

KIRKBURTON PARISH COUNCIL

GRANTS & COMMUNITY PROJECTS COMMITTEE

**MINUTES OF A MEETING HELD ON THURSDAY 16th JUNE 2011
AT 7.00 pm AT BURTON VILLAGE HALL**

Present: Cllr S Dunford (In the Chair)
Cllrs R Burton, A Cooper, M Pitts, S Triggs and B Wightman
Officers in attendance: Mrs R Perry and Mrs A Royle

Apologies were received from Cllrs B Armer, S Beresford, A Shaw and V White.

**CG1 Apologies and
Declarations of
Interest**

There were no members of the public present.

**CG2 Public
Participation**

Resolved: To hold the meeting in public.

**CG3 Admission of
the Public**

Members considered the updated rules and reviewed them as requested by Council.

**CG4 Grants Rules
a) Supporting
Documentation**

Recommendations: To amend the grants rules as follows with immediate effect:

Small Annual Grants: That the rules remain unchanged, namely: Applicants must supply the most recent income & expenditure account, details of the latest balance and a copy of the current constitution, to be signed by two officers of the organisation giving an undertaking that the information is accurate. If the organisation has supplied a copy of the constitution which is still valid within the previous 2 years, it will not be necessary to supply an additional copy. Emailed forms are not acceptable.

Start-Up Grants: That the rules remain unchanged, namely: To be applied for on the same form as the Small Annual Grants and must be accompanied by a copy of the Group's constitution, evidence that a bank account has been opened and a note of the funds currently held and a statement to be signed by two officers of the Group giving an undertaking that the information is accurate. Emailed forms are not acceptable.

Clock Grants: That the rules remain unchanged, namely: Forms are issued automatically to those eligible for the grant and the deadline for applications will be the same as for the Annual Small Grants. This will come into effect from September 2011, the start of the next 'grant year'. Emailed forms are not acceptable.

Emergency Grants: That an addition to the description is included: "For a genuine emergency to cover an urgent need. Groups are recommended to contact their local Councillor when the need for such a grant arises." Groups are required to fill in a form similar to the small annual grant form, supply one quote and details of the total balance for the organisation, with an explanation of why financial help is needed. A copy of the constitution is only required if the Group is not known to the Parish Council. Emailed forms will be accepted.

Environment and Community Project Grants: The number of quotes required in support of applications is amended as follows:

Up to £1,000 : One or two quotes is needed for each item or service, depending on the value of the item or service.

Over £1,000 : Three comparative quotes needed for each item or service

There will be a requirement to supply the latest income/expenditure account, most recent balance certified as correct by 2 officers of the organisation and a copy of the current constitution. However, evidence of a constitution is not required of organisations such as schools and church organisations, which do not have constitutions. There will be no need to supply an additional copy of the constitution if it has been supplied within the previous 2 years and is unchanged. Emailed forms are not acceptable.

Recommendation: That the rule of not accepting applications retrospectively is maintained and included in the rules for all the grant schemes.

**CG4 Grants Rules
a) Supporting
Documentation
(Cont'd)**

Recommendation: That at the end of the financial year the Management & Finance Committee will review all aspects of the Council's various grant schemes for effectiveness in terms of meeting community organisations' needs as well as maintaining a robust accounting and audit system.

Members considered the proposal that community project grants should be restricted to 50% of the total project cost, unless there are exceptional circumstances.

**CG5 Grants Rules
b) Limit on
Amounts**

Recommendation: That community project grants would normally be restricted to 50% of the total project cost, unless there are exceptional circumstances, and that the paragraph previously agreed stating that "Applications which can show they have applied for other sources of funding will be looked upon more favourably" will be retained on the grant forms.

Recommendation: To put together information on other sources of funding available to community groups to supplement any grants received from the Parish Council.

Members noted the current system calling individual committee meetings every time a community project grant application was received and considered whether this was the best way to operate.

**CG6 Community
Project Grant
Application
Procedure**

Recommendation: To hold Committee 3 - 4 meetings per year on set dates to be publicised.

The meeting then closed.