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Friday 14 October 2022

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 **Thursday 20 October 2022** 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. OPEN FORUM

2. APOLOGIES FOR ABSCENCE

3. SUBSTITUTES

4. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

5. NOTES OF THE PREVIOUS MEETING

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 9 May 2022 (copy previously circulated).

6. MINOR GRANTS PHASE 2 2022 AND MAJOR GRANTS 2022

6.1 The amount available in the Grants Fund for is £26,976 including £9k balance of the Green Grants Fund.

6.2 Thirteen Minor Grants applications have been received, requesting grants totaling £10,590.68. An Excel summary of the applications is attached at Appendix 1.

6.3 Three Major Grants applications have been received, requesting grants totaling £7,614. An Excel summary of the applications is attached at Appendix 2.

6.4 RECOMMENDATION

The Panel are requested to consider each application as set out in Appendix 1 and 2.

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

7. GRANT EVALUATION FORM

7.1 The Panel are asked to consider the proposed evaluation form (Appendix 3) to be shared with all successful recipients of a Town Council Grant. The purpose of the form is to:

- Ensure the Town Council logo is visible on any publicity produced to ensure we are formally acknowledged for the support;
- Potential publicity opportunity can promote how the Town Mayor could be invited to present a cheque to the group so information on how to book the Mayor to be provided on the form;
- Provides confirmation formally, in support with the financial proof, that the grant was used for what it was originally intended;
- Seek feedback on our grants process so that we can ensure we are delivering a streamlined process that demonstrates support for community groups that support Burgess Hill residents.
- The form will be available on our website as a link on the page so that applicants are aware from outset the expectation is we receive the completed form as part of the grant award process (and any necessary adjustment on the web page).

## 7.2 **RECOMMENDATION**

The views of the Panel are sought.

**Risk Implications:** None.