

HUNTINGDON TOWN COUNCIL

GRANTS SUB-COMMITTEE

To: All Members of the Grants Sub Committee

A meeting of the Grants Sub-Committee will be held at the **TOWN HALL, MARKET HILL, HUNTINGDON** on **THURSDAY 31st MARCH**, at 6.00pm.

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive declarations of interest in items on the agenda (see notes).

3. **PUBLIC ADDRESS/ADDRESS BY TOWN COUNCILLORS TO SUB COMMITTEE**

To hear any address to the Sub Committee from members of the public and other members of the Town Council on matters within the responsibility of this Sub Committee.

4. **MINUTES**

To approve the minutes of the meeting held of the Grants Sub Committee on Thursday 8th October 2016 (M3) attached.

5. **COMMEMORATION HALL CHARITY**

To consider an application for financial assistance received from the Commemoration Hall Charity. Information attached.

6. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider applications for financial award summarised in a schedule (attached) and to make recommendations to the Finance Committee. Full copies of the applications, accounts & reports of the applicant organisations are provided for Members' information.

7. **DATE AND AGENDA OF THE NEXT MEETING**

6th October 2016, Town Hall, Market Hill, Huntingdon.



**PHILIP PEACOCK
TOWN CLERK**

23rd March 2016
Town Hall
Market Hill
Huntingdon
PE29 3PJ

This meeting will be serviced by the Deputy Town Clerk – 01480 410386

Copies for information to:

The Members of Huntingdon Town Council, Town Clerk & Deputy Town Clerk.

Notes

A. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

HUNTINGDON TOWN COUNCIL**GRANTS SUB COMMITTEE**

A meeting of the Grants Sub Committee was held in the Town Hall, Market Hill, Huntingdon on Thursday 8th October 2015.

Present: Councillors A Beevor; J Dyne; T Forster W Hensley (Ex Officio); T Sanderson and R Valatka

In attendance: Councillors: A Blackwell; S Gifford; S Hassell; B Morrell.

Absent: Councillors A Dovans; J Jacobs and B Manning

1. **APOLOGIES**

Apologies were received from Councillor S McAdam, and Councillor D Brown as Ex-officio.

2. **DECLARATIONS OF INTEREST**

Councillor A Beevor declared an interest in the OCAG application as a member of the organisation. Councillor Hensley declared an interest in the HCRFM application as director of the company.

3. **TERMS OF COMMITTEE**

Members were asked to agree the following terms:

- i. Members agreed that Grants Sub Committee would be open to members of the public.
- ii. Members agreed that there would be no requirement for co-opted members.
- iii. Members agreed that Grants Sub Committee agendas and minutes would be available to the public.

It was proposed, seconded and

RESOLVED to accept these terms.

4. **PUBLIC ADDRESS/ADDRESS BY TOWN COUNCILLORS TO SUB COMMITTEE**

A Member wished to speak It was proposed, seconded and

RESOLVED to adjourn the meeting.

A Member wished to speak on behalf of OCAG and the application submitted. They wished to highlight that the recommendations within Agenda item 6, OCAG NoW was recommended to receive £0, which seemed unfair. The Town Clerk explained that the OCAG NoW application was submitted too late for the March 2015 Grants Sub Committee and therefore was submitted along with other grants received for consideration in October 2015. With this being

the case, the majority of the content including activities and events were outdated and grant money could not be supplied retrospectively. The Town Clerk further explained that the firework display outlined in the application was due to be on Godmanchester land. The Town Clerk concluded that OCAG had not complied with the rules and conditions of grant aid, giving no evidence of how the previous grant was spent. Members also noted that that the OCAG application featured a fireworks display which could be conflicting with another application for a fireworks display.

Councillor Hensley wished to speak on behalf of HCRFM and its application for financial assistance. He explained that as per OFCOM regulations, 50% of revenue must be generated through advertising and sponsorship, the other 50% must be created through grants and donations. Members were advised that HCRFM broadcasted to all of Huntingdon and has provided over 600 hours of free airtime to local charities and community groups in the town. The radio station was run by volunteers, with only one paid employee who had had to relinquish his day job to continue supporting and running the station.

It was proposed, seconded and

RESOLVED to reconvene the meeting.

5. **MINUTES**

Copies of the minutes of the meeting of the Grants Sub Committee held on 17th April 2014 (M3) had been circulated following their informal approval by the Chairman. It was proposed, seconded and

RESOLVED that these were a correct record and they were duly signed by the Chairman.

6. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

Copies of applications for a total of £31,000 from six Organisations had been circulated to Members prior to the meeting.

Members discussed the OCAG application and it was decided that any residual grant funds would be made available to the group on the condition that OCAG provided evidence of where their April 2014 Town Council grant had been spent.

Careful consideration was then given to the applications presented and a history of awards in proceeding years, where applicable. It was

RESOLVED to recommend that the following applications be granted in the amounts shown, subject to the usual conditions and made under the provisions of Section 137, 142, 144 and 145 of the Local Government Act 1972, it being in this Council's opinion that such grants are made in the interests of the area or its inhabitants and that levels of grant are commensurate with levels of benefit derived therefrom:

1. Huntingdon Town Football Club	£1000
2. Huntingdon Youth Theatre	£1000
3. Citizens Advice Bureau	£1000
4. Huntingdon Community Radio	£1000

- | | |
|--------------------------------|------|
| 5. Medway Christian Fellowship | £200 |
| 6. OCAG NoW | £ |

The amount awarded at the meeting totalled £4,200, leaving £520 available, of which £163 to be used for Great Northern Street (as per Finance Committee agreed on 24th September 2015). Any remaining balance (£357) would be made available to OCAG NoW on the condition that evidence was provided of how the previous grant was spent. (Grant application April 2014)

7. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was to be confirmed.

CHAIRMAN

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HUNTINGDON TOWN COUNCIL
APPLICATION FOR FINANCIAL ASSISTANCE

1. Name of organisation making application.

The Commemoration Hall, Huntingdon.

2. Name and address of correspondent (and office held).

James Rowe, Chair
38a Church Way
Little Stukeley
Huntingdon
PE28 4BQ

3. What are the objectives of your organisation?

The primary objective of the Commemoration Hall is:

“To provide a vibrant and sustainable community hall supported by the local community in recognition of its value as a community asset which contributes to the wellbeing of all its users.”

In addition, the trustees of the hall have recently approved three key objectives for 2016:

- To re-brand and re-launch the Commemoration Hall as the venue of choice for organisers of community events
- To create an operating business model that ensures financial independence
- To actively fundraise between £500k and £1M for the purpose of completely refurbishing the Hall and securing its future

4. How many members are there in your organisation? How many (a percentage will suffice) live in Huntingdon? If your organisation assists other people, how many (or %) of them live in Huntingdon?

The Commemoration Hall is not a membership organisation. It is a Charity and currently has 10 board members. All board members live in the Huntingdon area.

The hall is accessed by the local community for a variety of reasons, and we estimate that at least 90% of hall users, stakeholders and other beneficiaries live in the Huntingdon area.

5. Is membership open to any resident of Huntingdon, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, why not?

Anybody in Huntingdon is welcome to nominate themselves as a trustee, and the Hall is available to all community users, irrespective of any of the above.

6. Amount of grant applied for: £20,000 (An actual amount MUST be specified).

7. What is the money to be used for? (You should explain clearly and simply the justification for your request and the purpose for which the money will be used).

The board of trustees appointed at the most recent AGM in November, 2015 have an appetite to completely change both the operating model and financial position of the Commemoration Hall. In changing our operating model, we recognise that as a Charity we can raise funds in a variety of ways, separately from our traditional source of income – hall rental. In 2016, we aim to implement a number of fundraising initiatives to subsidise our running costs. In adjusting our financial position, we aim to become financially independent and a self-sustaining Charity.

Simultaneously, the board of trustees recognise that for the Commemoration Hall to have a sustainable future, the building itself requires substantial investment. It has been more than five decades since the building had any major work completed, and it shows. In order to refurbish the building, we have engaged with a professional fundraiser who has the brief to raise up to £1M for the purpose of completely refurbishing the space. Before work can commence, we will engage with the local community to ensure that the new Hall meets the requirements of our 21st century local community.

It is with enormous thanks then, that the board recognises the consistent and lengthy support of the Town Council in providing a regular subsidy for the running of the hall, and we were grateful earlier this year to learn that the Council was still keen to support the hall in 2016, with a subsidy for capital projects. We welcome the opportunity therefore to request £20,000 solely for that purpose. The grant this year will be used exclusively to help ‘pump-prime’ the much bigger capital project of completely refurbishing the Commemoration Hall.

The £20,000 will be used to support all of the preparation work for the larger project, including but not limited to:

- Engagement with the local community to help define the purpose and design of the new Commemoration Hall
- Fund an architect to prepare the refurbishment drawings
- Fund part of the management fees in respect of raising up to £1M
- Fund some of the cost in submitting formal applications to funding bodies
- Fund some of the cost in submitting planning applications
- As a contingency fund for unforeseen (capital) costs in the period leading up to the refurbishment

What is the total cost of your project?

Up to £1M.

8. What would be the situation if the application were refused, or granted in part only?

The effect of not receiving this grant would be devastating for the Commemoration Hall. The board of trustees is confident that it can run the Hall through 2016 with a variety of new methods, but we will rely entirely on the funding from the town council to help us through the preparatory phase of the larger refurbishment project. If the grant is refused, the longer term viability of the Hall would be jeopardized and an almost certain requirement for future years’ town council grants would be sought. With the funding, it is the aim of the board of trustees to make this the last year that the Commemoration Hall requires a subsidy of any kind from the Town Council.

9. Have you applied for grant in respect of this project to any other organisation (including local authorities)? If so, to whom? For what amount? £ What was the decision on your application? (What conditions were attached to any approval)?

Not yet, but this is the process we will go through during 2016 with the support of the freelance professional fundraiser.

10. Have you applied to this Council for assistance on previous occasions? If so, for what purpose and with what results?

Yes. In previous years, the Town Council has supported with the running costs of the Commemoration Hall. Varying amounts in the region of £30,000 per year have been gratefully received, and in most years this grant has helped pay for caretaking and cleaning costs amongst various other small capital projects.

It is fair to say that without the support of the town council through the years, this community hub in the centre of Huntingdon would not have survived.

11. When will the money be required.

As soon as possible. Work has already started in the preparatory phase for this project.

12. How can the Council check how any grant allocated has been spent?

The board of trustees would welcome any sensible suggestion to keep the town council apprised of development through this project. We would be happy to provide written updates on how and what the money is being specifically spent on, and equally happy to keep the council apprised of our success (as it happens) in raising the larger capital amount.

The Commemoration Hall board of trustees includes four very active town councillors this year, so the opportunity for the council to be apprised of progress informally and/or formally at council meetings would be entirely sensible and achievable.

13. Have you included the following requested information with your applications?

(a) Last set of audited accounts. Yes

(b) List of names and addresses of the Officers of your organisation Yes

(President/Chair/Secretary/Treasurer, etc.).

(c) A copy of your last annual report. We do not currently prepare a formal annual report.

14. Is there anything else you wish the Town Council to take into account when considering this application?

The single most important aspect of this grant application is that for more than 150 years, as prescribed in the original trust deed, the Commemoration Hall has provided a community venue, in the heart of the community *for* the community. This grant will be an important step in making sure that the next 150 years of community provision can be secured.

15. If the Council approves your application, the grant will be sent to you by a cheque. To whom should this cheque be made out? (You will be required to acknowledge receipt).

“The Commemoration Hall Huntingdon”

This form, when completed, should be sent to:

**The Town Clerk
Huntingdon Town Council
Town Hall,
Market Hill
Huntingdon, Cambs
PE29 3PJ**

Tel: 01480 411883

Fax: 01480 410388

e-mail: town.council@huntingdowntown.gov.uk

Should you need additional space, please use overleaf or add extra sheets as necessary.

General, Grant Application Form

Sept 2012

To: The Grants Sub Committee

AGENDA ITEM NO

Date: 31st March 2016

APPLICATIONS FOR FINANCIAL ASSISTANCE

(Report by the Administration Assistant)

1. BACKGROUND INFORMATION

- 1.1 As a local council, Huntingdon Town Council may make donations, subject to the Council's agreed conditions and under the provisions of Sections 137, 142, 144 and 145 of the Local Government Act 1972. (See Appendices A)
- 1.2 During consideration, Members should be mindful that such grants are made in the interests of the area of Huntingdon or its inhabitants and that levels of grant are commensurate with levels of benefit derived therefrom.

2. DETAILED CONSIDERATION

- 2.1 Budgetary provision for 2016/17 was £14,000.
- 2.2 The Council historically schedules two meetings annually at which the annual approved expenditure may be awarded.
- 2.3 Members have before them ten grant applications, totalling in £18,321.93 value, which are summarised in the table attached.
- 2.4 At the Finance Committee meeting held on 18th February 2016 agreed that grant awards would be capped at £500 per organisation.

3. RECOMMENDATION

- 3.1 That Members consider the applications and amounts proposed, for recommendations of awards to the Finance Committee on Thursday 14th April 2016.

Contact Officer: *Kate Yerbury*

☎ 01480 410381

To : Grants Sub Committee

Date : 26th March 2015

For Members information and guidance when awarding grants, detailed below are examples of actual uses to which the power is known to have been put by local councils.

Local Government Act 1972, s 137(1) – Actual Uses

- (a) Class 1: *small public properties*
 - (i) seat outside the parish
 - (ii) memorial plaques
 - (iii) film projector
 - (iv) repair of a bier-house
 - (v) kerbing, resurfacing road or market
 - (vi) set of parish china
 - (vii) invalid wheelchair
 - (viii) public telephone
 - (ix) doctor's car radio
 - (x) culvert
 - (xi) bus turning-bay
 - (xii) village surgery
 - (xiii) duckhouse for village pond
 - (xiv) repair of sheepwash
 - (xv) repair of shipway

- (b) Class 2: *preservation or restoration of old objects or buildings*
 - (i) churches and chapels
 - (ii) stocks, firehooks, pinfolds
 - (iii) windmill
 - (iv) biers
 - (v) market and village cross
 - (vi) contribution to local preservation society
 - (vii) pounds
 - (viii) jubilee arch

- (c) Class 3: *improvement of appearance of villages*
 - (i) civic trust type 'face lift' scheme
 - (ii) removal of slaughterhouse
 - (iii) planning competition
 - (iv) landscaping
 - (v) garden competition prizes
 - (vi) local garden centre
 - (vii) best-kept village competition
 - (viii) litter competitions
 - (ix) village sweeper
 - (x) beach cleansing
 - (xi) junk disposal or bottle bank

- (xii) clearance of commons
 - (xiii) tidying land of unknown ownership
 - (xiv) planting trees, shrubs and flowers
- (d) Class 4: *influence*
- (i) propaganda for civic centre
 - (ii) contribution to Anti-Third London Airport Campaign
 - (iii) support of organisations such as River Thames Society, Railway Protection Association
- (e) Class 5: *ceremonial and entertainment*
- (i) Christmas trees
 - (ii) chains or badges of office
 - (iii) sports prizes
 - (iv) beating bounds
 - (v) civic entertainments and services
 - (vi) flower shows, festivals and fairs
 - (vii) flags
 - (viii) exhibitions
- (f) Class 6: *safety*
- (i) fencing dangerous places
 - (ii) first-aid post
 - (iii) road warden
 - (iv) inshore rescue service
 - (v) old people's distress cards and lights
 - (vi) safety competitions
 - (vii) road markings
 - (viii) lectures on artificial respiration
 - (ix) safety posts and bollards
 - (x) ambulance competition entries
 - (xi) accident committees
 - (xii) life-belts and lifeguards
 - (xiii) flood prevention
- (g) Class 7: *public information*
- (i) parish fixture lists and bulletins
 - (ii) local publicity association
 - (iii) letters of welcome to newcomers
- (h) Class 8: *contributions to voluntary bodies without premises*
- (i) play groups and youth clubs
- (i) Class 9: *social welfare*
- (i) flood relief
 - (ii) mobile physiotherapy unit
 - (iii) new ambulance
 - (iv) assistance for the handicapped
 - (v) meals on wheels
 - (vi) welfare organisations

- (vii) marriage guidance and family planning
 - (viii) sickness fund
 - (ix) collection of medicines from distant dispensaries
 - (x) village librarian
 - (xi) day nursery
 - (xii) Samaritans
- (j) Class 10: *recognition of exceptional or outstanding public service*
- (i) non-pecuniary testimonials on retirement
 - (ii) gratuity to youths making historical discoveries
- (k) Class 11: *communication*
- (i) repair of ford
 - (ii) temporary roads, private streets
 - (iii) 'no parking' signs
- (l) Class 12: *educational*
- (i) history and local government lectures
 - (ii) further education grant
 - (iii) Duke of Edinburgh's scheme
 - (iv) compilation of village history
 - (v) Prince of Wales's Trust
 - (vi) essay competitions
- (m) Class 13: *miscellaneous*
- (i) co-operative Christmas crib
 - (ii) restocking of river with trout
 - (iii) flower and vegetable show
 - (iv) village handyman
 - (v) purchase of South-East study

Organisation	Date received	Amount requested	Reason	Recommendation
Unity in the Community	17/03/2016	£ 383.40	Unity in the Community event – hire of Medway	£383.40
Friends of Stukeley Meadows School	17/03/2016	£9000	Construction of 'Stukeley tree house' for children	£500
Huntingdonshire Society for the Blind	16/02/2016	£4000	Single storey extension	£500
Medway Christian Fellowship	16/03/2016	£500	Summer Holiday Club at Medway Centre	£500
Huntingdon and District Cricket Club	15/03/2016	£500	Redeveloping the interior of clubhouse	£500
Relate Cambridge	04/02/2016	£500	Contribution towards costs of counselling support in Huntingdon Library	£500
Disability Information Service Huntingdonshire (DISH)	15/03/2016	£500	Home visits to those with disabilities and assistance in appeals in Benefits Tribunals	£500
Huntingdon Alliance for Indians	14/03/2016	£1000	To meet annual expenditure (events, seminars, classes and festivals)	£500
Huntingdon Alliance for Indians – Dance Classes	15/03/2016	£1000	Hire of Medway Centre every Sunday for 2 hours	£500
Cornerstone Care in Confidence	11/03/2016	£938.53	10 week post abortion recovery course for those suffering negative effects following termination	£500
		£18,321.93		£4883.40

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