



**Minutes of the Meeting of the
Finance & Grants Committee
Via Microsoft Teams
At 10.00am on Monday 1 June 2020**

Those Present:

Members with voting rights:

Town Mayor Cllr John Stewart (part), Cllrs: Amanda Stott, Angela Williams, Mark Fearn, Roland Edwards and Jon Weston.

Officers: David Naylor Town Clerk and Jennifer Brockbank RFO

None-Members: Cllr Joanna Maitland (part)

Chair: Cllr Jon Weston

- 1. To receive and approve apologies for absence:** There were none
- 2. To receive any declarations of Interest:** There were none
- 3. To elect a Chairperson**
The Committee **RESOLVED** to elect Cllr Jon Weston at the Chair
- 4. To review the Terms of Reference**
The Committee **RESOLVED** to approve the Terms of Reference.
- 5. To receive and confirm the Minutes of the meeting held 29/04/20**
The Committee **RESOLVED** to approve the minutes of 29/4/20 as a correct record.
- 6. To review the Grants Criteria**
The Committee debated the criteria and in terms of what the application form must include and decided that more information should be supplied by the applicant to support the request ie how many meetings they hold in a year, how many attendants they have, the type of work they are undertaking and outcome criteria to measure success. Also, that it becomes a condition of the application that the organisation supplies photographs and other evidence that the Council grant has been used for the purpose that was declared on application. Therefore, the Committee **RECOMMENDED** that the Council accepts the Criteria and Application Form subject to the changes stated above (attached).

The meeting debated the process where an organisation is charged for the hire of the Town Hall and then applies for a grant towards those costs. Although on the surface this seemed like a complicated way of operating it was still deemed to be the fairest way because the Finance & Grants Committee makes recommendations to council based on individual application, a thorough scrutiny

of the financial position and agrees the appropriate level of grant to be awarded.

7. To review the Grants Process 2020

The Committee reviewed the timetable for the grants process and looked at how the process could be speeded up but after consideration decided it would work better with the current timeframe. Councillors would actively contact any voluntary organisation who they knew would need support and advise them how to apply. The Committee **RESOLVED** to approve the Grants Process 2020 (attached).

8. Discuss the possible financial impact of Covid-19

The Committee discussed the impact of Covid-19 and agreed that council's accounts are healthy with most of the income being provided by the Precept and there were strong reserves. Business was one area that might need support and the Clerk reminded the Committee that the Council could not financially support businesses but that it would do whatever it could in supporting them.

Love Bollington Market was identified as requiring support as they had recently requested to use the Recreation Ground, where social distancing would be easier to achieve, for their next event. Cllr Stott and Cllr Edwards advised that permission to use the Recreation Ground would not be a straightforward yes or no from Cheshire East as the process would involve the Market providing bonds and appropriate insurance. Also, that help would be required to support the hospitality industry to reopen and operate safely. The Committee decided to set up a 'task and finish' group to work with the Love Bollington Market organisers and support them in their application to use the Recreation Ground and to assist with plans to reopen the hospitality industry. Members of the working group were identified as Cllrs Weston, Maitland, R Edwards and Fearn and that they would develop plans and costings in time for the July Council meeting.

The Committee resolved to **RECOMMEND** that the Council work with Love Bollington and the hospitality industry in the marketplace High Street and the row of shops on Palmerston Street to make it possible for them to trade outdoors and to keep social distancing in place.

9. Date of Next Meeting: 14/09/20 at 10.00am. An additional meeting may be required in 6 weeks.



CRITERIA FOR THE ALLOCATION OF GRANTS TO VOLUNTARY ORGANISATIONS

Application criteria:

1. The application must be within or for the residents of the Town.
2. The application must come from a 'not for profit' or non-commercial organisation. Therefore, any profits must be for the benefit of the local community.
3. The application must benefit the local community.

Generally, the Council does not fund:

1. Political or religious organisations
2. Individuals – unless the individual has been selected to represent the country or attend an event that will reflect positively on the Town.
3. Running costs or maintenance costs of the organisation.

Letters of application must include:

1. A statement of accounts – the most recent available.
2. Information as to the specific purpose for which the grant is required.
3. Whether any fund-raising activities are planned to supplement any deficit.
4. Information on the organisation itself; type of work undertaken, meetings per year, attendants and the outcome criteria

PLEASE NOTE

5. It is a condition of the application that the council expect to receive evidence that the funding has been used for the purpose identified on the application form after the grant has been awarded, eg receipts and/or photographs.

Bollington Town Council Grant Application Form

Application Details

Name of Organisation _____

Contact Name _____

Address _____

Tel _____

Email _____

Bank account details for
BACS. *Please double
check this information*

Account Name: _____

Sortcode: _____

Account number: _____

Details of the Organisation

Please supply details of your organisation ie type of work, attendants, meetings per year and outcome

Details of the Specific Project

Please provide details of the specific project that requires funding from the Council

Project Finance

Total Project Cost £ _____

Amount requested from

Bollington Town Council £ _____

Match Funding Details

If you are applying for part funding from the Council, please advise where the other funding is from eg fundraising events, match funding from other funding bodies

Financial Accounts

Please confirm you have attached your most recent statement of accounts as your application will not be considered without it

Statement of Accounts

attached: YES/NO



Bollington

TOWN COUNCIL

Bollington Town Hall
Wellington Road, Bollington, Cheshire SK10 5JR
Email: clerk@bollington-tc.gov.uk
www.bollington-tc.gov.uk
Tel: 01625 572985

Grants Timetable 2020

- 1 July 2020 The availability of grants is made public using social media, notices, website, publications and radio. The application form is available through the website only.
- 22 August 2020 Deadline for applications
- 1-13 Sept 2020 Period wherein the members of the Finance and Grants Committee may inspect the applications. ***This is sensitive information and must not be shared outside our organisation.***
- 14 Sept 2020 Finance and Grants Committee meet to discuss applications received and to make recommendations to Council.
- 6 Oct 2020 The Finance and Grants Committee recommendations are submitted to the October Council meeting for formal Resolution.
- 12-16 Oct 2020 Funds are paid to the successful applicants