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29 June 2021

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

**Simon Hicks, Matthew Cornish, Andrew Barrett-Miles, Peter Chapman, Sylvia Neumann.**

A **MEETING** of the **GRANTS PANEL** will be held via Zoom on **Monday 5 July 2021** at 19.00 hours, when your attendance is required.

Steve Cridland  
Chief Executive Officer

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

## [OPEN FORUM](#)

Members of the public are invited to put questions or to draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only in respect of a business item on the agenda (whether in the Open Forum or during the meeting) and shall not speak for more than three minutes at the discretion of the Chairman. 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.

Following government advice on social distancing, Grants Panel meetings will be held virtually during the Covid-19 period. All papers will be published on our website as usual. Members of the public can attend the meeting by using the Zoom link that will be placed on the Town Council's website and social media shortly before the meeting takes place.

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. **APOLOGIES FOR ABSENCE**

2. **SUBSTITUTES**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the Agenda.

4. **APPOINTMENT OF VICE CHAIR**

To appoint a Vice Chair of the Grants Panel for the ensuing year.

5. **ELIGIBILITY**

At the Annual Meeting of Council held on 4 May 2021, Minute 240 refers, the Grants Panel was requested to consider whether to set a limit on the financial size of organisations that can apply to the Town Council's Grants Scheme.

It was also agreed that Charitable Incorporated Organisations (CIOs) and Community Interest Companies (CICs) should be included in the eligibility criteria, with the Conditions of Funding amended to require demonstrable public benefit and clear protection against private benefit. The current Major and Minor Grants Conditions of Funding are attached at Appendices 1 and 2, for Members' information.

The following wording is proposed for inclusion in the Conditions of Funding:

We accept applications from registered Charitable Incorporated Organisations (CICs) and Community Interest Companies (CIOs) carrying out activities which are charitable. These organisations must have:

- Demonstrable public benefit and clear protection against private benefit
- A minimum of three unrelated directors, the majority of whom are not paid either as directors or for delivering the activities of the organisation (if some are related there must be at least three who are not)
- A majority of non-executive directors approving the salaries and benefits of any paid directors, which should be reasonable and proportionate to the work they do and the financial position of the organisation
- CICs must have an asset lock with objectives which are charitable and similar to the CIC.

## **RECOMMENDATION**

Members are requested to

- A) consider whether to set a limit on the financial size of organisations that can apply to the Town Council's Grants Scheme and if so, to suggest a cut-off point; and,
- B) approve the proposed wording outlined above regarding applications from CIOs and CICs for inclusion in the Conditions of Funding.

### 6. **SCORE CARD & FUTURE MINUTE TAKER**

At the Annual Meeting of Council held on 4 May 2021, Minute 240 refers, it was agreed a 'score card' system should be introduced to help applicants make their case clearly and fairly and that this should be considered at the first meeting of the Grants Panel.

Members are also requested to consider whether officer attendance is required at future Grants Panel meetings or whether the grants awarded could be recorded by one of the Panel members.

## **RECOMMENDATION**

Members' views are sought.

### 7. **MINOR GRANTS PHASE 1 APPLICATIONS**

The amount available in the Grants Fund for 2021/22 is £16,976. Any remaining funds at the end of the financial year will remain in the fund to be carried forward to 2022.

In addition to the Major and Minor Grants Fund, £9,500 remains in the Community Green Initiatives Fund. No applications have been received for this grants round. As the COVID restrictions are lifted and groups return to their normal activities they will be encouraged to apply.

Nine Phase 1 Minor Grants applications have been received requesting grants totalling £7,525. A summary of the applications is attached at Appendix 3.

## **RECOMMENDATION**

Members are requested to consider the Phase 1 Minor Grants applications detailed in Appendix 3.