

**Bollington Town
Council
Finance and Audit
Meeting
Enclosures
13th March 2023**

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Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall

At 10.00 am Monday 30th January 2023

Those Present: Cllr K Edwards (KE), Cllr H Ellwood (HE) (Deputy Mayor), Cllr Johanna Maitland (JM), Cllr A Stott (AS), Cllr A Williams (AW). And John Stewart

Chair: Cllr Amanda Stott

Officer: Julie Mason Town Clerk

Declaration of Interest – NIL

Public forum time

Nobody present.

FA 01/23 To receive and approve apologies for absence:

Cllr K Larby due to a family illness.

FA 02/23 To receive and confirm the Minutes (FA 38/22- 44/23) of the meeting held on 21st November 2022.

RESOLVED the minutes were accepted as a true and accurate record.

FA 03/23 To receive updates from the minutes

- i) The safe had now been installed to accommodate the Mayor's chain. The Mayor has a set of keys to the Town Hall to allow him access outside the working hours.
- ii) The new sensors in the Civic Hall are being installed in February.
- iii) The actions from the Internal Auditors report have been actioned.

FA 04/23 To discuss the Grants application process and include the swimming budget to local schools.

The Committee debated the current application form for grants from the Town Council. It was felt a limit should not be placed on the value of the grant as the Committee can then decide to give a contribution towards to total grant value if above the budget allocation. The process of the swimming funds was debated as Bollington Cross School had received no grant in 2021/22 as it was towards transport and their school pupils walked to swimming lessons. This primary school felt the Town Council's criteria was unfair as it should be towards the cost of swimming as it was an excessive cost (over £1,000 in the autumn term) to the schools. He felt it should be more transparent. It was noted a grant was given to Bollington Cross school in 2019/20.

RESOLVED the Clerk would approach all the head teachers from the local schools and ask where the monies were allocated and report back to the next meeting to make a decision for 2022/23.

The Committee decided the following recommendations should be made to the grant application process.

- i) The bank account has to show the matching one as presented on the grant application form
- ii) The group/organisation applying must provide feedback and receipts or the grant could be asked to be refunded to BTC.
- iii) There should be a section explaining the process of the methodology of allocating the swimming budget to schools.

It was agreed the Chair and the Clerk would revise and report back at the next meeting for consideration.

FA 05/23 To resolve to accept the Risk Assessment 2022/23

The Committee made the following recommendations to the Risk Assessment.

- i) If the clerk was to leave or be off sick the process of payments and salary payments should have a contingency plan.
- ii) The Town Hall needed to be included.
- iii) The statutory compliance of the assets should be referred to as completed e.g., fire risk assessment.
- iv) Social media risk needed to be included including third parties.
- v) The Clerk was asked to check if the Civic Hall was subleased or freehold.

RESOLVED subject to the following recommendations the Committee recommended it to Full Council.

FA 06/23 To agree targets in Corporate Plan for 2023/24

The Committee noted there was little finance and audit information in the current Corporate Plan.

It was agreed the Chair and the Clerk would redraft and add the detailed planning of the budget, quarterly reconciliations, checking of best value for money. The appointment of an internal and external auditor to check we are up to public scrutiny of public funds and compliant. To ensure we follow our Financial Regulations and an agreed financial robust process.

FA 07/23 Date of Next Meeting: Monday 13th March 2023 @ 10.00am in the Town Hall.

Meeting closed at 10.45 am

School grants

<u>School</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Bollington Cross School	1241.20	882.35	NIL	NIL	TBC
Dean Valley	590.74	852.94	NIL	1,102.50	TBC
St Gregory's	199.13	323.15	NIL	258.25	TBC
St Johns	623.93	441.18	NIL	1,139.25	TBC

GRANTS FROM BTC FOR SWIMMING LESSONS & TRANSPORT

DEAN VALLEY

The school send year groups 4,5,6 which on average is 30 pupils each year group. Swimming lessons cost £1.90 for each pupil. The parents pay for transport.

The monies are valuable as they are important to assist children learning to swim.

They could evidence the payments if required.

St GREGORY'S

The school pays for transport and lessons.

They are completing a catch up from Covid with Year 5 & 6 as some children are behind and some Year 4 not attending at the moment. There is a budget and CE pay the invoices and this money goes into Cheshire East to assist with paying. It goes as a donation towards the cost.

St JOHN'S

They send all the school year groups and use the grant to provide transport. They really appreciate it as at the moment they have some children who need extra support with swimming and need instructors in the pool so this costs an extra £180 a term.

They would be able to provide evidence.

DRAFT

BTC Grant Application Form

1. Full legal organisation name (*this must match the name on the bank statement you supply*)
2. Contact name and position within organisation you are applying on behalf of
3. Contact address.
4. Contact telephone number.
5. Contact email address.
6. Name of the Chair / Director
7. Bank Information for BACS; Account Name (please double check this information)
8. Bank Information for BACS ; Sort Code (please double check this information)
9. Bank Information for BACS ; Account number (please double check this information)
10. Copies of all current bank accounts (no more than three months old) and latest set of accounts to show income and expenditure if application in excess of £200.00.
11. Please supply details of your organisation i.e., type of work/activity plus aims and objectives.

12. Details of the specific project which requires funding from the Council which ideally should be a capital project not day to day running costs .

13. Total Project Costs _____ and if the organisation is holding in excess of £2,000, please explain what the funds are intended for;

14. Amount Requested from Bollington Town Council

15. Bollington Town Council will ask for feedback and receipts on how the grant has been spent to be supplied within 12 months of the grant being allocated and if not supplied Bollington Town Council have the right to recall the grant funding and failure to comply may jeopardise future applications.

16. Match Funding Details: If you are applying for part funding from the Council, please advise where the other funding is from e.g., fundraising events, match funding from other funding bodies.

17. Please acknowledge the information is a true and accurate record to the best of your knowledge.

I agree that the information is correct to the best of my knowledge



Bollington

TOWN COUNCIL

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Grants Awarding Policy

This Policy was adopted by the Council at its meeting held on dd mm yyyy.

This version of the Grants Awarding Policy supersedes any previous versions.

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Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2023	27/02/23	JM	Reviewed policy

1. Introduction

The Council has the powers to award grants to organisations that will benefit the town and its residents.

2. Policy

The Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the town by:

Providing a service

- Enhancing the quality of life,
- Improving the environment.

The Council will NOT award grants to:

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide, 'Upward funders', ie local groups where fund-raising is sent to a central HQ for redistribution,
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be added to at the Council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.

~~Grants will not be made retrospectively.~~

3. Application Procedure

Organisations requesting financial assistance are required to submit by 28 February or 31 August of the financial year in which they require assistance:

- A completed application form,
- Copies of their last year end accounts together with latest bank statements. If your application is less than £200 a copy of your current bank statement will be adequate,
- Information as to the specific purpose for which the grant is required,
- Whether any fund-raising activities are planned to supplement any deficit,

- Please detail how your organisation and its actions benefit the Bollington community.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to regular 'report back' to Bollington Town Council as to progress and/or community benefit together with receipts, photographs and evidence. Acknowledgement of Bollington Town Council's grant should always be made through the successful applicant's website and social media. Failure to do this may result in the Council rescinding on the grant decision and seeking reimbursement of the full amount awarded.

4. Assessment Procedure

The Finance & AuditGrants Committee will consider all applications twice a year in March and September and make recommendations to the Council at its next available Council meeting and will inform all applicants of the outcome of their application as soon as possible after this meeting. In exceptional circumstances aAny unplanned grant request, once received in writing, will be considered at the next meeting of the Finance & AuditGrants Committee if there are funds remaining in the Grants budget.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards, and the geographical spread within the town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. The Committee will also consider the organisation's reserves and any aims for those should be included in the application.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirement as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

5. Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Town Council. Please submit a copy of receipts or invoices to show how the grant has been spent.

Adopted 8th November 2021