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Monday 20 May 2024

To: **MEMBERS OF THE GRANTS AWARDS PANEL, BURGESS HILL TOWN COUNCIL**

A **MEETING** of the **GRANTS AWARDS PANEL** will be held in the Council Chamber on **Friday 24 May 2024** at 17.00 hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

****PLEASE NOTE THE START TIME OF THE MEETING****

[OPEN FORUM](#)

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

AGENDA

1. ELECTION OF VICE CHAIR
2. OPEN FORUM
3. APOLOGIES FOR ABSENCE
4. SUBSTITUTES
5. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

6. NOTES OF THE PREVIOUS MEETING

To consider the Notes of the Meeting of the Grants Awards Panel held on Thursday 12 October 2023, that were approved at Full Council on Monday 27 November 2023 (copy available on our website).

7. MINOR GRANTS PHASE 1 2024

The amount available in the Grants Fund for is £16,250. The Panel are reminded that the Fund must allow for Phase 2 of Minor Grants and Major Grants whose deadline is 31 August and 30 September respectively.

13 Minor Grants applications have been received, requesting grants totaling £11,676. An excel summary of the applications is attached at Appendix 1.

RECOMMENDATION

The Panel are requested to consider each application as set out in Appendix 1.

Risk Implications: There is the potential for organizations awarded a grant to cease being viable, however, this is mitigated, in-part, through the financial review undertaken by the RFO.

8. GRANT APPLICATION PROCESS

£16,250 is the annual budget for grants at the Town Council in this current year. We have three funding streams currently available to our community groups for consideration after the April and August deadline for Minor Grants and September deadline for Major Grants.

The Town Council has seen a significant increase in applications received and historically the Grants budget was not fully spent enabling a build up of funds to allow a large number of beneficiaries and some receiving a significant grant.

For information below table demonstrates the increase in number of applications received and the amounts awarded. The number of applications received does impact Officer time to review each application and this should be considered with the proposals set out below.

Year	Minor Phase 1 Number of applications and amount awarded	Minor Phase 2 Number of applications and amount awarded	Major Number of applications and amount awarded	Total number of applications for that year	Total amount awarded
2008	10 - £4,459	10 - £4,370	7 - £3,500	27	£12,329
2012	9 - £8,600	11 - £5,622	3 - £5,500	23	£19,722
2016	12 - £6,178	3 - £2,500	0	15	£8,678
2020	10 - £6,984	4 - £1,654	2 - £4,750	16	£13,388
2023	10 - £8,272	16 - £9,080	4 - £11,272 (one of which received £7,102)	30	£28,624

The following are to be considered by the Panel:

- Amalgamate the funding pot so one stream – major and minor to fall within this. Applications to be considered for running costs and one-off capital expenditure.
- Move the scheme to annually to enable the fund to be split amongst applicants in one fair round.
- Move the deadline for applications to 31 January each year allowing time for groups to ensure financial information collated and this fits better with workloads for Officers.
- Restrict the scheme to organizations that have 'Net Current Assets' of less than £1 million to ensure that the scheme supports smaller groups.

- Update the conditions of funding to state that preference is given to those groups that have not received a grant in the last 24 months. This will encourage organizations to look widely for funding rather than repeat applications with same groups receiving funding each year.

Any changes recommended would be implemented for the grants scheme for 2025/2026 to enable full publicity of the change of process.

RECOMMENDATION

The Panel are requested to consider updating our approach to Grants processing with the ideas suggested or any they wish to put forward. Any recommendations would be put to Full Council to ratify.

Risk Implications: None.