

8 October 2018

PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **TUESDAY, 16TH OCTOBER, 2018 at 4.30 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda.	
4. To receive representations from Members of the Council on the applications.	
5. To consider any items that the Chairman agrees to take as urgent business.	
6. To confirm the Minutes of the meeting of the Panel held on 16 August and 3 September 2018.	3 - 12
7. Utilisation of New River Retail Funds for the Relocation of Groups Affected By the Town Centre Development Programme.	13 - 14
8. Corporate Grant Schemes.	15 - 42

9. Microbusiness Grants.

43 - 56

To: **Members of Cabinet Grants Panel:** Councillors J Ash-Edwards (Chairman), G Marsh and N Webster

Minutes of a Meeting of the Mid Sussex District Council Cabinet Grants Panel held on Thursday 16 August 2018 From 4:00 p.m. to 5:00 p.m.

Present: Councillors: Jonathan Ash-Edwards (Chairman)
Norman Webster (Vice-Chairman)

Gary Marsh

Also Present: Councillors Christopher and Margaret Hersey

1. SUBSTITUTES

None.

2. APOLOGIES

None.

3. DECLARATIONS OF INTERESTS

None.

4. URGENT BUSINESS

None.

5. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

None.

6. UTILISATION OF NEW RIVER RETAIL FUNDS FOR THE RELOCATION OF GROUPS AFFECTED BY THE TOWN CENTRE DEVELOPMENT PROGRAMME

Glen Wilkinson, Leisure Partnership Officer, introduced the report to request the release of money from the Martlets Relocation Specific Reserve relating to the closure of Martlets Hall. Burgess Hill Local History Society has indicated that they wish to take responsibility for preserving a mosaic and plaque which are presently affixed to the walls within Martlets Hall. A grant of £1,892 was requested to reimburse them for the cost of removing, transporting and storing the mosaic and plaque with the intention of redisplaying the items at a future location yet to be determined.

Organisation	Summary of bid	Amount requested
Burgess Hill Local History Society	<i>Removal, transportation and storage of the mosaic and plaque which are currently affixed to walls within Martlets Hall.</i>	£1,892
Total Requested		£1,892

The Vice-Chairman felt pleased that the history society is taking responsibility for preserving the history of the town.

Members were supportive of the application.

RESOLVED

That a sum of £1,892 be released from the Martlets Relocation Specific Reserve to the Burgess Hill Local History Society to reimburse them for the cost of removing, transporting and storing the mosaic and plaque currently affixed to walls within Martlets Hall.

7. MICROBUSINESS GRANT SCHEME

Mark Healy, Regeneration & Economy Programme Manager, introduced the report which presented fourteen Microbusiness Grant Schemes.

All the applications were assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivering benefits to the community. Each business has also passed Officers due diligence checks.

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Creative Reach Ltd	New product	£2,000	£2,000
Cullen Scholefield Ltd	Website and marketing strategy	£2,000	£2,000
Flinders Coffee Ltd	New facilities	£2,000	£2,000
Marvolio's Nostrums	Business expansion	£2,000	£2,000
NetworkU	Marketing campaign	£2,000	£2,000
Not Another Bunch of Flowers	New equipment	£2,000	£2,000
The Perrymount Ltd	New service	£2,000	£2,000
Potential Personal Training	Building improvements	£1,500	£1,500
Reab Physical Health Ltd	New website	£2,000	£2,000
See Me Go	Marketing and equipment	£1,500	£1,500
Spiral Flooring	Advertising and marketing materials	£1,500	£1,500
Strategic Marcomms	Marketing campaign	£2,000	£2,000
Sussex Mother	Event equipment	£1,000	£1,000
Tremletts Carpentry	New equipment	£1,650	£1,650
Total		£25,150	£25,150

The Panel raised their concerns over the application for Creative Reach Ltd. The Vice-Chairman expressed his reservations with the application as the fact they are 'hoping to launch a new service' does not give him complete confidence that they will be able to successfully implement the service. The Chairman stated that the application sounds speculative and felt the funding could be used more effectively for other grants. Members were unsupportive of the application.

William Hawkins, Economic Development Officer, presented the application from Cullen Scholefield Ltd which was deferred at the last meeting due to a lack of information regarding the costing of the project. The Economic Development Officer confirmed that the total project cost amounted to £4,067 with the £2,000 grant funding the social media strategy and the remainder of the money spent on the

website. He added that this culminated into their overall marketing strategy. Members were supportive of this application.

The Chairman sought clarification from officers over the purpose of the funding for The Perrymount Ltd. He enquired whether the funding would be used for starting up the business or whether it would be used to support it. The Economic Development Officer confirmed that the grant would fund the setting up of the business. A Member specified that he would like more information before making a decision as there is no mention how much the service would cost. The Chairman noted that most drop-in services are free-of-charge. The Panel decided to defer the application pending further information.

The Economic Development Officer presented the application for Potential Personal Training Ltd to fund building improvements following a failure to do so by a previous builder. A Member enquired if the business is financially stable or whether they are a going concern and wondered whether information on their additional services could be provided. The Chairman agreed to defer the application until the next meeting due to a lack of information regarding the business' financial stability.

The Vice-Chairman questioned whether there is a business plan in place for the Sussex Mother application for £1,000. He noted that there are similar shops nearby and the site has parking and accessibility constraints. A Member expressed his reluctance for approving the application. Members were unsupportive of the application.

Members were supportive of the remaining 10 Microbusiness Grants applications.

RESOLVED

That:

1. A Micro Business grant of £2,000 is **not** granted to Creative Reach Ltd as the Panel did not feel confident is awarding funding to the business.
2. A Micro Business grant of £2,000 be granted to Cullen Scholefield Ltd to fund a new website and marketing strategy.
3. A Micro Business grant of £2,000 be granted to Flinders Coffee Ltd to fund the purchase of new facilities.
4. A Micro Business grant of £2,000 be granted to Marvolio's Nostrums to fund the business' expansion.
5. A Micro Business grant of £2,000 be granted to NetworkU to fund a marketing campaign.
6. A Micro Business grant of £2,000 be intended for The Perrymount Ltd be **deferred** pending further information.
7. A Micro Business grant of £2,000 be intended for Potential Personal Training Ltd be **deferred** pending further information regarding their financial stability.
8. A Micro Business grant of £2,000 be granted to Not Another Bunch of Flowers to fund the purchase of new equipment.
9. A Micro Business grant of £2,000 be granted to Reab Physical Health Ltd to fund the purchase of a new website.
10. A Micro Business grant of £2,000 be granted to See Me Go to fund the purchase of marketing and equipment.
11. A Micro Business grant of £2,000 be granted to Spiral Flooring to fund the purchase of advertising and marketing materials.
12. A Micro Business grant of £2,000 be granted to Strategic Marcomms to fund a new

marketing campaign. A Micro Business grant of £2,000 is **not** granted to Sussex Mother as it was not felt that the business would be sustainable.

13. A Micro Business grant of £2,000 be granted to Tremletts Carpentry to fund the purchase of new equipment.

8. CORPORATE GRANT SCHEMES.

Regina Choudhury, Community Development Officer, introduced the report to present five Community & Economic Development applications with all applications having the suggestion to award funds.

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 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
Ardingly Parish Council	Build a Remembrance Beacon on the South of England Showground	£250	£250
Burgess Hill Town Council	Contribution towards 'A Nation's Tribute' event	£250	£250
Hassocks Parish Council	Contribution towards materials for a hand built bonfire on the South Downs and a bugler player	£250	£250
Lindfield Parish Council	Contribution towards purchasing a Remembrance Beacon	£250	£250
West Hoathly Parish Council	Remembrance event in partnership with The Royal British Legion	£250	£250

A Member expressed his disappointment that only 5 parish councils applied for a grant. The Chairman suggested that a final push could be done to encourage other parishes to apply for the grant.

Members were supportive of all five applications.

RESOLVED

1. That a Community and Economic Development Grant of £250 be granted to Ardingly Parish Council to fund the building of a Remembrance Beacon on the South of England Showground.
2. That a Community and Economic Development Grant of £250 be granted to Burgess Hill Town Council as a contribution towards 'A Nation's Tribute' event.
3. That a Community and Economic Development Grant of £250 be granted Hassocks Parish Council as a contribution towards the materials for a hand built bonfire on the South Downs and a bugler.
4. That a Community and Economic Development Grant of £250 be granted to Lindfield Parish Council as a contribution towards purchasing a Remembrance Beacon.
5. That a Community and Economic Development Grant of £250 be granted to West

Hoathly Parish Council to fund a Remembrance Event in partnership with the Royal British Legion.

Chairman.

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**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Monday 3 September 2018
From 4:00 p.m. to 4:39 p.m.**

Present: Councillors: Jonathan Ash-Edwards (Chairman)
Norman Webster (Vice-Chairman)

Gary Marsh

Also Present: None.

1. SUBSTITUTES

None.

2. APOLOGIES

None.

3. DECLARATIONS OF INTERESTS

None.

4. URGENT BUSINESS

None.

5. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

None.

6. Minutes

The Minutes of the meeting of the Panel held on 31 July 2018 was approved as a correct record and signed by the Chairman.

7. MICROBUSINESS GRANT SCHEME

Mark Healy, Regeneration & Economy Programme Manager, introduced the report which presented ten Microbusiness Grant Schemes.

All the applications were assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivering benefits to the community. Each business has also passed Officers due diligence checks.

Organisation	Purpose for which award is sought	Award requested	Award suggested
Building Blocks Therapy	Development of services	£1,150	£1,150
Farm, Field and Forest Ltd	Equipment installation	£2,000	£2,000
Green Goddess	New product development	£2,000	£2,000

Kinesica Ltd	Website and branding	£1,000	£1,000
OCH Solutions Ltd	Website improvements	£2,000	£2,000
The Perrymount Ltd	New service	£2,000	£2,000
Potential Personal Training	Building improvements	£1,500	£1,500
RLS Recruitment Solutions	New website	£2,000	£2,000
Scofi Plumbing	Apprentice	£1,500	£1,500
Slake Café Ltd	Building renovation	£2,000	£2,000
Total		£17,150	£17,150

William Hawkins, Economic Development Officer, introduced and circulated a scoring system sheet which was requested by the Panel at the last meeting. He confirmed that the system operates a 0 (unacceptable) to 5 (excellent) scoring over 7 different topics that better quantifies the strength of each application in meeting the ethos of the scheme. Members were then directed to the reverse of the document which detailed the scores that each application achieved.

The Regeneration & Economy Programme Manager confirmed that since the drafting of the report it came to the attention of the Economic Development team that Kinesica Ltd is a business that operates and trades outside of the District. The Team therefore changed their recommendation to refusal due to the business not meeting the criteria of being a Mid Sussex business. A Member suggested that the business seeks grant funding from Wealden District Council.

The Regeneration & Economy Programme Manager directed Members attention to 2 applications for The Perrymount Ltd and Potential Personal Training which were presented at the last meeting but deferred due to lack of information. He noted that since the Panel's request for further information following that meeting, no information has been provided. The Panel felt that both of the applications had lapsed and therefore were not supportive of the applications.

The Economic Development Officer introduced the report for RLS Recruitment Solutions Ltd. A Member expressed his support of the application as long as the business is financially viable. The Member did however note that the application received the second lowest score on the application scoring system. The Chairman stated that he did not think the application seems right compared to the merits of the other applications he has reviewed. The Panel was not supportive of the application.

Members were supportive of the remaining six applications.

RESOLVED

That:

1. That a Micro Business grant of £1,150 be granted to Building Blocks Therapy, Burgess Hill to fund the purchase of the main assessment tools required to offer a new comprehensive service.
2. That a Micro Business grant of £2,000 be granted to Farm, Field and Forest Ltd, Lindfield to fund the installation of new equipment.
3. That a Micro Business grant of £2,000 be granted to Green Goddess, Hurstpierpoint to fund a new product's development.

4. That a Micro Business grant of £1,000 **not** granted to Kinesica Ltd as the business does not meet the criteria of being a Mid Sussex business.
5. That a Micro Business grant of £2,000 be granted to OCH Solutions, Burgess Hill to fund website improvements.
6. That a Micro Business grant of £2,000 is **not** granted to The Perrymount Ltd as the business failed to provide the additional information that was requested by the Panel at the previous Cabinet Grants Panel.
7. That a Micro Business grant of £1,500 is **not** granted to Potential Personal Training as the business failed to provide the additional information that was requested by the Panel at the previous Cabinet Grants Panel.
8. That a Micro Business grant of £2,000 is **not** granted to RLS Recruitment Solutions as the Panel did not feel confident that the business was financially viable.
9. That a Micro Business grant of £1,500 be granted to Scofi Plumbing, Burgess Hill to fund the hiring of a new apprentice.
10. That a Micro Business grant of £2,000 be granted to Slake Café Ltd, Lindfield to fund their building's renovation.

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REPORT TO CABINET GRANTS PANEL

UTILISATION OF NEW RIVER RETAIL FUNDS FOR THE RELOCATION OF GROUPS AFFECTED BY THE TOWN CENTRE DEVELOPMENT PROGRAMME

REPORT OF Divisional Leader for Commercial Services and Contracts
Contact Officer Glen Wilkinson Leisure Contract Monitoring Officer
Email: glen.wilkinson@midsussex.gov.uk Tel: 01444 477207

Wards affected Burgess Hill Meads

Key decision Yes

Purpose of Report

1. To request the release of money from the Martlets Relocation Specific Reserve relating to the closure of Martlets Hall and to support the town centre revitalisation project.

Recommendation

2. It is recommended that the Cabinet Grants Panel consider a request from Sussex Oakleaf and determine the financial support to be awarded.
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Background

3. Martlets Hall in Burgess Hill closed on June 30th 2018 to allow for the redevelopment of Burgess Hill Town Centre by New River Retail.
4. To support this process a sum of £250k was agreed by New River Retail to meet any reasonable costs for affected groups.
5. To date the Council has received £125,000, being the first of two agreed payments; the balance being due upon handover of the vacant hall to New River Retail.
6. At the June and August meetings of this Panel a total of five groups affected by the closure of the Hall were awarded a total of £73,368.
7. In addition, £35,000 has been allocated from the fund to enable Places for People Limited to carry out a number of improvements to Clair Hall to benefit Martlets Hall users to facilitate their move to the Haywards Heath location. These works saw an upgrade of the sound and lighting system and replacement windows.
8. This leaves a current balance of £16,632 in the Specific Reserve, with a further £125,000 to be received in the future.

Sussex Oakleaf

9. Sussex Oakleaf was based in Martlets Heights but has since moved to new premises on Church Road. In moving the following costs have been incurred :

	£
Removals (MBE)	1,415
Packing costs	73
Cat 5 System installation at Delmon Hse	5,476
IT support on the day of the move	360
General Maintenance costs to set up new office	302
Intercom set up cost at new office	66
locksmith to adjust office door	190
key cutting costs & new key cabinet	131
* post redirection (1yr)	490
Photocopier/printer removal	180
TOTAL	8,683

Summary of Grant Requested

Organisation	Summary of bid	Amount requested
Sussex Oakleaf	Costs associated with moving from Martlets Heights to new premises on Church Road	£8,683
Total Requested		£8,683

Financial Implications

10. In July 2017, the Council received the sum of £125,000 from New River Retail Ltd as a contribution to any associated costs relating to the closure of Martlets Hall and to support the town revitalisation project.
11. This was the first of two amounts due of a total £250,000 contribution. The Martlets Relocation Specific Reserve was created to hold these sums, as reported in the Budget Management Report to Cabinet 5th September 2017.
12. At the June and August meetings of this Panel a total of five groups were awarded a total of £73,368.
13. A further £35,000 has been allocated to enable Places for People Limited to carry out a number of improvements to Clair Hall to benefit Martlets Hall users who have since moved to the Haywards Heath location leaving a current balance of £16,632 in the Specific Reserve.
14. Members are now requested to release the sum of £8,683 as detailed in the table above, leaving a balance in Specific reserve of £7,949.

Risk Management Implications

18. The costs involved are affordable within the Reserve Fund. There are no further risks identified with this project.

CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Mandy Cunningham, Commissioning and Partnerships Advisor
 Email mandy.cunningham@midsussex.gov.uk Tel: 01444 477094
Wards Affected: All
Key Decision: No

Purpose of the report

1. The purpose of this report is to present eleven Facility, Community & Economic Development applications for consideration by the Cabinet Grants Panel. The report also provides an update on an existing grant awarded to Slaugham Parish Council.

Summary

2. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

Facility Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
East Grinstead Rugby Football Club	Improvements to club facilities	102,840	50,000
Total		£ 102,840	£50,000

Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
East Grinstead Museum	Villages at War Project	2,900	2,320
Family Support Work	Drop in Sessions supporting vulnerable families	1,728	1,728
Friends of Burgess Hill Green Circle Network	Hand washing facility	467	467
Haywards Heath Town team	Mid Sussex STEM Challenge	3,500	3,500
High Street Traders Association	The Big Reveal 2018	4,921	0
Kangaroos	Holiday club for children/young people with learning disabilities	5,000	5,000
Parochial Church Council of St Mary Magdalene, Bolney	Installation of a hand rail	6,405	5,000
Revitalise Respite Holidays	Respite holiday breaks for disabled people	3,540	3,540
Stone Quarry Crew	Youth engagement workshops	5,000	5,000
Summerhaven	Drop in facility for adults with mental health problems	500	500
Total		£33,961	£27,055

Recommendations

3. **Members of the Panel are requested to consider and decide upon:**
 - i. **the recommendations for each of the above applications, summaries of which are attached in Appendices A and B;**
 - ii. **the recommendation to increase the existing grant awarded to Slaugham Parish Council by £54,603, to £721,046 in total (see para 10-13)**

Background

4. Applications for all grants are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding of grants.

Assessment Process

5. Applications are assessed against four key criteria – Council priorities, evidence of need, finances and impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
6. The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together with representatives from West Sussex County Council's Partnerships and Communities Team, an officer from the relevant Town Council where appropriate and, unless there is a conflict of interest, the local Council for Voluntary Service.
7. The merit of each application is judged against the agreed criteria and a level of funding is recommended to the Cabinet Grants Panel. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.
8. All organisations have met the basic criteria and specific grant criteria, i.e. are fully constituted voluntary and not for profit organisations, and have provided the relevant information to support their application.

Other Options Considered

9. The grants provided by this Council are 'pump priming' in the context of enabling the applicants to lever in substantial monies from other organisations, grant-giving charities and national schemes.

Slaugham Parish Council

10. Slaugham Parish Council was initially awarded a Facility Grant of £472,842 in March 2016 toward the construction cost of a new community building and sports pavilion at Finches Field, Pease Pottage. The Council subsequently received S106 contributions in respect of the development at the Former Driving Range in Pease Pottage and in February 2017 a further £143,593 (PL12-00635 Community Buildings and Formal Sport) allocated to the project.
11. As this is a public recreation ground, the Council had set aside £50,000 in the major capital renewals budget to resurface the car park and in May 2017 the Cabinet Member for Resources and Economic Growth agreed to include his money within the grant sum to enable the Parish Council to carry out this work as part of the construction project. This brought the total amount of the grant up to £666,443.

12. Slaugham Parish Council received tenders for the work and selected a contractor who priced the project at £708,000 in total. However, it appears that this did not include the hard landscaping and car parking around the building. A revised cost report provided by the architect now estimates the total cost at £845,339 so there is a budget shortfall which will need to be met by the Parish Council.
13. The Council received £54,603 in Local Community Infrastructure S106 contributions from the Former Driving Range development. Car parking is an appropriate use of these S06 funds and it is recommended that they are also allocated to this project to assist with these additional costs. It is essential that these works are completed as it is a planning condition that the building cannot be 'occupied until car parking spaces have been constructed' (Ref: DM/17/0412). Due to the pooling restrictions, this is the only additional S106 funding available to support this project

Financial Implications

14. All Facility Grants are funded through the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.
15. Community & Economic Development Grants are funded through a dedicated budget. The current fund stands at:

Scheme	Fund as at 6 April 2018	Additional funds approved	Allocated and spent to date	Balance
Community & Economic Development	£96,830	£0	(£50,781)	£46,049

16. The allocated to date figure includes the amount approved for CED grants at the Grants Panel Meetings of 19 June, 31 July and 16 August , which includes the Silver Sunday and Beacons of Light initiatives, plus grants awarded to the Sheddingdean Community Association and Windmills Opportunity Playgroup agreed through a Cabinet Member report (MIS bulletin No. 16).
17. If Members agree to the recommendations the balance will be reduced by £27,055, leaving a remainder of £18,994 in the Community & Economic Development Fund reserve.

Risk Management Implications

18. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
19. Additionally, the sharing of information with West Sussex County Council and the Town Councils will ensure that organisations are not being double-funded for the same purpose.
20. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the grant is awarded not materialise. In respect of Facility Grants, the Council may impose additional safeguards.

21. All organisations are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
22. It is considered that these measures would mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

Equality and customer service implications

23. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

Legal Implications

24. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

25. Grant applications and associated documentation for the Community & Economic Development and Facility Grants are held in the Community Services, Policy and Performance Section.

Corporate Capital Grants Scheme * new application

Town:	East Grinstead
Title of project:	Replacement of junior clubhouse roof and tennis court refurbishment
Applicant:	East Grinstead Rugby Football Club
Type of applicant:	Company Limited by Guarantee
Previous Grants in past 6 years:	£50,000 – single storey clubhouse extension (2012) £50,000 – 3G pitch (2015) WITHDRAWN
Grant Request to MSDC	£102,840 (74%)
Total project cost:	£139,084

Financial Summary

Sources of funding and whether secured

Rugby Football Union - interest free loan (unsecured)	£30,000
EGRFC funds (unsecured)	£15,000
Total	£45,000

Summary of project proposal and aims:

Grant toward replacement of the junior clubhouse roof, associated works and refurbishment of the old tennis court to outside playing and training area for children.

Background

East Grinstead Rugby Football Club (EGRFC) was established in 1929. The club owns its own grounds and facilities in Saint Hill Road and is affiliated to the RFU (Rugby Football Union).

The club has 500 members and caters for players of all ages, from 5 to 60+ years. There are 300 junior members and they have recently added a girls and ladies section which currently offers touch rugby. Membership fees start at £13 per month for junior players and go up to £22 per month for seniors. The club has two paid staff members who deal with marketing and events, a management committee of 14 and 50 volunteers.

In 2012, the club was awarded a grant from MSDC toward the cost of a single storey extension to create a junior clubhouse with a roof terrace for spectators. The total project cost was estimated at £256,300 and the Council made a £50,000 contribution. Unfortunately, although the extension was superficially finished the building work was poor and the project was inadequately managed which has resulted in the need for remedial work to make the extension fit for purpose. The Board members who were responsible for this project have resigned and the current trustees have been working hard to rectify matters. We understand that attempts were made to seek reparations through the Courts but they were unsuccessful and the costs of pursuing this any further are prohibitive.

This project, to complete the work to develop a junior clubhouse, involves refitting the roof and terrace, reconfiguring the changing rooms and refurbishing the under used external tennis courts to create a new outdoor playing and training area for children. The cost of installing an artificial turf surface for 5 a side football and other sports and upgrading the fencing in the tennis courts amounts to £12,840. The total cost of improvements to the junior clubhouse is £126,244 which includes:

roof insulation, roof covering, guttering, drainage and roof terrace means of escape	£78,000
electric off peak heating	£8,000
upgrade fire alarm control panel	£3,244
escape route signage	£1,500
ventilation	£800
water services	£1,200
internal rooms (toilet block, changing room, referees changing, service and drainage)	£20,000
doors to be refitted and floor levels raised	£3,000
minor carpentry to close off voids and fit architraves	£1,500
floor coverings	£7,000
paving around side of building	£2,000

The club intends to carry out these works in Spring/Summer 2009 and aims to increase use of the facilities by children, young adults and female players. There is growing interest and demand for women's rugby and EGRFC is keen to develop female participation in the sport. This project will provide an opportunity reconfigure the changing rooms to accommodate women's teams which will be a new development for them.

The clubhouse is available for hire for community activities, family functions and parties and is used during the summer months for paint-balling.

Head of Finance Comments

Independently audited accounts have been submitted for the period ending 30th April 2017 which show a surplus of £35,810.

Total income was £299,196; mainly generated from Donations (£79,588), Bar Sales (£78,714), Subscriptions (£31,726), Food Sales (£26,608), Miscellaneous

Income (£20,145), Sponsorship (£18,167), Fundraising (£17,184), Rent Received (£8,429), Hire of Facilities (£7,612), Clothing Sales (£6,959), 200 Club Income (£3,614) and Grants (£450).

Total expenditure was £263,386; consisting of Supplies and Services (£185,666), Staff Related (£45,713), Premises Related (£7,821) and Depreciation (£24,186). Balances held at the end of the period showed Net assets of £269,231, comprising of Tangible Assets £475,035, Debtors £3,983, Stock £7,884, Cash £54,318, Creditors (£50,757) and Creditors due after more than 1 year (£221,232).

How does the project meet the Council's aims?

Strong and Resilient communities: The extension provides a dedicated clubhouse for junior members (aged 7-18 years) and additional changing rooms which will allow the club to offer women and girl's rugby. These facilities provide opportunities for adults and children to take part in healthy outdoor sporting activities which encourage team spirit improve and physical wellbeing. The training and competitive rugby allow youngsters to interact, get fit, form friendships and develop their social skills. The inclusive nature of the club promotes family life by encouraging parents to be involved with their children in sport. The club will continue to work with local schools and provide a facility that is available for hire for non-sporting events by the wider community.

Corporate Grant Assessment Group evaluation of the project

The assessment group feels that this project to complete the extension to the existing clubhouse will ensure the rugby club can continue to develop the junior section and encourage more youngsters into the sport. It will also allow provide opportunities to develop women's rugby and make the facilities more inclusive. This is an excellent local resource which benefits the residents of East Grinstead and the surrounding area. These funds were previously allocated to the rugby club for the 3G pitch project which was withdrawn and the Town Council has no objection to the funds being diverted to the clubhouse refurbishment.

Overall score: 7

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel award East Grinstead Rugby Football Club, a grant of £50,000 to enable the club to carry out essential works to the roof of the single storey extension (40% of the cost of the junior clubhouse improvements), which is made up of - Section 106 formal sports monies £18,284.92 (Mariners & Redwood P35/501c), £4,012.30 (Dunnings Mill P35/602e), £3,335.04 (27-29 Cantelupe Rd P35/632b), £6,204.65 (Maypole Hse P35/633b) and £18,163.09 (240-258 Holtye Rd P35/694).

This grant offer is made subject to the following special conditions:

- ***That it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***The project must be completed within 12 months of project funding being obtained***
- ***Submission of an Equal Opportunities Policy***

APPENDIX B

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	East Grinstead Museum
Purpose For Which Grant Is Sought	:	Villages at War Project
Total Project Cost	:	£2,900
Amount Of Grant Sought	:	£2,900
Previous Grants	:	£250 – Silver Sunday (2017)

Background Information

East Grinstead Museum is centrally located within the town of East Grinstead in a purpose-built building that is accessible with modern permanent displays, research room and facilities for visitors. The Museum collects, safeguards and interprets artefacts, archives and photographs of the market town and surrounding villages for the interest, enjoyment and education of the local community and visitors.

The Villages at War project will enable the Museum to recruit a Project Manager for 10 days to work with the five local villages of Crawley Down, West Hoathly, Ashurst Wood, Turner's Hill and Felbridge. They will investigate the impact of the First World War on East Grinstead and these villages through using the Museum's collections and through stories and photographs supplied by local residents.

There will be 5 half-day drop-in sessions at each village where people will be invited to attend and share their own WW1 family histories as well as learning about other WW1 stories. From these sessions and ongoing liaison with village contacts, the Project Manager will create a series of five pop-up exhibitions. These will be displayed at the Museum before each pop-up will be presented to the appropriate village for display in their vicinity, whether the village hall, church or local school.

A further pop-up exhibition will share the stories of people and places affected by the horrors of the First World War in East Grinstead, and be displayed alongside their up-coming exhibition 'Art at War'.

Head of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st May 2017 which show a deficit of £5,520.

Total income was £141,343; mainly generated from Donations and Gift Aid (£73,586), Grants (£57,668), Fundraising (£4,971), Trading (£3,829), Other income (£1,000) and Interest (£289).

Total expenditure was £146,863; consisting of Supplies and Services (£131,701), Staff Related (£9,608) and Premises Related (£5,554).

Balances held at the end of the period showed Net assets of £126,928, comprising of Cash £126,928.

Corporate Grant Assessment Group's Evaluation of the Project

This is a project that will coincide with the Centenary of the end of WW1 and will give an opportunity to involve local people in providing a social history of the war. It will bring communities together and provide educational opportunities and the potential to attract visitors from outside the town and villages. The museum has received letters of support from each of the villages, mostly via local history groups, and from these they will begin to develop local relationships.

One of the villages, Felbridge, falls outside Mid Sussex so it is felt that only four of the five villages can be supported with MSDC funding.

Overall Score: 9

The Project Meets the Following Corporate Objectives

Strong and Resilient Communities – Community events in the villages will provide opportunities for local people to commemorate a national anniversary together, provide educational opportunities and also help to tackle social isolation. Participation with local people will give them a sense of ownership and pride in the project.

Sustainable Economic Growth – Increased visitor numbers to the town and villages will offer economic opportunities to local shops and businesses.

Recommendation

That the sum of £2,320 from the Community and Economic Development Fund be agreed to deliver the Villages at War project in the four villages of Ashurst Wood, Crawley Down, Turners Hill and West Hoathly.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Family Support Work
Purpose For Which Grant Is Sought	:	Sessional playworker for drop in sessions for vulnerable families
Total Project Cost	:	£5,928
Amount of Grant Sought	:	£1,728
Previous Grants	:	£1,972 – Informal Support group (2016)

Background Information

Family Support Work help disadvantaged and vulnerable families who struggle with complex and interrelated issues, including financial hardship, social isolation, children with behavioural difficulties, domestic abuse or substance misuse. Support Practitioners provide intensive support to families, helping them to identify and tackle both long-standing and emerging problems; and to build their skill and resilience in order to avoid crisis (e.g. removal of children, school exclusion, homelessness).

A need was identified to support vulnerable families in Haywards Heath and a pilot has been running which offers a fortnightly drop in support service in the Bentswood area. Around half of the supported families are single mothers and a high proportion suffer with depression or anxiety and almost all are isolated. The service is managed by a support practitioner and two volunteers. Demand for the service is growing and is currently oversubscribed and there is a need to introduce a sessional playworker to support the practitioner. The play worker will support and manage activities for children and young people, which will enable the practitioner to focus solely on the support for the parents.

Head Of Corporate Resources Comments

Independently audited accounts have been submitted for the period ending 31st March 2017 which show a deficit of £850,620.

Total income was £331,957; mainly generated from Donations and Legacies (£162,217), Grants (£113,701), Fundraising (£52,613) and Interest (£3,426).

Total expenditure was £1,182,577; consisting of Supplies and Services (£322,258), Staff Related (£235,367), Transport related (£23,674), Premises Related (£2,020), Loss on disposal of Property (£197,164) and Loss on revaluation of fixed asset (£402,094).

Balances held at the end of the period showed Net assets of £2,032,745, comprising of Tangible assets £940,158, Cash £1,180,632, Debtors £28,895 and Creditors (£116,940).

Corporate Grant Assessment Group's Evaluation Of The Project

This is a strong application which demonstrates a real need in one of the most disadvantaged areas of Mid Sussex and the service was originally identified by the families themselves. It will help the most vulnerable families build their resilience and manage some of the complex issues they face and also help to reduce isolation in the community. Match funding has been secured by a number of Trusts to the value of £2,500 for the project and Family Support Work intend to raise the remainder through their own fundraising activities.

Overall Score: 11

The Project Meets the Following Corporate Objectives

Strong and Resilient Communities – Practical support is provided to the most vulnerable to help them stand on their own two feet and the social interaction between mothers and between children at the sessions help to build up relationships within the community and reduce social isolation.

Recommendation

That the sum of £1,728 from the Community and Economic Development Fund be agreed to fund the sessional playworker to support the drop in sessions for vulnerable families.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Friends of Burgess Hill Green Circle Network
Purpose For Which Grant Is Sought	:	Hand washing facility
Total Project Cost	:	£ 467
Amount Of Grant Sought	:	£ 467
Previous Grants	:	£1,551 – Wild about Mid Sussex (2017) £1,292 – Wild about Mid Sussex (2017) £1,294 – Equipment for wildlife themed activities (2016)

Background Information

The Friends of Burgess Hill Green Circle Network carry out conservation work in and around Burgess Hill, as well as providing informative and educational activities concerning wildlife and wildlife habitats throughout each year. All activities are free apart from indoor talks, for which a small admission charge of £2 - £3 is made to cover the costs of hall and speaker, though these are free to under-16s. This year's Children's Safari attracted some 300 people. The group organises the free annual "Wild About Mid Sussex" event, which was attended by around 3000 people in 2018.

Their outdoor events include the opportunity for the public to handle live animals and the group are requesting a grant to purchase a heavy duty portable sink to provide an adequate hand washing facility and meet with current health and safety requirements. In the past they have borrowed one although it is not guaranteed that this will be available for all future events.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2018 which show a deficit of £2,089.

Total income was £5,233; mainly generated from Grants (£2,292), Donations (£1,100), Subscriptions (£973), Fundraising (£572), Fees (£173) and Miscellaneous Sales (£123).

Total expenditure was £7,322; consisting of Supplies and Services (£7,322).

Balances held at the end of the period showed Net assets of £2,581, comprising of Cash £2,581.

Corporate Grant Assessment Group's Evaluation Of The Project

MSDC's Environmental Health colleagues have confirmed that this item would be required at these types of events and confirmation has been provided from the retailer that the sink quoted is suitable for children and adults alike. The events will encourage people to appreciate local open spaces and their resident wildlife and promote the need of conserving natural habitats.

Overall score: 6

The Project Meets The Following Corporate Objectives

Effective and Responsive Services – By providing educational events for local people, and particularly children, on the preservation and conservation of wildlife and wildlife habitats and in doing so, providing adequate facilities to ensure the event meets health and safety requirements.

Recommendation

That the sum of £467 from the Community and Economic Development Fund be agreed towards the purchase of a portable sink for outdoor events.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Haywards Heath Town Team
Purpose For Which Grant Is Sought	:	Mid Sussex STEM Challenge
Total Project Cost	:	£ 3,500
Amount Of Grant Sought	:	£ 3,500
Previous Grants	:	£5,000 – Mid Sussex Science Week (2017) £5,000 – 175th Railway Anniversay (2015) £500 – Village Fete (2014) £2,500 – Mid Sussex Science Week (2014) £2,500 – Website Improvements (2014)

Background Information

Haywards Heath Town Team CIC is a not-for-profit community organisation that seeks to develop and promote the benefits and growth of Haywards Heath for its residents and business communities. It organises events throughout the year for the enjoyment of all ages while promoting a sustainable and healthy lifestyle. The development and growth of the local economy is also a primary objective of this organisation.

The project will build upon the success of last year's STEM challenge. The aim is to bring together local schools and businesses to encourage interest in the STEM subjects (Science, Technology, Engineering and Maths) to inspire school leavers to enter the employment market in the engineering and technology industries. This year's project will enable teams in six schools in the south of the District to plan and build a working drone, which will be put through a series of tests at a finals event to be held at the South of England Showground in March 2019.

The school teams will be supported throughout by eight mentors from the local business community who are giving up their time one afternoon a week to work with the students.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st October 2017 which show a deficit of £5,344.

Total income was £20,982; mainly generated from; Sponsorship (£11,200), Other income (£5,032) and Grants (£4,750).

Total expenditure was £26,326; consisting of Supplies and Services (£15,326) and Third party donation (£11,000).

Balances held at the end of the period showed Net assets of £17,094, comprising of Cash £17,094.

Corporate Grant Assessment Group's Evaluation Of The Project

This is a worthwhile project to increase interest and enthusiasm in STEM related initiatives and previous STEM/Science week events have proved to be successful. In-kind funding has been secured of approximately £2,500 through the eight mentors who will be working with the school teams over the coming months, plus an in kind contribution from the South of England Showground who have provided the venue for the finals at a 50% rate. A small grant application to Haywards Heath Town Council is pending.

Overall score: 5

The Project Meets The Following Corporate Objectives

Sustainable Economic Growth – The project will enable young people to take an interest in science/technology/engineering with a view to them exploring a career in these industries.

Strong and Resilient Communities – As well as involving young people to work on a science related project and developing their understanding of the importance of science in everyday life, this will also develop and strengthen links between the education sector and local businesses.

Recommendation

That the sum of £3,500 from the Community and Economic Development Fund be agreed for the Mid Sussex STEM Challenge.

Community And Economic Development Grants Scheme * new application

Name Of Organisation : **High Street Traders Association**

Purpose For Which Grant Is Sought : **The Big Reveal 2018**

Total Project Cost : **£ 4,921**

Amount Of Grant Sought : **£ 4,921**

Previous Grants : **None**

Background Information

The High Street Traders Association organise events on East Grinstead High Street to promote the town with the main focus on community. The Association have been involved with various events over the years including 'Twas the Sunday Before Christmas', 'Spring Sunday', 'Bus Running Day' and more recently 'The Big Reveal'. The Association is made up from Traders from the High Street who regularly meet to discuss how best to serve the town.

They plan to run the "Big Reveal" event again in November where each trader unveils their Christmas window display to the public who vote on the winner. This year they want to enhance the event and use the grant to purchase an additional 4 snow machines (they already have 4), street performers and a magician, an animatronic polar bear and reindeer and/or horse drawn carriages. They also want to purchase jumpers for each trader taking part.

Head Of Corporate Resources Comments

Despite several requests, accounts were not provided by the applicant.

Corporate Grant Assessment Group's Evaluation Of The Project

This is a popular event and last year 46 businesses took part and the event attracted close to 2,000 people. The event is supported by EGTC and MSDC have also agreed to waive car parking fees during the afternoon in the short stay car parks to encourage attendance. However, the application states that "the event will take place regardless so the grant is not essential" which brings into question the need for MSDC to contribute towards this. Despite requests, neither accounts nor a constitution has been provided so the assessment group cannot comment on the legal status of the organisation in relation to eligibility or their financial state. The need for MSDC to fund clothing for the traders and additional snow machines is also questionable.

Overall score: 4

The Project Meets The Following Corporate Objectives

Sustainable Economic Growth – Although this is not outlined in the application, the event will bring a boost to local businesses with the increased footfall. However, as the event is happening anyway, it is not clear what additional value an MSDC grant will bring.

Recommendation

That a Community and Economic Development Grant is not awarded for this event.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Kangaroos Mid Sussex
Purpose For Which Grant Is Sought	:	Breakaway club for children/young people with learning disabilities
Total Project Cost	:	£88,000
Amount Of Grant Sought	:	£ 5,000
Previous Grants	:	£5,000 – Breakaway (2017) £5,000 – BreakAway (2016) £500 – PALS Overnights (2016) £4,000 – PALS (2015) £3,443 – PALS (2014) £2,000 – PALS (2013)

Background Information

Kangaroos is a registered charity which has been based in Mid Sussex since 1994 providing a range of fun, inclusive social and leisure activities for children and young adults who have learning disabilities as well as additional physical, sensory, medical and behavioural difficulties. Activities and social opportunities are provided which fulfil emotional, social, cognitive and physical needs. Disabled young people spend a much higher proportion of their time with their parents or carers, have fewer opportunities to socialise outside of school or college and maintain friendships in the same way that their peers would do. Kangaroos provides opportunities to address this by offering age related clubs with tailored activities for over 230 children and young people, after school, in the evening, weekends and school holidays.

Clubs run throughout the year offering in-house activities and trips out tailored to the needs and choices of members, creating a safe and structured environment where they can play, socialise, interact and thrive, whilst supported by experienced, qualified staff and young volunteers, providing 1:1 and 2:1 support as required.

If successful, the grant will help to fund their BreakAway Saturday and Holiday Club aimed at young people aged from 12 to 18 with learning disabilities. Last year they provided 522 hours of tailored, stimulating, out of school activities. with inhouse activities such as cookery, crafts, music and games. In addition trips chosen by the young people included Groombridge Place, Hastings Sea Life Centre, Theatre visits and a two night overnight stay at Lodge Hill Outdoor Centre.

All clubs are run by experienced, fully qualified Delivery Managers together with sessional support staff and young volunteers. All staff undergo DBS checks and

every trip and in house event is fully risk assessed. Staff are experienced with training in safeguarding and other relevant training relating to working with young people with learning disabilities.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2017 which show a surplus of £10,221.

Total income was £402,582; mainly generated from Contracts (£154,739), Activities & Memberships (£98,680), Grants (£96,333), Donations and Legacies (£52,802) and Investment Income (£28).

Total expenditure was £392,361; consisting of Staff Related (£240,574) & Supplies and Services (£151,787).

Balances held at the end of the period showed Net assets of £102,913, comprising of Tangible assets £7,427, Cash £100,669 & Creditors (£5,183).

Corporate Grant Assessment Group's Evaluation Of The Project

Kangaroos provides an invaluable service for children and young people with disabilities. Staff and volunteers are well trained and the BreakAway Club provides a safe and supportive environment for children and young people to take part in activities and trips which is good for their personal development and wellbeing. The project meets the assessment criteria and is recommended for funding.

Overall score: 11

The Project Meets The Following Corporate Objectives

Effective and Responsive Services – Kangaroos is a user led organisation and as well as consulting regularly with their parents, they also involve their children and young adults at every stage of their planning. They hold a regular youth forum for their young adults and an informal forum for their teenage groups. They also have suggestion boxes at all of their projects.

Strong and Resilient Communities – Kangaroos enables children and young adults with disabilities to have a social life with their peers, giving them opportunities to enjoy a wide range of activities. The BreakAway Club allows young people to make new friends and take part in activities that other children take for granted. Kangaroos provides families with the opportunity to meet, network, share and support each other, which may be missing from their daily life as most disabled children use taxis and buses to transport them to school, parents and carers may not have the usual 'school gate' networks for support.

Recommendation

That a sum of £5,000 from the Community and Economic Development Fund be agreed towards Kangaroos' Breakaway Club.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Parochial Church Council of St Mary Magdalene Church, Bolney
Purpose For Which Grant Is Sought	:	Installation of a hand rail
Total Project Cost	:	£ 6,405
Amount Of Grant Sought	:	£ 6,405
Previous Grants	:	None

Background Information

The PCC is responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents and upkeep of the churchyard. It is an exempt charity and affiliated to the Diocese of Chichester. The Church is a Grade 1 listed building and is open daily to everyone.

Currently the footpath, which is also a public right of way, is a safety hazard in wet or icy conditions for the less-able bodied and there has been a number of requests over the years to improve accessibility by provision of supporting handrails. If successful the grant will contribute towards the installation of handrails to three flights of external stone steps on path from The Street via lych-gate to improve accessibility to all users of the church and churchyard. The land is owned by the Diocese of Chichester.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st December 2017 which show a surplus of £16,650.

Total income was £81,265; mainly generated from Donations and Gift Aid (£49,225), Insurance Claim (£14,133), Fundraising (£9,395), Grants (£3,130), Fees (£2,877), Other Activities (£2,494) and Interest (£11).

Total expenditure was £64,615; consisting of Supplies and Services (£40,490), Premises Related (£24,027) and Third Party Donation (£98).

Balances held at the end of the period showed Net assets of £21,090, comprising of, Cash £42,785, Creditors (£1,995) and Creditors due after more than 1 year (£19,700).

Corporate Grant Assessment Group's Evaluation Of The Project

Although this is a capital project which would be eligible for a Facility Grant, there are no available Section 106 funds available for Community Buildings in Bolney. The Assessment Group considers this project useful to improve access for all users. Planning permission was approved for this on 18 September. The applicant has asked for more than the maximum allowed for a Community and

Economic Development Grant in the application, although following further conversations, they have confirmed that they will fund any shortfall from their general funds and through voluntary contributions.

Overall score: 5

The Project Meets The Following Corporate Objectives

Effective and Responsive Services – The installation will meet local concerns to improve the safety of the path for all users and also provide greater access for the less abled visitors.

Recommendation

Subject to planning permission being granted, it is recommended that a Community and Economic grant of £5,000 is awarded towards the cost of installing a hand rail.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Revitalise Respite Holidays
Purpose For Which Grant Is Sought	:	Respite holiday breaks for disabled people
Total Project Cost	:	£18,130
Amount Of Grant Sought	:	£3,540
Previous Grants	:	£3,540 – respite holiday breaks for disabled people (2017) £3,540 – respite holiday breaks for Disabled people (2016)

Background Information

Revitalise is a national charity which was set up 55 years ago. They are the UK's largest provider of respite breaks for disabled people and their carers which are delivered at three centres in Essex, Southampton and Southport.

All centres are registered with the CQC and cater for those who need 24 hour nurse led care and for all disabilities. Each centre provides all-inclusive accommodation including en-suite wet rooms, along with specialist equipment such as hoists, profiling beds and airflow mattresses.

Each centre offers short breaks in a relaxed, holiday-style environment, with a variety of trips and activities. The breaks include four accessible excursions and a host of activities, including day trips to France or the Isle of Wight. Guests are supported by volunteers who provide companionship and assistance. Disabled people have an opportunity to enjoy a break which may otherwise be out of reach whilst their carers are given a break from their caring responsibilities.

Guests are charged a fee for the breaks which is dependent upon the level of care needed. However, Revitalise try to keep costs as low as possible and fundraise to ensure that it is affordable to all. They also provide additional funding through their hardship fund for those who are unable to afford a break. A grant would help to directly provide 10 breaks for Mid Sussex residents.

Head Of Corporate Resources Comments

Audited accounts have been submitted for the period ending 31st January 2018 which show a surplus of £215K.

Total income was £9,757K; mainly generated from Charitable activities (£6,785K), Donations and Legacies (£1,813K), Other Trading Activities (£869K), Legacies (£141K), Profit on sale of Investment (£75K). Other Income (£60K) and Investment Income (£14K).

Total expenditure was £9,542K consisting of Supplies and Services (£4,866K), Staff Related (£4,416K) & Property Related (£260K). Balances held at the end of the period showed Net assets of £7,276K, comprising of Tangible assets £3,585K, Stock £24K, Debtors £450K, Cash £4,546K, Creditors due within 1 year (£1,071K) & Creditors due after more than 1 year (£258K).

Corporate Grant Assessment Group's Evaluation Of The Project

The Council has previously awarded grants of up to £3,540 toward the cost of 10 Mid Sussex residents so this is comparable to previous years' contributions and would ensure that those on low incomes and in need of a break would be able to apply for financial assistance. Respite care is essential for disabled people and their carers and Revitalise offers a quality experience which provides all the necessary support and a choice of interesting activities. The grant will be ring-fenced and will directly benefit Mid Sussex residents.

Overall Score: 10

The Project Meets The Following Corporate Objectives

Strong and Resilient Communities – Revitalise helps to improve the resilience of disabled people and their carers, providing a necessary break from daily routines. Without this, there is a risk that relationships can be put under strain or break down. Of guests recently surveyed, over 50% said that a break with Revitalise had helped to prevent their relationship from breaking down.

Recommendation

That a sum of £3,540 from the Community and Economic Development Fund be agreed towards 10 respite care breaks for Mid Sussex residents.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Stone Quarry Crew
Purpose For Which Grant Is Sought	:	Youth Engagement Workshops
Total Project Cost	:	£ 5,000
Amount Of Grant Sought	:	£ 5,000
Previous Grants	:	None

Background Information

The Stone Quarry Crew was set up in 2016 and run events for all residents to reduce social isolation, build a more cohesive community and break down the effects of antisocial behaviour. The most regular and productive of these activities is the volunteer run Quarry Café which opens every Wednesday during the day providing visitors with a range of affordable drinks, snacks and cakes.

From 3:30pm the Cafe becomes the Quarry Youth Café where the emphasis is on the younger people and various activities take place including games, arts and crafts etc. The Youth Cafe also provides the young people with a free hot chocolate and pizza every week. The Youth Café have an open door policy to anyone from East Grinstead and surrounding area. The Quarry Café is a non-profit activity and any profits that are made are put back into the cafe to cover youth incentive items, arts and craft supplies and to keep prices as low as possible.

For the last year, Crawley Town Foundation has been supplying two coaches to run a Youth Engagement Workshop for young people aged 14+. The sessions are run at the Café on a Wednesday afternoon after school. The workshop specifically engages with young people that have been involved in or are in danger of getting involved in antisocial behaviour in the community. The coaches take the role of mentors and are skilled in mental health and have built a strong rapport with the young people. The sessions involve discussions about subjects that the young people raise, whilst playing games, During the time that this session has been running, the local community has seen a very noticeable drop in antisocial behaviour.

With the Council grant, Stone Quarry Crew would be able to run the workshop for at least another year to and plan to expand the number of young people involved by including those aged 12+. Widening the age range will directly influence the numbers of young people that, through lack of engagement, could go on to become involved in antisocial behaviour. The youth membership numbers have grown consistently over the last months.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st March 2018 which show a deficit of £5,157.

Total income was £2,470; mainly generated from Café, Fest & Snow income (£1,340), Donations (£630) and Grants (£500).

Total expenditure was £7,627; consisting of Supplies and Services (£7,627).

Balances held at the end of the period showed Net assets of £804, comprising of Cash £1,029 and Creditors (£225).

Corporate Grant Assessment Group's Evaluation Of The Project

This is a good application which addresses a need in one of the most disadvantaged areas in East Grinstead and has made a difference in the past year. It is addressing preventative issues on anti-social behaviour by engaging young people before problems escalate. With the grant they will be reaching more young people over the next year by expanding their work to include those from 12 years old.

Overall score: 9

The Project Meets The Following Corporate Objectives

Effective and Responsive Services - The workshop has proven its effectiveness over the last year and has received positive comments from residents about the noticeable improvements in antisocial or poor behaviour. The workshops are youth led to ensure activities provided meet the need and the young people feel included in the sessions. If the young peoples' needs change, the workshops are designed to adapt to that need to keep a strong engagement with the participants.

Strong and resilient communities – The workshops are helping to develop these individuals by providing them with activities and discussions that are of interest to them and making them feel part of the project, increasing opportunities for them to access further support and helping them to improve their behaviour.

Recommendation

That a sum of £5,000 from the Community and Economic Development Fund be agreed towards the cost of running the youth engagement workshops at the café.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Summerhaven
Purpose For Which Grant Is Sought	:	Drop in facility for adults with mental health problems
Total Project Cost	:	£ 2,310
Amount Of Grant Sought	:	£ 500
Previous Grants	:	£1,000 – Mental health drop ins (2017) £1,000 - Mental health drop ins (2016) £1,000 - Mental health drop ins (2015)

Background Information

Summerhaven provides a drop-in facility for four hours each Sunday afternoon at the Park Centre in Burgess Hill. The facility helps people from Burgess Hill, Haywards Heath and surrounding villages who have mental health problems, to have a safe space and avoid social isolation. A range of activities including the use of computer, art sessions, pool table, DAB radio and kitchen for refreshments is available for members to improve their well-being.

The organisation was set up in 2015 following a meeting of local residents with mental health problems, their families, and Councillors, which identified a need for a local drop-in. Services were previously provided by Summerfold House and Millhaven in Burgess Hill but both closed some years before.

They have requested a small grant which would part fund hire of premises, insurances, art materials, leaflets, training, admin and travel costs. They have secured funding from Sussex Community Foundation (£690) and Burgess Hill Town Council (£500) and expect to raise some earned income through the sale of refreshments.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2018 which show a surplus of £640.

Total income was £3,999; mainly generated from Funding (£3,190), Refreshments (£497) and Donations (£312).

Total expenditure was £3,359; consisting of Supplies and Services (£3,359).

Balances held at the end of the period showed Net assets of £4,345, comprising of Cash £4,345.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets a need in the local community and is provided free of charge, run solely by volunteers. The volunteers are trained and DBS checked so there is an element of development which enables them to sustain the ongoing project. There are limited opportunities for people with mental health problems to socialise locally and this project will help to reduce isolation in a safe and supportive environment. The project meets the assessment criteria and is recommended for funding.

Overall score: 7

The Project Meets The Following Corporate Objectives

Effective and Responsive Services – The organisation was set up by local people who identified a gap in provision following the closure of local WSCC facilities and now provides a much needed service which enables residents with mental health problems to have a safe place to go to and avoid social isolation.

Strong and Resilient Communities – The project aims to enable local residents with mental health problems to participate fully in their community and provide opportunities to engage in society and lead full, rewarding lives. The project aims to reduce the anxiety of members and help to improve their personal wellbeing.

Recommendation

That a sum of £500 from the Community and Economic Development Fund be agreed towards the cost of the drop in facility for people with mental health problems.

MICROBUSINESS GRANT SCHEME

REPORT OF: Economic Development Officer
Contact Officer: William Hawkins
 Email william.hawkins@midsussex.gov.uk
 Tel: 01444 477322
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present 5 microbusiness grant applications for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered, together with officer recommendations for the level of financial assistance to be awarded is set out in the table below:

Organisation	Purpose for which award is sought	Award requested	Award suggested
BB Vintage Clothes Ltd	New staff member	£2,000	£2,000
Buchan Rum Architects	IT equipment	£2,000	£2,000
Journey in Essence	New laptop	£914	£914
The Perrymount Ltd	New service	£2,000	£2,000
Treehoppers Forest Kindergarten	Apprentice	£1,500	£1,500
Total		£8,414	£8,414

3. Of the applications set out in the above table, the application from The Perrymount Ltd has been re-submitted, after the original application had lapsed, following a failure to provide information requested by the panel. That information has now been provided.

Recommendation

Members of the Panel are requested to:

- ***Consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix A of this report.***

Background

4. This is the final meeting of the Cabinet Grants Panel at which bids for funds from the 2018/19 Micro Business Grant Scheme will be considered. There have been a total of 46 applications for the scheme. Of these, 35 businesses have been awarded grant funding.
5. In the previous report, officers noted that the online application portal had closed. The applications presented in this report are the result of direct contact with businesses that inquired into the scheme, following the closure, in order to offer them a chance to apply for the remaining funding.

- Following this meeting of the panel, there will still be a small amount of grant funding remaining. Officers have identified ways in which this funding can be spent to support businesses. This would involve either opening the application portal to allow for another business to apply, or to take a more direct approach and offer the funding to those businesses that have already been awarded a grant, to help develop their projects further.

Assessment and Policy Context

- The applications received have been considered by the Council's Economic Development Officers, William Hawkins and the Council's Regeneration and Economy Programme Manager, Mark Healy. A summary of the assessment of each application is included within the individual project reports in Appendix A.
- All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted micro-businesses and have provided the relevant information to support their application. All applicants will be subject to a due diligence review before the panel meets, in order to confirm the validity of their business and the information presented in their application.

Financial Implications

- The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided proportionally between districts. A total of £72,000 is allocated to Mid Sussex District.
- The current fund stands at:

Scheme	Original fund	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
Micro Business Grant Scheme	£72,000.00	£61,599	£8,414	£1,987

- During the scheme, some of the businesses which applied noted they are not VAT registered. The aforementioned due diligence reviews will confirm whether the businesses presented in this report are registered. A verbal update will be given to the panel during the meeting.

Risk Management Implications

- The main risk associated with the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
- To minimise this risk, the decision has been taken to only pay out the grants following proof, from the applicant, that the project in question has begun, or equipment has been purchased. This could be in the form of receipts, invoices and other related documents

Equality implications

14. As part of the due diligence process, all of the businesses whose bids are included in this report have been assessed to be in compliance with the requisite policies/legislation.

Legal Implications

15. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes incurring expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

16. Grant applications and associated documentation for the Microbusiness Grant Scheme are held in the Economic Development Team.

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Micro-business Grants Scheme

Project:	New staff member
Applicant:	BB Vintage Clothing Ltd
Address:	Northstoke, Holtye Road, East Grinstead, RH19 3PP
Type of business:	eCommerce
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

To assist with the hiring of a new staff member to manage the businesses marketing.

Background

BB Vintage Clothing Ltd is an online clothing retailer which was set up last year by two university students and specialises in the sale of branded vintage clothing from the 80’s, 90’s and 00’s. The business started through selling stock on the online marketplace ‘asos’ (<https://marketplace.asos.com/boutique/bb-vintage-clothing>). Building on the success that followed this, the business is now in a position where it is able to expand. The business has recently setup their own website through which to sell their stock, however have identified a need for marketing expertise to take the business forward.

BB Vintage Clothing are therefore seeking grant funding in order to assist with hiring a new staff member, a marketing executive, to aid in the promotion of their business. The business hopes that a position with a focus on marketing will help shift sales from ASOS (currently 85% of sales) over to their own website. The business is currently looking to employ this new member of staff on a six month contract, in hope to then make the position full time. This position will be offered to a local resident, much like the businesses other staff members.

How does the project meet the stated criteria?

Delivering wider outreach – a staff member focusing on marketing will allow the business to begin generating a larger client base

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – a new employee will be taken on directly as a result of this grant.

Delivering community benefit – the business hopes that all employees they take on will come from the local community.

Officer evaluation of the project

BB Vintage Clothing fits the criteria of a micro-business with only two full-time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the hiring of a new staff member with a focus on marketing. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to BB Vintage Clothing to aid in hiring of a new staff member.

Micro-business Grants Scheme

Project:	Installation of cold storage
Applicant:	Buchan Rum Architects Ltd
Address:	9 Savil Road, Lindfield, RH19 2NY
Type of business:	Architect and Interior Designers
Grant Request to MSDC	£2,000
Total project cost:	£2,000 ¹

Summary of project proposal and aims:

To purchase new equipment to develop their IT systems.

Background

Buchan Rum Architects Ltd are a recently formed architects practice in Lindfield. Which currently focus on small scale residential projects. Following an increase in project enquiries the businesses is beginning to expand into commercial scale projects. They have recently won Six Physio Clinics as a new client to carry out refurbishments for their Chelsea, Southwark and Cannon street clinics, but are also hoping to win the contract for their Linfield clinic also.

In order to take on this work, the business requires high quality 3d rendering in order to sell their proposals. Currently this work is done by a consultant at £300 per day. Buchan Rum Architects Ltd are therefore seeking grant funding in order to purchase IT equipment in order to do this in house, to reduce financial outgoings and improve their services.

How does the project meet the stated criteria?

Delivering wider outreach – having the equipment to produce design material will assist the business in generating a larger client base, as they can pitch to more potential clients.

Assisting with delivery of new business lines – the equipment will allow the business to expand their services into commercial projects.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Buchan Rum Architects Ltd fit the criteria of a micro-business with two part-time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the purchase of new IT equipment in order to produce design material. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded Buchan Rum Architects Ltd to aid in the purchase of IT equipment

Notes:

¹ – Subject to due diligence review outcome. – Officers have made the applicant aware of the 50% match funding requirement. The applicant has advised either to reduce the grant funding request or to increase the project cost to meet the requirement.

Micro-business Grants Scheme

Project:	New website and brand
Applicant:	Journey in Essence
Address:	Highway, Cansiron Lane, Ashurst Wood
Type of business:	Health and Wellbeing
Grant Request to MSDC	£914
Total project cost:	£1828

Summary of project proposal and aims:

To purchase a new laptop and standing station for the business.

Background

Journey in essence is a business focusing in aromatherapy and acupuncture. The business uses essential oils and natural healthcare such as diet and nutrition in order to assist clients with a wide range of health related ailments.

The business is run by one individual and there is a large amount of admin work that is undertaken, including preparing slide presentations and online support to clients. The owner currently relies on a desktop computer in their family home to undertake this work. Journey in Essence are seeking grant funding in order to purchase a laptop in order to benefit the business in a variety of ways. The main benefit would be that the owner would be able to locate themselves in their treatment room to work allowing them to undertake teaching live courses through programs such as Facebook Live and Skype. The laptop will also enable the business to begin developing their website.

How does the project meet the stated criteria?

Delivering wider outreach – the ability to provide online, live courses will allow the business to generate a wider client base

Assisting with delivery of new business lines – the laptop will allow the business to begin to provide the aforementioned new service of live sessions.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Journey in Essence fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the purchase of a new laptop. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £914 is awarded to Journey in Essence to aid in the purchase of a new laptop.

Micro-business Grants Scheme

Project:	New service
Applicant:	The Perrymount Ltd
Address:	Hurstwood Grange, Hurstwood Lane Haywards Heath
Type of business:	Osteopathy
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

To develop a new drop-in mother and baby service.

Background

The Perrymount Ltd is an osteopathy and natural health clinic which offers a range of services. One branch of the business helps to support babies, children and new mothers. This is done through a range of services including advice on health, nutrition and breastfeeding.

The business has noted that current demands on NHS services mean that the NHS is at the moment unable to offer the same level of home visit to mothers as in the past. As a result of this, The Perrymount Ltd is seeking grant funding to expand their mother and baby facilities through the creation of a drop in service, through which they can respond to this unmet demand.

The aim of this service will be to provide consistent and knowledgeable advice to local mothers from the start of their pregnancy through to toddler advice.

The service will be free for clients however aim to bring to their attention awareness of the paid services that are offered at The Perrymount Clinic and therefore generating more revenue for the business.

How does the project meet the stated criteria?

Delivering wider outreach – the growth of The Perrymount Ltd's mother and baby service will allow the clinic to reach a larger client base.

Assisting with delivery of new business lines – a new business line will be developed through the creation of the drop in clinic.

Enabling more employees to be taken on – the clinic will have two private midwives working at the drop in centre, with the hope of a health advisor also.

Delivering community benefit – the drop in centre will provide advice and support to local mothers in community.

Officer evaluation of the project

The Perrymount Ltd fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of mother and baby services. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to the Perrymount Ltd to aid in the development of a new website and the development of a new service.

Micro-business Grants Scheme

Project:	Apprentice
Applicant:	Treehoppers Forest Kindergarten
Address:	5 The Brambles, Cuckfield
Type of business:	childcare/education
Grant Request to MSDC	£1,500
Total project cost:	apprenticeship costs

Summary of project proposal and aims:

To aid in the hiring of an apprentice

Background

Treehoppers Forest Kindergarten (Treehoppers) is a start-up businesses due to open in October. The business is an outdoor nursery based in Woodland in East Grinstead, belonging to East Grinstead Sports Club. Treehoppers will take children on from the age of three, up until they start school. The business aims to build on the success of other similar concepts throughout the UK. Treehoppers have already had a lot of interest from potential customers.

Treehoppers currently have two part time members of staff and are recruiting for more casual staff members currently. The business is seeking grant funding in order to assist in also brining on an apprentice and help them gain an early years qualification, also aiding the development of the business.

How does the project meet the stated criteria?

Delivering wider outreach – hiring an apprentice will assist the business to take on more customers as a result of more staff members.

Assisting with delivery of new business lines – an apprentice will assist the business in delivering services following their formal opening.

Enabling more employees to be taken on – the grant will directly support the hiring of an apprentice.

Delivering community benefit – the business aims to take on an apprentice from the local area.

Officer evaluation of the project

Treehoppers fits the criteria of a micro-business with three part-time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the business through the hiring of an apprentice. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,500 is awarded to Treehoppers Forest Kindergarten to aid in the hiring of an apprentice.