

# Folkestone Town Council



Date of Publication 1 November 2018

The Town Hall,  
1-2 Guildhall Street,  
Folkestone,  
Kent CT20 1DY  
Telephone: 01303 257946  
[www.folkestonetc.kentparishes.gov.uk](http://www.folkestonetc.kentparishes.gov.uk)

## AGENDA

Meeting: **Grants Committee**  
Date: **Thursday 8 November 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. **DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
3. **MINUTES**  
To receive the Minutes of the meeting of the Grants Committee held on 16 August 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

#### 4. 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	Folkestone Flower Power	Hanging baskets on the Leas	£2,500.00
2	The Rotary Club of the Channel	Channel Triathlon	£1,500.00
3	Audrey Green Oakes	From Belgians To Brexit	£2,000.00
4	Folkestone Fringe	Profound Sound Festival	£2,300.00
5	Touchbase Care	The Golden Age of Hollywood	£2,000.00

#### 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.

#### 5. 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.

#### 6. BUDGET 2019/20

The Committee is asked to consider its budget requirements for the next financial year. Currently there is £35,000 in the Town Grants Budget. A full list of proposals from all committees will be presented to the Finance & General Purposes Committee at its meeting on 13 December 2018.

#### 7. TOWN GRANT APPLICATION PROCESS - FEEDBACK

Any feedback forms received since the last meeting are attached.

#### 8. DATE OF NEXT MEETING

Thursday, 23 May 2019, 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, 16 August 2018 at 6.30 p.m.**

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

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

**87. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Claire Jeffrey and Mary Lawes.

**88. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of the Grants Committee for 2018/19 were sought.

**RESOLVED: That Councillor R Wheeler be appointed Chairman of the Grants Committee for the 2018/19 Municipal Year.**

Proposed: Councillor P West

Seconded: Councillor R Theobald

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

Councillor R Wallace arrived at this juncture.

**89. APPOINTMENT OF VICE CHAIRMAN**

Nominations for the appointment of Vice Chairman of the Grants Committee for 2018/19 were sought.

**RESOLVED: That Councillor P West be appointed Vice Chairman of the Grants Committee for the 2018/19 Municipal Year.**

Proposed: Councillor R Wheeler

Seconded: Councillor R Theobald

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

**90. DECLARATIONS OF INTERESTS**

No declarations of interest were made.

**91. MINUTES**

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 5 April 2018.

**RESOLVED: That the Minutes of the meeting of the Grants Committee held on 5 April 2018 be received and signed as a correct record.**

Proposed: Councillor P West

Seconded: Councillor R Theobald

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

**92. REVIEW OF THE TERMS OF REFERENCE**

The Committee reviewed the current Terms of Reference and made no changes.

**RESOLVED: To adopt the current Terms of Reference.**

Proposed: Councillor R Wheeler

Seconded: Councillor A Berry

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

**93. REVIEW OF THE POLICY GUIDELINES**

The Committee was asked to consider the policy guidelines for grants after a brief discussion the committee decided on the following changes.

**RESOLVED:**

**To amend as follows:**

***Ward Grant Guidelines:***

**Item 5. to be changed to read ‘Applicants should normally apply for only one project during a financial year (1 April to 31 March).’**

**Item 15. to be changed to read ‘All ward grant applications require the support of the Ward Councillor before they can be considered by the Town Clerk.’**

**To add:**

**If the total grant you require from Folkestone Town Council is in excess of £1,000 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of £1,000 you will be required to provide further financial information to the Ward Councillor.**

**Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interests).**

<sup>2</sup> “Associated Person” means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).”

If the total grant you require from Folkestone Town Council is in excess of £250, the Council will only pay into individual accounts upon receipt on invoices.

*To be included on the Ward Grant application form:*

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

Proposed: Councillor R Wheeler

Seconded: Councillor R Wallace

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

#### 94. TOWN GRANT APPLICANTS

Representatives of the town grant applicants 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 A Berry

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

#### 95. 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 P West

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

Ref	Applicant	Purpose	Award
1	Community Donation Station	Stair Lift	Deferred
2	Folkestone Youth Project	The Shed Urban Wilderness	£1,000 *
3	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,000

4	Custom Folkestone CIC	Locavore Garden	£1,500**
5	Hi Kent	Lip Reading Classes	£1,000
6	Folkestone Fringe	SALT - Festival of the Sea and Environment	£1,500
7	Grand Old Timer Rally	Prizes	£500**
8	Folkestone Festivals	Cake-Off On The Stade	£500
9	Harbour Church	Folkestone Art Bike	£500
10	LAStheatre	Lovewright	£500
11	Pavement Pounders CIC	Folkestone Under Attack	£500

\*To refer the applicant to the Community Services Committee for application for the remaining funds

\*\* Receipts of payments to be provided

**96. TOWN GRANT APPLICATION PROCESS - FEEDBACK**

No feedback forms were received.

**97. DATE OF NEXT MEETING**

**Thursday, 8 November 2018, at 6.30pm**

Chairman.....

Date.....