

## APPENDIX 3

## BURGESS HILL TOWN COUNCIL

MINOR GRANT APPLICATIONS PHASE 1 2021

<b>ORGANISATION</b>	<b>REQUESTED</b>	<b>AWARDED</b>
Burgess Hill Heritage & History Association	£350	
Dame Vera Lynn Children's Charity	£1,000	
St Peter & St James Hospice	£1,000	
Windmills Opportunity Playgroup	£1,000	
Burgess Hill Pantry	£1,000	
West Sussex Mediation Service	£500	
Signposts Mid Sussex Ltd	£1,000	
Mid Sussex Round Table 95	£675	
Kangaroos Mid Sussex	£1,000	
<b>Total requested</b>	<b>£7,525</b>	

<b>BURGESS HILL TOWN COUNCIL</b>	
<b>MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Burgess Hill Heritage and History Association
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	77 adult members
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards a new gazebo with sides and weights, and tables – for attending outdoor events
<b>AMOUNT REQUESTED</b>	£350
<b>TOTAL COST OF PROJECT</b>	£350
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2019 - £150; 2018 - £350
<b>CONSTITUTION</b>	Provided
<b>FINANCE</b>	Income & expenditure 31/08/20
<b>COMMUNITY COMMENTS:</b>	
<p>Burgess Hill Heritage and History Association is a registered charity established in 1979. It aims to keep alive and inform people about the history and heritage of the town, particularly with new families moving into the area. They hold monthly meetings, run a museum, which preserves items and documents, and also have a large photographic archive. They are developing a new website and run a stall at outside events, which they would like to increase as a way of generating new interest and recruiting new members.</p> <p>The grant requested is to purchase a gazebo with weights and sides, which would be branded with the Association's name and logo, and tables, for attending outdoor events.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£1,366
Deficit	£ 202
Reserves	£4,087
Forward cost cover: 2+ years	
<p>Comment: This organisation has a healthy level of reserves when compared to its annual outgoings.</p>	
<b>Sufficient funds, although Members may still wish to support this application.</b>	

<b>BURGESS HILL TOWN COUNCIL MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Dame Vera Lynn Children's Charity
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	Currently, 10 adult BH residents & 5 BH children
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards the session costs for 5 BH children & their families
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£147,572
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	£500 in 2019
<b>CONSTITUTION</b>	Provided
<b>FINANCE</b>	Financial Statements to 31 March 2020
<p><b>COMMUNITY COMMENTS:</b>            Dame Vera Lynn Children's Charity was set up in 2001 as a registered charity and currently supports 5 families in Burgess Hill. It provides an early intervention service to children under 5 years of age with cerebral palsy and other minor motor impairments. The approach used is Conductive Education, which helps children develop physically, socially and emotionally, at weekly face to face sessions either one to one or in small groups.</p> <p>They also support parents /carers, providing emotional support and practical advice, with weekly outreach/family support at home and additional support services. It is a free, year-round service with no referrals required. Families also have access to additional services including small group swimming, music therapy, outreach/family support at home and access to speech and language therapy.</p> <p>The grant requested is towards the cost of providing the Conductive Education sessions to Burgess Hill families</p>	
<p><b>FINANCIAL COMMENT:</b>  <i>Financial Snapshot</i></p> <p>Income        £334,096            Deficit        £126,048            Reserves      £106,240            Forward cost cover: 2.7 months</p> <p>Comment: Modest level of reserves at the lower end of normal requirements.</p> <p><b>No financial objection to this application.</b></p>	

<b>BURGESS HILL TOWN COUNCIL MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	St Peter & St James Hospice
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	Over 200 BH families have received services from the Hospice in the last year
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards the Clinical Nurse Specialist
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£41,198
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2017 - £3,000; 2016 - £250; 2015 - £1,000; 2014 - £400; 2013 - £600; 2012 - £1,000; 2009 - £1,000; 2008 - £500; 2007 - £500; 2002 - £500
<b>CONSTITUTION</b>	Provided
<b>FINANCE</b>	Consolidated Financial Statements 31 March 2020
<b>COMMUNITY COMMENTS:</b>	
<p>St Peter and St James Hospice provides expert and compassionate end of life care to adults, enabling them to die in the place of their choice and providing support for the whole family. It was established as a registered charity in 1975.</p> <p>The grant requested is towards the cost of a Clinical Nurse Specialist (CNS). Since the pandemic referrals have slightly increased, however the number of patients requiring support in the community has significantly increased as people prefer to remain at home. An initial 90-minute visit is conducted to assess the patient and home situation, and to create an end of life plan. The CNS then becomes the central point of contact for the family and ensures they have access to all the Hospice's wellbeing services.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£6.2mil
Surplus	£1.1mil
Reserves	£2.8mil
Forward cost cover: 6 months	
Comment:	
Average level of cost cover, however, a substantial level of reserves in cash terms.	
<b>Sufficient funds, although Members may still want to support this application.</b>	

<b>BURGESS HILL TOWN COUNCIL</b>	
<b>MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Windmills Opportunity Playgroup
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	7 adult members & 43 junior members
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards rental costs
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£1,480
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2020 - £1,000; 2019 – £500; 2018 - £500; 2016 - £1,000; 2015 - £500; 2014 - £1,000; 2012 - £1,000; 2011 - £1,000; 2010 - £1,000
<b>CONSTITUTION</b>	Yes
<b>FINANCE</b>	Independent Examiner Report 31/7/2020
<b>COMMUNITY COMMENTS:</b>	
<p>Windmills Opportunity Playgroup is a registered charity established in 1984. It runs an inclusive playgroup, offering a supportive and stimulating environment for children aged 2 - 5 years, successfully supporting children from the local community alongside children with a range of additional needs. The group requires a higher than average adult child ratio because of the higher number of children with additional needs. The children follow the Early Years Foundation Stage Framework and the nursery works alongside professionals supporting the children.</p> <p>The grant requested is towards the rental costs of its premises at Sheddingdean Community Centre.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£110,632
Surplus	£ 4,048
Reserves	£ 73,070
Forward cost cover 8 months	
<p>Comment: Some 73% of income (81k) is derived through fees from WSSC and for the year to 31/07/2020 total income has performed well despite the pandemic. Forward Cost Cover is good although not excessive.</p>	
<b>No financial objection to this application.</b>	

<b>BURGESS HILL TOWN COUNCIL</b>	
<b>MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Burgess Hill Pantry
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	They aim to support 140 members
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards running costs
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£19,850 per annum
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	Newly formed group however in August 2020 was awarded £10,000 towards set up costs
<b>CONSTITUTION</b>	Provided
<b>FINANCE</b>	Forecast through to June 2022.
<b>COMMUNITY COMMENTS:</b>	
<p>Burgess Hill Pantry is a community food project that aims to help people who are struggling financially stretch their household budgets a little further. It makes donated food (distributed by FareShare and other food providers) available to members for a small weekly fee of £4, for which they can choose ten items of fresh, frozen or store cupboard food with a value of £20-25.</p> <p>The Pantry also provides opportunities of volunteering and training, and signposts to other sources of support. The Pantry will open on 20 May 2021.</p> <p>The grant requested is towards the cost of purchasing top-up food items, rent; staffing costs and office equipment.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
<p>This is a start-up organisation with no trading history.</p> <p>As Members may be aware, £10k was allocated by Council to fund the start-up costs including payment of the franchise fee, annual fee to FareShare (food supplier) and the purchase of capital items. After taking into account outstanding commitments, there remains a balance of £5,552 in the fund as at the date of this report. As agreed at the May 2021 Council meeting, any residual funds are to be transferred to the Pantry's bank account.</p> <p>As at 01/04/2021, this organisation had over £8k in its current account, excluding the above mentioned £5,552.</p> <p>Comment</p> <p><b>Members are recommended to defer this application until a clearer picture emerges of this organisation's ongoing financial position and cash flows.</b></p>	

<b>BURGESS HILL TOWN COUNCIL MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	West Sussex Mediation Service
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	They aim to support 20 households annually in Burgess Hill
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution toward recruiting & training 2 volunteers in Burgess Hill
<b>AMOUNT REQUESTED</b>	£500
<b>TOTAL COST OF PROJECT</b>	£3,000
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2017 - £400; 2014- £300; 2012; 2011; 2007
<b>CONSTITUTION</b>	Yes
<b>FINANCE</b>	Unaudited account to 31/03/2020
<b>COMMUNITY COMMENTS:</b>	
<p>West Sussex Mediation Service provides free mediation for people experiencing conflicts with neighbours or others delivered by fully trained and vetted volunteers working in pairs. It is a registered charity that was formed in 2000. They specialise in assisting with neighbour disputes over issues such as noise nuisance or anti-social behaviour and providing specialise conflict coaching if mediation is not available. All these services are free.</p> <p>The grant requested is towards the cost of recruiting and training two volunteer Community Mediators in Burgess Hill, including recruitment and a 40 hour Mediation Skills induction programme delivered over 5 days. The volunteers will be accredited following the free training and it is hoped they will remain with the organisation for some time – the average length of service is 8.5 years. Training local volunteers means Burgess Hill residents would benefit from a quicker, more efficient and cost-effective service. The pandemic has seen a rise in demand for this service.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£89,964
Deficit	£ 185
Reserves	£49,945
Forward cost cover 6 months	
Comment:	
<p>This organisation receives much of its funding from a myriad of Local Authorities and some £26k from paid mediation services. From the information supplied in the application, it would appear the pandemic has not had a detrimental effect on the finances.</p> <p>Forward cost cover is at an acceptable level and cash reserves are not overly significant.</p>	
<b>No financial objection to this application.</b>	

<b>BURGESS HILL TOWN COUNCIL MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Signposts (Mid-Sussex) Ltd
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	70 - 80 adult members
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards the cost of window vinyls for their new premises
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£1,400
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2020 - £1,000; 2019 - £1,000; 2018 - £1,000; 2017 - £1,417; 2016 - £750; 2010 - 2015 - £1,000 per year
<b>CONSTITUTION</b>	Yes
<b>FINANCE</b>	Financial Statements 29 February 2020
<b>COMMUNITY COMMENTS:</b>	
<p>Signposts (Mid-Sussex) Ltd is a registered charity established in 2003, which supports people with learning disabilities at their drop-in centre and in the community. Signposts is a member of the Network West Sussex consortium and provides My Network and My Network Plus services for West Sussex County Council.</p> <p>My Network is a drop-in service providing help with filling in benefits and other forms, and a range of other issues. My Network Plus provides support in a community setting, such as help with shopping, household tasks, finances.</p> <p>There are other support services available at Signposts including Health Surgeries run by a learning disability liaison nurse, Advocacy Services from SpeakUp, Carers Support, and art and craft sessions. There are also computers available for customers to use.</p> <p>The charity has recently moved to new premises at The Martlets. The grant requested is towards the cost of purchasing window vinyls to provide much needed privacy and protect the equipment inside from public view.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£ 92,640
Surplus	£ 3,628
Reserves	£21,079
Forward cost cover 2 months	
Comment:	
Small organisation with modest level of reserves and minimal forward cost cover.	
<b>No Financial objection to this application.</b>	



<b>BURGESS HILL TOWN COUNCIL MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Mid Sussex Round Table 95
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	9 adult members Project to benefit wider Burgess Hill community
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Towards the cost of the Burgess Hill Bimble community event to be held at Bedelands Nature Reserve
<b>AMOUNT REQUESTED</b>	£675
<b>TOTAL COST OF PROJECT</b>	£675
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	No
<b>CONSTITUTION</b>	To follow
<b>FINANCE</b>	Income & Expenditure Account 2021
<b>COMMUNITY COMMENTS:</b>	
<p>Mid Sussex Round Table 95 a registered charity formed in 1935 and affiliated to the national organisation. They provide a social club for men aged 18-45; raise funds to distribute to local causes; organise community events to bring people together; promote care of the local environment; and encourage business support for the community.</p> <p>The group plans to hold the Burgess Hill Bimble, a free community environmental event with activities for families to take part in at Bedelands Nature Reserve. Families will receive maps, guides and litter-pickers (provided by MSDC) with quizzes and activities along the route. The aim is to encourage outdoor fun and family involvement, with litter-picking along the way. The event will conclude with a free BBQ at Burgess Hill Football Club (COVID permitting).</p> <p>This event was held in 2019 with 45 families participating and they hope more will attend this year.</p> <p>The grant requested is towards the cost of providing the BBQ.</p>	
<b>FINANCIAL COMMENT:</b>	
<p>Income           £8,161 Surplus           £1,051 Reserves       £5,416 Forward cost cover - 9 months</p> <p>Comment:</p> <p>Although there is a good level of forward cost cover, the level of reserves, in cash terms, is not excessive.</p> <p><b>No financial objection to this application.</b></p> <p>Should Members be minded to approve this application, an independently verified copy of the accounts should be sought.</p>	

<b>BURGESS HILL TOWN COUNCIL</b>	
<b>MINOR GRANT APPLICATION</b>	
<b>NAME OF ORGANISATION</b>	Kangaroos Mid Sussex
<b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>	23 adult BH members & 71 junior BH members
<b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>	Contribution towards costs of PALS holiday scheme and the Holiday Playscheme
<b>AMOUNT REQUESTED</b>	£1,000
<b>TOTAL COST OF PROJECT</b>	£45,100
<b>OTHER SOURCES OF INCOME</b>	
<b>PREVIOUS GRANTS</b>	2020 – £1,000, 2019 - £250; 2018 - £1,000; 2017 - £800; 2016 - £700; 2015 - £500; 2014 – £972; 2013 - £975; 2012 - £972; 2011 - £1,000; 2010 - £1,000; 2009 - £500; 2007 - £500; 2002 - £500; 1998 - £375; 1997 - £300; 1994 - £400
<b>CONSTITUTION</b>	Yes
<b>FINANCE</b>	Financial Statements 31 March 2020
<b>COMMUNITY COMMENTS:</b>	
<p>Kangaroos Mid Sussex is a registered charity based in Mid Sussex since 1994. It provides a range of fun, inclusive social and leisure activities for children and young adults who have learning disabilities and additional difficulties. The clubs run throughout the year offering in-house activities, trips out and residential tailored to the needs and choices of members. Kangaroos offers a safe, structured environment for children and young people to enjoy socialising with their peers, reducing isolation and providing opportunities to enjoy a wide range of activities supported by experienced staff and volunteers on a 1:1 or 2:1 basis where needed.</p> <p>The grant requested towards the cost of providing the PALS holiday scheme and the Holiday Playscheme. PALS runs throughout the year averaging 1 session each weekend for 3-5 hours, and 2 to 3 playscheme days of at least 5 hours every school holiday as well as two overnight residentials, totalling around 350 hours each year. These clubs were held virtually during the pandemic but they are now going back to face to face with the aim of holding a residential programme this summer.</p>	
<b>FINANCIAL COMMENT:</b>	
<i>Financial Snapshot</i>	
Income	£508,591
Deficit	£ 12,234
Reserves	£175,778
Forward cost cover - 4 months	
Comment:	
<p>The above financial numbers have been taken prior to the pandemic emergency, however, this organisation have noted they were financially resilient enough to “weather the storm” and continue to provide, virtually, a range of services and activities.</p>	
<b>No financial objection to the application.</b>	

## APPENDIX 3