



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT Number: 830 7558 23**

3<sup>rd</sup> December 2018

Dear Member,

I hereby summons you to a meeting of the Town Council Grants Sub-Committee on **Monday 10<sup>th</sup> December 2018 at 7.00pm** at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (access via Websters Way Car Park) when the under mentioned business is proposed to be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours sincerely,

Mrs K Cumberland  
Town Clerk

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Councillors: R Shorter, Mrs D Mercer, Mrs J Lumley (ex-officio), R Oatham R Dray, Mrs C Pavelin, and J Lawmon (ex-officio)

#### AGENDA

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

To receive nominations for the election of a Sub-Committee Chairman for the remainder of this municipal year.

2. ELECTION OF SUB-COMMITTEE VICE-CHAIRMAN

To receive nominations for the election of a Sub-Committee Vice-Chairman for the remainder of this municipal year.

3. DECLARATIONS OF INTEREST

To receive member's declarations of interests.

4. TERMS OF REFERENCE

Members to note and consider the terms of reference for the Town Council Grants Sub-Committee (attached).

5. PUBLIC FORUM

The meeting shall be adjourned for a maximum of 15 minutes to allow members of the public present to speak on items specified on this agenda. A maximum of two minutes will be allowed per speaker. The meeting shall reconvene after the public forum.

6. APOLOGIES FOR ABSENCE

To be notified to the Town Clerk before the commencement of the meeting. Apologies have been received from Cllr R Dray.

7. SUBSTITUTES

To be notified to the Town Clerk before the commencement of the meeting. Cllr E Dray will substitute for Cllr R Dray.

8. NON-COMMITTEE MEMBERS ATTENDING

To note non-committee members attending this meeting.

9. MINUTES OF SUB-COMMITTEE MEETING held on 21<sup>st</sup> November 2017.

Members to receive and sign the minutes of the meeting held on 21<sup>st</sup> November 2017 (previously circulated and attached).

Members to note that all receipts have been received from organisations relating to capital items purchased with grants awarded in 2018/2019.

10. CONSIDERATION OF GRANT APPLICATIONS

Members to note the Town Council's Grants policy for information as follows:

- The Town Council supports local charities.
- The Sub-Committee will determine its recommendations based on applied criteria.
- Grants will be restricted to a maximum of £750 per application unless exceptional circumstances apply.

Members to consider grant applications received (analysis attached and grant applications and supporting document previously circulated).

To note that there is a budget of £10,000 for grants to be awarded in 2018/19 and £750 has been spent to date on King George V Playing Field hire for 2018. Grants awarded for the hire of the King George V Playing Field next summer will be paid from the 2019/20 budget. All recommendations will be forwarded to the Policy & Finance Committee for consideration at its meeting on 2<sup>nd</sup> January 2019.

The Town Council Chairman will visit all successful organisations to present their grant cheques to them and photographs will be taken for press releases.

11 BUDGET 2019/2020

Members to consider increasing the budget for 2019/2020.

12. REVIEW OF GRANT APPLICATION FORM AND TOWN COUNCIL'S GRANT POLICY

Members to review the grant application form (attached) and Town Council's Grant Policy and to consider the date for deadline for applications next year.