

Our Ref: MD

19 October 2011

**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 **Thursday 27 October 2011** immediately following the Planning Applications Committee meeting on the same evening.

Yours sincerely

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

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2007.

**3. STATUTORY PROVISIONS AND POLICY CRITERIA**

The basic statutory provisions and policy criteria which should be adhered to are set out on the **LILAC ENCLOSURE** together with a copy of the Guidance Notes and Conditions of Funding which was sent to all applicants (**SALMON ENCLOSURE**).

**4. BUDGET PROVISION**

A grant aid budget of £8,000 was approved for 2011/12 at the meeting of the Town Council held on 27 January 2011.

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

The Grants Sub-Committee met on Wednesday 12 October 2011 to consider 34 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 12 October 2011 (Minute Nos. 1 – 3 and Appendix 1) (**GREEN ENCLOSURE**).

## 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 GRANTS SUB-COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON WEDNESDAY 12 OCTOBER 2011 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Mrs Woodward (in the Chair)

Councillors Mrs Brettell (substitute for Councillor Mrs Tranter), Drinkwater, James, Mrs Stokes and Willis-Croft (substitute for Councillor Taylor)

**In attendance:**

Councillor Isaacs

Mrs M Danby, Town Clerk

**1. APOLOGIES FOR ABSENCE**

Councillors Taylor and Mrs Tranter.

**2. DECLARATIONS OF INTEREST**

Councillor Drinkwater declared a personal interest with regard to Application Nos. 2, 4, 5 and 22.

Councillor James declared a personal interest with regard to Application No. 26.

Councillor Willis-Croft declared a personal interest with regard to Application No. 32.

Councillor Mrs Woodward declared a prejudicial interest with regard to Application No. 19.

**3. GRANT AID APPLICATIONS 2011/11**

**AGREED** That the Grant Aid Committee be recommended to ratify the grant allocations as set out in **Appendix 1**.

**RECOMMENDATION** That the Grant Aid Committee add the following clause to the Scheme Guidance Notes and Conditions of Funding:

"Applications will only be considered from organisations where Burntwood residents comprise at least 50% of their membership and/or participants."

(The meeting closed at 7.35 p.m.)

### SUMMARY OF 2011/12 GRANT AID APPLICATIONS

ORGANISATION	NO.	2011/12 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
1 <sup>st</sup> Burntwood Girls' Brigade	1	350	250	Purchase digital camera and laptop.
1 <sup>st</sup> Burntwood Scout Group	2	580.80	350	Towards the cost of skimming and carpeting the Meeting Room floor at their HQ.
2 <sup>nd</sup> Burntwood Boys' Brigade	3	270	270	Training of members to undertake supervisory and assessor accreditation courses.
2 <sup>nd</sup> Chase Terrace Guide Unit	4	300	200	Towards the cost of going to Go Ape! At Cannock Chase as part of the Challenge Badge.
2 <sup>nd</sup> Chasewater Rainbow Unit	5	300	200	Towards cost of outdoor activities as part of the LEGS11 badge and table linen for overnights.
1444 Brownhills Squadron	6	130	130	Purchase a "Resusci Anne" training dummy to continue 1 <sup>st</sup> aid training.
Active 60s Group	7	300	150	Towards the cost of trips out.
Burntwood Chase Heritage Group	8	200	200	Towards the purchase of glass (Perspex) topped display tables for viewing and security of items.
Burntwood Family History Group	9	200	100	Towards the cost of continuing the "War Memorial Project".
Burntwood Gardening Guild	10	100	100	Assistance with increasing cost of speakers fees and the purchase of a "flip chart".
Burntwood Gateway Club	11	200	200	To provide day trip on the Walsall Enterprise Narrowboat.

<b>ORGANISATION</b>	<b>NO.</b>	<b>2011/12 REQUEST £</b>	<b>RECOMMENDED GRANT £</b>	<b>PURPOSE OF GRANT</b>
Burntwood Live at Home Scheme	12	920	500	To assist with room hire costs for the weekly arts and crafts session.
Burntwood Memorial Community Association	13	1,000	500 <sup>1</sup>	Towards the cost of installing a Fire Alarm in the Hall.
Burntwood St Matthews Cricket Club	14	350	350	Replacement of the homemade scoreboard.
Burntwood Singers	15	150	50	Towards the purchase of sheet music.
Burntwood Swimming Club	16	500	350	Assistance with hire of Burntwood Swimming Pool and replacement of some of their smaller equipment items.
Burntwood Town Football Club	17	500	250	To fund coaching and equipment for coaching.
Chase Terrace Bowling Club	18	400	300	To assist in meeting the Green hire costs for 2011.
Chase Terrace Methodist Church	19	500	300	Assistance to meet part of the cost of improvement meeting space and storage at the Church.
Chasetown Darby and Joan Club	20	300	200	To subsidise mini bus costs to enable disabled members to weekly meetings.
Chasetown Womens Institute	21	500	150	Towards the long-term project to increase membership (speakers' fees, room hire, publicity, stationery).
Chasewater District Guides	22	1000	550 <sup>2</sup>	Assistance with the cost of setting-up a new senior section, to aid two Brownie units for LEGS11 activities and coach hire for organised events.
Embroidery for Burntwood Community	23	150	150	Towards the cost of fabrics and threads for the Heritage Panel for Burntwood Memorial Institute.

<b>ORGANISATION</b>	<b>NO.</b>	<b>2011/12 REQUEST £</b>	<b>RECOMMENDED GRANT £</b>	<b>PURPOSE OF GRANT</b>
Fusion Credit Union	24	300	300 <sup>3</sup>	Assistance with the cost of undertaking a publicity campaign to improve levels of membership in Burntwood and money boxes to encourage grandparents and grandchildren to work together.
Hammerwich Cricket Club	25	300	150	Assistance with the purchase of a clock for league games.
Hammerwich Parent and Toddler Group	26	300	200	Towards the purchase of outdoor play equipment and craft materials.
Meiji Judokwai	27	7,000	300	Assistance sought with replacing judo mats (£6,880) and starter packs to encourage new members (£480).
Pathway Project	28	500	500 <sup>4</sup>	Towards the cost of refitting a bathroom within the Burntwood Refuge.
St Matthews Football Club	29	350	200 <sup>5</sup>	Towards the cost of insurance, new kits, etc and upkeep of the Club's ground.
SSAFA Forces Help	30	150	150	To assist caseworkers for reimbursement of their expenses – the caseworkers are volunteers and they do not receive payment of any kind.
Step Forward Stroke Support Group	31	990	150 <sup>6</sup>	26 speech therapy sessions (650), 1 waterproof banner (£45) and Selection of educational equipment (£295)
The Fulfen Association	32	500	0 <sup>7</sup>	Assistance with installing a Bike Rack at the school.
The National Association of Widows	33	321.96	100	Assistance with room hire for their monthly meetings.
The Redwood Friendship Club	34	200	150	Towards the cost of taking members out for meals.

Foot notes:

- <sup>1</sup> Application No. 13  
The Association is encouraged to consider charging a Membership Fee to offset the costs of running and upgrading the Hall.
- <sup>2</sup> Application No. 22  
Grant aid is subject to receipt (before the cheque is released) of a project plan showing how the money will be spent.
- <sup>3</sup> Application No. 24  
The Town Council is recommended to seek an Outside Body appointment to the Fusion Credit Union's Board.
- <sup>4</sup> Application No. 28  
Grant aid awarded subject to confirmation of the status of the Burntwood Refuge.
- <sup>5</sup> Application No.29  
Grant aid awarded towards the cost of new equipment and nets.
- <sup>6</sup> Application No. 31  
Grant aid awarded towards the purchase of the educational equipment.
- <sup>7</sup> Application No. 32  
Application does not meet the Scheme criteria (specifically Para. 11 of the Guidance Notes).