

**Minutes of a meeting of Cabinet Grants Panel  
held on Monday, 29th June, 2020  
from 4.30 pm - 5.34 pm**

**Present:** N Webster (Chair)  
S Hillier (Vice-Chair)

J Belsey

**1. ROLL CALL AND VIRTUAL MEETING EXPLANATION**

The Chairman welcomed everyone to the meeting and took a roll call of Members present. Franca Currall, Solicitor, provided a virtual meeting explanation.

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

None as all Members were present.

**3. TO RECEIVE APOLOGIES FOR ABSENCE.**

None as all Members were present.

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

Cllr Hillier declared a personal interest in the application from Albion in the Community as the organisation regularly operates in his ward of Bentswood.

Cllr Belsey declared a personal interest in the application from East Grinstead Town Council as he is an East Grinstead Town Councillor.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 17  
MARCH 2020.**

The minutes of the meeting of the Cabinet Grants Panel, held on 17 March 2020 were approved as a correct record and signed by the Chairman.

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

None.

**7. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE  
APPLICATIONS.**

The Chairman noted that he had received a representation from Cllr Roger Webb, in support the application from Copthorne Cricket Club.

The Chairman also noted that he had received representations from Cllr Robert Salisbury and Cllr Pete Bradbury which supported the application from Friends of St Marks Primary School.

## 8. CORPORATE GRANT SCHEMES

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which presented 11 Community Grant applications for consideration by the Panel and sought to provide information on the plans to review the grants scheme, including a proposed suspension of the next Community & Economic Development grants round till 1 September 2020 as well as an extension of time for the Release of a number of S106 projects delayed by Covid-19.

The Vice-Chairman noted the financial difficulties facing the Council and sought clarification as to whether the suspension to September has been predicted in the budget and whether the money will be ringfenced.

The Business Unit Leader for Community Services, Policy and Performance confirmed that it will have to be a decision that the Panel makes and done so in parallel with the Council's Corporate Plan and Budget. She added that there is money allocated in the budget for the grants however the Council is facing a dynamic financial situation.

The Chairman expressed that the Council has a duty of care to the most vulnerable and in-need residents which will need to be addressed in the coming months and years.

The Business Unit Leader for Community Services, Policy and Performance introduced the 11 applications for the Community and Economic Development Grants. The applications which were recommended for consideration, approval and refusal by the Panel are set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
4Sight Vision	Outreach service	£5,635	£1,386
Albourne, Sayers Common & Twineham PCC	Car Park improvements	£500	£500
Haywards Heath Town Council	HHTC Emergency Food Hub	£5,000	Refer to Covid-19 funds
Hurst Festival	Hurst Home Virtual Festival	£1,500	£1,500
<b>TOTAL</b>		<b>£12,635</b>	<b>£3,386</b>

Applications considered but NO GRANT awarded		
Organisation	Purpose for which award is sought	Award Requested
Albion in the Community	Part fund Premier League Kicks youth project	£4,999
Artic Handball Club	VE Day tournament and equipment	£4,994
East Grinstead Town Council	East Court Live	£5,000
Friends of St Marks Primary	School outdoor equipment	£5,000

School		
Hurstpierpoint Cricket Club	Pavilion Club improvements	£3,860
Maple Drive Community Group	Community Fun Day	£469
Tot Rockin' Beats	SEND friendly Dad La Soul sessions	£4,373
<b>TOTAL</b>		<b>£28,695</b>

#### **4Sight Vision**

The Business Unit Leader for Community Services, Policy and Performance presented the application from 4Sight Vision which sought a grant of £1,386 to fund their outreach service that provides one-to-one support with low vision assessments.

The Vice-Chairman expressed his agreement with the officer's recommendation and enquired what is contained in the kindness pack that they offer.

The Business Unit Leader for Community Services, Policy and Performance confirmed that she did not have the information immediately to hand however she would share it with the Panel outside of the meeting.

Members were supportive of the application.

#### **Albion in the Community**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Albion in the Community which sought £4,999 to part-fund their Premier League Kicks youth project. Unfortunately, under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place and therefore it is recommended that no grant be awarded.

The Vice-Chairman enquired whether the application will be resubmitted when the current pandemic eases.

The Business Unit Leader for Community Services, Policy and Performance confirmed that they are in regular contact with organisations to keep them informed and noted that they intend to continue working with the organisations with a view to support resubmission of r applications if appropriate.

The Vice-Chairman expressed the importance of communicating with organisations, especially with projects supporting vulnerable people.

The Chairman agreed with the officer recommendation and encouraged organisations to resubmit their applications when appropriate.

Members were supportive of the application.

#### **Albourne, Sayers Common & Twineham PCC**

The Business Unit Leader for Community Services, Policy and Performance presented the application from Albourne, Sayers Common & Twineham PCC which

sought a grant of £500 to fund improvements to the car park facilities to St Bartholomew's Church.

The Vice-Chairman questioned whether there is any Section 106 funding available to fund this project.

The Business Unit Leader for Community Services, Policy and Performance confirmed that officers did investigate whether there is any S106 funding and found that there is none available.

Members were supportive of the application.

### **Friends of St Mark's Primary School**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Friends of St Marks Primary School which sought a grant of £5,000 to support the purchase of outdoor gym equipment. Community and Economic Development Grants are designed for projects that are accessible to the community and therefore officers felt that the application does not meet the criteria for this particular grant programme. .

The Vice-Chairman enquired whether there was contact with the applicant before the application was submitted. He expressed that he would like to support the application but felt that it was not an appropriate use of the grant funds.

The Chairman noted the importance of encouraging physical exercise. He enquired whether the application was refused solely because the play area isn't available to the community.

The Business Unit Leader for Community Services, Policy and Performance explained that officers did not have contact with the applicant in advance of the application being submitted otherwise they would have been advised that this grants programme was not appropriate. She added that the sole reason for refusing the application was due to the play area, by nature of the fact that it was contained within the school grounds, not being openly available to the community. She also confirmed that officers did check whether S106 funding was available however there was not and so advised the applicant to contact West Sussex County Council to see if they have funding available.

Franca Currall, Solicitor, highlighted that the officers have been proactive in identifying other streams of available funding.

The Chairman stated that all applicants should have early conversations with officers before submitting their applications and wished the applicant good luck with future funding.

Members were supportive of the officer's recommendation.

### **Haywards Heath Town Council**

The Business Unit Leader for Community Services, Policy and Performance presented the application from Haywards Heath Town Council which sought a grant of £5,00 to fund the HHTC Emergency Food Hub which works with partners to provide emergency food for those in need including those who may be shielding. She confirmed that the grant is for work in response to the Covid-19 Pandemic and

so should, if approved, be provided through the government's Covid-19 Emergency response fund.

Members were supportive of the officer's recommendation.

### **Hurstpierpoint Cricket Club**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Hurstpierpoint Cricket Club which sought a grant of £3,860 to support the costs towards their pavilion refurbishment works.

The Member enquired what exactly they are intending to refurbish with the funds. The Chairman echoed the Member's enquiry.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the application seeks to fund the replacement of the floor, provide new furniture, install a trophy cabinet, install notice boards and wall art.

The Member appreciated that a new floor is needed however he felt that the other items are more luxurious and therefore was minded to support the officer's recommendation. He added that it was hard to justify spending tax payer money on trophy cabinets and furniture, especially during the current pandemic.

The Chairman expressed concern over the floor and enquired whether it needs to be replaced because it is unsafe or if it old and now needs to be replaced.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the floor covering is old and so requires replacement.

The Chairman then suggested that the Panel side with the officer's recommendation and ask that the officer recommends to the applicant that they re-apply when the Council is in a better financial position to allocate funds.

Members were supportive of the officer's recommendation.

### **Hurst Festival**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Hurst Festival which sought a grant of £9,800 funds to support their virtual version of the Hurst Festival using technology and media to provide over 50 events. The Assessment Team felt that the organisation had taken the circumstances of Covid-19 into consideration for the delivery of their project with reduced costs as well as identifying match funding. The Assessment Team believed that the organisation should be supported and recommend that Hurst Festival be awarded £1,500 to go towards artists fees and the virtual platform. It was also noted that they will be encouraged to work with the Community Services team to explore ideas on how to share the benefits of the virtual festival outside of Hurstpierpoint.

Members were supportive of the application.

The Business Unit Leader for Community Services, Policy and Performance presented the remaining applications from, Maple Drive Community Group, Arctic Handball Club, East Grinstead Town Council and Tot Rockin' Beats. She noted that all applications were considered but it was determined by officers to have no grant

awarded as all applications seek funding for activities that are not permitted under the current government regulations relating to the Covid-19 pandemic.

Members were supportive of the officer's recommendation.

The Chairman enquired the status of the grants that was awarded for VE Day. He noted that it was agreed in previous meetings to carry over the grants, until the latest time of VJ Day on 15 August. He suggested that the Panel agree to carry over the grants until that time, however, if the proposed events were not able to be held within that time limit they should become void and the allocated funds released back into the fund.

The Solicitor believed that date to be reasonable given the current circumstances and constant change as it will allow the money to roll forward and provide organisations good time to hold their events.

The Chairman asked the officer to inform the organisations of the Panel's proposals.

Members were supportive of the approach.

The Chairman noted an email received from Cllr Roger Webb relating to the application from Copthorne Cricket Club to carry out works on the pavilion and cricket pitch. It was highlighted that it is now too late in the season to carry out the works so asked the Panel whether they would support extending the application until next year when the works can be carried out.

The Business Unit Leader for Community Services, Policy and Performance confirmed that officers are supportive of the proposal.

Members were supportive.

## **RESOLVED**

- i. That the Panel suspend the next Community & Economic Development grants round on 1 September 2020.
- ii. That the Panel will receive a paper reviewing and recommending changes to the Community & Economic Development grant scheme at the next panel meeting.
- iii. That an extension of time be made for Release of S106 projects delayed by Covid-19.
- iv. That a Community and Economic Development Grant of £1,386 be awarded to 4Sight Vision to fund their outreach service that provides one-to-one support with low vision assessments.
- v. That a Community and Economic Development Grant of £500 be awarded to Albourne, Sayers Common & Twineham PCC to fund improvements to the car park facilities to St Bartholomew's Church.
- vi. That a Community and Economic Development Grant of £1,500 be awarded Hurst Festival to support their virtual version of the Hurst Festival using technology and media to provide over 50 events.

- vii. That a Community and Economic Development Grant request of £5,000 from Haywards Heath Town Council be forwarded to the Covid-19 Emergency response fund.
- viii. That a Community and Economic Development Grant **not** be awarded Albion in the Community as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- ix. That a Community and Economic Development Grant **not** be awarded Artic Handball Club as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- x. That a Community and Economic Development Grant **not** be awarded East Grinstead Town Council as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xi. That a Community and Economic Development Grant **not** be awarded Friends of St Marks Primary School as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xii. That a Community and Economic Development Grant **not** be awarded Hurstpierpoint Cricket Club as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xiii. That a Community and Economic Development Grant **not** be awarded Maple Drive Community Group as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.

The meeting finished at 5.34 pm

Chairman