

Folkestone Town Council



Date of Publication 9 August 2018

The Town Hall,
1-2 Guildhall Street,
Folkestone,
Kent CT20 1DY
Telephone: 01303 257946
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AGENDA

Meeting: **Grants Committee**
Date: **Thursday 16 August 2018**
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 2018/19 Municipal Year.
3. **APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2018/19 Municipal Year.
4. **DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

To receive the Minutes of the meeting of the Grants Committee held on 5 April 2018 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 the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Grants Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

7. REVIEW OF THE POLICY GUIDELINES

The Committee is asked to consider the policy guidelines for grants. The current version is attached.

8. TOWN GRANT APPLICANTS

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

Ref	Applicant	Purpose	Amount requested
1	Community Donation Station	Stair Lift	£1,500.00
2	Folkestone Youth Project	The Shed Urban Wilderness	£2,028.00
3	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,500.00
4	Custom Folkestone CIC	Locavore Garden	£2,500.00
5	Hi Kent	Lip Reading Classes	£2,000.00
6	Folkestone Fringe	SALT - Festival of the Sea and Environment	£2,000.00
7	Grand Old Timer Rally	Prizes	£500.00
8	Folkestone Festivals	Cake-Off On The Stade	£900.00
9	Harbour Church	Folkestone Art Bike	£750.00
10	LAStheatre	Lovewright	£990.00
11	Pavement Pounders CIC	Folkestone Under Attack	£500

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.

9. 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, group discussion and available budget.

10. TOWN GRANT APPLICATION PROCESS - FEEDBACK

Any feedback forms received since the last meeting are attached.

11. DATE OF NEXT MEETING

Thursday, 8 November 2018, 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, 5 April 2018 at 6.30 p.m.

PRESENT: Councillors A Berry, M Lawes, R Theobald, R Wallace, P West and R Wheeler.

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

79. APOLOGIES FOR ABSENCE

No apologies were received, Cllr Claire Jeffrey was absent.

80. DECLARATIONS OF INTERESTS

Cllr Ann Berry declared a personal interest in the Step Short application.

Cllr Richard Wallace declared a personal interest in the Rotary of Folkestone application.

81. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 17 November 2018.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 17 November 2018 be received and signed as a correct record.

Proposed: Councillor P West

Seconded: Councillor M Lawes

Voting: F:6 Ag:0, Ab:0

82. TOWN GRANT APPLICANTS

Applicants requesting town grants of £1000 or more had been invited to the meeting to answer any questions that the Committee may have. Applications were considered later in the meeting.

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:6, Ag:0, Ab:0

83. TOWN GRANTS

Town Grant applications were assessed on merit against five categories by each Councillor (Cllr Ann Berry left the room for the duration of the step short application questions and answers and did not score the application). Scores were then accumulated and used as the basis for discussion.

RESOLVED: That a grant of £1,500 be approved for the Helping Hand Project.

Proposed: Councillor R Wallace

Seconded: Councillor R Theobald

Voting: F:2, Ag:0, Ab:4

RESOLVED: That the remaining town grants be approved enbloc.

Proposed: Councillor R Wheeler

Seconded: Councillor R Wallace

Voting: F:6, Ag:0, Ab:0

Ref	Applicant	Purpose	Award
1	Strange Cargo	Charivari	2000.00
2	The Rotary Club Folkestone	Helping Hand Project	£1,500.00*
3	The Rotary Club of the Channel	Channel Triathlon	£1,500.00
4	Folkestone Festivals	Music Festival & Strongman Competition	£2,000.00
5	John Sims	Folkestone Skabour	£2,000.00
6	Step Short	WW1 Parade and commemoration	£2,500.00
7	Folkestone Cricket Club	Cricket Coaching	£1,000.00
8	Folkestone Fencing Club	To attract more girls into the sport	£350.00
9	Disabled Friends and Family Association	Various trips out for disabled people	£350.00
10	Folkestone Festivals	One Great Day	£500.00
11	Yvonne Sims	Folkestone Memorial	£0.00

**Subject to confirmation of funding from the Community Led Local Development Plan, Natwest and Kent Community Foundation.*

84. RESOLUTIONS AND MATTERS FROM OTHER COMMITTEES

Full Council – 16th November 2017

ii. *Grants Committee*

It was resolved that:

- The Committee deferred the issue of the Town Sprucer for discussion at the Full Council meeting on 16 November.*

Discussion took place on the point of order and whether the request from the Grants Committee was to consider the grant application or the possibility of adding the Sprucer to the Town Council's establishment. It was noted that the latter had been the intention, but this would need to be considered by the Personnel Sub-Committee prior to debate. It was suggested that clarification be sought from the Grants Committee at its next meeting in April. It was noted that the Grants Committee had met for the third and final time this year with all grant money allocated.

RESOLVED: That the item be deferred back to Grants Committee for clarification on their request in relation to the Town Sprucer.

Proposed: Councillor David Monk

Seconded: Councillor Peter Gane

Voting: F:13, Ag:0, Ab:01

RESOLVED: The Committee requested the Town Clerk call a partnership meeting between FTC/FHDC to discuss how to tackle litter and other general environmental issues around the Town and report back to Full Council.

Proposed: Councillor R Wheeler

Seconded: Councillor P West

Voting: F:6, Ag:0, Ab:0

85. TOWN GRANT APPLICATION PROCESS - FEEDBACK

The feedback was noted.

86. DATE OF NEXT MEETING

Thursday, 16 August 2018, at 6.30pm

Chairman.....

Date.....



Folkestone Town Council



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.



FOLKESTONE TOWN COUNCIL
Policy Guidelines for the Approval and Distribution of
Ward Grants

11 December 2008 – Finance and General Purposes Committee

1. The Town Council is prepared to consider applications for financial assistance from:
 - (a) clubs and societies within the ward;
 - (b) voluntary bodies and associations within the ward;
 - (c) non-profit making organisations within the ward;
 - (d) charitable bodies within the ward;
 - (e) individual members of the community within the ward
2. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. Applications must be made using the Council's Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time.
5. Applicants should normally apply for only one grant during a financial year (1 April to 31 March).
6. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the Committee approves the application. Applicants will be required to complete a form, confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. Failure to return this form is likely to preclude the applicant from being considered for a Town Council grant in the future.
7. The Town Council might refer applications to other bodies as appropriate.
8. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
9. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
10. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
11. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

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12. Grants will not normally be given for specifically religious or party political purposes.
13. Grants will not normally be given to profit making organisations with unallocated reserves.
14. Grants will not normally be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
15. All ward grant applications require the support of the Ward Councillor before they can be considered by the Committee.

Enquiries to:

Liz Timmins
Folkestone Town Council
The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 2DY

Tel: (01303) 257946
Email: liz.timmins@folkestone-tc.gov.uk



FOLKESTONE TOWN COUNCIL Policy Guidelines for the Approval and Distribution of Town Grants

1. The Town Council is prepared to consider applications for financial assistance of up to £2,500 from:
 - (a) clubs and societies;
 - (b) voluntary bodies and associations;
 - (c) non-profit making organisations;
 - (d) charitable bodies
 - (e) individual members of the community

Applicants should complete the correct form dependent on the amount of the grant; under £1000 or £1000 and over.

2. In order to qualify for assistance, applications must demonstrate a direct benefit to the Folkestone Town area, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Town Grant application form, and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's Grants Committee, providing the application is received at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY, at least 10 working days before the relevant meeting.
5. Applicants should only apply for one grant per project and may apply for up to three projects during a financial year (1 April to 31 March). The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application, the financial assistance should be taken up during the financial year (1 April to 31 March) in which the Committee approves the application. Applicants will be required to complete a feedback form confirming that the funding has been used for the purpose requested. Failure to return this form is likely to preclude the applicant from being considered for a Town Council grant in the future.

7. The Town Council might refer applicants to other bodies as appropriate.
8. Committee meetings are open to the public and a representative of the applicant will normally be required by the Chairman of the Committee to attend the relevant meeting and answer questions put to them by Committee members.
9. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
10. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
11. Grants will not be made to registered charities seeking to add to their capital investments.
12. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
13. Grants will not be given for specifically religious or party political purposes.
14. Grants will not be given to profit making organisations with unallocated reserves.
15. Grants will not be paid if the application is submitted after the project or event has taken place.
16. Any offer of funding is discretionary, the Committee's decision is final and there is no right of appeal.

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