

The Community Leisure Officer introduced the Facility grant of £13,250 for Chapelfields Residents' Association to provide funding towards the upgrading and improving the equipment at the Chapelfields play area. The Corporate Grant Assessment Group feels that this project to modernise the play area and provide new equipment for younger children will benefit local families living in the area.

The Chairman noted that the schedule of work has been planned from July to August 2019 and enquired whether this timetable could be brought forward so that the young families in the area can benefit from using the area over the school summer holidays.

The Community Leisure Officer confirmed that she would suggest it to the applicant.

Members were supportive of the recommendation.

The Community Leisure Officer introduced the Facility Grants Update as noted in Appendix E of the report which detailed the historical Corporate Grant Schemes, some of which have taken longer than expected to come to fruition. The grants of that have been delayed were recommended for an extension to the conditions that require each project to be fully funded and completed within a specific time-limit are; Ansty Village Hall Trust; Ansty Village Centre Trust; Sheddingdean Baptist Church; St Francis Sports & Social Club CIC; Lindfield Cricket Club and Cuckfield Parish Council.

Members were supportive of the extension to all of the applications.

[Councillor Webster left the room at 4:45]

The Commissioning and Partnerships Advisor introduced the applications from Disability Access East Grinstead and District, East Grinstead Tennis, Squash and Racketball Club, East Grinstead Town Action Group and East Grinstead Town Council. She recommended that all applicants receive the amounts requested except Disability Access East Grinstead and District, due to the organisation currently possessing 2 years' worth of finances already, it was felt that this grant would just top up their reserves instead of supporting them.

Members expressed that the organisation does great work in the community and that they were happy of granting their requested amount.

Members were supportive of the application from Disability Access and recommended to award the requested grant of £1,000.

Members were supportive of the remaining three applications from East Grinstead Tennis, Squash and Racketball Club; East Grinstead Town Action Group and East Grinstead Town Council.

[Councillor Webster returned to participate in the meeting at 4:55]

The Commissioning and Partnerships Advisor introduced the report for 4 Sight Vision Support which sought the grant to provide low vision assessments to people in their own homes.

A Member expressed that it is great that those who can't afford glasses now have the opportunity to access them at a low cost.

The Vice-Chairman enquired whether the Council monitor the funding of this organisation as she was concerned whether the project would fail if this grant is not provided.

The Commissioning and Partnerships Advisor confirmed that we do monitor the funding and receive receipts to show evidence of their spending. She added that if the funding is not granted then their project would be carried out on a smaller scale.

Members were supportive of the application.

The Commissioning and Partnerships Advisor introduced the report for Hurst Festival which sought a grant of £5,000 to provide a music club at Court Bushes Community Centre, Hurstpierpoint and a grant of £5,000 to fund a Community Day. It was felt by officers that it is not fair to grant a single organisation £10,000 when £5,000 is the limited allowed per grant, even if the grants are for two separate purposes. She recommended focusing on the music club, which will provide a much needed activity for youth in the area and on this occasion, asked that the application towards the festival and community day is not awarded.

Members were supportive of the officer's recommendations.

The Commissioning and Partnerships Advisor introduced the report for Hurstpierpoint and Sayers Parish Council which sought a grant of £5,000 for furniture and equipment for Court Bushes Community Hub. Officers felt that as it is a Council flagship project it should be granted the full requested amount.

The Chairman expressed his support for the application. He also drew attention to a similar situation to the application however in East Grinstead, with Age UK East Grinstead intending to occupy the Glen View Community Centre. He confirmed that they will most likely receive a request for funding at a later stage in the year and suggested that we potentially hold an additional meeting discuss their application.

Franca Currall, Solicitor & Deputy Monitoring Officer, confirmed that we could hold a meeting and agreed that officers will make arrangements once the application is received.

Members were supportive of the application.

The Commissioning and Partnerships Advisor introduced the report for Pericles Theatre Company (Hoathly Hill Trust Ltd) which sought a grant of £5,000.00 to fund Theatre performances by people with learning disabilities. Officers felt it was appropriate to fund only £1,000 as it is in line with other funding for arts and that the performances are carried out outside the district.

A Member explained how he knows of the organisation and had seen one of their performances. He expressed that he would like to see a larger grant for the organisation as they group is very good and do a lot of great work.

The Chairman agreed with the Member and suggested that the grant be increased to £2,000.

Members were supportive of increasing the grant £2,000.

The Commissioning and Partnerships Advisor introduced the report for Smart Dog Education which sought a grant of £5,000.00 to provide support for people with disabilities. Officers raised their concerns with the previous track record of the director of the company and noted that the service they intend to provide is already provided in part by another organisation through a contract with West Sussex County Council. Officers recommended that no grant be award to the organisation.

Members were supportive of the officer's recommendation.

The Commissioning and Partnerships Advisor introduced the report for Experience Mid Sussex which sought a grant for £3,500 to fund a digital PR programme built around a themed monthly content with supporting professional photography, plus a

monthly blog. They wish to employ a journalism student from a local University as well as an experienced professional to oversee the student's work and co-ordinate the project and adapt it for social media channels.

The Vice-Chairman enquired where the journalist would be based and whether they would be part of the charity or part of the business.

The Commissioning and Partnerships Advisor confirmed that she wasn't sure where the journalist would be based however a condition could be placed on the organisation to ensure the journalist is part of the charity.

Members were supportive of the application.

Members were supportive of the remaining 7 applications.

RESOLVED

- i. That a Facility Grant of £13,250 be granted to Chapelfields Residents' Association, Cuckfield to fund improvements to the play area at Chapelfields, Cuckfield.
- ii. That a Facility Grant of £50,867.98 be granted to The Branch Line toward the costs of constructing a Learning Centre at Beech Hurst Gardens, Haywards Heath.
- iii. That a Community and Economic Development Grant of £4,803.75 be granted to 4 Sight Vision Support to fund outreach low vision assessments.
- iv. That a Community and Economic Development Grant of £5,000 be granted to Bentswood Community Partnership, Haywards Heath to fund their Youth Engagement Project.
- v. That a Community and Economic Development Grant is of £1,000 be granted to Disability Access East Grinstead and District to provide Advice on disability matters and a free loan service on equipment.
- vi. That a Community and Economic Development Grant of £4,800 be granted to East Grinstead Tennis, Squash and Racketball Club, East Grinstead to fund extra-curricular sporting activities for children and young people.
- vii. That a Community and Economic Development Grant of £560 be granted to East Grinstead Town Action Group, East Grinstead to fund equipment and Hi-Viz wear for their volunteer litter pickers in addition to administration costs.
- viii. That a Community and Economic Development Grant of £5,000 be granted to East Grinstead Town Council to fund the East Court Live events and 250th Anniversary celebration.
- ix. That a Community and Economic Development Grant of £1,843 be granted to Friends of Burgess Hill Green Circle Network, Burgess Hill to fund the Wild about Mid Sussex event.
- x. That a Community and Economic Development Grant for Haywards Heath Town Council be **deferred** until the next round of funding in order to maximise the current Community and Economic Development budget, given that the event does not take place until autumn.
- xi. That a Community and Economic Development Grant of £5,000 be granted to Hurst Festival, Hurstpierpoint to fund a Music Club at the Court Bushes Community Centre.
- xii. That a Community and Economic Development Grant is **not** granted to Hurst Festival, Hurstpierpoint towards their Community Day due to the organisation having an already approved grant.

- xiii. That a Community and Economic Development Grant of £5,000 be granted to Hurstpierpoint and Sayers Common Parish Council to fund the purchase of furniture and equipment for Court Bushes Community Hub.
- xiv. That a Community and Economic Development Grant for Lindfield Arts Festival, Lindfield be **deferred** until the next round of funding.
- xv. That a Community and Economic Development Grant of £2,000 be granted to Pericles Theatre Company (Hoathly Hill Trust Ltd) to fund theatre performances by people with learning disabilities.
- xvi. That a Community and Economic Development Grant is **not** granted to Smart Dog Education, Haywards Heath as the organisation has no track record and activities that they intend to carry out are already being undertaken by another long established charity who are also contracted by West Sussex County Council to do so.
- xvii. That a Community and Economic Development Grant of £2,569 be granted to St Peter and St James Hospice to fund the purchase of an air conditioning unit.
- xviii. That a Community and Economic Development Grant of £3,000 be granted to West Sussex Mediation Service to fund the provision of free mediation service for Mid Sussex residents.
- xix. That a Community and Economic Development Grant of £3,500 be granted to Experience Mid Sussex to fund a Digital PR programme.
- xx. That a Community and Economic Development Grant of £1,500 be granted to South of England Agricultural Society to contributed to the funding of the Young Craftsman of the Year competition.

The meeting finished at 5.24 pm

Chairman