

Our Ref: MD

24 October 2012

**To: All Members of the Grant Aid Committee**

Dear Councillor

**GRANT AID COMMITTEE**

The Grant Aid Committee (consisting of all Members of the Town Council) will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner** on **Wednesday 31 October 2012** immediately following the Planning Committee meeting on the same evening.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

**AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. STATUTORY PROVISIONS AND POLICY CRITERIA**

The basic statutory provisions and policy criteria which should be adhered to are set out in **ENCLOSURE NO. 1** together with a copy of the Guidance Notes and Conditions of Funding which was sent to all applicants (**ENCLOSURE NO. 2**).

- 4. BUDGET PROVISION**

A grant aid budget of £8,000 was approved for 2012/13 at the meeting of the Town Council held on 26 January 2012.

## **5. FORMAT FOR CONSIDERING APPLICATIONS**

The Grants Sub-Committee met on 17 October 2012 to consider 41 applications for Grant Aid. The Sub-Committee considered all applications in detail and their recommendations are set out in Appendix 1 to those Minutes.

Many of the applications are from small organisations which operate on a year to year basis and some hold little or no balances at all. The grant given by the Town Council can make all the difference to whether or not such organisations remain viable and the Committee will need to take that into account.

The Grant Aid Committee is requested to formally receive and consider the Minutes of the Meeting of the Grant Aid Sub-Committee held on 17 October 2012 (Minute Nos. 1 – 3 and Appendix 1) (**ENCLOSURE NO. 3**).

## BURNTWOOD TOWN COUNCIL

### GRANT AID 2011

#### STATUTORY PROVISIONS AND POLICY CRITERIA

The main Grant Aid power of Town and Parish Councils derives from Section 137 of the Local Government Act 1972, amended by the Local Government and Housing Act 1989.

This provision was generally known as the "Free 2p" before the introduction of the Community Charge, as a Local Council had the power to spend up to the equivalent of a 2p rate; the limit for 2011/2012 is £6.44 x size of the electorate.

The reason that this provision was amended by the 1989 Act was to place a greater responsibility on councils to satisfy themselves that expenditure under Section 137 is not only of **direct** benefit to an area or its inhabitants, but also that this benefit is **commensurate** with the expenditure incurred, i.e. in proportion to the need and number of beneficiaries.

In the context of the statutory provisions, the Grant Aid Committee is required to act reasonably in assessing whether a sufficient part of the area or proportion of the population is benefiting (for instance we cannot award a grant to an **individual** under this provision), and whether too much aid may be given to too small a group, or to a group which does not actually need it!

A simple check list which Members have found helpful in evaluating applications in previous years:

- Is there a **direct** benefit?
- Is it for **local** people and/or area?
- Is the proposed sum in proportion to the **need**?
- Is the proposed sum in proportion to the **number** benefiting?

It is also for the Committee to decide whether to give priority to particular categories of organisations, such as those involving or assisting local people with disabilities, or those working with the young, elderly, vulnerable or disadvantaged. This can be of some importance where sums available are limited and a large number of applications have to be dealt with.

Finally, it is inevitable that the Committee Members will be faced with a large amount of paper to digest. Although a standard form is issued, the applicants frequently include supporting material as part of their application. Where this consists of bulky Annual Reports etc, these are not usually photocopied, but **all** such items are available in the Town Council's office and at the Grant Aid Committee meeting itself.

**NB:** It cannot always be inferred simply from an organisation's title (or that of its local branch), or the address of its contact person, whether its activities or services do or do not benefit the **Burntwood area** or its **residents**.



## BURNTWOOD TOWN COUNCIL

### **GRANT AID SCHEME**

#### GUIDANCE NOTES AND CONDITIONS OF FUNDING

##### **Introduction**

The Town Council wishes to assist local voluntary organisations with or without charitable status which provide services to residents within the Parish of Burntwood.

Please ensure that you read the Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

##### **Guidance Notes and Conditions of Funding**

1. Grant Aid Applications can only be accepted from organisations that provide a service to the local community or enhance the image and identity of Burntwood.
2. These notes have been prepared to explain the Council's Grant Aid Scheme and include the Council's Policy with regard to grant aid applications from faith-based organisations (Appendix A). Please read these carefully before you complete the grant application form.
3. There is a limited Grant Aid budget each year and the amount requested by applicants usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Town.
4. The scheme provides start-up grants for new organisations as well as grants to organisations already operating.
5. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding".
6. Applications will not be considered from individuals.
7. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
8. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
9. Applications will not be considered from "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
10. Applications may be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, provided funds are not available from their national bodies, or the funds available are inadequate for a specified project.

11. Education, health or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided.
12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body.
13. The organisation is required to provide a written Constitution that has been formally adopted by the members of that organisation.
14. The organisation must provide, or propose to provide, an activity or service that will be of benefit to the Burntwood community or to a particular group of residents.
15. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a comprehensive budget and business plan.
16. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
17. Grants may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested, as well as completion of a monitoring and evaluation form at the end of the project period or the financial year (i.e. 31 March), whichever is the sooner.
18. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
19. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.
20. All applications will be considered on their merits, but it must be fully understood that there is neither a guarantee of a grant or of a continuing grant.

If you have any questions, require further information or would like to discuss your circumstances before submitting a formal application please contact:

Mrs Mary Danby  
Town Clerk  
Burntwood Town Council  
Unit 1, Lambourne House  
Bridge Cross Road  
BURNTWOOD WS7 2BX

Telephone: 01543 677166  
Email: [townclerk@burntwood-tc.gov.uk](mailto:townclerk@burntwood-tc.gov.uk)

**MINUTES OF A MEETING OF THE GRANT AID SUB-COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON WEDNESDAY 17 OCTOBER 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillors Drinkwater, Mrs Fisher (substitute for Mrs Stokes) and James

**In attendance**

Mrs M Danby, Town Clerk

**1. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Mrs Stokes, Mrs Tranter and Mrs Woodward.

**2. DECLARATIONS OF INTEREST**

Councillor Drinkwater declared a personal interest with regard to Application Nos. 2 and 34.

Mrs M Danby declared a personal interest with regard to Application No. 34.

**3. GRANT AID APPLICATIONS 2012/13**

**RECOMMENDATION** That the Grant Aid Committee ratify the grant allocations as set out in **Appendix 1**.

(The meeting closed at 6.55 p.m.)

**SUMMARY OF 2012/13 GRANT AID APPLICATIONS**

<b>ORGANISATION</b>	<b>NO.</b>	<b>2012/13 REQUEST £</b>	<b>RECOMMENDED GRANT £</b>	<b>PURPOSE OF GRANT</b>
1 <sup>st</sup> Burntwood Girls' Brigade	1	300	100	Towards: a) Purchase team building resources kit b) wheelchair basketball taster sessions
1 <sup>st</sup> Burntwood Scout Group	2	500	100	Towards the cost of replacing the guttering on the Scout HQ
2 <sup>nd</sup> Burntwood Boys' Brigade	3	300	100	Towards the purchase of 4 No. GPS readers (£100 each)
Active 60s Group	4	200	150	Towards the cost of room hire, refreshments, craft workshop, transport and speakers
Burntwood Adfatonions	5	500-1,000	300	Towards the purchase of musical instruments
Burntwood Carers	6	350	350	Towards the provision of much needed respite, i.e. lunch at a local pub, pampering or relaxation therapy
Burntwood Dragons & Phoenix Football Club	7	2,015	250	Towards the cost of setting-up the Burntwood Memorial pitch area as a mini soccer centre for 5-7 year olds
Burntwood Family History Group	8	200	100	Towards the cost of continuing the local "War Memorial Project"
Burntwood Gardening Guild	9	100	100	Towards offsetting the cost of speakers fee and travelling expenses, encouraging more members to join by offering a more interest programme of lectures and events
Burntwood Gateway Club	10	200	150	Towards the cost of an outing for members and carers

ORGANISATION	NO.	2012/13 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Burntwood Lions Club	11	Anything	200	Any grant awarded would be used to assist the disabled, isolated and disadvantaged people of Burntwood Parish as and when the Club receive requests for help from them or organisations representing them
Burntwood Live at Home Scheme	12	1,000	200	Towards the cost of providing a new Singing Group to Service users
Burntwood Memorial Community Association	13	2,000	400	Towards the cost of providing a Remembrance Memorial for the people of Burntwood Parish (the only area in Burntwood without one)
Burntwood Rugby Club Sports Association	14	1,000	400	Towards the cost of improving the drainage and surface of the entrance area to the 'bowl' pitches
Burntwood St Matthews Cricket Club	15	350	100	Towards the cost of repair/replacement of grounds machinery
Burntwood Singers	16	100	100	Towards the cost of new music sets and paying their conductor and pianist
Burntwood Town Football Club	17	250	200	Towards the cost of improving the football pitch at Burntwood Rugby Club (the team's home ground)
Chase Terrace Bowling Club	18	400	100	To assist in meeting the Green hire costs for 2012
Chase Terrace Methodist Church	19	500	300	Towards the cost of crockery, tablecloths, replace hot drinks water heater for the Community Lunch Club

ORGANISATION	NO.	2012/13 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Chasetown Darby and Joan Club	20	300	150	To subsidise the mini bus costs to pick up and return home disabled members to enable them to attend weekly meetings
Chasetown Womens Institute	21	300	150	Towards the cost of encouraging new members through promotional material, an Open Night and speakers fees
Embroidery for Burntwood Community	22	700	300	Towards the cost of constructing and erecting a wall-mounted display case at the entrance of the Burntwood Memorial Institute to house an embroidered panel
Fusion Credit Union	23	200	150	Towards the cost of producing literate for the Burntwood area to increase the number of members
Gartmore RDA Group	24	2,000	500	Towards the cost of creating a sensory trail for service users, patients with disabilities of all ages
Hammerwich Cricket Club	25	Contribution towards 400	0 <sup>1</sup>	Last year's BTC support helped to purchase a clock to be erected on the roof of the Clubhouse – unfortunately the planning permission cost £400 which would have covered building costs. The clock is still in its box. Assistance is sought to help pay for the installation.
Hammerwich Parent & Toddler Group	26	400	0 <sup>2</sup>	The Burntwood Institute have offered the Group an area which they would like to develop into a Nature Sensory Garden where the children can explore the natural habitats of regular garden animals, birds and insects.

ORGANISATION	NO.	2012/13 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Hammerwich Women's institute	27	350	0 <sup>3</sup>	To provide a one day course in Emergency First Aid free of charge to members
Holly Tots Toddlers	28	2,000	300	To replace toys and equipment that is currently very out of date and in some cases dangerous. They want to provide a quality of play experience for the children and also for carers and parents to encourage them to attend.
Home-Start Lichfield & District	29	1,000	500	To recruit 10 volunteers in Burntwood to support 10 new families in the area
Lichfield & Burntwood Social Club for the Blind	30	200	200	To help with transport costs and room hire
The National Organisation for the Widowed (Lichfield Branch)	31	323.16	0 <sup>4</sup>	To pay for room hire (£26.93 per month)
Over 50's Grangemoor Lunch Club	32	300	300	To extend and improve facilities for all members, e.g. day trip or Christmas party
The Redwood Friendship Club	33	200	100	Towards going out for meals and Christmas party
The Royal British Legion – Burntwood & District Women's Section	34	500	300	Towards the cost of a Section Standard, Standard Bearer's requisites, Standard Dedication Service and Reception
SSAFA Forces Help	35	150	150	To help with running costs
St Giles Hospice	36	500	0 <sup>5</sup>	The Hospice is working with the local community to raise £5 million to fund its specialist services (Grant income from NHS Service Level agreements amounts to £3 million of their £8 million annual running costs)

ORGANISATION	NO.	2012/13 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
St John's Community Church	37	800	500	The Church urgently needs a replacement high specification audio-visual desktop computer to support the many and varied demands of a wide range of users for professional standard audio-visual facilities within the building. The total cost of replacement, including ancillary software is likely to exceed £1,200.
St Matthews Football Club	38	400	200	The grant will help the Club maintain a respectable kit during the winter months, i.e. shorts and socks and also help look after and maintain their Clubhouse and football pitch.
Step Forward Stroke Support Group	39	275	0 <sup>6</sup>	<p>a) To provide exercise equipment that can be used at group meetings or in the home.</p> <p>b) In the home would have the support of a Stroke Nurse this would then provide help in mobility, increase confidence and concentration, would help to promote healthy living and life style, aim to reduce isolation and promote well being in the community, reduce the risk of future strokes.</p>
Vitalise	40	181.50	0 <sup>7</sup>	It costs Vitalise £363 per guest per week to maintain their centres to the high standard expected of them and ensure that their staff are fully trained. They need to raise funds that will enable them to continue to offer the quality service their guests require. They seek a contribution towards the cost of supporting Burntwood residents.

Voluntary Transport for the Disabled	41	2,000	500	They now have 10 volunteers who are waiting to take the MIDAS mini-bus training course and they anticipate another four volunteers will join them in the coming year. They find themselves without a suitable candidate to train as an Assessor and without sufficient funds to train their volunteers by a local training agent. The training will cost £2,027 and assistance is sought with achieving this figure.
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Footnotes:

- <sup>1</sup> Application No. 25  
Members are unable to justify awarding further grant aid and are of the opinion that the Planning Application fee should have been factored in as part of the overall project cost.
- <sup>2</sup> Application No. 26  
Members were of the opinion that the Group should approach COGS (also resident on the Burntwood Memorial Institute campus) to undertake the work on their behalf.
- <sup>3</sup> Application No. 27  
Members declined to fund the training course as the Institute carries significant revenue balances.
- <sup>4</sup> Application No. 31  
Members declined to fund the room hire costs as the Branch carries significant revenue balances.
- <sup>5</sup> Application No. 36  
Members declined to award grant aid as (a) the Hospice carries significant revenue balances and (b) the Hospice is one of the Chairman's charities.
- <sup>6</sup> Application No. 39  
Members declined to award grant aid as (a) the Group carries significant revenue balances and (b) that exercise equipment and a Stroke Nurse can be accessed via the NHS.
- <sup>7</sup> Application No. 40  
Members declined to award grant aid as the organisation carries significant revenue balances.