

Public Document Pack

Date of meeting Monday, 21st November, 2011
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffs ST5 2AG
Contact Peter Whalan (Tel No 01782 742226)

Grants Assessment Panel

AGENDA

PART 1– OPEN AGENDA

- 1 **MINUTES OF PREVIOUS MEETING** (Pages 1 - 2)
To agree as a correct record, the minutes of the meeting held on 6 September 211.
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in this agenda
- 3 **SMALL GRANTS** (Pages 3 - 8)
- 4 **CULTURAL GRANTS** (Pages 9 - 14)
- 5 **COMMUNITY CHEST** (Pages 15 - 18)
- 6 **URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972

Members: Councillors D Cornes (Chairman), Burnett, Eagles, Fear, Heames, Holland, H Johnson and J Walklate

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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*Printed for information

GRANTS ASSESSMENT PANEL

6 September 2011

Present:- Councillor Mrs Cornes – in the Chair

Councillors Eagles, Fear, Mrs Heames, Holland, Mrs Johnson and Miss Walklate

1. * **MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting held on 14 June be approved as a correct record.

2. * **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. * **SMALL GRANTS**

The panel considered the applications submitted with a view to determining whether a grant should be awarded and if so at what level. At the meeting held on 14 June 2011 a total of £4,800 was awarded which left a balance of £17,200.

The Committee considered that a grant should not be awarded to the North Staffs Special Adventure Playground for the acquisition of a lease for a new outdoor play area due to the fact that this grant would be used cover the legal fees required to complete a lease agreement with the Council. It was stated that investigations had been carried out regarding the possibility of a reduction in fees for the NSSAP but this had not been possible. The Committee agreed that a letter be drafted to the Leader of the Council regarding the charging policy for charitable organisations.

The Committee discussed the issue of repeat grant applications as concern had been expressed about applicants submitting applications on an annual basis. The Committee agreed that applications would be accepted for 2 consecutive years but that there would then have to be a break of one year before any further applications would be accepted. This policy would also be carried over to the Cultural Grants Scheme.

The Committee was informed of a grants review that had been undertaken by the Council.

Resolved:- (a) That the following grants be awarded:

Ref	Organisation	Amount
SG 1112 04	Parochial Church Council (PCC) of St. Andrew's Church, Westlands	£1,500.00.
SG 1112 07	Samaritans of Stoke & New castle-under-Lyme	£1,500.00.

SG 1112 08.	Stoke-on-Trent, Newcastle & District Newspaper for the Blind	£716.00.
SG 1112 09.	North Staffs Special Adventure Playground	£0
SG 1112 10.	North Staffs Special Adventure Playground	£1,500.00.

(b) That a letter be written to the Leader of the Council regarding charging charitable organisations.

(c) That grants be accepted to 2 consecutive years and then a one year break and that this policy also apply to cultural grants.

4. * COMMUNITY CHEST

A report was submitted informing Members of Community Chest applications that had been processed for the period April 2011 to August 2011.

The panel discussed the application from Kidsgrove Town Council but due to the fact that the application had been submitted retrospectively the application was refused.

Resolved:- That the application from Kidsgrove Town Council be refused.

5. * APPLICATIONS FOR CULTURAL GRANTS

The applications for cultural Grants were discussed by the Committee. It was considered that further information was required regarding Art Brasil before a decision could be made. It was stated that dance classes were currently being held at Keele University and the Committee requested that information regarding attendance at these classes and the proposed workshops be sought along with details as to the when the events would be happening. If the events were imminent then the Committee agreed that answers to the above questions could be emailed to them in order for a decision to be made.

Resolved:- (a) That the following applications be granted:

Applicant	Awarded
Jude Theatres (Young Ones Drama)	£1181
Staffordshire Knights Youth Band	£1500

(b) That further information be sought regarding Art Brasil and emailed to Committee members prior to a decision being made.

MRS D CORNES
Chair

SMALL GRANTS

Submitted by: Robin Wiles, Partnerships Officer (Community Development)

Portfolio: Resources and Efficiency

Ward(s) affected: The applications for consideration include one that potentially affects all wards.

Purpose of the Report

To consider applications submitted to the Small Grants scheme for the final quarter.

Recommendation

That the Panel gives consideration to the applications set out in the attached appendix with a view to determining whether grants should be awarded, and if so, at what level.

Reasons

The remit of the Grants Assessment Panel's is to determine grant applications that meet the Council's Corporate Priorities and merit an award.

1. Background

- 1.1 The Small Grants budget for 2011/12 is £22,000.00.
- 1.2 Voluntary and community groups can apply for a grant of up to £5,000.00.
- 1.3 The average grant awarded in 2010/11 was £1,997.86
- 1.4 The maximum grant awarded in 2010/11 was £3,000.00.
- 1.5 At the Panel meetings held on 14 June and 6 September 2011, a total of £10,016.00 grants were awarded to 8 organisations, leaving a current balance of £11,984.00.
- 1.6 Two applications have been submitted by the deadline for consideration at this meeting.
- 1.7 An Internal Audit inspection has recently been carried out on the grants processes.
- 1.8 Cabinet decisions on the Grants Review have been reached.

2. Issues

- 2.1 Details of the applications received are set out in the attached appendix.

2.2 Internal Audit Inspection

An Internal Audit inspection has recently been carried out on grants processes and confirmed that that "processes and procedures were found to be well controlled and no recommendations have been made with regards to the issuing of grants."

2.3 Grants Review

- The recommendations of the Grants Review were approved by the Cabinet on 7 September 2011, with changes to take effect from 1 April 2012.
- Key changes relating to the Grants Assessment Panel include:-
 - (a) The upper limit for a Small Grant to be reduced to £2,500.00.
 - (b) Green Grants to be reported to the Grants Assessment Panel.
 - (c) The Grants Assessment Panel to be given limited authority to move money between grant budgets that fall within its remit, during the final quarter of the financial year when the following apply:-
 - *The amount being moved is no more than the maximum level of grant that applies to the grant scheme from which it is being moved, and*
 - *There are sufficient funds left in the budget for the grant scheme from which money is moved after all applications to that scheme have been considered, and there are insufficient funds left in the budget for the grant scheme to which money is moved to fund valid applications to that scheme at the level that the Grants Assessment Panel would wish to award.*
 - (d) A formal relationship between the Sports Council and the Grants Assessment Panel, including representation and reporting between the 2 bodies, be established (contingent on agreement by the Sports Council).

3. Options Considered

3.1 For each application, GAP can award:-

- Full grant
- Partial Grant
- No Grant
- Defer decision to next Panel meeting with further information required

4. Proposal

- 4.1 The applications received are from eligible organisations, and contribute towards meeting the Council's Corporate Priorities and the priorities of the Sustainable Community Strategy.
- 4.2 The applications in total come to £4,200.00, with a current balance in the budget of £11,984.00.
- 4.3 Members consider each application on its merits, taking into account other possible funding options that applicant may be able to apply to.
- 4.4 Members note the outcome of the Internal Audit inspection.
- 4.5 Members note the decisions of Cabinet on the Grants Review.

5. Reasons for Preferred Solution

- 5.1 There may be other sources of funding to which applicants can be directed should they be awarded no grant, or a partial grant.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**
- 6.1 All the applications for consideration meet both Corporate Priorities and those of the Sustainable Community Strategy – please see the applications for further details.
7. **Legal and Statutory Implications**
- Not applicable.
8. **Equality Impact Assessment**
- 8.1 All applications, if awarded, would be expected to have a positive impact on the communities that they benefit.
9. **Financial and Resource Implications**
- 9.1 The annual budget for the Small Grants scheme is £22,000.00.
- 9.2 Grants awarded to date leave £11,984.00 in the budget.
- 9.3 Applications submitted for this GAP meeting total £4,200.00. If all applications were approved that would leave £8,134.00 in the budget for the final quarter of 2011/12.
10. **Major Risks**
- Not applicable.
11. **Key Decision Information**
- 11.1 Application SG 1112 11 primarily affects the Ward of Silverdale and Parksite.
- 11.2 Application SG 1112 12 potentially affects all Wards.
12. **Earlier Cabinet/Committee Resolutions**
- Not applicable.
13. **Recommendations**
- 13.1 Members consider each application on its merits, taking into account other possible funding options that applicants may be able to access.
- 13.2 Members note the outcome of the Internal Audit inspection.
- 13.3 Members note the decision of the Cabinet regarding the Grants Review.
14. **List of Appendices**
- Appendix – Details of applications for consideration.
15. **Background Papers**
- Copies of applications will be e-mailed to Panel members in advance of the meeting.

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APPLICANT	REF	AWARD REQUEST	THE ORGANISATION AND ITS PROJECT	COST OF PROJECT	PREVIOUS AWARDS	OTHER FUNDING	COMMENTS
Silverdale St. Luke's PCC	SG 1112 11	£2,000.00	<p>Organisation - St. Luke's Church is a CofE church in Silverdale.</p> <p>Project title - "Lord Cadman of Silverdale Memorial Stained Glass Window".</p> <p>Project summary - Installation of stained glass window as Phase 2 of the Lord Cadman Memorial Project.</p>	£15,890.00	£2,000.00, 2009/10 for Phase 1 of the project.	<p><u>Confirmed.</u></p> <ul style="list-style-type: none"> - Silverdale Parish Council, £500.00. - Own reserves, £190.00. <p><u>Unconfirmed.</u></p> <ul style="list-style-type: none"> - Lafarge, £12,000.00. - NBC Cultural Grant, £1,200.00. 	Consideration to follow Cultural Grant decision.
North Staffs Asperger/Autism Association (NSAAA).	SG 1112 12	£2,200.00	<p>Organisation – North Staffs Asperger/Autism Association (NSAAA) is a Newcastle-based charity that provides support, help & advice to people with an Autistic Spectrum Condition, and their parents & carers.</p> <p>Project title – "Social Club".</p> <p>Project summary – Social Club for approximately 10 adults that will meet monthly for 3 hours, to provide social support and life skills training.</p> <p>Funding is sought for food & materials and various on-costs.</p>	£2,800.00	£1,000.00, 2010/11, towards their Helpline.	<p><u>Confirmed.</u></p> <ul style="list-style-type: none"> - Volunteer hours in kind, £600.00. 	£1,500.00 "minimum acceptable"

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CULTURAL GRANTS

Submitted by: Executive Director – Operational Services

Portfolio: Culture and Active Communities

Ward(s) affected: All

Purpose of the Report

To consider the attached applications for Cultural Grants.

Recommendation

To approve the recommendation as indicated in the report.

Reasons

To support local art and community groups to develop cultural activities and events for the community.

1. **Background**

1.1 The Council has always maintained its support to local organisations by providing a fund, which is allocated to cultural activities. This allows groups or organisations to apply for grants up to £1500 in any one year.

2. **Issues**

2.1 The list as shown in **Appendix A** to this report identifies the Groups applying for funding this round.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

3.1 The organisations cater for the following Council Corporate Priorities:

No. 1 - Creating a Cleaner, Greener and Safer Borough

No. 2 - Creating a Borough of Opportunity

No. 3 - Creating a Healthy and Active Community

4. **Legal and Statutory Implications**

There are no statutory or legal implications.

5. **Financial and Resource Implications**

5.1 The amount allocated for 2011/12 is £14,360. A total of £7,511 has been paid out leaving £6849 in the budget. **Appendix B** gives details of those grants awarded by the Panel in the current financial year.

If all the grants are approved to the sum of £4200, this will leave a balance of £2649.

6. **Major Risks**

6.1 Events may be unable to take place if funding is not available.

7. **List of Appendices**

Appendix A – List of Organisations Seeking Grant Aid

Appendix B – Spreadsheet of Awards and Balance 2011-2012

APPLICANT	REF	AWARD REQUEST	THE ORGANISATION AND ITS PROJECT	COST OF PROJECT	PREVIOUS AWARDS	OTHER FUNDING	RECOMMENDATION
Silverdale St Lukes PCC	11/12/10	£1200	The PCC are seeking funding to install a stained glass window in commemoration of Lord Cadman of Silverdale , mining inspector and oil industry pioneer who was born in Silverdale and is buried in the churchyard. The church already has a permanent exhibition about Lord Cadman along with a number of mining displays which the Cultural Grants part funded in 2009. The artist designing and installing the window will work with two local schools to produce the designs.	£15,890	£1200 09/10	La Farge £12,000 Parish Council £500 Small Grants £2000 P.C.C £190 All above unconfirmed	To be discussed
Maer Village Hall – Maer, Chorlton and Blackbrook Social History project.	11/12/11	£1500	Maer Village Hall subcommittee have a team of volunteers who are currently collecting resident’s memories of the history of their area. They also hold monthly open meetings to gather and share information about their village history and the surrounding area of Chorlton and Blackbrook. They seek funding to publish a book based on this history that would shape the perception of newcomers to the villages and demonstrate its heritage to future generations. They state that this social history project has allowed the villages to mix more, appreciate each other and place a value on older people who feel that they have something to offer. They would like to launch the publication during the Queens Diamond Jubilee celebrations. Any funds from the sale of the book (750 copies) would cover the publication costs and then given to 3 local community causes.	£5500	None	Maer & Aston & Chorlton Parish Council £1000 (con) Barracks Trust £1500 (uncon) English Heritage Lottery £1,300 (uncon) Private Donations £200 (con)	£1500 on clarification of other funding outcomes
Tonks Theatre Workshops	11/12/12	£1500	Tonks Theatre Workshops provides drama activities for schools, youth theatres and community groups in Shropshire Cheshire and Staffordshire. They seek funding to produce a piece of interactive touring theatre called ‘Panto Mayhem’ in residential housing and sheltered accommodation in Staffordshire and particularly Newcastle. The theatre would be an interactive pantomime where the residents are encouraged to take part. The funding would pay for lighting, hall and costume hire and 3 artist’s fees and travelling expenses.	£2100	None	£600 Community Arts Fund (uncon)	Not recommended unless accompanied by proof of high demand

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BUDGET 2011/12

							£	14,360.00		
GAP.	REF.	APPLICANT.	PROJECT	APPLIED.	GRANTED.	ACTUAL	BALANCE.	NOTES.		
14/06/11	11/12/01	Body Image Dance	Dance 123	1,200.00	£ 1,200.00	£	13,160.00	Awaiting Ev Form		
14/06/11	11/12/02	Keele University	New Landscapes	1,305.00	£ -	£	13,160.00			
14/06/11	11/12/03	25th Knutton Scouts	Concert	150.00	£ 150.00	£	13,010.00	Concert postponed		
14/06/11	11/12/04	Midsummer Mayhem	Midsummer Mayhem 2011	1,500.00	£ 1,500.00	£	11,510.00			
14/06/11	11/12/05	New Vic Borderlines	Romeo and Juliet	1,190.00	£ 1,190.00	£	10,320.00	Awaiting Ev Form		
14/06/11	11/12/06	Jude Theatre Company, the Young Ones	Reminiscence Theatre project	1,500.00	£ -	£	10,320.00			
				6,845.00	£ 4,040.00	£	10,320.00			
06/09/11	11/12/07	Judes Young Drama Group	Reminiscence Theatre project	£ 1,181.00	£ 1,181.00	£	9,139.00	Awaiting Ev Form		
06/06/11	11/12/08	Staffordshire Knights Youth band	Replace brass instruments	£ 1,500.00	£ 1,000.00	£	8,139.00	Awaiting Ev Form		
06/09/11	11/12/09	Art Brasil	Brazilian dance Workshops	£ 1,290.00	£ 1,290.00	£	6,849.00	Awaiting Ev Form		
				£ 10,816.00	£ 7,511.00	£	6,849.00			
21/11/11	11/12/10	Silverdale St Lukes PCC	Stained Glass Memorial Window	£ 1,200.00						
21/11/11	11/12/11	Maer Village Hall	Maer Chorlton and Blackbrook Social History Project	£ 1,500.00						
21/11/11	11/12/12	Tonks theatre Workshops	Panto Mayhem	£ 1,500.00						
				£ 15,016.00						

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COMMUNITY CHEST

Submitted by: Sara Shuker

Portfolio: Resources and Efficiency

Ward(s) affected: All Wards affected

Purpose of the Report

To inform Members of Community Chest applications processed at the time of writing this report for the period April 2011 to November 2011.

To inform Members of document been sent to applicants who purchase equipment with community chest funding.

To inform Members of the possible change in one locally based body for Town and Thistleberry area.

Recommendations

- (a) That the Panel note the applications received and processed to date.**
- (b) That the Panel consider the applications from Kidsgrove Town Council and Audley Parish Council.**
- (c) That the Panel note the document to be sent to applicants about the storage of equipment purchased with Community chest funding.**

1. Background

- 1.1 65 applications have been received during the 2011/12 financial year from 12 Locally Based Bodies: -
 - A Total of £32,665.03 has been granted in grants from £37,693.37 applied for.
 - 36 received full grant applied for, 19 received partial grants, 6 applications refused, 2 applications to grants assessment panel, 2 still awaiting more information.
- 1.2 A document has been prepared and will be sent out to applicants applying for Community Chest funding stating that any equipment funded must be kept in a community building has been produced.
- 1.3 The management committee of Harriet Higgins Community Centre is being handed over to Poolfields Residents Association; it has been suggested that at least until the group embed themselves into the managing of the centre that the Community Chest role be passed over to the Management Committee of Whitfield Community Centre (within Thistleberry Ward) where some of the members are aware of and experienced in managing the Community Chest process. This will be discussed at the Whitfield Community centre meeting on 5 December 2011.

2. **Issues**

The following applications have been received for approval by the Panel.

- KTC 1112 14 - Kidsgrove Town Council application for Floral Display for a total of £900.00 to supply spring bedding plants in the town centre, planters are filled twice a year at a cost of £45 per planter, this application is to fund the spring bedding and the Town Council are funding the second planting for the summer bedding.
- APC 1112 10 - Audley Parish Council application for Footpath 66 upgrade for a total of £500.00 to supply a layer of stone topping to allow the footpath to be used in wet conditions, this footpath is used by resident and children on the way to schools, match funding has been applied for to Staffordshire County Council.

3. **Options Considered**

Not applicable.

4. **Proposal**

- 4.1 That the Panel consider approval of the applications from Kidsgrove Town Council and Audley Parish Council.
- 4.2 That the Panel note the document advising applicants about the storage of funded equipment.

5. **Reasons for Preferred Solution**

Not applicable.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 6.1 All applications approved cover a range of the Sustainable Community Strategy and Corporate Priorities

7. **Legal and Statutory Implications**

Not applicable.

8. **Equality Impact Assessment**

Not applicable.

9. **Financial and Resource Implications**

- 9.1 A breakdown of the current budgets for the Locally Based Bodies 2011/12

10. **Major Risks**

Not applicable.

11. **Key Decision Information**

No applicable

12. **Earlier Cabinet/Committee Resolutions**

Not applicable.

14. **List of Appendices**

There are none.

15. **Background Papers**

Applications made from April 2011 to November 2011
KTC 1112 14 Kidsgrove Town Council – Floral Display
APC 1112 10 Audley Parish Council – Footpath 66 upgrade
Copy of document for equipment storage

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