

Folkestone Town Council



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The Town Hall,
1-2 Guildhall Street,
Folkestone,
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AGENDA

Meeting: **Grants Committee**
Date: **Thursday 24 August 2017**
Time: **6.30 p.m.** (Please note the time of this meeting)
Place: **Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Grants Committee**

YOU ARE HEREBY SUMMONED to attend a meeting of the Grants Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.



J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2017/18 Municipal Year.
- 3. APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2017/18 Municipal Year.
- 4. DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

5. MINUTES

To receive the Minutes of the meeting of the Grants Committee held on 6 April 2017 and to authorise the Chairman of the Committee to sign them as a correct record.

6. REVIEW OF THE TERMS OF REFERENCE

In line with Council's adopted standing orders, the Town Clerk has requested that members review the Terms of Reference for the Grants Committee. Any changes the Committee wishes to make will need to be approved by Full Council at a later meeting.

7. TOWN GRANT APPLICANTS

Applicants requesting town grants will answer any questions that the Committee may have. Requests will be considered later in the meeting.

REF.	APPLICANT	PURPOSE	POWER	REQUEST
1	Yarp Festivals	Yarp Music Festival & Retro Games	LGA 72, Sec 145	£1,000.00
2	Strange Cargo	Royal Academy of Arts Exhibition	LGA 72, Sec 145	£2,500.00
3	Strange Cargo	Cheriton Light Festival	LGA 72, Sec 145	£2,500.00
4	Harbour Church	Mobile Comics Factory	LGA 72, Sec 145	£2,000.00
5	Jim Jam Arts	Living Advent Calendar	LGA 72, Sec 145	£2,000.00
6	St Eanswythe's Primary School	New KS1 Play Area	LGA 72, Sec 145	£2,500.00
7	Hi Kent	Lip-Reading Classes	LGA 72, Sec 145	£2,215.00
8	IMOS Foundation	Triennial Exhibition	LGA 72, Sec 145	£2,000.00
9	Sunflower House	Town Sprucer	LGA 72, Sec 137	£2,500.00
10	Shepway Brass Academy	Brass Music for Schools	LGA 72, Sec 145	£2,250.00
11	Folkestone & Hythe Sea Cadets	Bass Drum	LGA 72, Sec 145	£999.00
12	Little Lambs Baby and Toddler Group	Weekly Baby and Toddler Group	LGA 72, Sec 137	£992.16

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

8. TOWN GRANTS

Town Grant applications are assessed on merit against five categories. The meeting will be adjourned for approximately 15 minutes whilst the scores are accumulated, after which the Committee may propose a full award, reduced award or no award, based on the combined score and available budget.

9. **TOWN GRANT APPLICATION PROCESS - FEEDBACK**
Any feedback forms received since the last meeting are attached.

10. **DATE OF NEXT MEETING**
Thursday, 9 November 2017 at 6.30pm

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 6 April 2017 at 4.30 p.m.

PRESENT: Councillors A Berry, M Lawes, R Theobald, P West and R Wheeler (Chair).

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

54. APOLOGIES FOR ABSENCE

Apologies from Councillors C Jeffrey and R Wallace were received and approved.

55. DECLARATIONS OF INTEREST

There were no declarations of interest.

56. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 10 November 2016.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 10 November 2016 be received and signed as a correct record.

Proposed: Councillor R Theobald

Seconded: Councillor P West

Voting: F:5 Ag:0, Ab:0

57. TOWN GRANT APPLICANTS

Representatives of town grant applicants requesting over £1,000 attended the meeting and answered questions from the Committee.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: The press and public were excluded for the remainder of the meeting under Section 1; sub-section 2 of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor R Wheeler

Seconded: Councillor M Lawes

Voting: F:5, Ag:0, Ab:0

58. TOWN GRANT ASSESSMENT

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated and used as the basis for discussion.

RESOLVED: That the following town grants be approved:

Proposed: Councillor R Wheeler

Seconded: Councillor A Berry

Voting: F:5, Ag:0, Ab:0

REF.	APPLICANT	PURPOSE	POWER	AWARD
1	Catherine Mison	Folkestone Trawler Race	LGA 72, Sec 145	£2,000.00
2	Strange Cargo	Charivari Day	LGA 72, Sec 145	£2,500.00
3	Pavement Pounders CIC	Spoken Memories of Folkestone	LGA 72, Sec 145	NIL
4	Folkestone Rugby Club	Mini-Rugby Tour to Etaples/Le Touquet	LGA 72, Sec 145	£2,000.00
5	Folkestone Cricket Club	One to One Training	LGA 72, Sec 145	£1,300.00
6	Circus Starr - Starr in the Community	Afternoon at the Circus	LGA 72, Sec 145	NIL
7	HG Wells Short Story Competition	HG Wells Short Story Competition	LGA 72, Sec 145	£500.00
8	Robert Hills	Community Fun Weekend	LGA 72, Sec 145	£950.00
9	Disabled Friends and Family Association	Trips for Disabled	LGA 72, Sec 145	£800.00
10	Academy FM Folkestone	'Folkestone Life' Equipment for Arts Project	LGA 72, Sec 145	£918.00
11	Folkestone Sports Centre	Over 50s Club	LGA 72, Sec 145	£950.00

59. TOWN GRANT APPLICATION PROCESS - FEEDBACK

Feedback forms received since the last meeting were noted. It was pointed out that page 3 paragraph 2 of the form for applications under £1,000 incorrectly referred to E1 (should be C1).

60. DATE OF NEXT MEETING

Thursday, 24 August 2017 at 6.30pm

Chairman.....

Date.....



TERMS OF REFERENCE

Grants Committee

1. To exercise the powers and duties of the Town Council in considering town grant applications from various community groups in line with Council's adopted grants policy.
 - a) The Committee shall consist of 7 members and its quorum shall be 3.
 - b) The Committee shall meet 3 times per year.
 - The meeting dates shall be approved annually by Council when setting the Schedule of Meeting Dates.
 - The grants budget shall be approved annually by Council and will be divided equally between the three meetings regardless of whether it is an election year.

2. To consider and make recommendations:
 - a) Accessing applications independently on merit against five set categories:
 - Closeness to FTC grant policy
 - Robustness of proposal
 - Financial planning
 - Scope & Sustainability
 - Personal assessment

Subject to the combined percentage score and available budget, committee can offer a full award, reduced award or no award:

 - < 50% = No Award
 - 50 - 75% = Reduced Award
 - > 75% = Full Award
 - b) Ensuring the grants budget for the relevant financial year is not exceeded.
 - c) Monitoring the effectiveness of the Town Council's Grant allocation process.

3. To prepare budgetary forecasts, where necessary, on the above activity for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.

4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

