



Credition Town Council



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Minutes of Credition Town Council's Grants Committee Meeting
held on Tuesday, 10th February 2015, at 18:00, at the Council Chamber, Market Street, Credition

Present: Cllrs Mr F Letch (part meeting), Mrs L Brookes-Hocking, Miss J Harris and Mrs A Hughes and Mr A Wyer

In Attendance: Miss E Lucas, Administrative Assistant

13. To receive and accept apologies

No apologies received.

14. Declarations of Interest

Cllr Brookes-Hocking declared a personal interest in Credition Parish Church, Credition Arts Centre and the Town Team.

Cllr Hughes declared a personal interest in Journey Therapeutic Counselling Service, Involve Mid Devon and Devon Senior Voice.

Cllr Letch declared a personal interest in CISCO.

15. Order of Business

There were no changes to the order of business.

16. Chairman's and Clerk's Announcements

There were no announcements.

17. Grants Committee Minutes – To approve and sign the minutes of the Grants Committee Meeting held on 25th November 2014, as a correct record.

Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Grants Committee Meeting held on 25th November 2014, as a correct record. (Proposed by Cllr Harris, seconded by Cllr Letch)

18. Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Grants Committee Meeting held on 25th November 2014, for information only.

There were no matters arising.

19. To consider applications for grant funding for the financial year 2015-2016 from the following groups/organisations. Copies of the applications and supporting documents had been issued with the agenda. The Administrative Assistant advised members that the remaining grant budget for the financial year 2014-15 stands at £715. The grants budget for the financial year 2015-16, after taking account of the £1,000 allocated to Newcombes Meadow at the Grants Committee Meeting held on 25th November 2014, stands at £14,000.

The Administrative Assistant also advised members that an annual grant application had not been received from CRAMP as they had not started planning for 2015 as of yet, however a future application may be anticipated.

Twenty one grant applications were considered and the following was agreed.

- Torridge, North, Mid & West Devon Citizens Advice Bureau. It was **resolved** to approve an annual grant of £1,800. (Proposed by Cllr Harris)
- Credition Area History & Museum Society. It was **resolved** to approve an annual grant of £1,000. (Proposed by Cllr Brookes-Hocking)

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- Crediton Arts Centre. It was resolved to approve an annual grant of £1,000. (Proposed by Cllr Harris)
- CHAT. It was resolved to approve an annual of £1,500. (Proposed by Cllr Brookes-Hocking)
- Crediton Town Band. It was resolved to approve an annual grant of £500. (Proposed by Cllr Harris)
- St. Boniface Concert Society. It was resolved to approve an annual grant of £300. (Proposed by Cllr Brookes-Hocking, 1 abstention)
- Fabric Fund-Raising Committee, Crediton Parish Church. It was resolved to approve an annual grant of £160 (£80 to the annual Flower Festival, £80 to annual Christmas Tree Festival) (Proposed by Cllr Harris). It was further resolved that a separate donation for the roof campaign should be discussed at a full Council meeting. (Proposed by Cllr Harris)
- Journey Therapeutic Counselling Service. It was resolved to approve an annual grant of £250. (Proposed by Cllr Brookes-Hocking)
- Involve Mid Devon. It was resolved to approve an annual grant of £750. (Proposed by Cllr Harris)
- Crediton Community Bookshop. It was resolved to approve an annual grant of £200. (Proposed by Cllr Brookes-Hocking)
- Tarka Rail Association. It was resolved to approve an annual grant of £50. (Proposed by Cllr Harris)
- Crediton & Tiverton Community Transport Association. It was resolved to approve an annual grant of £1,000. (Proposed by Cllr Wyer) It was further resolved to recommend for this application to be brought to a full Council meeting in order to consider granting an additional £500, sourced from an alternative budget/reserve. (Proposed by Cllr Wyer)
- CISCO. It was resolved to approve an annual grant of £400. (Proposed by Cllr Harris, Cllr Letch abstained)
- Crediton Saints Youth Football Club. It was resolved to approve a project grant of £250. (Proposed by Cllr Harris)
- Crediton Youth Football Club. It was resolved to turn down Crediton Youth Football Club's grant application. (Proposed by Cllr Wyer)
- Crediton Town Team. It was resolved to approve a project grant of £1,000. (Proposed by Cllr Harris)
- Crediton Arts Centre:
 - Operation Belinda Theatre Production. It was resolved to approve a project grant of £1,000. (Proposed by Cllr Harris)
 - Music Market 2015. It was resolved to approve a project grant of £1,000. (Proposed by Cllr Harris)
 - Crediton Food & Drink Festival 2015. It was resolved to approve a project grant of £1,000. (Proposed by Cllr Harris)

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- Jubilee Sailing Trust. It was resolved to turn down Jubilee Sailing Trust's grant application. (Proposed by Cllr Brookes-Hocking)
- Devon Senior Voice. It was resolved to approve a project grant of £500. (Proposed by Cllr Harris)

A total of £13,660 was allocated leaving the unallocated grants budget at £340.

Cllr Letch left the meeting at 7.03 pm. Cllr Harris took the Chair.

Members agreed that the deadline for Crediton Town Council grants needs to be publicised more. It was resolved to put an article in the Crediton Courier, at the beginning of September, advertising Crediton Town Council grants and reminding readers of the application deadline (Proposed by Cllr Brookes-Hocking, seconded by Cllr Harris).

20. To consider a TAP Fund application from Crediton Town Team for Crediton Festival 2015 for an additional £1,557. This item had been requested by the Town Clerk. A copy of the application had been issued with the agenda.

It was resolved to support Crediton Town Team's TAP Fund application for an additional £1,557. (Proposed by Cllr Hughes, seconded by Cllr Wyer)

21. To review the Council's Grant Policy. Copies of the existing policy (Appendix 1) and proposed new policy (Appendix 2) were issued at the last meeting. Members agreed that all application deadlines need to be enforced. Members discussed adopting the proposed new policy with the following amendments:

- Replace point 2.1 of the new policy with point 1 from the existing grant policy, with the removal of point c) and the deadlines changed appropriately to be in line with new policy timescale.
- Replace point 2.2 of the new policy with point 2 from the existing grant policy, with the maximum stated in point a) increasing to £1,000, the removal of point b) and point c) to be changed to the Grants Committee.
- Renumber point 2.2 of the new policy to become point 2.3.
- For point 3 of the new policy to state the deadline for annual grant applications is 30th September each year.
- For point 3 of the new policy to include 1st February as a second application deadline for project and support grants, for consideration in mid-February, stating applications may be submitted by 30th September or 1st February.
- To consult the Town Clerk to ensure the deadline of 30th September coincides with the setting of the Town Council budget and to change this deadline if necessary.

It was resolved for the Council's Grant Policy to be revised and brought to a full Council meeting once prepared (Proposed by Cllr Brookes-Hocking, seconded by Cllr Wyer).

22. The meeting closed at 7.36 pm

Signed:.......... Date: 28-7-15.....
(Chairman)



CREDITON TOWN COUNCIL

GRANTS POLICY

Crediton Town Council is keen to provide financial support to local organisations and groups.

The Council aims to meet the community's needs by giving

1. annual grants
2. project and support grants
3. youth activity grants

1. Annual Grants

- a) These are given for regular one-off events and the continuing provision of a particular and long established service.
- b) They are reviewed annually and payment is made in April each year.
- c) New applications for annual funding and applications to increase annual grants must be made by 1 November for payment in April of the following year.
- d) Normally the maximum annual grant is £1500.
- e) Recipients of annual grants should provide by 1 November a report of the organisation's activities from April to September and plans for the next six months to the end of March.
- f) Groups and organisations in receipt of £200 or more should also provide accounts for the previous financial year by 1 November.
- g) Annual grants should be spent within the financial year and for the purpose for which they were given. Any variation to this must have the prior approval of the Council.

2. Project & Support Grants

- a) Grants for specific projects or the provision of support are given to a maximum of £500.
- b) Applications may be submitted by 1 November or 1 April.
- c) The Council will consider applications at other times if the circumstances require it and sufficient funding remains in the Projects & Support Grants budget.
- d) The total value of all project and support grants to a single organisation or group should not normally exceed £1500 in any one financial year.
- e) Recipients of project or support grants are asked to provide a brief report of the event or activity within six months of it taking place.

3. Youth Activity Grants

- a) These grants are available to young people's groups and organisations that support activities for young people to a maximum of £500 for any single activity.
- b) Applications may be submitted by 1 November or 1 April.
- c) The Council will consider applications at other times only if the circumstances require it and sufficient funding remains in the Youth Activity budget.
- d) The total value of all grants to a single organisation or group should not normally exceed £1500 in any one financial year.

- e) Recipients of youth activity grants are asked to provide a brief report of the event or activity within six months of it taking place.

Further information for applicants

1. Groups or organisations must show that they provide a service, entertainment or other function of benefit to the citizens of Crediton in general.
2. The grant application form requires the following information:
 - the purpose for which the grant is required
 - a brief account of the group or organisations activities over the preceding year
 - a brief account of the plans for the following year
 - the budget for the year with details of any anticipated income such as other grants applied for and proposed expenditure
 - a copy of the most recent accounts
3. The Council cannot accept applications from individuals.
4. Grants will not be made to groups which operate for private, commercial or political gain.
5. Grants may be made to religious organisations for social or welfare purposes only and must not be used to fund the costs of worship, conversion or maintenance of buildings.
6. Groups or organisations will be required to return unspent grant aid if they cease to operate.
7. The Council will consider requests for grants from projects or organisations with more favour if it can be shown that the project or organisation has actively and recently sought financial support from other sources.
8. Grants will only be made to groups which need financial help and accumulated reserves will be taken into account when the application is considered.
9. The Council's contribution should be acknowledged in any publicity about the project and councillors and staff may wish to visit any project or scheme developed as a result of its support.
10. Applicants may attend any of the council meetings where their grant is considered to make representations but may not take part.

Grant aid procedure

1. The availability of grants will be advertised in the Town Council newsletter and website, and in the press.
2. Grants will be considered by the Grants Sub Committee which will meet, as necessary, in April and November each year to consider applications and reports.
3. The recommendation of the subcommittee will be placed before the Finance Committee or the full Council for a decision.

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Grant Aid Policy

Introduction

Crediton Town Council budgets a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life or community and benefit the people of Crediton.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The grant may be in the form of either a financial grant, or in certain approved cases, the provision of work carried out by the Council's own staff and/or use of Council premises.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

Application Process

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Aid Application Form. This form is available from the Town Council Offices throughout the year and can also be down loaded from the Town Council's web site.
2. Latest financial accounts.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.

Conditions

1. Organisations and Locality
 - 1.1 Applications will only be accepted from charitable, voluntary and non-profit making organisations.
 - 1.2 Organisations should be local to Crediton or, if outside the boundary, its work should be of benefit to the Town and its residents.
 - 1.3 At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

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2. Type of Financial Assistance

- 2.1 The Council would normally provide grant aid towards specific projects or purchases of equipment, however, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the Town and/or its residents.
- 2.2 The Council will also consider assistance in kind, by the provision of work carried out by the Council's own staff and/or use of Council premises.

3. Application Timescale

- 3.1 The deadline for receipt of applications is 30th September each year.
- 3.2 Applications will normally be considered by the Council during November.
- 3.3 Applicants will be advised by the 31st December whether their application has been successful.
- 3.4 All grants will be paid in May of the following year, normally at the Mayor's Reception.

4. General

- 4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.
- 4.2 Grants will not be made for money already spent.
- 4.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds were spent. The report may also be included in the Council's newsletter or howsoever the Council may wish to use it.
- 4.4 If an organisation is dissolved the Council would expect the organisation to reimburse the grant awarded.
- 4.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- 4.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.
- 4.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

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Please Note:

Crediton Town Council acknowledges that organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations. Crediton Town Council will also:

- Publicise widely, throughout the Town, the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and applications for grant aid

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