

Tel: (01444) 247726
Fax: (01444) 233707
Website: <http://www.burgesshill.gov.uk>

Wednesday 6 October 2021

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 **Monday 11 October 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.

[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. APOLOGIES FOR ABSCENCE

2. SUBSTITUTES

3. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

4. NOTES OF THE PREVIOUS MEETING

To consider the Notes of the Meeting of the Grants Awards Panel meeting held on 5 July 2021. (copy previously circulated).

5. MINOR GRANTS PHASE 2 2021

5.1 The amount available in the Grants Fund for 2021/22 is £14,451. Any remaining funds at the end of the financial year will remain in the fund to be carried forward to 2022.

5.2 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.

5.3 Five Minor Grants applications have been received requesting grants totalling £3,211.20. A summary of the applications is attached at Appendix 1.

RECOMMENDATION

The Panel are requested to consider the Phase 1 Minor Grants applications detailed in Appendix 1.

6. MAJOR GRANTS 2021

6.1 One Major Grant has been received for the sum of £2,500. A summary of the application is attached at Appendix 2.

6.2 RECOMMENDATION

The Panel are requested to consider the Phase 1 Minor Grants applications detailed in Appendix 2.

7. ONLINE GRANTS FORM

- 7.1 The Panel will recall that a discussion was held at the last meeting (Minute 7 refers) that an Draft Online Grant form would be circulated to all for consideration. The comments have been reviewed and the updated form was shared with the Chairman on Tuesday 5 October to discuss with you at this meeting. Please review the proposed online form here <https://www.burgesshill.gov.uk/town-community/grants-for-community-groups/minor-grants-test/>
- 7.2 The objective of the new form is to reduce the questions asked and do this in a user friendly and modern paper-free format. The Town Council will encourage the completion of Grant forms online, however we will continue to provide a paper version via the Help Point if requested.
- 7.3 The Conditions have been updated to incorporate suggestions and are attached at Appendix 3.

7.4 RECOMMENDATION

The Panel are requested to consider the proposed form and updated conditions for these to be used going forward for all grant applications.