



**MINUTES** of the **GRANTS PANEL MEETING** held via Zoom on **MONDAY 5 JULY 2021** at 19.00 hours.

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**Present:** Simon Hicks Chairman

Andrew Barrett-Miles  
Peter Chapman  
Matthew Cornish  
Sylvia Neumann

**Also Present:** Judy Pointing Community Development Manager

Robert Eggleston  
Janice Henwood  
Tofojjul Hussain  
Jennifer O'Grady

*\* Denotes non-attendance*

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(19.00)

The Chairman welcomed everyone to the meeting.

1. **[APOLOGIES FOR ABSENCE](#)**

There were no apologies.

2. **[SUBSTITUTES](#)**

There were no substitutes.

3. **[DECLARATIONS OF INTEREST](#)**

Andrew Barrett-Miles declared an interest in Windmills Opportunity Playgroup as a charity he was associated with provided funding to the group.

4. **[APPOINTMENT OF VICE CHAIR](#)**

Matthew Cornish was appointed as Vice Chair of the Grants Panel for the ensuing year.

**RESOLVED** that:

Matthew Cornish be appointed Vice Chair for the ensuing year.

5. **ELIGIBILITY**

Members agreed to accept applications from Charitable Incorporated Organisations (CIOs) and Community Interest Companies (CICs) that had demonstrable benefit to Burgess Hill residents and clear protection against private benefit.

It was agreed that compliance with the existing Conditions of Funding would provide the required assurance regarding public benefit and protection against private benefit.

It was agreed the Grants Panel would continue to assess applications on their merits and benefit to Burgess Hill residents rather than placing limits on the size of organisation that could apply.

**RESOLVED** that:

- A) applications be accepted from Charitable Incorporated Organisations (CIOs) and Community Interest Companies (CICs) that had demonstrable benefit to Burgess Hill residents and clear protection against private benefit;
- B) the existing Conditions of Funding provided sufficient safeguards to ensure the above; and,
- C) the grants scheme remain open to organisations of different sizes with applications assessed according to their merits and benefit to Burgess Hill residents.

6. **SCORE CARD AND MINUTE TAKER**

It was agreed there was no need for a score card in addition to the grants summaries provided.

It was agreed there was no need for a Council officer to take minutes of the meetings and that a member of the Panel would record the grants decisions, which would be reported to the next Council meeting.

**RESOLVED** that:

- A) a score card was not needed; and,
- B) a member of the Grants Panel would record the grants decisions.

7. **MINOR GRANTS PHASE 1 APPLICATIONS**

The sum of £16,976 including a £12k budget allocation for 2021/22 was available in the Grants Fund to cover Minor and Major Grants.

The following grants were awarded:

Burgess Hill Heritage & History Association - £100

Dame Vera Lynn Children's Charity - NIL

St Peter & St James Hospice - NIL

Windmills Opportunity Playgroup - £1,000

Burgess Hill Pantry - NIL in view of the amount the Town Council had recently contributed towards setting up the Pantry – they could apply again in the future.

West Sussex Mediation Service - £500

Signposts Mid Sussex - £1,000

Mid Sussex Round Table 95 – meals were not funded under the rules of the scheme so a breakdown of costs would be requested and the cost of the BBQ would be deducted.

Kangaroos Mid Sussex - £500.

A total of £3,100 was allocated leaving £13,876 in the Grants Fund.

As part of the review of the Grants Scheme an online grant application form and an online end of grant report form were being drafted and would be circulated to Panel members. Members felt clear benefit to Burgess Hill residents should be demonstrated in the application and end of grant report process.

**RESOLVED** that:

- A) the aforementioned grants be awarded; and,
- B) clear benefit to Burgess Hill residents be demonstrated in the application and end of grant report process.

Meeting terminated at 20.00 hours.