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Friday 6 October 2023

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 12 October 2023** at 19.00 hours, when your attendance is required.

Steve Cridland  
Chief Executive Officer

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

### [OPEN FORUM](#)

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

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 held on Thursday 18 May 2023 (copy previously circulated).

5. **MINOR GRANTS PHASE 2 2023**

5.1 The amount available in the Grants Fund for 2023 is £9,026 (taking into account allocated and not paid) and £7,588 of the Green Grants Fund.

5.2 Fifteen Minor Grants applications have been received, requesting grants totaling £12,366.00. An excel summary of the applications is attached at Appendix 1.

5.3 **RECOMMENDATION**

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

**The Panel are asked to consider that all the awards made at this meeting will be a provisional award. Community Groups will be notified once the additional funds, if required, are approved by the Finance Key Area Group and Council.**

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

## 6. MAJOR GRANTS 2023

- 6.1 The amount available in the Grants Fund for 2023 is £9,026 (taking into account allocated and not paid) and £7,588 of the Green Grants Fund.
- 6.2 4 Major Grants applications have been received, requesting grants totaling £15,019.00. An excel summary of the applications is attached at Appendix 2.

### 6.3 RECOMMENDATION

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

**The Panel are asked to consider that all the awards made at this meeting will be a provisional award. Community Groups will be notified once the additional funds, if required, are approved by the Finance Key Area Group and Council.**

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

## 7. COMPLETED GRANT EVALUATIONS

- 7.1 The Panel are asked to review the completed evaluation forms received from those that have received awards attached at Appendix 3. The following groups have provided these:

Minor grants 2022/2023 Phases 1 and 2;

- Burgess Hill Heritage and History Association
- Burgess Hill Artists
- Burgess Hill Cricket Club
- Dame Vera Lynn Children's Charity (Phase 1 and 2)
- Kangaroos Mid Sussex
- Mid-Downs Hospital Radio
- Mid Sussex Radio CIC
- Mid Sussex Amateur Radio Society
- Sussex Association of Spina Bifida and Hydrocephalus (SASBAH)
- Sheddingdean Baptist Church
- Sussex Chorus
- Weald Classic Vehicle Club

Minor grants 2023/2024 Phase 1;

- Burgess Hill Heritage and History Association
- Burgess Hill Swift Supporters
- Sussex Chorus
- Windmills Opportunity Playgroup

## 7.2 RECOMMENDATION

The Panel are requested to note the comments.

## 8. GRANTS ANNUAL BUDGET

8.1 The current annual allocation for the Grants Awards fund to cover the cost of Minor and Major grants is currently £12,000. This excludes the Green fund which currently stands at £7,588 and needs to remain as a ringfenced fund as agreed at Council on Monday 25 September 2023 (Minute 62 refers). The Grants Awards fund of £12,000 is agreed by the Finance Key Area Group, they are meeting on Wednesday 15 November 2023 and then full Council.

8.2 The Panel are asked to consider the grant allocation of £12,000 and consider the annual grant allocation and if they wish to request an increase in this amount via the Finance Key Area Group. The Panel are reminded that the Minor Grants phase 1 amounted to 10 applications for £9,434 of which £8,272 was allocated. Minor Phase 2 and Major funding applications are set out above to demonstrate the increased interest in the Council Grants funds.

### 8.3 RECOMMENDATION

The Panel are requested to consider the current funding allocation.

**Risk Implications:** The request will be considered by the Finance Key Area Group at their meeting on 15 November 2023 and then on to Council for final approval.