

GRANTS SUB-COMMITTEE – 15TH JUNE 2023

MINUTES OF THE GRANTS SUB-COMMITTEE HELD ON THE 15TH JUNE 2023 AT 12:30PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED WITHIN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere, Hibbert, Russell and Stevens

OFFICERS PRESENT: Mr S Carter (Town Clerk) and Miss F Barford (Democratic Services Officer)

OTHERS PRESENT: Mr P Nadler (Applicant of CCGS1) and Ms N Lee (Member of South Court Environmental).

1. APOLOGIES

No apologies were submitted.

2. DECLARATIONS OF INTEREST

Councillor Birch and Holland-Delamere declared a non-pecuniary interest in grant applications CCF178, CCF179 and CCF181 as the funds would be deducted from their Councillor Community Fund allowances.

3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS GRANTS SUB-COMMITTEE MEETING HELD ON 12TH APRIL 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 12th April 2023 as a true and accurate record of the proceedings.

4. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

a) Rectory Farm Pocket Park Group - **CCF178** – Pocket Park Activities - Cllr Holland-Delamere - £1,000 – Rectory Farm

RESOLVED: That grant application CCF178 be **approved** to the sum of £1,000.

b) Hanging Baskets for Trinity – **CCF179** – Cllr Birch - £760 – Trinity

RESOLVED: That grant application CCF179 be **approved** to the sum of £760.

c) Community Spaces Semilong Community Centre - **CCF180** – Semilong Community Hub - Cllr Marriott - £1,000 – Semilong

RESOLVED: That grant application CCF180 be **approved** to the sum of £1,000.

d) 99th Girl Guides & Brownies - **CCF181** - Guide Camp Holiday - Cllr Holland-Delamere - £500 – Rectory Farm

RESOLVED: That grant application CCF181 be **approved** to the sum of £500.

e) United Women and Youth Programme – **CCF183** - £2,500 – Cllrs Haque (£600), Alwahabi (£300), Ismail (£1,000), Tarasiewicz (£300) and Ashraf (£300) – Abington, Castle & St James

RESOLVED: That grant application CCF183 be **approved** to the sum of £2,500

- f) Community Space St Crispins - **CCF186** - Park Bench - £1,000 – via Cllr Meredith (£500) & Fuchshuber (£500) – Talavera
RESOLVED: That grant application CCF183 be **approved** to the sum of £1,000

GRANT APPLICATION TO THE COUNCILLORS COMMUNITY FUND AS PER THE ADDENDUM:

- l) Friends of Dallington Park – **CCF188** – Cycle Track Lines - £1,400 – Cllr G Eales – Spencer

A Councillor raised concerns whether Friends of Dallington Park had spoken with the Park Management Committee for the necessary permissions to repaint and expand the cycle track lines.

RESOLVED: That this application be **approved** in principle to the sum of £1,400 dependent on confirmation that the necessary permissions for the replacement and expansion of the cycle lines has been sought and approved.

- m) Friends of Dallington Village – **CCF189** – Managing Drug Culture and Supporting Offenders to Get Help - £1,160 – Cllr G Eales – Spencer

A Councillor questioned whether Friends of Dallington Village had gained permission from the Church and the Diocese to install a dummy camera, flooding lighting and a notice board within the grounds.

RESOLVED: That this application be approved in principle to the sum of £1,160 dependent on confirmation that the necessary permission for the installation of a dummy camera, flooding lighting and notice board within the Church grounds had been sought and approved.

- n) Doddridge Centre Ltd – **CCF190** – Events at the Doddridge Centre - £988.10 – Cllr G Eales – Spencer

RESOLVED: That application CCF190 be approved to the sum of £988.10.

DSO's Note: CCF190 was a late submission and was tabled at the Grants Sub-Committee held on 10th June 2023 and was approved. The Grant Sub-Committee have delegated authority to approve Councillor Community Fund applications prior to the Community Services Committee's approval and adoption.

5. GRANTS APPLICATION TO THE COMMUNITY GRANT SCHEME RECEIVED BUT AWAITING FURTHER CLARIFICATION

- g) Northampton Town Centre BID – **CGF68** – Classic Car Event - £3,000

A Councillor raised questions on whether the vehicles would be processing or a stand still for spectators to view.

RECOMMENDED: That application CGF68 be approved to the sum of £3,000 with the conditions that the vehicles would not be processing or racing.

6. GRANT APPLICATIONS TO THE COMMUNITY GRANT SCHEME RECEIVED BUT AWAITING FURTHER CLARIFICATION

- h) The Lowdown Northampton – **CGF56**

The Town Clerk explained he had spoken with the application regarding the Grant Sub-Committee's recommendation of 2/3 years' worth of committed funding and she was very welcoming as it would ensure 19-25-year-olds were able to access counselling. A Councillor raised that the Lowdown complete great work and fill the gap within mental health services within Northampton for young people.

RECOMMENDED: That application CGF56 be **approved** to the sum of £10,000 each financial for 3-years with a grant evaluation to be provided at the end of each financial year with the progress of the project.

7. GRANT APPLICATIONS FOR BLOOM GRANTS VIA COUNCILLOR'S COMMUNITY FUND

- i) Ramagarhia Board Northampton - RBN Bloom Project - **CCF184** - £200 – Cllr Haque – Castle

RESOLVED: That grant application CCF184 be approved to the sum of £200

- j) Friends of St Peters Marefair - Churchyard Planting - **CCF185** - £200 – Cllr B Purser – Abington

RESOLVED: That grant application CCF185 be approved to the sum of £200

8. GRANT APPLICATIONS TO THE CLIMATE CHANGE GRANT SCHEME

k) [South Court Environment Ltd](#) (SCE) – **CCGS1** - Education and Action to Mitigate Climate Change

Mr Nadler stated South Court Environmental Limited by Guarantee had been in operation for 25 years and has three major aims; protection and enhancement of bio-diversity in Northampton, produce food via sustainable and organic means and to engage and educate local people and groups about sustainability and bio-diversity. Mr Nadler stated their main goal was human satisfaction. Mr Nadler that South Court Environmental aim to minimise their use of crude oil based and chemical products throughout their work. Mr Nadler stated if the grant was approved the funds would be used to plant new trees, hedgerows and ensure old tree within their remit remain getting older.

In response to a question posed by a Councillor, Mr Nadler explained South Court Environmental have 4 or 5 ad-hoc paid staff however, the majority were volunteers who donate their time with only their expenses paid. In response to another question posed, Mr Nadler explained South Court Environmental's income came from some owned land they have leased, site management for other land owners, and information booklets sold however they mainly rely on donations and some grant funding.

In response to a question, Mr Nadler explained he intends to engage local schools, residents' associations and community groups throughout the project to provide them with education on bio-diversity and sustainability. Ms Lee added that prior to the start and at the end of the project intend to complete questionnaires to gain quantitative data of the impact.

Councillor Stevens explained in his opinion South Court Environmental's project as detailed within the application meets 4 of the 6 qualifying criteria for the Climate Change Grants Scheme.

RECOMMENDED: That application CCGS1 be approved in principal to the sum of £5,000 with the Environmental Services review and adoption.

9. REVIEW UPDATED GRANTS POLICY DOCUMENT

The Grant Sub-Committee members reviewed the amendments highlighted within yellow within the agenda and made the following recommendations.

RECOMMENDED: That point 21 of the Grants Policy state “The Councillors Community Fund is for grants nominated by individual Ward Councillors and will be for amounts not exceeding £2,000”.

RECOMMENDED: That point 2.1 of the Grant Policy state “A Councillor can only provide £2,000 to one organisation per ward each financial year”.

RECOMMENDED: That point 2.2 of the Grant Policy state “The General Community Grants Scheme is for grants generally in excess of £2,000 with a maximum of £10,000 being awarded in a financial year”.

RECOMMENDED: That point 3.1 of the Grant Policy state “The Scheme are only open to: Community Groups, Local Charities, Community Interest Companies and Not-for-Profit Limited Companies”.

RECOMMENDED: That point 3.2 of the Grant Policy state “Bodies must have a bank account in their own name or an agreement with a ratified organisation to hold the funds on their behalf”.

RECOMMENDED: That point 3.4 of the Grant Policy state “The Town Council will not fund core staff salaries, religious organisation (unless or non-religious activities), core school expenditure or project with party political links”

RECOMMENDED: That point 4.1 of the Grants Policy be amended to remove “Unspent funds will be carried over every year throughout the relevant Councillor’s term of office” as unspent funds are no longer carried forward and reallocated to the General Community Grants Scheme budget the following Financial Year.

RECOMMENDED: That point 6.1 of the Grants Policy state “Recipients receiving a grant shall provide an evaluation form once the project has been completed on the prescribed form”.

RECOMMENDED: That point 6.2 of the Grant Policy state “Receipts for all expenditure above £500 be provided as part of the evaluation to demonstrate the grant was spent appropriately.”

RECOMMENDED: That point 7.4 of the Grant Policy state “Recipients must use the Town Council’s logo and wording ‘supported by Northampton Town Council’ on all correspondences and publicity relating to the project supported by the grant.”

MEETING CONCLUDED: 1:30PM

DSO's Note: The amendments outlined in the above recommendations have been made in the document below for review and adoption by the Community Services Committee.



Northampton Town Council

Community Grants Policy

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Introduction

1.1 Northampton Town Council has a commitment to encourage, support and promote volunteer organisations and charities within its area for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and key principles of this policy are to ensure that grant expenditure is open and transparent and that any grants awarded are proportionate to the benefits they are expected to achieve.

1.3 Decisions related to Community Grants have been delegated to the Community Services Committee acting initially through its Grants Sub-Committee. This policy is designed to act as guidance for both applicants and Councillors when considering applications.

1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

1.5 The Town Council seeks to provide grants which meet the following outcomes:

- a. Any purpose which will enhance the economic, social and environmental well-being of their ward or part.
- b. Providing information to constituents, or seeking the views of constituents, whether about the Council or about any other matter affecting the economic, social or environmental well-being of the Council's area.
- c. Contributes towards a particular policy objective which the Council may determine from time to time.

Grant Schemes

The Town Council operates two separate grant schemes:

2.1 The **Councillors' Community Fund** is for grants nominated by individual Ward Councillors and will be for amounts not exceeding £2,000. A Councillor can only provide £2,000 to one organisation per ward each financial year. Applications for this scheme will be considered at least three times per year via our Grants Sub-Committee meeting grant deadlines can be found [here](#).

2.2 The **General Community Grants Scheme** is for grants generally of a value in excess of £2,000 with a maximum of £10,000 being awarded in a financial year, which will benefit a greater proportion of the area served by the Town Council than a single Ward. Applications for this scheme are considered by the Grants Sub-Committee and the Community Services Committee.

Eligibility

3.1 The schemes are only open to: Community Organisations, Local Charities, Community Interest Companies and Not-for-Profit Limited Companies.

3.2 Bodies must have a bank account in their own name or an agreement with a ratified organisation to hold the funds on their behalf.

3.3 Projects must deliver a clear benefit to the residents of Northampton.

3.4 The Town Council will not fund: core staffs' salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

3.5 The Town Council will prioritise grants to bodies serving residents mainly contained within its area and will not normally award grants to bodies serving the whole of the area of the former Borough of Northampton and beyond. Such bodies will generally be directed to the West Northamptonshire Council and/ or the relevant town or parish council.

3.6 The Town Council reserves the right not to make grants to those who apply. No commercial organisation, Individuals or schools will be considered for a general grant. No regional or national charities will be considered unless it is for a specific project in or benefit to the area of Northampton Town Council.

Applying for a Grant from the Councillors' Community Fund

4.1 Each Town Councillor has been allocated an annual sum of £3,000 (in some cases £4,200) from which they can nominate bodies to receive grants in accordance with this Policy. A majority of persons benefitting from the award of the grant will normally reside within the boundary of that Councillor's Ward. Councillors may, however, join with colleagues and nominate a body serving an area greater than one Ward.

4.2 Applications will be nominated by individual Ward Councillors whose details and contact information can be found [here](#) and include all information requested on the form which is available at [here](#). An application will not be presented to the Grants sub-committee until it has been endorsed by the Ward Councillor and all required information has been provided.

4.3 New/start-up organisations should submit a financial statement containing their proposed budget.

4.4 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.

4.5 Applicants requesting up to £200 may submit a simplified request detailing the project they are undertaking and what the funds will be spent on. Clauses 4.3 and 4.4 do not apply to donation requests.

4.6 Councillor nominated grant applications will be considered at least three times per year by the Grants sub-committee. Grant application deadlines can be found [here](#)

Applying for a General Community Grant

5.1 Applications should be made on the application form via the Town Council [website](#) and include all information requested on the form. An application will not go to the Grants sub-committee until all required information has been provided.

5.2 Applicants may be asked supply the previous two years of accounts and a recent (within three months) bank statement. If this is not possible then please explain why and instead submit recent bank statements

5.3 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.

5.4 Applicants may attend the sub-committee meeting where their grant will be considered to answer any questions which may arise.

5.5 The deadline for applications to be considered for this scheme shall be set by the Town Clerk and generally correspond with the Council's budget setting cycle however, application can be reviewed throughout the financial year. The deadline date shall be published as soon as practicable. Grant application deadlines can be found [here](#).

Grant Evaluations

6.1. Recipients receiving a grant in shall provide an evaluation once the project has been completed on the prescribed form.

6.2. Receipts for all expenditure above £500 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

Conditions of Grants

An application under both schemes shall indicate agreement to the following conditions.

7.1 Recipients shall complete an evaluation as required.

7.2 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

7.3 Northampton Town Council expects organisations to co-operate in gaining press and other publicity for events/facilities funded by the grant.

7.4 Recipients must use the Town Council's logo and the wording 'supported by Northampton Town Council' on all correspondence and publicity relating to the project supported by the grant.

7.5 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.

7.6 The Council may apply any additional conditions it deems necessary as part of the grant award

7.7 The Grants sub-committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application. Any misuse of grant aid funds will result in appropriate legal action.

7.8 Where an organisation receives a grant it shall be on the condition that Members of the Grants sub-committee may visit its premises, the site of the project and/or event.

7.9 Any grant awarded will be expected to be taken up within six months of the date of the award being made unless a written application for an extension is made to the Grants sub-committee by the first day of the month in which the six-month period expires, and the extension is allowed. In this event, a date will be specified by which the expenditure must be made. If any grant aid is not expended by the specified date(s) the grant will be recovered.

7.10 Where an application will be used as matched funding to lever in additional funding from other sources, the Council's grant will not be released until confirmation is received that all funding to enable the project to proceed has been achieved.

Receipt of Grant

8.1 Successful applicants will be required to enter into an agreement to the grant conditions contained within this Policy prior to the grant being released.

8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.