

Parish Council of Balsall

Minutes of the Extraordinary Parish Council Meeting held on Wednesday 3rd June 2015 at 8.00pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Will Heard (Chair), Cllr Elizabeth Macdonald, Cllr Sheila Cooper, Cllr Judy Lea, Cllr Richard Lloyd Cllr Mike Longfield and 2 members of the public to include Mark Johnson (Trustee, Jubilee Committee) and Cllr Don Hitchcock (Trustee, Jubilee Committee)

Headings are those set out on the Agenda

1. Apologies

Cllr Marie-Louise Marsden, Cllr Lionel King and Cllr Raymond Ritchie

2. Declarations of Interest

Cllr Judy Lea declared a conflict of interest as a former member of the Jubilee Committee. Cllr Mike Longfield declared a conflict of interest as Chair of the Jubilee Committee. Cllr Richard Lloyd declared a personal interest acknowledged to be a conflict of interest as trustee of the Jubilee Committee

3. Signing of Declaration of Acceptance of Office and Code of Conduct

All Councillors present signed declaration of acceptance of office and Code of Conduct

4. Grant Application – Jubilee Centre – To consider the recommendation of the Finance Committee in connection with the Grant application dated 22nd May 2015 by the Berkswell and Balsall Jubilee Project

Cllr Will Heard provided details of the recommendation of the Finance Committee to approve a grant in the sum of £1,666.00. This was based on two months wages of youth workers.

Cllr Liz Macdonald wished to make the point that the Jubilee project has received in excess of £105,000 from the Parish Council over the last 10 years. This represents over 10% of the Parish Council's precept.

Cllr Sheila Cooper stated that the Jubilee Committee must take responsibility of the centre on its own shoulders.

Cllr Richard Lloyd criticised the members appointed by the Parish Council to the Jubilee Committee.

Cllr Liz Macdonald stated that this was unfair and out of order as Cllr Raymond Ritchie was not present to answer.

Cllr Mike Longfield advised accepted that the Jubilee Centre must increase income and look to other sources of funding.

Cllr Mike Longfield advised that the wage bill for two months is in the region of £2,040.00

RESOLVED – That the Parish Council awards a grant to the Jubilee Committee in the sum of £2,040.00 following the emergency funding application. Such payment to be taken into account when considering the main grant application

5. Grant Awarding Policy – To receive recommendation from Finance Committee and review the Policy making any amendment/changes required

Chair circulated the revised draft grant policy. Chair suggested two further amendments based on review of grant policies of other Parish Councils. This related to payment back of monies where they had not been spent and to reduce the maximum.

Chair made it clear that the review of the grant policy had not arisen due to the current grant applications by the Jubilee Committee. The review is to bring the policy in line with other parish Councils and to make this clear and easy to understand.

A further amendment was agreed to allow the Parish Council to make repeat awards in certain circumstances.

RESOLVED – That the grant policy as amended is approved by the Parish Council (copy attached) to come into force on 1st September 2015

6. Code of Conduct – To receive recommendation from the Finance Committee and review the Code of Conduct making any amendment/changes as required

The Finance Committee had not been able to consider this matter and so this item was deferred until a recommendation is received

7. Date for next meeting – The next Parish Council Meeting shall be on 15th July 2015 at 7.30pm at the Village Hall, Station Road, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.00pm

Signed..... Dated.....

GRANT AWARDING POLICY

GUIDANCE NOTES FOR APPLICANTS

Applications must satisfy the following conditions to be considered for a grant:

1. Type of Organisation or Group and Project or Activity Funded

- 1.1. Bids should be made for projects which will be of benefit to the whole community or a significant number of residents within the Parish
- 1.2. Applications will not be accepted where the benefit is to a single individual.
- 1.3. Applications will be considered only from "not for profit" organisations.
- 1.4. Grants will not be awarded retrospectively for expenditure already undertaken or where a project has been completed.
- 1.5. The Parish Council will only consider one grant application per organisation within a financial year unless there are extenuating circumstances

- 1.6. Projects will be considered that achieve one or more of the following:
 - a. address problems of social deprivation, disadvantage etc.
 - b. demonstrate a degree of community development/public involvement
 - c. impact on crime and disorder
 - d. contribute to economic development/tourism
 - e. provide services for youth/the elderly
 - f. provide or improve sport or cultural activities
 - g. improve the physical environment
 - h. address problems of climate change and promote a carbon neutral community
 - i. promote equal opportunities
 - j. demonstrate collaborative working - different agencies working together
 - k. demonstrate match funding

- 1.7 Projects will not be funded if they are eligible for funding from other local authority funding sources, unless there is matched funding and this should be stated.

1 Typical Size of Grant Awarded and Documents Required

- 2.1 Applications should normally be for sums not exceeding £2,000. Grants above this figure may be considered.
- 2.2 Applications for £1000 or more must include the accounts of the relevant organisation or group for a period of one financial year prior to the date of application (or longer if requested by the Parish Council) and indicate expenditure, income, assets and liabilities, together with funding obtained from other public bodies, if appropriate, unless the organisation or group has not been in existence for a year at the time of the application in which case the Parish Council may require other evidence of financial viability.
- 2.3 For applications under £1000 supply of these documents with the application form will considerably assist their application.
- 2.4 Repeat applications for grants year upon year by the same (or a related) organisation may not be considered unless there are exceptional circumstances which the Council considers an appropriate use of the grant fund. Such grants shall not in any event exceed three years. In such cases, projects that require repeat funding will only be considered if the applicant can demonstrate a clear plan for future funding from other sources after the second year's contribution from the Council's grant fund.
- 2.5 Applications must be made in the name of the organisation or group to which financial assistance is to be granted and be supported by the main officers or leaders of the group.
- 2.6 Applications must be made on the council's grant application form
- 2.7 The maximum grant available in normal circumstances is £3,000 so long as the Council's grant budget is not exceeded by the grant award

3 Timing of Applications

- 3.1 For grants under £1000 applications are considered throughout the year and applications should be submitted by the first of the month.
- 3.2 For grants of £1000 or more applications should be submitted by the first of September as significant amounts may have to be included in the budget for the subsequent financial year. Any awards will be made the following April.
- 3.3 Exceptions will be made to these dates if the applicant demonstrates an urgent need for grant funding.

4. Conditions of funding for grants exceeding £2,000

4.1 Where the grant applied for exceeds £2,000, the Parish Council may require the grantee to publicise the source of the grant and will require an agreement from the grantee as a condition of the award of the grant to provide the Parish Council with a written statement within twelve months of the grant being made as to how the grant has been used supported by financial evidence to include:-

- a) the purpose and use of the grant monies
- b) comprehensive and up-to-date accounts and records of the grantee's capital and operational expenditure
- c) schedule of expenditure of grant monies with supporting invoices

The statement will become a document available for public inspection.

4.2 Any monies not spent by the grantee will be repaid to the Parish Council within 28 days of the written statement

4.3 Balsall Parish Council reserves the right to recover the grant and/or moveable equipment purchased with the grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

4.4 Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the Police and the Council will press for prosecution

5 Feedback

Successful applicants are expected to provide feedback to the Council on the outcome of their project. The Council must report annually on the total spent on grants and will publicise the groups in receipt of a grant and the use made of the grants.

Application Forms Available From

If you would like to apply for a grant, an application form may be downloaded from the council's website or apply to the Clerk.

Approved by the Parish Council on 3rd June 2015