

RAYLEIGH TOWN COUNCIL
MINUTES OF GRANTS SUB-COMMITTEE MEETING
held on 10th December 2018 at 7.00pm
at the Pavilion, King George V Playing Field, Rayleigh

PRESENT

Chairman: Cllr R Shorter

Councillors: Mrs J Lumley, E Dray, J Lawmon, Mrs D Mercer, Mrs C Pavelin and R Oatham

In attendance: Miss K Gaiger, Committee Clerk

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

Cllr E Dray nominated Cllr R Shorter to be the Sub-Committee Chairman, seconded by Cllr Mrs D Mercer, all agreed.

RESOLVED that Cllr R Shorter would be the Grants Sub-Committee Chairman for the remainder of the municipal year.

2. ELECTION OF SUB-COMMITTEE VICE-CHAIRMAN

Members agreed that it is not necessary to appoint a Sub-Committee Vice-Chairman.

RESOLVED not to appoint a Vice-Chairman for the Grants Sub-Committee.

3. DECLARATIONS OF INTEREST

Members declared the following non-pecuniary interests

Cllr Mrs J Lumley	Chair of Trustees Wyvern Community Transport Chairman SCAFT Chairman RRAVS Essex County Council Rochford District Council
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Cllr R Oatham	Lions Club of Rayleigh Rochford District Council
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Cllr E Dray	Trustee Wyvern Community Transport
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Cllr R Shorter	Crouch Valley Scouts
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Cllr Mrs C Pavelin	Rochford District Council
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4. TERMS OF REFERENCE

Members agreed the terms of reference for the Grant Sub-Committee, annex to minutes.

RECOMMENDED to approve the terms of reference for the Grants Sub-Committee.

5. PUBLIC FORUM

There were no members of the public present.

6. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Dray.

7. SUBSTITUTES

Cllr E Dray substituted for Cllr R Dray.

8. NON-COMMITTEE MEMBERS ATTENDING

None Present.

9. MINUTES OF SUB-COMMITTEE MEETING held on 21st November 2017.

Members noted that all receipts have been received from organisations relating to capital items purchased with grants awarded in 2017/2018.

RESOLVED to (i) noted that all receipts have been received from organisations relating to capital items purchased with grants awarded in 2017/2018 and (ii) to approve and sign the minutes of the meeting held on 21st November 2017.

10. CONSIDERATION OF GRANT APPLICATIONS

Members noted 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 received copies of applications and analysis and discussed each application. Details of the decisions are shown in the table below.

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 at this meeting for the hire of the King George V Playing Field in 2019 will be paid from the 2019/20 budget. The remaining budget for 2018/2019 is £9,250.

All recommendations will be forwarded to the Policy & Finance Committee for consideration at its meeting on Wednesday 2nd 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.

RECOMMENDED to approve grants as specified in table.

11. BUDGET 2019/2020

Members agreed to increase the budget for 2019/2020 to £12,000.

RECOMMENDED to increase the budget for 2019/2020 to £12,000.

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

Members reviewed the grant application form and Town Council's Grant Policy and agreed to increase the maximum to £800 per application and the deadline for applications to be 8th November 2019.

RECOMMENDED to increase the maximum to £800 per application and the deadline for applications to be 8th November 2019.

Organisation	Grant Requested	Grant Awarded	Reason/Comments
Year 2018/2019			
Carers Choices	£750	£750	Specialised dining furniture
Paint Box	£475	£475	Premises Rent
SCAFT	£650	£650	Premises Rent
Citizens Advice	£750	£750	Towards Telephone Costs
6 th Castle Mount Guides	£750	£684	Rental of Storage for camping equipment
Rayleigh Lawn Tennis	£750	£750	Rayleigh Primary Schools Tennis Tournament
Rayleigh Cricket Club	£750	£750	Purchase of defibrillator
Essex Air Ambulance	£750	£750	Operational & medical running costs
Wyvern Community Transport	£750	£750	Ongoing Expenses
Supporting Asperger Families in Essex	£750	£750	To continue to run sessions at Megacentre Rayleigh
Active Christian Trust	£724	£724	Purchase of Chairs and tables to create counselling space
RRAVS	£750	£750	Volunteer Expenses
Rayleigh Ladies Probus	£425	None	Due to group being a social club only benefiting its own members
World Scout Jamboree 2018	£750	None	Due to request being personalised and only a benefit to those attending.
Rayleigh Vineyard	£529.75	None	Did not meeting criteria
Castle Point & Rochford Volunteer Police Cadets	£500	None	Due to the police being a public body and already funded by residents
Total	£10,803.75	£8,533	
Year 2019/2020			
The Lions Club of Rayleigh	£500	£750	Annual Fireworks Display to cover the field hire
Total	£500	£750	

The meeting closed at 8.23pm

Chairman Signature Date