



# BUCKINGHAM TOWN COUNCIL

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RESOURCES  
COMMITTEE

16 September 2020

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on Monday 21st September 2020 at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson  
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

## AGENDA

### 1. Apologies for Absence

Members are asked to receive apologies from Members.

### 2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

### 3. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on [Monday 29th June 2020](#) received at the Full Council meeting held on the 13th July 2020.



Twinned with Mouvaux, France; Neukirchen Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

#### **4. Minutes of Communications Strategy Group**

To receive the minutes of the Communications Strategy Group meetings held on:

4.1 [2nd July 2020](#)

4.2 [30th July 2020](#)

4.3 [3rd September 2020](#)

#### **5. Action Report**

**Appendix A**

#### **6. Community Board Funding**

To receive and discuss a written report from the Town Clerk regarding options and the timescale for applying for Community Board funding

**R/44/20**

#### **7. 2020 – 2021 Covid-19 Related Grants Changes**

To receive and discuss a written report from the Communications Clerk

**R/45/20**

#### **8. Grants Review Report**

To receive and discuss a written report from the Communications Clerk

**R/46/20**

#### **9. Town Council Awards**

9.1. To discuss when and how to present Town Council awards that were to have been presented during the Mayor Making ceremony in May 2020

#### **10. Buckingham Community Centre**

10.1 To receive and discuss a written report from the Town Clerk regarding the current lease

**R/47/20**

10.2 To discuss the tapestry on display in the Community Centre

#### **11. Chair's Announcements**

#### **12. Date of next meeting: Monday 9<sup>th</sup> November 2020**

#### **To:**

Cllr. Mrs. G. Collins (Town Mayor)  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. A. Mahi  
Cllr. H. Mordue

Cllr. T. Bloomfield  
Cllr. Ms. Newell  
Cllr. Mrs. O'Donoghue  
Cllr. M. Smith  
Cllr. R. Stuchbury  
Cllr. M. Try

Vice Chairman  
Chairman

Minute No.	Action	Action Required	Action Owner	Update	Deadline
800/18	Complaints, compliment and FOI requests	Members AGREED for a six monthly report on complaints, compliments and FOI requests to the Resources Committee, noting that Green Spaces complaints were recorded separately and reported to the Environment Committee	Town Clerk	To be reviewed again in October 2020	Nov-20
658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2021	Jan-21
663/19	Pension fund	Town Clerk to investigate the security and liability of the Town Council's Pension Fund.	Town Clerk		Nov-20
175/20	Land and Assests	Members discussed the likely current value of the current land and assets of the Town Council. The Town Clerk AGREED to review whether it was time to carry out fresh valuations.	Town Clerk		Nov-20
232/20 FC	Grants Review	report and new grant policies proposed by the Group be presented to the Resources Committee on 21st September 2020.	Town Clerk		Sep-20

# BUCKINGHAM TOWN COUNCIL

## RESOURCES COMMITTEE

MONDAY 23<sup>rd</sup> September 2019

Contact Officer: Mr Paul Hodson, Town Clerk

### Community Board Funding

#### 1. Recommendations

- 1.1. It is **RECOMMENDED** that councillors suggest ideas for funding proposals which officers can investigate in time for Full Council to endorse proposals to be submitted at its meeting on 5<sup>th</sup> October 2020.
- 1.2. It is recommended that councillors engage in the sub-groups as they are able.

#### 2. Funding Available

- 2.1. Following the formation of the Buckingham and Villages Community Board by the new Buckinghamshire Council, the Board's funding for the year is now open to submissions. The Board needs to allocate its budgets by 31 March 2021. Allocated funds can be reserved for the following financial year to enable projects to be completed.

#### Funding Stream    Budget

Community Area Priorities                      £86,956 (Up to 50% can be spent on highways)

Health & Wellbeing   £29,540 (-£14,770 for Cllr fund) = £14,770

Local Infrastructure   c. £120,000

- 2.2. The Board's priorities for 2020/21 are:

- Covid Support and Economic Recovery
- Green Space and Communities
- Road Safety and Cycle ways

- 2.3. The Board's area includes Buckingham and the following villages:

Akeley	Foscott	Lillingstone Dayrell with
Barton Hartshorn	Gawcott with	Luffield Abbey
Biddlesden	Lenborough	Lillingstone Lovell
Buckingham	Hillesden	Maids Moreton
Chetwode	Hogshaw	Middle Claydon
East Claydon	Leckhampstead	Preston Bissett

Radcliffe-cum-  
Chackmore  
Shalstone  
Steeple Claydon

Stowe  
Thornborough  
Tingewick  
Turweston

Water Stratford  
Westbury

### **3. The Board has created five sub-groups:**

- Young People/Youth
- HS2
- Green Spaces and Communities
- Covid-19 Support and Economic Recovery
- Road Safety and Cycleways

### **4. Accessing funding**

4.1. Proposals need to be submitted to the Community Board. The deadline for the Local Infrastructure Fund is 30<sup>th</sup> October 2020. It is likely that ideas for funding will be discussed by the relevant sub-groups, so it would be helpful for the Council to be represented at each of these.

#### *4.2. Community Area Priorities Fund Criteria*

4.3. Applications must:

- be for specific time-limited and one-off projects
- show how the funding will be used to address one or more of the Community Board's area priorities or alternatively provide evidence a specific local need
- set out the project's intended outcomes and evidence how it will benefit communities within the community board area
- demonstrate value for money
- where 'seed' funding is provided, the application must include a sustainable project plan
- provide additional evidence, such as audited financial accounts, if required upon request
- show that other sources of funding have been sought, or that the community board's contribution is an essential part of a multiple funding package
- provide details of any match funding (contributions-in-kind will be considered) - proposals with match-funding will be prioritised

4.4. Applications must not:

- be used to fund the statutory responsibilities of Buckinghamshire Council
- be for political purposes
- be for the benefit of a single individual
- seek to fund activity which has already taken place
- seek to fund activity or facilities which are the primary funding responsibility of another body (e.g. it should not be used for activities normally funded by parish precepts) unless it can be evidenced that the applying organisation is unable to provide the funding itself and has been unable to secure additional funding for the project

- seek to fund core, ongoing, updating or maintenance costs of organisations
- seek to fund activity aimed at the promotion of political or religious beliefs
- come from a commercial organisation when the purpose is to increase profit-making activities

*4.5. Health and Wellbeing Fund Criteria*

4.6. Projects must support the health and wellbeing of residents in the Community Board area in relation to at least one of the following objectives:

- promoting healthy lifestyles (helping people be more physically active, eat more healthily, reduce their alcohol consumption)
- bringing people together
- improving mental wellbeing including promoting neighbourliness
- improving community engagement with disadvantaged and hard to reach groups with a wellbeing focus
- helping to create a greener and more sustainable environment for the purpose of improving health and wellbeing
- providing emergency provision or supports community recovery during the Coronavirus pandemic

*4.7. Local Infrastructure Fund criteria*

4.8. The criteria for the Local Infrastructure Fund is yet to be determined

4.9. More information on the budget and Community Boards can be found here - <https://shadow.buckinghamshire.gov.uk/about-the-shadow-authority/newbuckinghamshire-council/communityboards/>

**BUCKINGHAM TOWN COUNCIL**

**RESOURCES COMMITTEE**

**MONDAY 23<sup>rd</sup> September 2019**

Contact Officer: Mrs L. Stubbs, Communications Clerk

**2020 – 2021 Changes to Annual Grants due to Covid-19**

**1. Recommendations**

- 1.1. It is **RECOMMENDED** that Members grant Lace Hill Residents Association £900 and Swan Community Hub £1,000 in line with their original applications.
- 1.2. It is **RECOMMENDED** that Members grant Swan Community Hub an additional £1,350.
- 1.3. It is **RECOMMENDED** that Members do not grant the Buckingham Churches Together Holiday Club funding.
- 1.4. It is **RECOMMENDED** that Members consider additional and final requests from successful 2020-2021 grant applicants who have not been able to resume their activities yet, and would like to apply for a change of grant use, in January 2021.

**2. Background**

- 2.1. In February 2020, the Council awarded £26,412 of grant awards to 3 long term grant applicants and 15 annual grant applicants. In light of the Covid-19 Pandemic, all successful annual grant applicants were contacted in May to ensure that they were able to continue with the projects they had requested funding for.
- 2.2. Nine of the annual grant applicants' projects were able to continue as planned, and these grants, along with the long term three year grants were paid as normal in May.
- 2.3. The six annual applicants whose projects were not able to go ahead were offered the opportunity to submit a request for changed of use of the funding.
- 2.4. Their responses are listed below:
  - 2.4.1. The following organisations confirmed they did not intend to claim their awarded grant:

<b>Grants to hold</b>	<b>Original grant awarded</b>	<b>Update from applicant</b>	<b>New grant amount requested</b>
Buckingham Summer Festival	£1,500	Event cancelled, no intention to claim grant amount before 31st March.	£0

2.4.2. Currently no plans to claim the grant but would like the option to apply again before 31<sup>st</sup> March:

<b>Grants to hold</b>	<b>Original grant awarded</b>	<b>Update from applicant</b>	<b>Grant amount to hold</b>
Buckingham Choral Society	£500	Currently not meeting, but anticipate additional costs when they are able to reassume.	<i>£500.00</i>
Project Street Life	£700	The trip did not go ahead and sessions have not resumed yet.	<i>£700.00</i>

2.4.3. Submitted a change of grant request form due to covid:



Grants to hold	Original grant awarded	Update from applicant	New grant amount requested
Swan Community Hub	£1,000	Submitted new application: Change of use of funding, boost online presence and equipment to support job applicants take part in online interviews.	£2,350.00
Lace Hill Residents Association	£900	Submitted new application: 20s plenty speed awareness stickers, new equipment for playtime group to reduce sharing, prizes, room hire, printing, engraved plaque	£996.50
Buckingham Churches Holiday Club	£750	The holiday club did not go ahead, but 85 craft packs and online activities were organised and accessed by 200 IPs.	£300
<b>Total original amount awarded:</b>	<b>£5,350</b>	<b>Total new grants requests and held funds:</b>	<b>£4,846.50</b>

2.5. Full details of their applications are attached.

2.6. Three organisation submitted requests for a change of use for their grant funding.

2.7. It is **RECOMMENDED** that Members grant Lace Hill Residents Association £900 and Swan Community Hub £1,000 in line with their original applications.

2.8. It is **RECOMMENDED** that Members grant Swan Community Hub an additional £1,350 sum due to the need to adapt their provision to provide support for online job club support.

- 2.9. It is **RECOMMENDED** that Members do not grant the Buckingham Churches Together Holiday Club funding as the primary focus of the videos that were produced was religious worship and evangelism.
- 2.10. Some organisations are not yet able to submit a request for a change of use as they have not been able to resume activities in a meaningful way due to Coronavirus restrictions.
- 2.11. It is **RECOMMENDED** that Members consider additional and final requests from successful 2020-2021 grant applicants who have not been able to resume their activities yet, and would like to apply for a change of grant use in January 2021.
- 2.12. It is **RECOMMENDED** that any remaining earmarked grant funds are made available for emergency grant funds during the remainder of 2020-2021, and that this funding should be prioritised for groups answering additional local need due to Covid-19.

**Swan Community Hub**  
**Re-appraisal of requirement for a Buckingham Town**  
**Council Grant.**



In October 2019 The Swan Community Hub applied for a grant of £1000 towards the cost of running Summer Club a new initiative successfully trialled in the August 2019. At that time it looked as though the need for Job Club was declining with unemployment in the area at a very low level. The grant was approved early in 2020 pre the Corona Virus lockdown.

With lockdown in place and the need to ensure social distancing Summer Club was put on hold at least until 2021. With many Buckingham residents furloughed and some not expecting that their jobs will exist after the end of the scheme the need for Job Club has unexpectedly re-appeared.

Whilst Job Club has some IT equipment to assist those clients who will want face to face meetings it is expected that most support will be carried out at a distance using mobiles, emails and Zoom. Remotely we will offer the same services – helping clients to recognise their transferrable skills, write CVs, how to make on line job searches and fine tuning interview skills.

We believe that we can offer encouragement, increase self-belief and give people the edge when they are applying for employment. The outcome will be less medical issues, less need for food parcels and other support and more money being brought into the local economy.

Historically referrals have come from Citizens Advice, the library, health services and word of mouth. The area in which we recognise our weakness is in making contact with those people who would like to avail themselves of Job Club support. Our social networking presence is almost non-existent and we plan to spend some of the grant on raising our profile and learning how best to maintain that position.

It is hoped that the council will understand the need to re-evaluate the services we are planning to offer to the community and support Job Club in this initiative.

**Proposed Budget October 2020 to April 2021**

Social Networking support	£1200
Consumables	£150
Additional hardware	£800
Misc	£200
<b>Total</b>	<b>£2350</b>

**Buckingham Town Council Revised Grant Application from Lace Hill Residents' Association**  
**22<sup>nd</sup> August 2020**

The Lace Hill Resident's Association was initially put in place to have a stronger voice to hold the builders and management company to account. As work hopefully nears completion, we are moving the focus towards supporting community activities and events to build on the amazing community spirit that has been shown over the last 6 months during the Corona virus pandemic. However, the committee will still need to keep a close check on our managing agents, Chamonix, in the future as, though the maintenance team seem to be generally doing a reasonable job, the accounts department remains a closed door that is unresponsive and unreasonable. Until changes are made at government level to regulate these companies, we shall remain at their mercy and we shall need the united front and weight of the LHRA to stand up for our residents.

We are aware that we should not make retrospective claims for events that have happened but, due to our original grant not being paid out in May, committee members have funded prize monies out of their own pockets so we hope that you will make an exception this year and include the Scarecrows and Writing competition prizes in any grant you can offer.

Competition prizes	Scarecrows	£30
	Children's Key Worker story writing competition	£30
	Christmas/spring competitions	£80
Lace Hill snake	Engraved plaque to go at permanent site by community centre	£165
Chill and Chat for lonely people	Hire of committee room if open (carry over to next year if not) Sept, Oct, Nov, Dec, Jan, Feb      6 x1 hour	£57
Playtime at Lacehill	Donation to help with extra costs from C-19 such as more art equipment to avoid sharing and toys	£100
20's plenty signs	Bin stickers x 50 and 20's Plenty road signs x20	£300
Stationery and printing	Wherever possible printing is minimised through use of emails but we need to ensure all residents are kept informed, so some paper copies are necessary.	£200
Community centre	AGM Large room October and open meeting    Feb/March 2 x 1.5 hours	£34.50
Total		£996.50

## NAME OF ORGANISATION

**Buckingham Churches Children's Holiday Club**TOTAL ANNUAL PROJECT COST  
£1182

normally about £5000 this year

GRANT AMOUNT APPLIED FOR

£300 in 2020....

WE ARE APPLYING FOR A GRANT FOR ONE YEAR and will probably apply again in following years

## REASON FOR GRANT (written in Oct 2019)

Buckingham Churches Children's Holiday Club (HC) has run for 5 mornings in a week in August for nearly 30 years and offers a place of safety and enjoyment for children up to school Yr 10. Last year (2019) about 210 children registered to attend, and they were looked after by about 100 adults and young helpers on 2 sites; Buckingham Parish Church for the younger age group and Well Street Church for the older group. It was a great success.

There is no limitation on HC attendance. All children within our age group are accepted irrespective of where they live (though the vast majority live in Buckingham) or ability or disability. Where necessary we offer and deliver one-to-one attention.

In 2019 HC was financed by local churches, a grant from Buckingham Town Council (which was greatly appreciated and necessary), and from voluntary donations from parents of children attending and others who support the work.

We, the organising committee, believe that what is done is of huge benefit to the children attending and therefore to the whole community.

We are very conscious of the responsibility we have for the care of the children and vulnerable adults who come. Our safeguarding procedure and DBS checking for those in direct contact with children is rigorous and effective.

HC organising Committee thanks the Town Council for the support they have generously given over many years and hope that the Council will be able to make a grant for 2020.

**2020 Sept update:**

Because of Covid-19 we could not physically meet but still wanted to be in contact with as many children as possible. We decided to create a new virtual Holiday Club using the same contents as in previous years and present it as a YouTube video on screen. So, for each of the 5 days the video will include exercises, craft, games, teaching, singing to be carried out in each registered child's home. Craft material and instructions were delivered either by hand if possible or by post (we had signed up one family going to Devon!).

. We enlisted the help of a young professional video expert living in Buckingham and the creation of the video is now complete. He has been wonderful and we are very pleased with its content and quality. What we regret most, of course, is the loss of the opportunity for personal support and building relationships with the children that has been an important feature of Holiday Club. We hope this can be resumed next year.

HOW MANY PEOPLE WOULD HAVE BENEFITTED FROM THE GRANT?

About 85 children registered for HC 2020 and received the craft material delivered to their doors. The material was available on line and we know that nearly 200 PC's were used to access the material during the week and after so the number of children we reached and viewed must be higher than previous years.

WHAT BENEFITS WILL THE GRANT BRING?

We know from feedback that what we produced was enjoyed by children and gave valued break for parents during lockdown.

PLEASE GIVE A BREAKDOWN OF WHAT HAS BEEN SPENT

Nor surprisingly 2020 has been completely different from previous years. Income from usual sources has been much reduced. Local Churches have normally given generously but with their closure their income has been reduced but fixed costs have remained. To date only £300 has been donated by churches. Donations from parents of children attending has usually been important but a virtual Holiday Club competing with other websites has greatly reduced that income stream. In total we received £675 so far this year

However, expenditure has also been greatly reduced. For example, we did not renew our insurance liability policy as we had no children on site. The big expenses have been the production of the online material and the material for craft activities that was distributed to over 80 children; the total expenditure so far has been £1182 compared with normal c. £5000

We started 2020 with £920 in the bank and in September 2020 have £353

We are determined that Holiday Club will happen in 2021 and have already appointed a new leader and committee. We ask Buckingham Town Council to make a grant to HC to cover some of the different between income and expenditure for 2020 and enable the organisation to be ready for 2021 with sufficient money to pay for expenses that occur before income comes and HC starts in August.

Please give a contact name of a person who would be available to provide additional

# BUCKINGHAM TOWN COUNCIL RESOURCES COMMITTEE

MONDAY 23<sup>rd</sup> September 2019

Contact Officer: Mrs L Stubbs, Communications Clerk

## Grants Report Contents

2020 Grants Review Report .....	3
1. Recommendations .....	3
2. Background .....	4
2.1 Meeting 1: Tuesday 21 <sup>st</sup> July, Agenda: .....	4
2.2 Meeting 1.5: Friday 7 <sup>th</sup> August 2020 .....	7
2.3 Meeting 2.0: Friday 21 <sup>st</sup> August 2020 Agenda: .....	8
One Year Grants Application Form 2021 - 2022 .....	13
Tell us about your organisation: .....	13
Reason for grant: .....	13
Who will benefit from the grant? .....	14
How will the grant be spent? .....	14
Contact and financial information .....	15
Declaration: .....	15
Four Year Grants Application Form 2022 - 2026 .....	17
Tell us about your organisation: .....	17
Reason for grant: .....	17
Who will benefit from the grant? .....	18
How will the grant be spent? .....	19
Contact and financial information .....	19
Declaration: .....	20
Four Year Grant Award Agreement .....	22
One Year Grant Monitoring Letter .....	25
Annual Town Meeting: .....	25
End of Grant Report: .....	25
Annual Monitoring Form Four Year Grants 2022 - 2026 .....	27
Annual Town Meeting: .....	27
Annual Grant Report: .....	27

Grants Policy .....	30
Aim.....	30
Two types of grants.....	31
Grant Criteria .....	31
How to apply: .....	32
Application Forms .....	32
Further information.....	32
Receiving, crediting and spending the Grant .....	33
Grant monitoring forms .....	33
Emergency Grants .....	34
Appendix A: Annual grants procedure timetable .....	35
Appendix B: Guidance on completing the grant application form.....	36
Section 1: Tell us about your organisation .....	36
Section 2: Reason for grant .....	36
Section 3: Who will benefit from the grant .....	37
Section 4: How will the grant be spent.....	37
Section 5: Contact and financial information.....	37
Section 6: Declaration.....	38
Provide a copy of your latest accounts: .....	38
Appendix C: Grants Review Presentation	



## 2020 Grants Review Report

### 1. Recommendations

It is recommended that Members:

- 1.1 Add £2,000 to the contingencies budget which may be used by the Resources committee to support voluntary, community and social enterprise (VCSE) organisations who urgently need funding during the year.
- 1.2 Invite those regularly receiving annual grants or funding currently to apply for four-year funding, including VCSE organisations that we currently support through other avenues than grant funding.
- 1.3 Agree the following grants criteria:
  - 1.3.1 Grants will only be considered for projects and activities beneficial to the people of the civil parish of Buckingham.
  - 1.3.2 Grant recipients must be based in the civil parish of Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
  - 1.3.3 Only not-for-profit bodies will be eligible for a grant.
- 1.4 Agree new one year and four-year application forms
- 1.5 Agree new one year and four-year grant monitoring forms
- 1.6 Agree new grant policy
- 1.7 Change the order of decision making, so that the Precept meeting in January sets the grants budget for the year, and then the next Resources meeting decides on specific grants. This will enable better budget control, and allow grant applications to be scrutinised after the grants fund budget has been decided.
- 1.8 Change three year grants onto a four-year system, starting in April 2022. All new long term grants to have a Grant Award Agreement.
- 1.9 The funding currently provided to the following organisations to be moved to the grants budget, and each organisation invited to apply for a grant: Tennis Club, Chandos Park Bowls Club, Buckingham Community Centre, Literary Festival, Summer Festival, Fairtrade Association.
- 1.9 Improve the content, search engine optimisation and layout of the grants page on our website. All of these improvements should explicitly present and promote diverse applications, including those from individuals with protected characteristics.
- 1.10 The Town Centre and Events Committee should investigate holding a Buckingham community group fundraising day, to be a large summer fair with

stalls from local VCSE groups and local grant giving bodies in order to support local groups to raise their profile, funds and recruit volunteers. Funding for this event should be included in the Town Centre and Events 2021/2022 precept.

- 1.11 A new 'supported by Buckingham Town Council' text and logo image should be created for use by successful grants applicants. This should be funded from the Publicity budget, 102/4032.

## 2. Background

Buckingham Town Council has adopted the General Power of Competence and can distribute grants to any non-commercial organisation. The Council's current grants policy aims to distribute funds for the benefit of the local community and its residents.

All Members were invited to attend two grants review workshops during the Summer of 2020. Three meetings took place given the amount of information covered.

### 2.1 Meeting 1: Tuesday 21<sup>st</sup> July, Agenda:

- ▶ Review of current policy process and grants made
- ▶ Review of other support provided to Voluntary, Community and Social Enterprise (VCSE) groups by the Town Council
- ▶ Feedback from applicants and partners
- ▶ Suggested areas for discussion and review
- ▶ Plan for next session

#### 2.1.1 Review of current policy process and grants made

For more detail about the content of all three task and finish group meetings, please refer to the attached appendix Grants Review Presentation

In the review of grants made in the last four years it was clear that many organisations regularly receive one year grants every year but haven't been granted funding under the three-year option. Ten groups received annual funding at least three times in the last four years.

Members felt that often these groups were the kind of organisations they would consider giving long term support to. The grants process is long (eighteen months from first application to final report) and moving some of these long term applicants onto a long term grant plan would reduce the administrative burden for both them and the Council, as well as providing more financial security.

Members noted that there was no policy currently in place to specify that projects must be neutral politically and accessible to people from each of the 9 protected groups under the Equality Act 2010.

At the end of the grant giving process, members are asked to provide a report. Although this is a requirement currently, not all organisations do. Last year, at least three organisations did not provide a report. When a successful grant

applicant does not report back on how funding has been spent there is a lack of financial oversight or consequence that was not acceptable to members.

Members **PROPOSED** that a new grants policy was required, and that this should cover penalties for failure to return end of grant reports and clarification on the kind of projects that are not eligible.

### ***2.1.2 Review of other support provided to Voluntary, Community and Social Enterprise (VCSE) groups by the Town Council***

The ways in which the Town Council supports other VCSE groups was considered, and members requested that this was looked in at more depth during meeting 1.5. Members **PROPOSED** that it was important to create a strong culture of knowledge of Council grants and non-grant support to the Buckingham VCSE sector, as our support to these groups was not always currently acknowledged. Similarly, successful grant applicants aren't required to clearly acknowledge their grant funding from the Council.

Members **PROPOSED** that the Town Council should invite those regularly receiving annual grants or funding currently to apply for four-year funding.

### ***2.1.3 Feedback from applicants and partners***

Officers reported back on feedback from recent successful grant applicants, all of whom were very happy with the process. The most mentioned benefits of the current grant application system included:

- Simple, easy to complete application forms.
- Can offer local support in the places it is most needed.

Members also felt it was important that grants could fund core running costs which often aren't covered by other grants.

Potential improvements suggested by applicants included:

- A more digitised process
- More publicity

Feedback from local grant and funding distribution bodies including Buckingham and Gawcott Charitable Trust, Heart of Bucks and Buckingham Table was considered. Some organisations dealt with one off and longer term financial assistance separately, and this was considered a useful approach that allowed for quicker funding for groups in urgent unexpected need.

Members felt that an event, bringing together local VCSE organisations and those who could fund them, in a celebration of their achievements could be a useful way for local organisations to reach new members, volunteers and funding avenues.

Members **PROPOSED** The Town Centre and Events Committee should investigate holding a Buckingham community group fundraising day, to be a large summer fair with stalls from local VCSE groups and local grant giving bodies in order to support local groups to raise their profile, raise funds and recruit volunteers. Funding for this event should be included in the Town Centre and Events 2021/2022 precept.

#### ***2.1.4 Suggested areas for discussion and review***

Initially five areas for review were considered. These focused on:

##### **i. Length of grants**

A change to a four-year term instead of three years for long term grants would mean that each four-year term of Councillors could make a decision about their long term VCSE funding aims. Starting with 2022 grants awards would mean new Councillors would be in place after the May 2021 elections for eight months before making decisions about which organisations to provide with four-year funding for their remainder of their tenure.

Members **PROPOSED** to change three year grants onto a four-year system, starting in 2022.

##### **ii. Grant criteria**

Current grants policy:

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
2. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
3. No commercial organisation will be considered for a grant

Members discussed the current grants policy and revisions were suggested in order to clarify policy 3.

##### **iii. Ways to fund groups who currently miss out on funding**

Groups that don't currently receive funding were highlighted and discussed. Some groups apply for funding without realising that they are not eligible. For example, friends of schools groups applying for funding for projects that should be paid for by local authority funding.

##### **iv. Encouraging new applicants to apply and to improve their chances of receiving funding when they did apply**

It was concerning to members that first time applicants are less likely to receive funding than regular applicants. Supporting applicants to provide the correct information with a clear grants policy, and support from Town Council officers were felt to be the most effective approach. Ways to discriminate between applications by using priority funding categories were discussed, and the group decided not to propose to adopt this approach.

v. Coronavirus

As it was difficult to gauge the impact the impact of Coronavirus on grants next year, members felt it was best not to develop a new policy in relation to grants at this stage. However members observed that the current approach doesn't leave any flexibility to support groups who are responding to new needs or emergencies during the financial year.

Members **PROPOSED** to add £2,000 to the contingencies budget which may be used by the Resources committee to support voluntary, community and social enterprise (VCSE) organisations who urgently need funding during the year.

**2.2 Meeting 1.5: Friday 7<sup>th</sup> August 2020**

- ▶ Review of actions from last session
- ▶ Feedback from Heart of Bucks
- ▶ Updated proposed changes
- ▶ Other aspects for discussion?
- ▶ Plan for next session

**2.2.1 Review of actions from last session**

Members reviewed the list of non-grant receiving organisations receiving support from the Town Council and **PROPOSED** that some VCSE organisations that we currently support through other avenues than grant funding should be required to apply for grant funding if they want to continue to receive funding each year.

This would mean that funding currently received by the following groups would be added to the overall annual or four-year budget:

Town Council tenants	High benefit to those with protected characteristics	Annual local or town events
<ul style="list-style-type: none"> <li>• Buckingham Community Centre</li> <li>• Tennis Club</li> <li>• Chandos Park Bowls Club</li> </ul>	<ul style="list-style-type: none"> <li>• Project Street Life</li> <li>• Swan Community Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Literary Festival</li> <li>• Summer Festival</li> <li>• Fairtrade Association</li> </ul>

### **2.2.2 Feedback from Heart of Bucks**

The Town Clerk reported back on conversations with Heart of Bucks, who offered to run the Town Council's grant application process. The Town Council grants don't appear on websites of other local grant giving bodies, and this may limit the number of people that see the adverts. There is scope for Heart of Bucks and the Town Council to work together to publicise each other's funding opportunities for local organisations. However the Group did not feel that the cost of contracting out the grants process would warrant the benefits this might achieve.

### **2.2.3 Updated proposed changes and aspects for discussion.**

Members asked officers to investigate adding contingencies budget which may be used by the Resources committee to support voluntary, community and social enterprise (VCSE) organisations who urgently need funding during the year.

The idea of a summer fundraising fair was also developed in more detail.

#### **2.3 Meeting 2.0: Friday 21<sup>st</sup> August 2020 Agenda:**

- ▶ Review of actions from last session
- ▶ Equality and diversity
- ▶ Suggested grant criteria
- ▶ Suggested service level agreement (SLA)
- ▶ Suggested application process
- ▶ Recommendations for Full Council

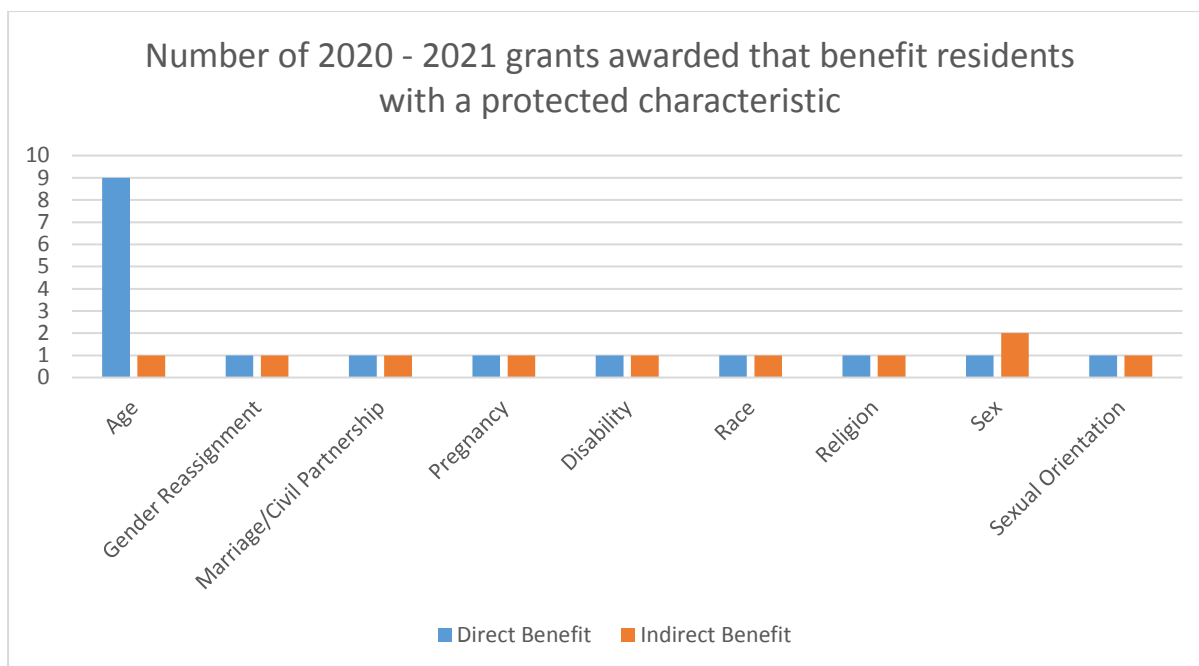
### **2.3.1 Review of actions from last session**

Members reviewed the one and four-year application forms, one and four year grant monitoring forms and suggested minor changes.

### **2.3.2 Equality and Diversity Impact Analysis**

It was not possible to do a complete equality and diversity impact analysis due to a lack of data collected from the existing application forms about the beneficiaries of funded projects.

However, an assessment was made as to whether grants awarded in the year 2020 - 2021 would result in clear direct or indirect benefit to those with protected characteristics under the 2010 Equalities Act. Of those grant awards that did benefit those with a protected characteristic, in most cases this characteristic was age (younger people or older people). This does not reflect the full diversity of the town and its residents.



An area to investigate was why the Council rarely received applications for, or awarded funds to, projects that promote equality in terms of protected characteristics. Was this reflective of a problem with a lack of applications, a lack of opportunity to clearly state the benefits of a particularly project or of a failure in the way applications are assessed by the Council?

### Pre-application

Applications to the Council are not as diverse as they could be. This means time must be spent raising the profile of the Town Council as an opportunity to receive funding for diversity and equality related projects.

The website grants pages have not been changed for some time. The redesign should create a new page that is clear, accessible and actively encouraging to new applicants. The website should reflect the diversity of applications that we would welcome, both in terms of protected characteristics and unusual project ideas. Examples of previously funded projects could be used. Other websites that our grants could be listed on should be contacted and asked to add our grants.

The way grants are advertised should emphasise the variety of projects that would be welcomed, phrasing like “we are looking to support particular organisations that benefit those who are currently at a disadvantage” alongside images that clearly indicate our intention to fund projects that benefit those of different races, disabilities, sexual orientation (alongside the other protected characteristics) would be a useful approach. However, more specific wording is required to create optimum search engine optimisation. Words like age, race and gender must appear on the new website page in order to drive web traffic to our website from local groups searching for organisations that might fund them.

At all stages, website redevelopment should consider users with disabilities and the Web Content Accessibility Guidelines.

## Application and assessment

Many of the past applications received benefitted those who are at a disadvantage due to having a protected characteristic or were vulnerable in other ways, for example, those struggling financially. Without a specific question on the application forms, applicants did not always mention that they were providing a social benefit to Buckingham.

For example, the way grant applications are presented to Councillors could create unintentional subconscious biases against some applicants and towards others. One observation showed that those whose applications were at the front of the grant applications pack presented to Resources in January in 2020 were more likely to receive the grant funding they had requested than those at the end of the pack. One way of dealing with this could be to move first time applications, and those whose projects would benefit those with protected characteristics to the front of the pack. This would be a benefit to groups who have been less likely to receive funding in the past, without having a specific additional policy. Members **PROPOSED** that this kind of approach to combat subconscious thinking was worth trying.

## Long term trends

Going forward data about the benefits of grant projects towards those with protected characteristics should be recorded. This data can be used to improve the information given to Members in Officers reports, both at the application stages and during monitoring as well as in overarching reports that record how successful changes designed to improve the accessibility of the grants process is to residents with protected characteristics.

### 2.3.3 Suggested changes to the grant criteria

Members **PROPOSED** the following wording for the new grant criteria:

1. Grants will only be considered for projects and activities beneficial to the people of the civil parish of Buckingham.
2. Grant recipients must be based in the civil parish of Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
3. Only not-for-profit bodies will be eligible for a grant.

### 2.3.4 Grant award agreements (originally discussed as service level agreements)

Officers could not find recent grant award agreements (or service level agreements) for long term grant recipients. These should clearly set out the long term aims of the grant funding and expectations between the Town Council and the applicants.

Members **PROPOSED** all new new long term grants to have a Grant Award Agreement.



As part of any grant level agreement acknowledgment of funding from Buckingham Town Council would be a core requirement. This would be particularly important where VCSE groups who had received long term support from the Town Council in the past are requested to join the four year grant program. Creating new “sponsored by Buckingham Town Council” images would mean that these can be used on a variety of print and digital media and rapidly increase awareness of funding used by Town Council to support the community.

Members **PROPOSED** a new ‘supported by Buckingham Town Council’ text and logo image should be created for use by successful grants applicants. This should be funded from the Publicity budget 102/4032.

### ***2.3.5 Changes to the grants process***

Members agreed that it would be helpful to separate long term grants from annual grants and treated separately.

Application forms need to ask for more information from applicants to allow officers and councillors to discriminate between the proposed projects more easily.

The inclusion of a new question about the climate emergency in application forms is a step towards community engagement, a key part of the Climate Emergency Action Plan, to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

One-year application forms should remain as short as possible.

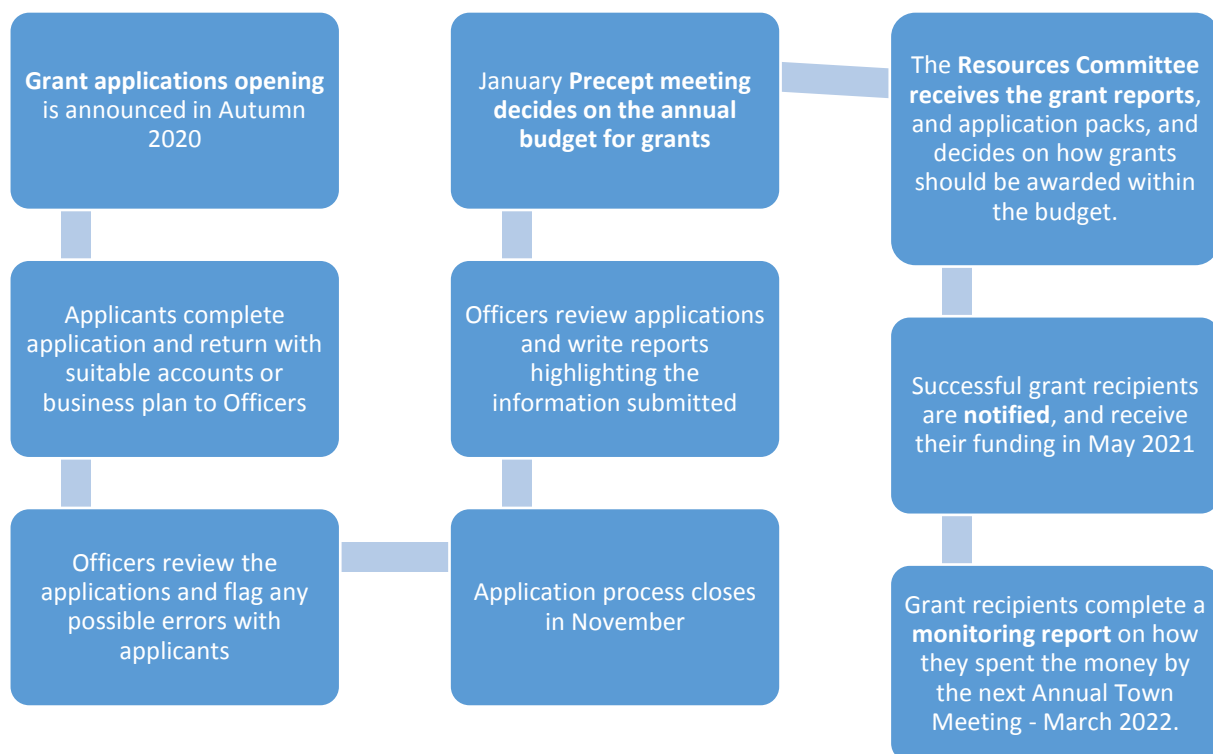
Four-year grants holder application and monitoring forms would be more demanding and have clear expectations about detailed financial reporting. This would improve the Council’s financial oversight of how funding is spent.

Members **PROPOSED** new one year and four-year application forms

Members **PROPOSED** new one year and four-year grant monitoring forms

Members felt strongly that changes should be made to the process timeline, and that budgets for grants should be set before decisions are made about who receives grants. This would allow additional time for effective assessment and scrutiny.

## Grants Process



Members **PROPOSED** to change the order of decision making, so that the Precept meeting in January sets the grants budget for the year, and then the next Resources meeting decides on specific grants. This will enable better budget control, and allow grant applications to be scrutinised after the grants fund budget has been decided.

### 2.3.6 Other Recommendations

A new website page could be created on the website that highlights the ways VCSE groups are helped by the Council through other means than the grant system, for example the Christmas Parade.



## Buckingham Town Council

### Grant Application Form

### One Year Grants Application Form 2021 - 2022

Before you complete this application form, please read the guidance notes available on our website. If you have any questions about your project idea and whether or not it may be eligible, or about completing this form, please contact the Town Council office.

#### **Please complete all sections**

#### **Tell us about your organisation:**

Name of organisation:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Project name:	Click or tap here to enter text.
Total project cost:	£ Click or tap here to enter text.
Grant amount applied for:	£ Click or tap here to enter text.
Has your organisation applied for a grant from the Town Council previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### **Reason for grant:**

Please tell us about the project you are applying for funding for (maximum 100 words)
Click or tap here to enter text.

### Who will benefit from the grant?

Roughly how many people do you think will benefit from the grant?	Click or tap here to enter text.
Who do you think will benefit most?  <i>For example, if your project is mainly aimed at a particular group of people, including those with protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.) please say so here.</i>	Click or tap here to enter text.
What benefits will the grant bring to Buckingham and/or its residents?  <i>If your project is mainly aimed at a particular group of people, explain how your project benefits this group.</i>	Click or tap here to enter text.
Are more than 50% of your predicted project beneficiaries residents of Buckingham?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How is your organisation working to reduce the environmental impact of your project?	Click or tap here to enter text.

### How will the grant be spent?

Please give as much detail as possible.

Item	Total Cost
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Total:	Click or tap here to enter text.

### Contact and financial information

Please give a contact details of a person who would be available to provide additional information, if required.

Contact name:	Click or tap here to enter text.
Contact address, if different to that overleaf, for office use only:	Click or tap here to enter text.
Telephone number:	Click or tap here to enter text.
Email:	Click or tap here to enter text.

Please tell us the details of your organisation's bank account so that, if your application is successful, payments can be made electronically.

Bank account name:	Click or tap here to enter text.
Bank account sort code	Click or tap here to enter text.
Bank account number:	Click or tap here to enter text.
Bank:	Click or tap here to enter text.

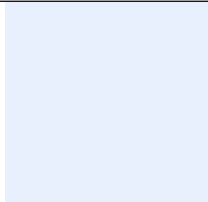
### Declaration:

☐ I confirm that the information I have provided on behalf of my organisation is complete and accurate.

☐ I have included a signed copy of my organisation's latest accounts or, for new groups, a business plan. I have read the grant policy document and understand what information the accounts should show.

☐ I understand that if my application is successful my organisation will be required to complete an end of project grant monitoring form.

☐ The organisation I am applying on behalf of understands that their project must not promote any particular religious or political belief and must abide by the 2010 Equalities Act.

Electronic Signature:	
If you cannot attach an electronic signature, please sign your name here:	Click or tap here to enter text.
Position:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

**Please return this form, along with a copy of your organisation's latest audited accounts, to the Council office by noon on Friday **XXXXXX**. No application will be considered without the necessary paperwork.**

Send digital copies by email to: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

Paper copies can be sent by post via: Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, NN13 7YH

**Grant applicants will be notified of the Council decision by February, and payments will be made in May. For more information, contact the Council office.**

Finally, how did you hear about Buckingham Town Council grants?
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Click or tap here to enter text.
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## Buckingham Town Council

### Grant Application Form

### Four Year Grants Application Form 2022 - 2026

Before you complete this application form, please read the guidance notes available on our website. If you have any questions about your project idea and whether or not it may be eligible, or about completing this form, please contact the Town Council office.

#### **Please complete all sections**

#### **Tell us about your organisation:**

Name of organisation:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Charity Number (if applicable):	Click or tap here to enter text.
Total project cost:	£ Click or tap here to enter text.
Grant amount applied for:	£ Click or tap here to enter text.
Has your organisation applied for a grant from the Town Council previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### **Reason for grant:**

Please tell us about the project you are applying for funding for: (maximum 300 words)

Click or tap here to enter text.

Please tell us why your project needs four year funding:

Click or tap here to enter text.

### Who will benefit from the grant?

Roughly how many people do you think will benefit from the grant?	Click or tap here to enter text.
Who do you think will benefit most?  <i>For example, if your project is mainly aimed at a particular group of people, including those with protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.) please say so here.</i>	Click or tap here to enter text.
What benefits will the grant bring to Buckingham and/or its residents?  <i>If your project is mainly aimed at a particular group of people, explain how your project benefits this group.</i>	Click or tap here to enter text.
Are more than 50% of your predicted project beneficiaries residents of Buckingham?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How is your organisation working to reduce the environmental impact of your project?	Click or tap here to enter text.

☐ My organisation understands that four year grant recipients will be asked to enter into a Grant Award Agreement with the Council, agreed in advance.



### How will the grant be spent?

Please give as much detail as possible.

Item	Approximate Annual Cost	Total Cost
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total:		

### Contact and financial information

Please give the contact details of a person who would be available to provide additional information, if required.

Contact name:	Click or tap here to enter text.
Contact address, if different to that overleaf, for office use only:	Click or tap here to enter text.
Telephone number:	Click or tap here to enter text.
Email:	Click or tap here to enter text.

Please tell us the details of your organisation's bank account so that, if your application is successful, payments can be made electronically.

Bank account name:	Click or tap here to enter text.
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Bank account sort code	Click or tap here to enter text.
Bank account number:	Click or tap here to enter text.
Bank:	Click or tap here to enter text.

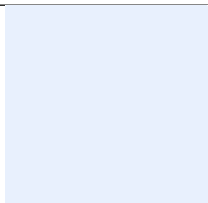
**Declaration:**

☐ I confirm that the information I have provided on behalf of my organisation is complete and accurate.

☐ I have included a signed copy of my organisation's latest accounts or, for new groups, a business plan. I have read the grant guidance document and understand what information the accounts should show.

☐ I understand that if my application is successful my organisation will be required to complete annual grant monitoring forms.

☐ The organisation I am applying on behalf of understands that their project must not promote any particular religious or political belief and must abide by the 2010 Equalities Act.

Electronic Signature:	
If you cannot attach an electronic signature, please sign your name here:	Click or tap here to enter text.
Position:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

**Please return this form, along with a copy of your organisation's latest audited accounts, to the Council office by noon on Friday XXXXXX. No application will be considered without the necessary paperwork.**


Send digital copies by email to: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

Paper copies can be sent by post via: Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, NN13 7YH

**Grant applicants will be notified of the Council decision by February, and payments will be made in May each year. For more information, contact the Town Council office.**

Finally, how did you hear about Buckingham Town Council grants?:

Click or tap here to enter text.

 <p style="text-align: center;"><b>Buckingham Town Council</b></p> <p style="text-align: center;"><b>Four Year Grant Award Agreement</b></p>	<p><b>Date Agreed:</b></p> <p><b>Prepared by:</b></p> <p><b>Valid Until:</b></p>
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1. This agreement is made between Buckingham Town Council and *[organisation name]*
2. Agreement Date: *[date]*
3. Project: *[project name]*
4. Amount awarded: *[E.g. £3,000 annually, total £12,000]*
5. Duration of agreement: 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2026
6. The grant has been awarded in order for your organisation to achieve the following purposes and with the following obligations:
  - a. *[E.g. run a drop in session that offers free financial advice]*
  - b. *Over 50% of the projects users should be resident in Buckingham*
  - c. *All residents should have access to free financial advice.]*
7. Approved costs:
  - a. *[E.g Room hire]*
  - b. *Banner design and printing*
  - c. *Bacon sandwiches]*
8. Role of Buckingham Town Council  
The Council will support your organisation's project in the following ways:
  - a. Annual instalments of your grant will be paid by BACS each May.
  - b. Free banner slots at the Cattlepens and Old Gaol locations, dates of display to be agreed in advance with the Council.
  - c. Support with joint press releases about the project, including the provision of quotes from an appropriate member of the Council.
  - d. Provision of space for one article per year in the Town Council's Town Matters newsletter
  - e. Support your organisation with advice where required.

9. Role of [organisation name]
  - a. Use the funding from Buckingham Town Council to fulfil the purposes listed above in section 6.
  - b. Provide an annual report that details how funding has been spent and whether the project is fulfilling its agreed purposes by 1<sup>st</sup> March each year.
  - c. Your organisation must tell the Council as soon as possible if they wish to make any changes to the project, agreed purposes or costs after funding has been received.
  - d. Acknowledge the Town Council as the source of your funding in press releases and publications.
  
10. Terms of payment
  - a. Funding may only be spent on the agreed costs detailed above.
    - i. If a change of circumstances mean that your organisation is considering spending the funding in a different way. The Council must be consulted and agreement provided before any changes are made.
  - b. Your organisation must monitor how successfully they are in achieving the approved purposes of their grant funding, and report on this annually.
  
11. Accounting and annual reporting requirements
  - a. Detailed records must be kept of the way funding is spent, including accurate, audited accounts which show annual income, expenditure, profit and loss. These must be shown to the Council if requested.
  - b. Your organisation should retain invoices showing how funding has been spent, the Council may ask to see them at any point.
  - c. Photographs are required to be included with the annual report wherever possible.
  - d. Annual reports will also include information about:
    - i. Particular benefits to and any measures taken to enhance access and use of your project by those with protected characteristics. *Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.*
    - ii. Environmental impact of your project, including any measures taken to protect the environment
    - iii. Percentage of beneficiaries of your project who are resident in the parish of Buckingham.
  - e. The Council reserves the right to refuse payment of the next instalment of a long term grant if a suitable annual report is not submitted by the deadline each year.

## 12. Settling disputes

In the event of a dispute around the payment of a long term grant, the Council asks that issues are raised first with the Town Clerk. If the Town Clerk is not able to resolve matters, please refer to the Council's Complaints Policy, available on the Council's website or by request to the office.

## 13. Responsibility for losses

The Council takes no responsibility for any losses that may be incurred by your organisation during the course of your project.

## 14. Schedule of payments:

Payment of your grant will be made in the following schedule.

<i>May 2022</i>	£3,000 paid to your organisation by BACS
<i>March 2023</i>	First annual report due
<i>May 2023</i>	£3,000 paid to your organisation by BACS
<i>March 2024</i>	Second annual report due
<i>May 2024</i>	£3,000 paid to your organisation by BACS
<i>March 2025</i>	Third annual report due
<i>May 2025</i>	£3,000 paid to your organisation by BACS
<i>March 2026</i>	Final annual report due

## 15. Termination of funding early

- a. If Buckingham Town Council intends to cease funding early, for example, due to failure to produce accounts or reports on request, your organisation will be notified and payments will cease immediately.
- b. If your organisation wishes to end their project early, your organisation must inform the Council by 1st January the year your next payment is due to be received.

## One Year Grant Monitoring Letter

### Annual Town Meeting:

Your **2020/2021** grant award period is now coming to an end, as such, you are warmly invited to Buckingham's Annual Town Meeting on **XXXX** in Buckingham Community Centre, Cornwalls Meadow at 7pm.

We anticipate that the event will enable the Town Council and our partners to gain a wide view of residents' views on issues facing the town as well as to work together to respond effectively. We sincerely hope you are able to support our event.

We are hoping this format will encourage participation from a wider range of our community and we sincerely hope you are able to support our event.

Please RSVP at the above address or by email to [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk). We hope that your organisation attends on the night to be part of the discussions.

### End of Grant Report:

Please complete the following form, including photographs, on your use of the £1150 that was awarded to your organisation as a grant, by **1<sup>st</sup> March 2021** for our records.

Name of Organisation	
Total Grant Awarded	
How did you spend your grant? Please provide a detailed breakdown.	

What difference did the grant funding make to Buckingham and its residents?	
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You are also required to send us photographs of the way your organisation spent this grant. We would prefer these to be sent by email to the [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk), but paper copies can also be sent to our office. We understand that this may not always be possible, and receipts for costs are an acceptable alternative. If neither of these options are possible, please get in touch with the Town Clerk before the 1<sup>st</sup> March 2020 to explain why.

Please tick this box to confirm that the photographs sent are authorised for use by the Council in the press, website and social media.

Electronic copies should be sent to [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk). To submit paper copies please drop them off at Buckingham Library for the attention of Buckingham Town Council or via post to:

Buckingham Town Council  
Verney Close,  
Buckingham  
MK18 1JP

**If the Council does not receive a response from you, this will affect your eligibility for future grants from the Council.**

We are very pleased to have been able to support your organisation this year and look forward to receiving your report.

Yours sincerely,

Mr. P. Hodson  
Town Clerk





## Buckingham Town Council

### Annual Monitoring Form Four Year Grants 2022 - 2026

#### Annual Town Meeting:

Your [2022/2026] grant award period is now coming to an end, as such, you are warmly invited to Buckingham's Annual Town Meeting on [Wednesday 18<sup>th</sup> March 2020 at Buckingham Community Centre, Cornwalls Meadow at 7pm.]

We anticipate that the event will enable the Town Council and our partners to gain a wide view of residents' views on issues facing the town as well as to work together to respond effectively. We sincerely hope you are able to support our event.

We are hoping this format will encourage participation from a wider range of our community and we sincerely hope you are able to support our event.

Please RSVP at the above address or by email to [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk). We hope that your organisation attends on the night to be part of the discussions.

#### Annual Grant Report:

Please complete the following form, including photographs, on your use of the [£3,000] that was awarded to your organisation as a grant, by **1<sup>st</sup> March 2021** for our records.

Name of Organisation	
Grant award year (of 4)	
Grant awarded this year	
How did you spend your grant? Please provide a detailed breakdown.	

What difference did the grant funding make to Buckingham and its residents?	
How successful has your organisation been at achieving the purposes set out in the service level agreement with the Council.	
What percentage of beneficiaries from your project activities this year have been resident in Buckingham?	
<p>How has your organisation provided particular benefit to, and ensured access and use by those with protected characteristics?</p> <p><i>Under the 2010 Equalities Act, these are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.</i></p>	

What actions were taken this year to reduce the project's impact on the climate emergency?	
Are there any changes to the project that your organisation would like to discuss with the Town Council?	

You are also required to send us photographs of the way your organisation spent this grant. We would prefer these to be sent by email to the [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk), but paper copies can also be sent to our office. We understand that this may not always be possible, and receipts for costs are an acceptable alternative. If neither of these options are possible, please get in touch with the Town Clerk before the 1<sup>st</sup> March 2021 to explain why.

☐ Please tick this box to confirm that the photographs sent are authorised for use by the Council in the press, website and social media.

Electronic copies should be sent to [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk). To submit paper copies please drop them off at Buckingham Library for the attention of Buckingham Town Council or via post to:


Buckingham Town Council  
Verney Close,  
Buckingham  
MK18 1JP

**If the Council does not receive a response from you, this will affect the next payment of your grant, which is due to be made in May of this year.**

We are very pleased to have been able to support your organisation this year and look forward to receiving your report.

Yours sincerely,

Mr. P. Hodson  
Town Clerk

	<p><b>Buckingham Town Council</b></p> <p><b>Grants Policy</b></p>	<p><b>Date Agreed:</b>  <b>Minute Number:</b>  <b>Prepared by:</b> Mrs L. Stubbs  <b>Version:</b> 3.3</p>
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## Contents

<a href="#">Aim</a> .....	30
<a href="#">Two types of grants</a> .....	31
<a href="#">Grant Criteria</a> .....	31
<a href="#">How to apply:</a> .....	32
<a href="#">Application Forms</a> .....	32
<a href="#">Further information</a> .....	32
<a href="#">Receiving, crediting and spending the Grant</a> .....	33
<a href="#">Grant monitoring forms</a> .....	33
<a href="#">Emergency Grants</a> .....	34
<a href="#">Appendix A: Annual grants procedure timetable</a> .....	35
<a href="#">Appendix B: Guidance on completing the grant application form</a> .....	36

## Aim

The aim of this policy is to set down the procedure under which Buckingham Town Council will undertake to give out Grants. In addition, it will explain in more detail what information is required to make a valid application. Grants are only given to organisations, not to individuals.

## Two types of grants

There are two types of grants available. **One year grants** and **four year grants**.

<b>One year grants</b>	<b>Four year grants</b>
<ul style="list-style-type: none"> <li>- One off annual grants</li> <li>- Typically, smaller amounts are awarded between £200 - £2,000 pounds, but there is no minimum or maximum amount.</li> <li>- Your organisation does not have to be registered as a charity, but it must be a <b>not-for-profit</b> organisation.</li> <li>- A simple grant monitoring form must be completed at the end of the grant year.</li> </ul>	<ul style="list-style-type: none"> <li>- Long term four year grants</li> <li>- Typical larger amounts are awarded each year between £2,000 and £5,500 pounds, but there is no minimum or maximum amount.</li> <li>- Detailed grant monitoring reports will be requested at the end of each grant year.</li> <li>- Four year grants can cover running costs, however there must be a clear justification for funding the organisation long term.</li> <li>- In order to qualify for a four year grant your organisation must enter into a <b>service level agreement</b> with the Council. The agreement will be centred around the benefits your organisation brings to the residents of Buckingham.</li> </ul>
<p><b>Example one year grant:</b>  <i>A not-for-profit toddler playgroup applies for £400 to buy new toys for children. In the end of grant monitoring report the playgroup organisers complete a simple form about how they spent the money, the impact the new toys made and provide photographs for public use.</i></p>	<p><b>Example four year grant:</b>  <i>A registered charity applies for four years of funding to cover room hire and staffing costs for a free money advice service. In the monitoring report the charity gives details about how the money was spent, how many people accessed the service and the impact that was made.</i></p>

Each type of grant has its own application form and procedures.

## Grant Criteria

1. Grants will only be considered for projects and activities beneficial to the people of the civil parish of Buckingham.
2. Grant recipients must be based in the civil parish of Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
3. Only not-for-profit bodies will be considered for a grant.

## How to apply:

The application form for grants is available as a word document from the [Buckingham Town Council website](#). To apply, complete the form digitally, answering all the questions.

The application form should be returned with **either** the [previous year's accounts](#) or for new organisations, a business plan.

If you are not able to access the website or to complete or submit a digital copy of the form, please contact the office in sufficient time to make alternative arrangements.

If all of the information requested is not received before the closure of the grant application period then the grant application will be rejected.

## Application Forms

The Town Council grant application forms are designed to be simple and easy to fill in. You do not need any experience of writing grant applications previously to apply. For a full guide to all of the questions on the application form, please see [Appendix B: Guidance on completing the application form](#) at the end of this document.

## Further information

1. Buckingham Town Council does not guarantee to award any grants, and any amount is allocated at the Council's discretion
2. Where there is more demand for one year grants than funding available, new applicants will be given priority over those who have received funding in the last four years.
3. Grants will be awarded once a year at a meeting of the Resources Committee, following the annual Precept (budget) meeting.
4. Not all projects are eligible for grant funding. If you are unsure if your project is eligible please contact the Town Council office<sup>1</sup>.
5. All requests for four year funding must explain why a long term commitment is justified.
6. Successful four year grant applicants must enter into a Grant Award Agreement with the Council. Any such agreement will be at the Council's discretion. Any Grant Award Agreement must be agreed prior to the precept meeting and will commence at the start of the next financial year.

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<sup>1</sup> For example, the following projects would not be eligible:

- i. Other public bodies, or projects to fund items that should be paid for by another public body, for example a different local council
- ii. Applications from businesses or individuals
- iii. Projects that promote a particular religion over others
- iv. Projects that support a particular political party

7. Successful grant applicants must clearly acknowledge their grant from the Council on publicity related to their funded project using the Town Council logo and the words 'supported by Buckingham Town Council' in any publications, digital or physical. They may be asked to meet with the Mayor in order to receive a charity cheque and will be asked to provide quotes for publicity purposes.
8. All successful grant applicants will be required to complete a Grant Monitoring Form. For one year grants this will be at the end of their grant period. For four year grants this will be annually.
9. Failure to complete and return a Grant Monitoring Form **will** affect an organisation's eligibility for future grants.
10. All successful grant applicants must provide photographs that show how grants were spent. These photographs must be authorised for use by the Town Council in the press, website and social media.

### **Receiving, crediting and spending the Grant**

If successful, the grant will be paid to your organisation by bank transfer in May.

The Council asks all grant recipients to use the Buckingham Town Council logo and phrase 'supported by Buckingham Town Council' on any publications produced by grant recipients during the grant award period, whether these are physical publications or online.

The grant applied for must be spent on the items listed in the grant application. Clear and precise records must be kept of how the money is spent, including invoices where appropriate. The Council may request to see these records at any time. If evidence of the money being spent as set out in the grant application cannot be supplied then the grant may need to be returned to the Town Council, it may also impact on future grants from the Council.

### **Grant monitoring forms**

#### **One year grants**

One year grant applicants will be asked to complete an end of year grant monitoring form. This is a simple form that asks:

- How the grant was spent
- What difference the grant funding make to Buckingham and its residents
- To provide photographs that show how the grant was spent.

#### **Four year grants**

Four year grant applicants will be asked to complete grant monitoring form annually. These are more detailed forms that ask:

- How the grant was spent
- What difference the grant funding make to Buckingham and its residents

- How successful the organisation has been at achieving the purposes set out in the service level agreement with the Council.
- What percentage of beneficiaries of the funding provided by the Council were resident in Buckingham.
- Any particular benefits there have been to, and any measures taken to enhance access and use by those with protected characteristics. *Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.*
- What actions the organisation has taken to reduce the impact of the climate emergency.
- To provide photographs that show how the grant was spent.
- If the organisation would like to make any changes to their project.

### **Emergency Grants**

At the discretion of the Resources Committee of Buckingham Town Council, small grants may be awarded to local not-for-profit organisations in emergency circumstances. Decisions over this funding would be made by the Resources Committee which meets six times a year. Contact the Town Clerk for more information.



## Appendix A: Annual grants procedure timetable

October	Grants applications open, this will be advertised in the Buckingham Town Matters newsletter, on the Town Council website and social media.
November	Grant applications close by 12 noon on the specified day. A completed grant application form and a copy of the accounts must be received by the Council by the deadline to be considered a valid application.
<b>November to January</b>	<b>Four year grant applicants will be asked to create a service level agreement with the Council.</b>
January	The budget for grants will be set at the Precept meeting of Full Council.
January	Members of the Resources Committee will decide which grants applications should be awarded funding.
February	Applicants are notified if their grant application has been successful or not.
May	Successful grant applicants will receive their funding by bank transfer. <b>Four year grant holders will be asked to provide statements for a joint press release with the Town Council</b>
Next March	One year grant holders will be asked to complete an end of grant monitoring form. <b>Four year grant holders will be asked to complete an annual monitoring form.</b>
<b>May</b>	<b>Four year grant holders will receive their next payment.</b>

## **Appendix B: Guidance on completing the grant application form**

### ***Section 1: Tell us about your organisation***

This section asks for basic information about your project.

Name of organisation – Please enter the name of the organisation which is applying for the grant.

Address – If the organisation does not have a headquarters please give the postal address where normal correspondence would be sent.

*Where relevant: Charity number – Please enter your organisation's charity number here.*

Total project cost – Please enter the total cost of the project for which funding is requested.

Grant amount applied for – Please enter the amount which the organisation is requesting that the Town Council provide.

*The following two questions are relevant if there are more applicants than funding available in any given year.*

Has your organisation applied for a grant from the Town Council previously? – please answer yes or no.

Would your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council? – please answer yes or no.

### ***Section 2: Reason for grant***

Please tell us about the project you are applying for funding for.

The word limit on this section is longer for four year grants than one year grants. These short summaries will help explain to the Council what you would like to do with the funding, and will be used in reports to Councillors.

*Four year applications only: please tell us why your grant needs four year funding.*

*It's important to give details about why four year funding is more suitable for your project than a one year grant. It could be that your project is an annual event, has long term costs that can't be paid for in other ways, or is a new group that needs more than one year to establish alternative sources of funding. If successful, the information in this section will be used to help develop your Grant Award Agreement.*

### ***Section 3: Who will benefit from the grant***

Roughly how many people do you think will benefit from the grant? – Please give an idea, or how many people will benefit.

Who do you think will benefit most? – Please tell us who you intend to benefit from the funding. If you have a run a similar project before, tell us who attended or benefited in the past. If you are running a new project, consider if it is mainly aimed at a particular group of people, including those with protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.)

What benefits will the grant bring to Buckingham and/or its residents? – In what ways will those who take part in your project benefit?

Are more than 50% of your predicted project beneficiaries residents of Buckingham? – please answer yes or no.

How is your organisation working to reduce the environmental impact of your project? – Please consider how your organisation could respond to the climate emergency. For example does the project encourage the use of public transport or use reusable drinking cups instead of disposable options.

### ***Section 4: How will the grant be spent***

Before you complete this section, check how much the materials you will need for your project will cost. Please provide a detailed breakdown of what you would like the Town Council to fund, writing what you would buy in the **item** column and the price in pounds in the **total cost** column. Staff time can be included as an item.

Please bear in mind, that while annual running costs can be included, one year grant applications should not be repeat requests for the same items on an annual basis. Applications of this kind are better suited to four year grants.

### ***Section 5: Contact and financial information***

Contact details – Please provide contact information in case we need to clarify anything in the grant forms. This will also be the person we will contact regarding whether the grant application has been successful or not.

Bank account information – please provide details of your organisations bank account. This allows grants to be paid by bank transfer.

**Section 6: Declaration**

Please check each of the boxes in this section to confirm that you have read and understood the grants policy documents and your legal obligations as a grant applicant.

***Provide a copy of your latest accounts:***

Accounts - All requests must be accompanied with a copy of the last signed and audited accounts. These accounts should show last year's **income**, **outgoings** and **reserve** levels. If your organisation has a large amount of reserves (usually equivalent to more than six months of expenditure) please also provide a copy of your reserves policy, or an explanation of why the reserves can't be used to fund your project.

If no set of accounts is available due to the organisation seeking grants within its first year then a business plan should accompany the grant request. A good business plan should cover the following six areas:

1. Summary of your new organisation's aims
2. The product or service your organisation will provide, and how it will achieve your aims.
3. Organisational structure
4. Marketing strategy
5. How will the organisation be funded, both initially and in the long term
6. Any supporting information



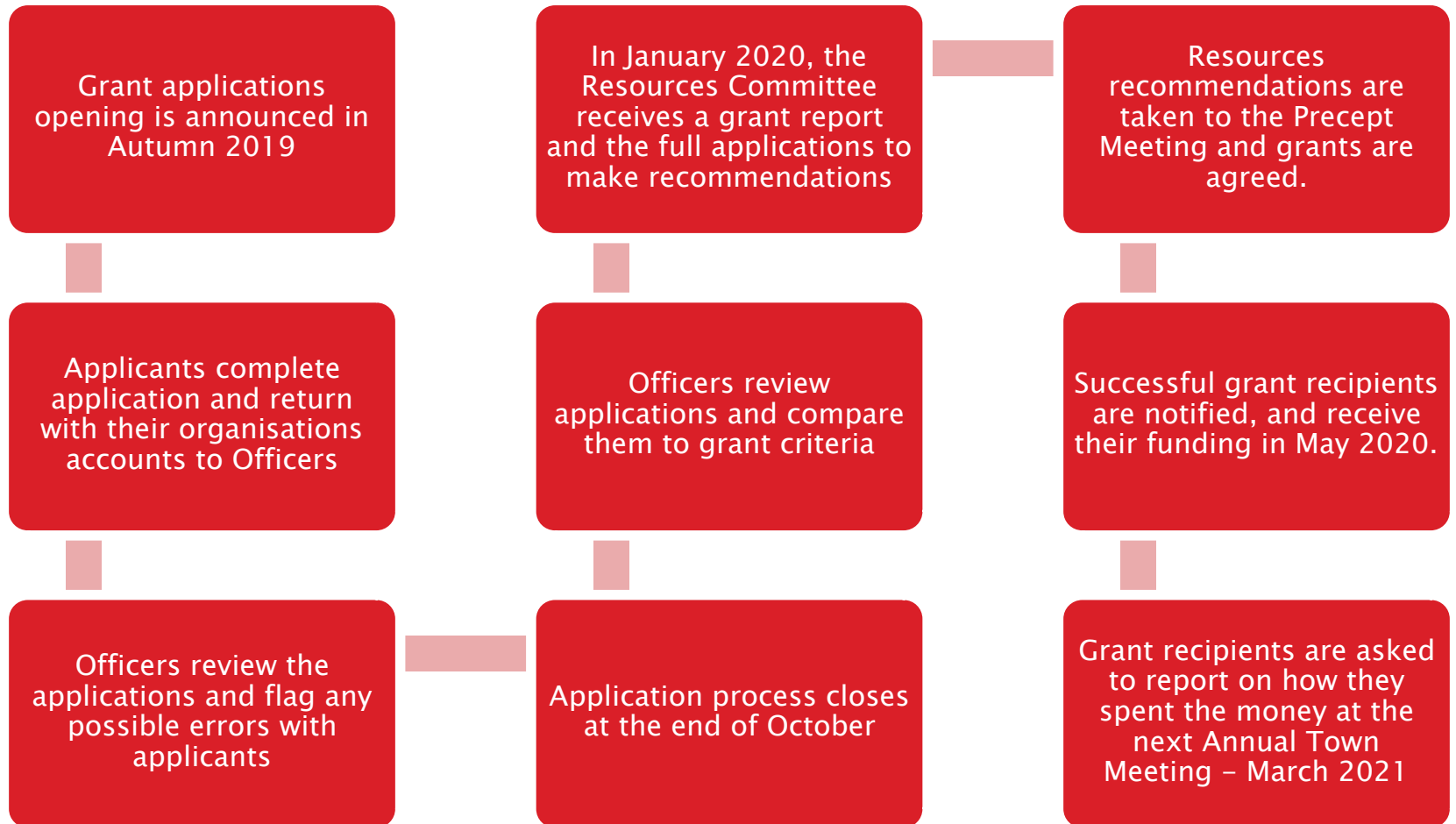
# Grants Review 2020: Task and Finish Group Summary

# Meeting 1.0 Agenda

## Tuesday 21<sup>st</sup> July 2020

- ▶ Review of current policy process and grants made
- ▶ Review of other support provided to Voluntary, Community and Social Enterprise (VCSE) groups by the Town Council
- ▶ Feedback from applicants and partners
- ▶ Suggested areas for discussion and review
- ▶ Plan for next session

# How grants are distributed currently:



# How much funding do we distribute now?

- ▶ In 2020/2021 the Town Council planned to distribute £26,412 to 20 local organisations.
  - 2.4% of the total annual budget.
  - C. £110,000 of the 4 year budget
  - Most long term grants are £3.5k
  - Annual grants £250–£1.5k
- ▶ We could aim to double this and spend 5% over 4 years.
- ▶ We could also consider loans.



# Other ways we support VCSE groups:

paying them to put on events,

funding the community centre trust,

providing discounted hire of our venues,

providing staff time to support their events (Christmas Parade and RBL),

we provide one free market stall to charities each week,

we enable them to put banners up on the Cattle Pens.

Is there other practical support we could offer, or other ways of providing funding?

# What is the typical application process for other grant giving bodies?

## Large grant giving groups

- Clear guidance about who and what is eligible, workshops and advisors to discuss ideas pre-application
- Grants distributed quickly after successful application
- Grants distributed on a rolling basis.
- Detailed after grant reports required

## Smaller, local grant or donation groups

- Grants distributed on a rolling basis or linked to regular events
- Grants distributed quickly after successful application

# Feedback from local stakeholders

## Successful local grant applicants

- All respondents like they process and that the forms are simple to complete.
- Keen to continue receiving support in the future.
- request for more publicity, one group had only heard about the grants recently
- Request for a more digitised process, eg online forms

## 3 year grant holders

- Happy with current process, no suggested changes

## Heart of Bucks/ B & G CT

- B & G CT – maximum £2,000 per grant, two year no reapplication rule. Recent rise in applications.

## Rotary/Table

- Santa run often same charities every year. This partnership works well for the table and charities. One off requests dealt with differently, they try to respond to local demand

# Who receives grants regularly?

## Successful long term / 3 year grant applicants

- Citizens Advice
- Youth Club
- Old Gaol

## Regularly receive annual grants (at least 3 in the last 4 years):

- Churches Holiday Club (4/4)
- Tennis Club (3/4)
- Literary Festival (3/4)
- Summer Festival (4/4)
- West End Bowls Club (3/4)
- Chandos Park Bowls Club (4/4)
- Friends of the Old Gaol (4/4)
- North Bucks Carers (3/4)
- Project Street Life (4/4)
- Swan Community Hub (4/4)

# Who has been unsuccessful at applying for grants?

## Unsuccessful long term / 3 year grant applicants

- Buckingham Table
- Summer Festival

## Awarded no funding due to ineligible application in the last 4 years:

- Buckingham Primary School PTA
- Bourton Meadow Primary School PTA
- St James & St John School PTA
- Pole to Pole Fitness
- Tennis Club
- UK Astronomy
- Woolpack Inn

# Areas to review:

1. Length of grants

2. Grant Criteria

3. Are there ways to fund groups who are currently missing out on grants?

4. Encouraging new applicants to apply, and to improve their chances of receiving funding when they do apply.

5. Does Coronavirus change things?

# 1. Review length of grants

- ▶ The current 3 year period is up in 2022 members should review the long term grant process closer to this time.

We could consider:

- 4 year grants to fit with our budgeting approach
- Moving annual grants that regularly receive money onto long term grants
- Reviewing additional service level agreements in line with this

## 2. Current Grant Criteria:

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
1. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
1. No commercial organisation will be considered for a grant (legal restriction)



# Review of Grant Criteria:

Do these qualifying criteria still reflect Buckingham's needs today?

Do they reflect the Town Council's aims?

- Climate Emergency Action Plan
- Economic development of the town

Do they reflect the Town Council's legal obligations?

- Equality and diversity
- Financial accountability
- Benefit to the town in proportion to the funding awarded

Are they clear and easy to understand?

### 3. How can we support schools?

- ▶ We can't give money directly to schools or for things that should be purchased by the local authority.
- ▶ However, successful applications from groups supporting children are rarer than those supporting older people.
  - Project street life, churches holiday club and youth club have all been closed during Coronavirus.
  - Overall, children are missing out.
- ▶ Can we give money to friends of schools groups to hold events that allow those friends of schools groups to fundraise for their own purposes?



## 4. How do we encourage new applicants to apply

### Prioritise new applicants

Give Resources a fund to give out grants more frequently.

Improve the grants information on our website

Hold joint community group and charity funding event to celebrate VCS groups and provide opportunity to ask advice.

Support new applicants before application

# Supporting new applicants to make successful applications

## Allow grants for:

- Feasibility studies and business plans for new organisations
- Start up equipment and room hire for new clubs

## Prioritise applicants who fit within certain themes:

- Environment
- Children
- Disabled access to activities

## Improve the information on our website

If someone has received annual funding last year, they are eligible for less eg £150 max, leaving more for new applicants

# 5. Does Coronavirus change things?

Possibly yes, some grant bodies have seen an upswing in applications.

Identify and support organisations that are struggling due to Coronavirus.

- Should next year's theme be on survival of organisations?
- Add a question to applications about drop in income or difficulties they now need additional funds to overcome?
- Fundraising event?
- Increased need to be very clear about who is eligible
- Unemployment and young people could be a new priority area
- Should we give more funding to existing grant holders like the CAAV?

# Proposed Recommendations from meeting 1.0:

Review grant criteria: change 'commercial' to 'only not for profit organisations are eligible.'

Review guidance and improve any areas that could be clearer.

Review long term grants and move to a 4 year system before 2022.

Expect higher standards of financial accountability from grant recipients receiving larger or long term amounts. Bar those who fail to file end of project reports from applying again for one year.

Delegate a smaller grants budget to the Resources Committee, to make grants of up to £500 twice a year.

Move regular annual grant recipients onto long term grant arrangements after 3 years where appropriate.

Improve the content, search engine optimisation and layout of the grants page on our website.

Review application forms: ask for BACS details at that stage.

Buckingham community group fundraising day – large fair with charity stalls and other grant giving bodies to raise profile.

## Rejected recommendations:

Identify priority themes for annual grants:

Coronavirus – climate emergency – children – creating access to sports and activities for disabled children and adults – new applicants

# Review of actions after meeting 1.0:

Officers completed the following actions:

- Notes and presentation from the first meeting were circulated to members
- Town Clerk created a list of all the VCSE organisations the Town Council supports through means other than grants
- Consulted further with Heart of Bucks



# Meeting 1.5 Agenda

## Friday 7<sup>th</sup> August 2020

- ▶ Review of actions from last session
- ▶ Feedback from Heart of Bucks
- ▶ Updated proposed changes
- ▶ Other aspects for discussion?
- ▶ Plan for next session

# Funding allocated to VSCE Organisations in 2020/21

Centre	Code		2020/21 Budget	
102	4019	HIRE OF HALL	257	Payment to community centre trust for hall hire
120	4077	OLD GAOL FUNDING	3,000	three year grant
120	4081	CAB GRANT	5,346	three year grant
120	4086	YOUTH CENTRE GRANT	5,200	three year grant
131	4084	COMMUNITY CENTRE CAPITAL	5,000	annual maximum revenue contribution
131	4087	ANNUAL GRANTS	12,866	annual grants
			9,000	
204	4124	DEVOLVED NON-CARRIAGEWAY		payment to social enterprise for grass cutting
			3,065	
251	4601	REPAIRS& MAINTENANCE FUND		includes repairs to tennis and bowls clubs
255	4120	FRIENDS OF GROUPS	1,026	maximum funds available
301	4079	FAIR TRADE PROMOTION	410	funds available to Fair Trade organisation
301	4094	YOUTH PROJECT	3,000	Using play around the parishes; this year funding for Action4Youth
301	4203	COMMUNITY FAIR	410	Event to enable community groups to sell goods
301	4205	CHRISTMAS PARADE	3,900	includes contribution to organising organisation
301	4211	BAND JAM	3,591	payment to organising organisation
	4220	MUSIC IN THE MARKET	3,591	payment to organising organisation
	4260	TWINNING	2,000	budget to spent in conjunction with Twinning Association
	4254	ACCESS ABLE	3,488	current paid to not for profit web provider

# Feedback from local stakeholders

## Successful local grant applicants

- All respondents like they process and that the forms are simple to complete.
- Keen to continue receiving support in the future.
- request for more publicity, one group had only heard about the grants recently
- Request for a more digitised process, e.g. online forms

## 3 year grant holders

- Happy with current process, no suggested changes

## B & G CT

- B & G CT – maximum £2,000 per grant, two year no reapplication rule. Recent rise in applications.

## Rotary/Table

- Santa run often same charities every year. This partnership works well for the table and charities. One off requests dealt with differently, they try to respond to local demand

## Heart of Bucks

- Has a wide range of themes – covering everything
- Offered to run our process
- Acknowledged limit data on Buckingham
- Asked for help with promotion

# Encouraging new applicants

- ▶ Prioritising some categories without creating specific categories
- ▶ Do we WANT to encourage more applicants, without extra funding being available?
- ▶ What kind of applications do we want to encourage?
- ▶ Encouraging new organisations to start up

# Proposed recommendations from meeting 1.5:

Review guidance and improve any areas that could be clearer.

Add to the contingencies budget an amount which may be used to support VCSE organisations who urgently need funding during the year

Require Community Centre and Fair Trade to apply for grants

# Recommendations clarified after meeting 1.5:

Buckingham community group fundraising day – large fair with charity stalls and other grant giving bodies to raise profile, funds and recruit volunteers. Recommendation then made to TCE and included in the precept for TCE in 2021/22

# Review of actions after meeting 1.5:

Officers  
drafted  
and  
circulated:

- New grant policy
- New grant application forms, for one year and four year grants
- New grant monitoring forms, for one year and four year grants
- An example service level agreement for a four year grant holder.

# Meeting 2.0 Agenda

## Friday 21<sup>st</sup> August 2020

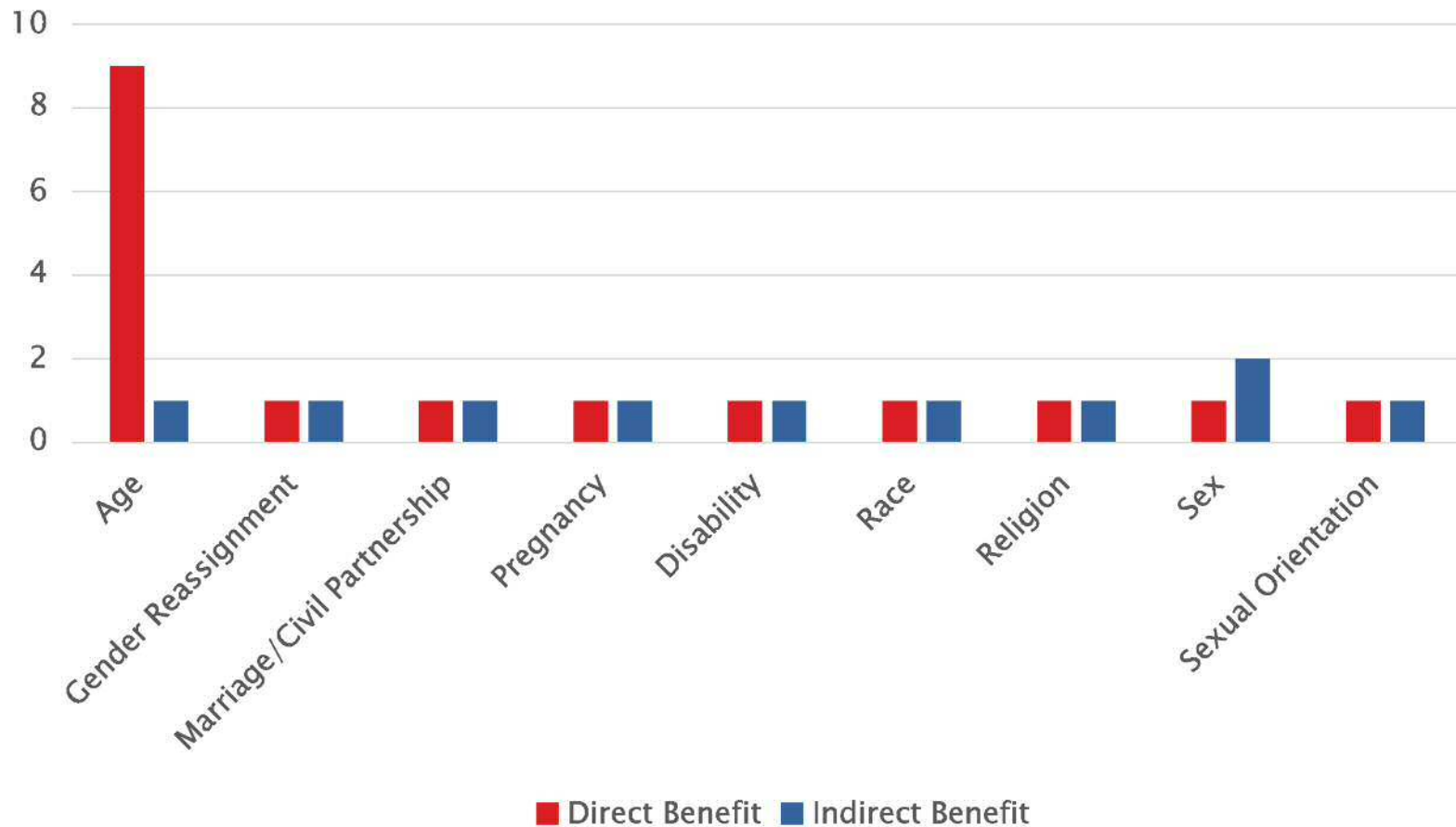
- ▶ Review of actions from last session
- ▶ Equality and diversity
- ▶ Suggested grant criteria
- ▶ Suggested service level agreement (SLA)
- ▶ Suggested application process
- ▶ Recommendations for Full Council

# Equality and Diversity: identifying barriers to protected groups applying for or receiving funding:

- ▶ The protected characteristics under the 2010 Equalities Act are:
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation
- ▶ These apply to residents applying for a public service, in this case grant funding.



# Protected groups BTC gave grants to last year, directly or indirectly:



# Equal opportunities to apply

Is it easy for groups with protected characteristics to apply for grants? – keep forms and process simple, update the website

Is it easy for groups to find out that they could apply? – revamp website to include protected characteristics based key words.

Make a point of showing diverse images and highlight that equality based projects would be supported in our media

Newsletter, website, local paper, social media: where else can we advertise our grants that will reach protected groups?

Keep asking is there anything more we can do?

# Equal opportunity to receive a grant

Give applicants the opportunity to highlight benefits of project in their application

Website redesign to be very clear that additional support can be offered to new applicants

There's no neutral way to organise data – list applicants in officer reports starting with new applicants.

Ring-fencing a guaranteed minimum percentage of the grants allocation to grants promoting equalities and diversity

Do we offer the Accessable budget of £3,400 as a grant?

Keep asking is there anything more we can do?

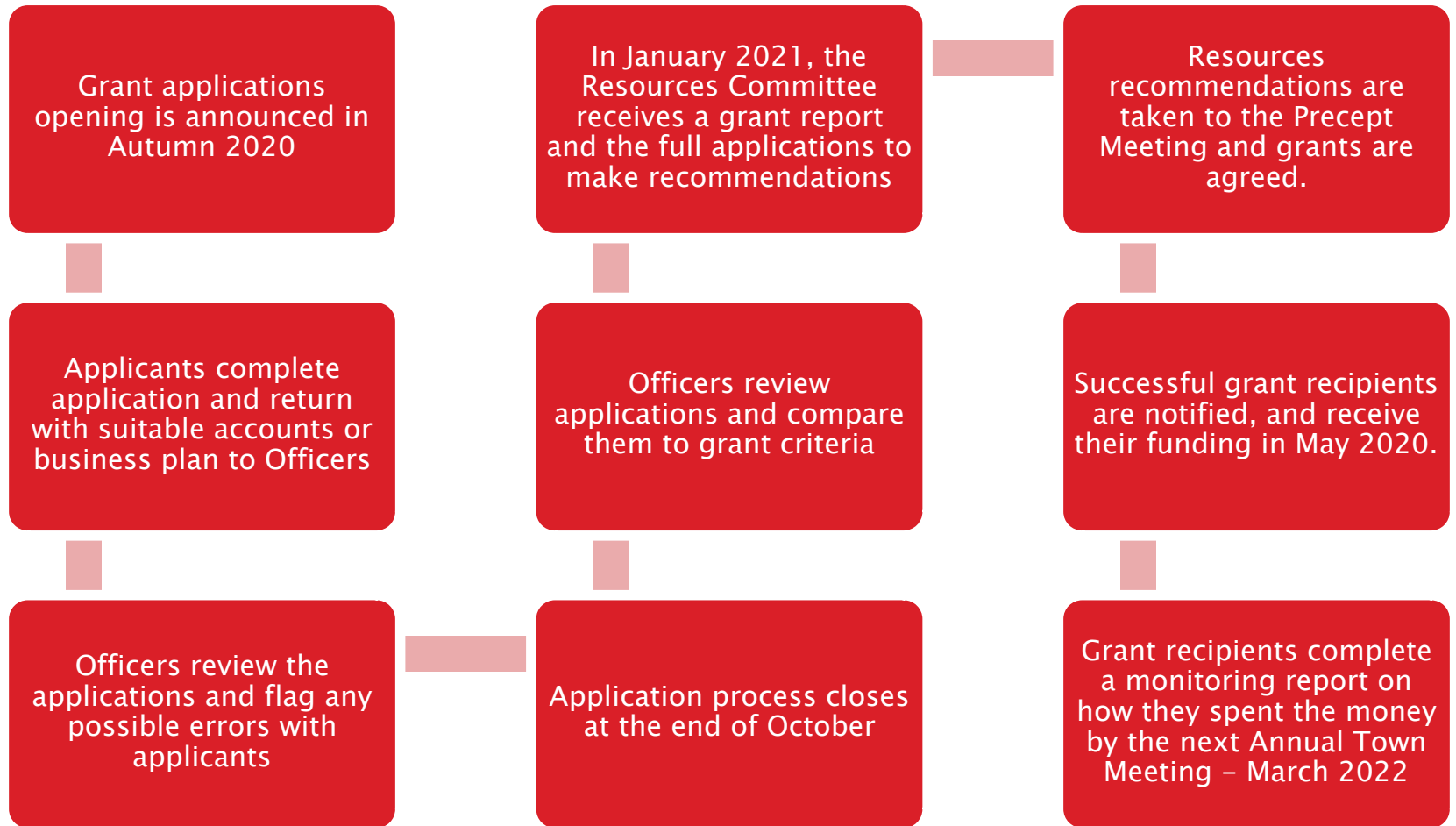
# Grant Criteria

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
2. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
3. Only not-for-profit organisations will be eligible for a grant.

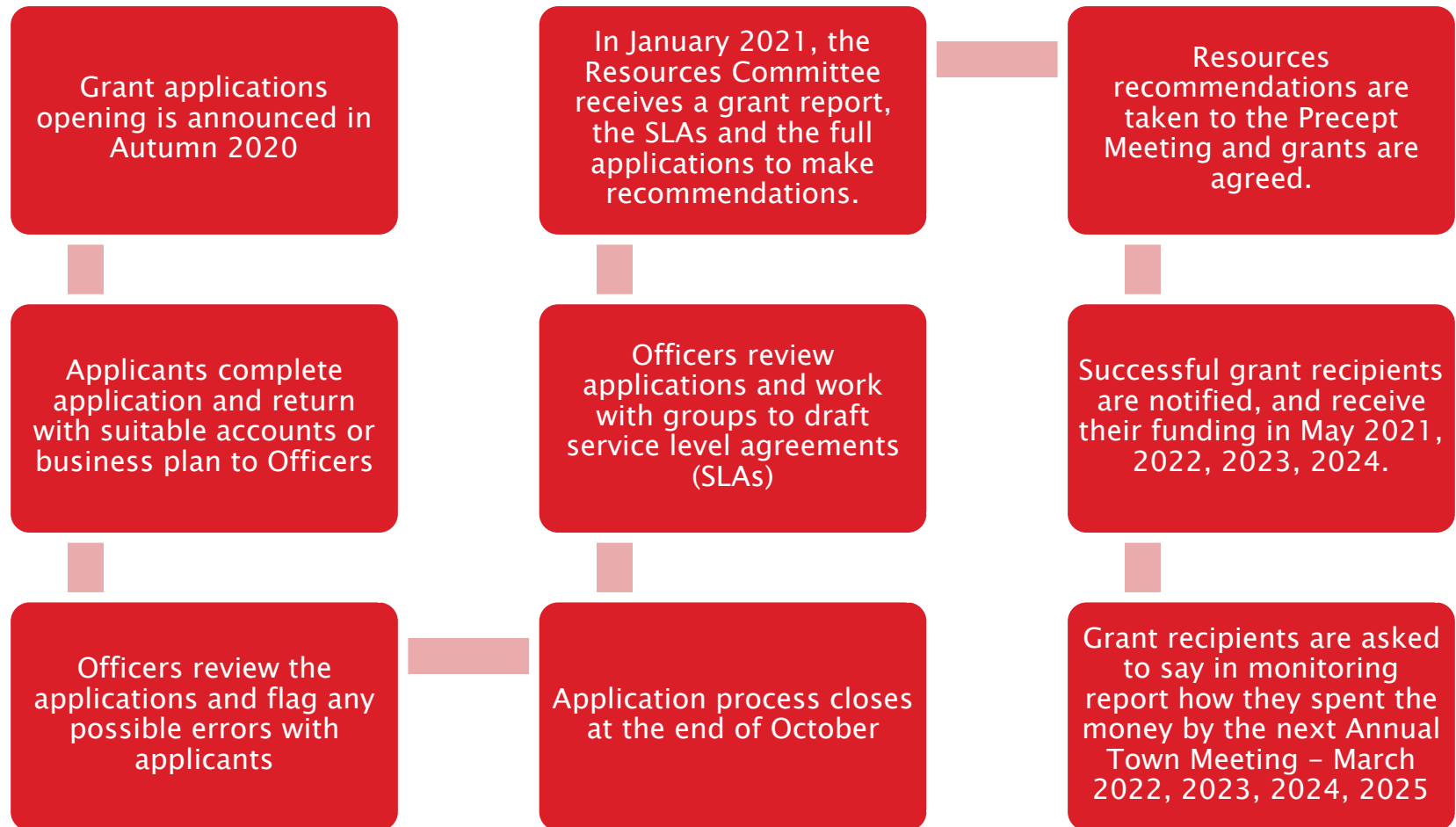
# Service Level Agreements

- ▶ For four year grants only
- ▶ Set project purposes with the organisation
- ▶ Set out how the Town Council will support the organisation
- ▶ Crediting the Town Council
- ▶ Emphasise the requirement to report back on activities

# Suggested process for one year grants:



# Suggested process for four year grants:



# Any changes to the new paperwork?

- ▶ The overall structure of paperwork remains the same.
- ▶ They do ask for slightly more information in order to allow more ways to discriminate between different projects.
- ▶ Service level agreements will be used for four year grants.



# Officers grants report(s) to Councillors:

## Covering report

- Officers will write a short covering report that summarises all of the applications received.
- The covering report will list all grant applications in order of least funding received from the Town Council in the past five years first, down to most funding received.
- Any ineligible applications would be listed last.
- Four year and one year applications will be presented separately.

## Covering sheet for each grant application

- The project summary from each application will be printed on the covering sheet.
- Each covering sheet will also note if answers have been given to questions about who will benefit most & environmental impact.
- Where needed a satisfactory reserves policy would be noted.

## Copy of application form

- Reproduced as submitted by applicants.

## Copy of organization's accounts or business plan.

- Reproduced as submitted by applicants.

# Who could be asked to apply for a four year grant?

## Town Council tenants

- Buckingham Community Centre
- Tennis Club
- Chandos Park Bowls Club

## High benefit to those with protected characteristics

- Project Street Life
- Swan Community Hub

## Annual local or town events

- Literary Festival
- Summer Festival
- Fairtrade Association

Suitable new projects could also be encouraged to apply

# Proposed Recommendations For Full Council after meeting 2.0:

Change of grant criteria: 'No commercial organisation will be considered for a grant.' changed to 'Only not-for-profit bodies will be eligible for a grant.'

Add £2,000 to the contingencies budget which may be used by the Resources committee to support VCSE organisations who urgently need funding during the year

Invite those regularly receiving annual grants or funding currently to apply for four year funding, including the Community Centre and Fairtrade Association.

Agree new grants policy, application forms and monitoring forms .

Change Long Term grants onto a 4 year system, starting in 2022. All new long term grants to have an agreed Grant Award Agreement (GAA). (use GAA instead of Service Level Agreement)

## Rejected recommendations:

Ring fence a guaranteed minimum percentage of the grants allocation to grants promoting equalities and diversity

# Review of actions after meeting 2.0:

Officers completed the following actions:

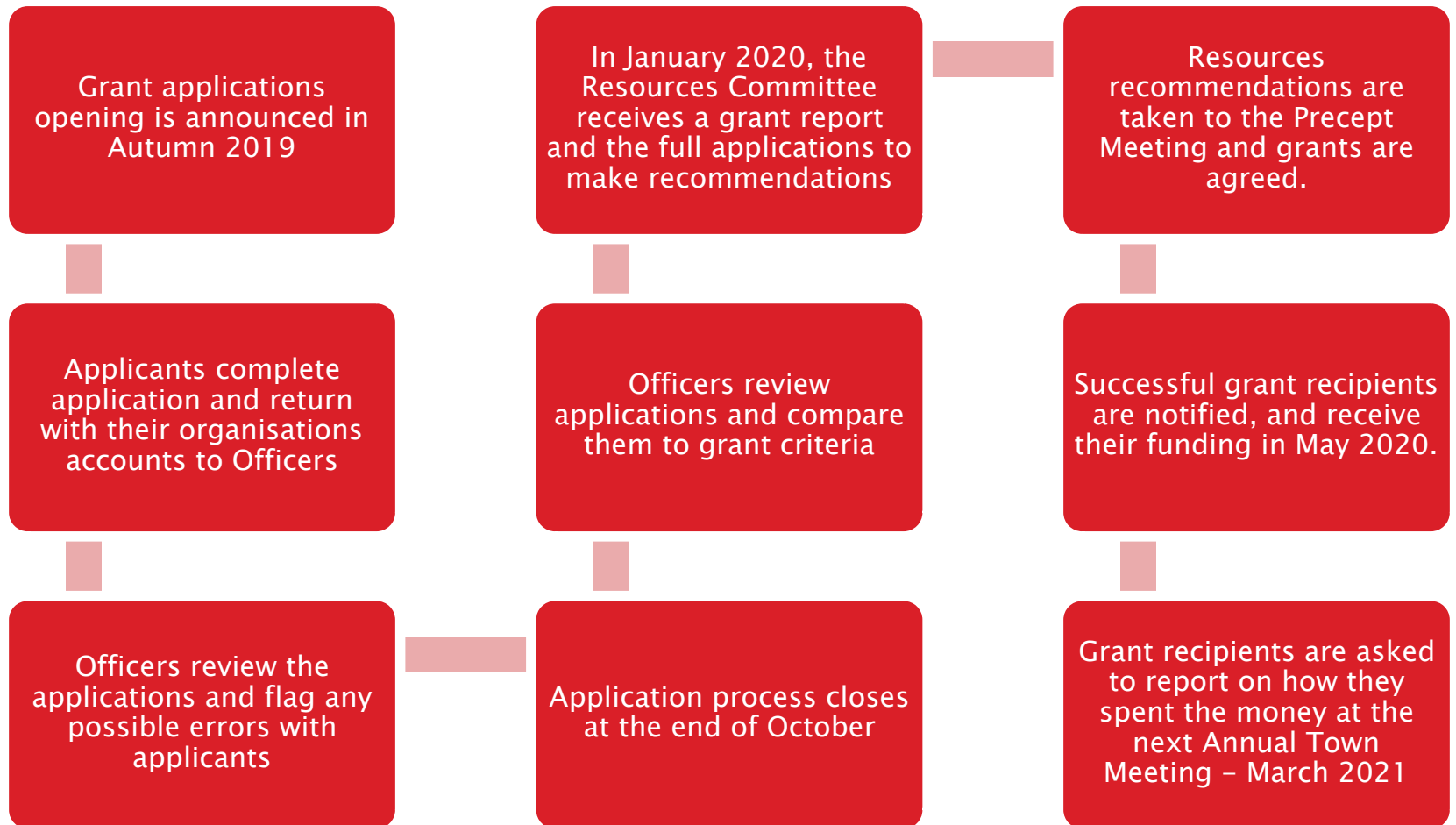
- Made amendments to:
  - the grants criteria
  - grants policy
  - grant application forms
  - grant monitoring forms
- Circulated the above to members of the task and finish group for any further amendments
- Prepared a grants report and presentation for the Resources Committee.

# Meeting 1.0 Agenda

## Tuesday 21<sup>st</sup> July 2020

- ▶ Review of current policy process and grants made
- ▶ Review of other support provided to Voluntary, Community and Social Enterprise (VCSE) groups by the Town Council
- ▶ Feedback from applicants and partners
- ▶ Suggested areas for discussion and review
- ▶ Plan for next session

# How grants are distributed currently:



# How much funding do we distribute now?

- ▶ In 2020/2021 the Town Council planned to distribute £26,412 to 20 local organisations.
  - 2.4% of the total annual budget.
  - C. £110,000 of the 4 year budget
  - Most long term grants are £3.5k
  - Annual grants £250–£1.5k
- ▶ We could aim to double this and spend 5% over 4 years.
- ▶ We could also consider loans.



# Other ways we support VCSE groups:

paying them to put on events,

funding the community centre trust,

providing discounted hire of our venues,

providing staff time to support their events (Christmas Parade and RBL),

we provide one free market stall to charities each week,

we enable them to put banners up on the Cattle Pens.

Is there other practical support we could offer, or other ways of providing funding?

# What is the typical application process for other grant giving bodies?

## Large grant giving groups

- Clear guidance about who and what is eligible, workshops and advisors to discuss ideas pre-application
- Grants distributed quickly after successful application
- Grants distributed on a rolling basis.
- Detailed after grant reports required

## Smaller, local grant or donation groups

- Grants distributed on a rolling basis or linked to regular events
- Grants distributed quickly after successful application

# Feedback from local stakeholders

## Successful local grant applicants

- All respondents like they process and that the forms are simple to complete.
- Keen to continue receiving support in the future.
- request for more publicity, one group had only heard about the grants recently
- Request for a more digitised process, eg online forms

## 3 year grant holders

- Happy with current process, no suggested changes

## Heart of Bucks/ B & G CT

- B & G CT – maximum £2,000 per grant, two year no reapplication rule. Recent rise in applications.

## Rotary/Table

- Santa run often same charities every year. This partnership works well for the table and charities. One off requests dealt with differently, they try to respond to local demand

# Who receives grants regularly?

## Successful long term / 3 year grant applicants

- Citizens Advice
- Youth Club
- Old Gaol

## Regularly receive annual grants (at least 3 in the last 4 years):

- Churches Holiday Club (4/4)
- Tennis Club (3/4)
- Literary Festival (3/4)
- Summer Festival (4/4)
- West End Bowls Club (3/4)
- Chandos Park Bowls Club (4/4)
- Friends of the Old Gaol (4/4)
- North Bucks Carers (3/4)
- Project Street Life (4/4)
- Swan Community Hub (4/4)

# Who has been unsuccessful at applying for grants?

## Unsuccessful long term / 3 year grant applicants

- Buckingham Table
- Summer Festival

## Awarded no funding due to ineligible application in the last 4 years:

- Buckingham Primary School PTA
- Bourton Meadow Primary School PTA
- St James & St John School PTA
- Pole to Pole Fitness
- Tennis Club
- UK Astronomy
- Woolpack Inn

# Areas to review:

1. Length of grants

2. Grant Criteria

3. Are there ways to fund groups who are currently missing out on grants?

4. Encouraging new applicants to apply, and to improve their chances of receiving funding when they do apply.

5. Does Coronavirus change things?

# 1. Review length of grants

- ▶ The current 3 year period is up in 2022 members should review the long term grant process closer to this time.

We could consider:

- 4 year grants to fit with our budgeting approach
- Moving annual grants that regularly receive money onto long term grants
- Reviewing additional service level agreements in line with this

## 2. Current Grant Criteria:

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
1. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
1. No commercial organisation will be considered for a grant (legal restriction)



# Review of Grant Criteria:

Do these qualifying criteria still reflect Buckingham's needs today?

Do they reflect the Town Council's aims?

- Climate Emergency Action Plan
- Economic development of the town

Do they reflect the Town Council's legal obligations?

- Equality and diversity
- Financial accountability
- Benefit to the town in proportion to the funding awarded

Are they clear and easy to understand?

# 3. How can we support schools?

- ▶ We can't give money directly to schools or for things that should be purchased by the local authority.
- ▶ However, successful applications from groups supporting children are rarer than those supporting older people.
  - Project street life, churches holiday club and youth club have all been closed during Coronavirus.
  - Overall, children are missing out.
- ▶ Can we give money to friends of schools groups to hold events that allow those friends of schools groups to fundraise for their own purposes?



## 4. How do we encourage new applicants to apply

### Prioritise new applicants

Give Resources a fund to give out grants more frequently.

Improve the grants information on our website

Hold joint community group and charity funding event to celebrate VCS groups and provide opportunity to ask advice.

Support new applicants before application

# Supporting new applicants to make successful applications

## Allow grants for:

- Feasibility studies and business plans for new organisations
- Start up equipment and room hire for new clubs

## Prioritise applicants who fit within certain themes:

- Environment
- Children
- Disabled access to activities

## Improve the information on our website

If someone has received annual funding last year, they are eligible for less eg £150 max, leaving more for new applicants

# 5. Does Coronavirus change things?

Possibly yes, some grant bodies have seen an upswing in applications.

Identify and support organisations that are struggling due to Coronavirus.

- Should next year's theme be on survival of organisations?
- Add a question to applications about drop in income or difficulties they now need additional funds to overcome?
- Fundraising event?
- Increased need to be very clear about who is eligible
- Unemployment and young people could be a new priority area
- Should we give more funding to existing grant holders like the CAAV?

# Proposed Recommendations from meeting 1.0:

Review grant criteria: change 'commercial' to 'only not for profit organisations are eligible.'

Review guidance and improve any areas that could be clearer.

Review long term grants and move to a 4 year system before 2022.

Expect higher standards of financial accountability from grant recipients receiving larger or long term amounts. Bar those who fail to file end of project reports from applying again for one year.

Delegate a smaller grants budget to the Resources Committee, to make grants of up to £500 twice a year.

Move regular annual grant recipients onto long term grant arrangements after 3 years where appropriate.

Improve the content, search engine optimisation and layout of the grants page on our website.

Review application forms: ask for BACS details at that stage.

Buckingham community group fundraising day – large fair with charity stalls and other grant giving bodies to raise profile.

## Rejected recommendations:

Identify priority themes for annual grants:

Coronavirus – climate emergency – children – creating access to sports and activities for disabled children and adults – new applicants

# Review of actions after meeting 1.0:

Officers completed the following actions:

- Notes and presentation from the first meeting were circulated to members
- Town Clerk created a list of all the VCSE organisations the Town Council supports through means other than grants
- Consulted further with Heart of Bucks



# Meeting 1.5 Agenda

## Friday 7<sup>th</sup> August 2020

- ▶ Review of actions from last session
- ▶ Feedback from Heart of Bucks
- ▶ Updated proposed changes
- ▶ Other aspects for discussion?
- ▶ Plan for next session

# Funding allocated to VSCE Organisations in 2020/21

Centre	Code		2020/21 Budget	
102	4019	HIRE OF HALL	257	Payment to community centre trust for hall hire
120	4077	OLD GAOL FUNDING	3,000	three year grant
120	4081	CAB GRANT	5,346	three year grant
120	4086	YOUTH CENTRE GRANT	5,200	three year grant
131	4084	COMMUNITY CENTRE CAPITAL	5,000	annual maximum revenue contribution
131	4087	ANNUAL GRANTS	12,866	annual grants
			9,000	
204	4124	DEVOLVED NON-CARRIAGEWAY		payment to social enterprise for grass cutting
			3,065	
251	4601	REPAIRS& MAINTENANCE FUND		includes repairs to tennis and bowls clubs
255	4120	FRIENDS OF GROUPS	1,026	maximum funds available
301	4079	FAIR TRADE PROMOTION	410	funds available to Fair Trade organisation
301	4094	YOUTH PROJECT	3,000	Using play around the parishes; this year funding for Action4Youth
301	4203	COMMUNITY FAIR	410	Event to enable community groups to sell goods
301	4205	CHRISTMAS PARADE	3,900	includes contribution to organising organisation
301	4211	BAND JAM	3,591	payment to organising organisation
	4220	MUSIC IN THE MARKET	3,591	payment to organising organisation
	4260	TWINNING	2,000	budget to spent in conjunction with Twinning Association
	4254	ACCESS ABLE	3,488	current paid to not for profit web provider

# Feedback from local stakeholders

## Successful local grant applicants

- All respondents like they process and that the forms are simple to complete.
- Keen to continue receiving support in the future.
- request for more publicity, one group had only heard about the grants recently
- Request for a more digitised process, e.g. online forms

## 3 year grant holders

- Happy with current process, no suggested changes

## B & G CT

- B & G CT – maximum £2,000 per grant, two year no reapplication rule. Recent rise in applications.

## Rotary/Table

- Santa run often same charities every year. This partnership works well for the table and charities. One off requests dealt with differently, they try to respond to local demand

## Heart of Bucks

- Has a wide range of themes – covering everything
- Offered to run our process
- Acknowledged limit data on Buckingham
- Asked for help with promotion

# Encouraging new applicants

- ▶ Prioritising some categories without creating specific categories
- ▶ Do we WANT to encourage more applicants, without extra funding being available?
- ▶ What kind of applications do we want to encourage?
- ▶ Encouraging new organisations to start up

# Proposed recommendations from meeting 1.5:

Review guidance and improve any areas that could be clearer.

Add to the contingencies budget an amount which may be used to support VCSE organisations who urgently need funding during the year

Require Community Centre and Fair Trade to apply for grants

# Recommendations clarified after meeting 1.5:

Buckingham community group fundraising day – large fair with charity stalls and other grant giving bodies to raise profile, funds and recruit volunteers. Recommendation then made to TCE and included in the precept for TCE in 2021/22

# Review of actions after meeting 1.5:

Officers  
drafted  
and  
circulated:

- New grant policy
- New grant application forms, for one year and four year grants
- New grant monitoring forms, for one year and four year grants
- An example service level agreement for a four year grant holder.

# Meeting 2.0 Agenda

## Friday 21<sup>st</sup> August 2020

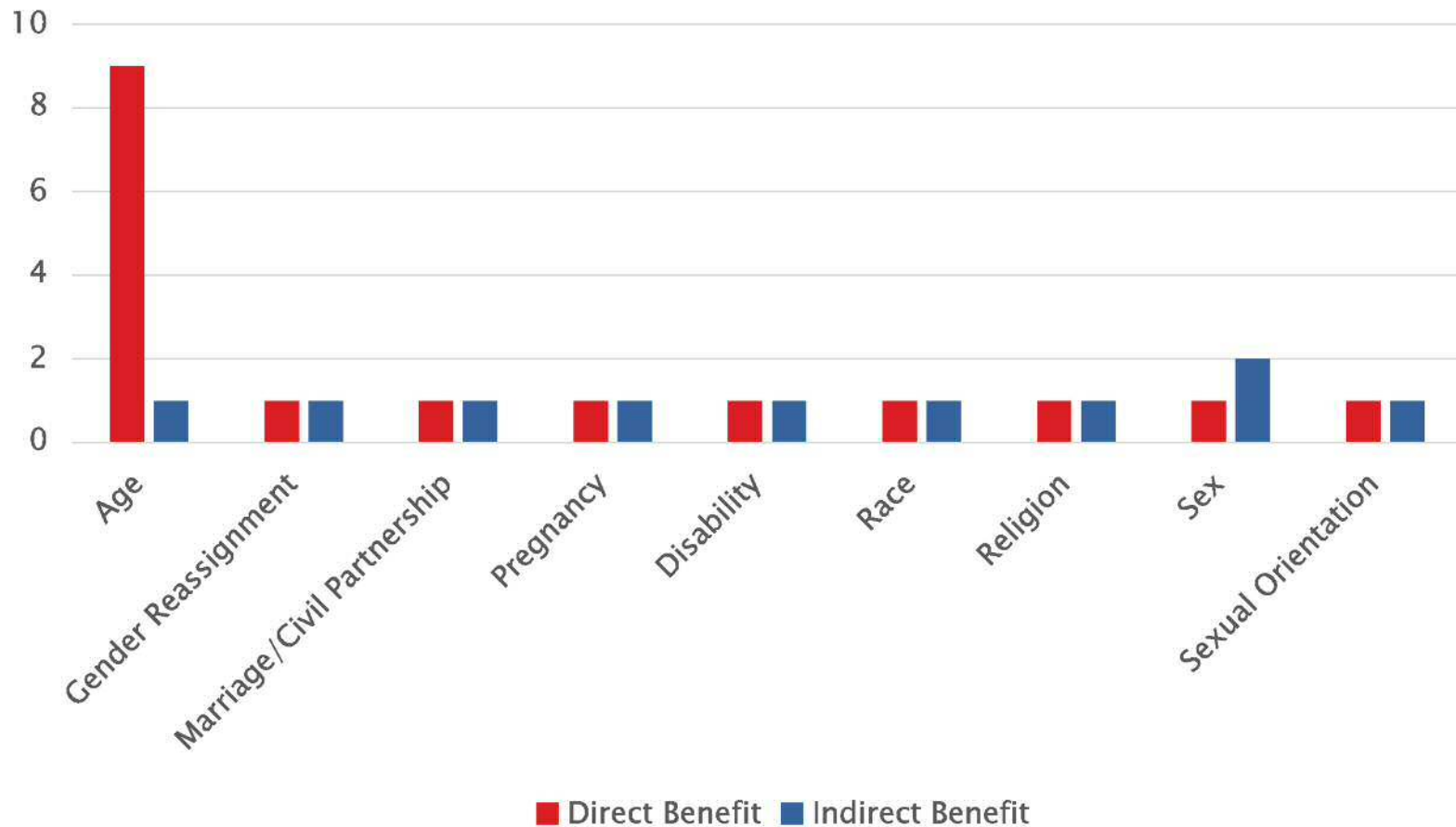
- ▶ Review of actions from last session
- ▶ Equality and diversity
- ▶ Suggested grant criteria
- ▶ Suggested service level agreement (SLA)
- ▶ Suggested application process
- ▶ Recommendations for Full Council

# Equality and Diversity: identifying barriers to protected groups applying for or receiving funding:

- ▶ The protected characteristics under the 2010 Equalities Act are:
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation
- ▶ These apply to residents applying for a public service, in this case grant funding.



# Protected groups BTC gave grants to last year, directly or indirectly:



# Equal opportunities to apply

Is it easy for groups with protected characteristics to apply for grants? – keep forms and process simple, update the website

Is it easy for groups to find out that they could apply? – revamp website to include protected characteristics based key words.

Make a point of showing diverse images and highlight that equality based projects would be supported in our media

Newsletter, website, local paper, social media: where else can we advertise our grants that will reach protected groups?

Keep asking is there anything more we can do?

# Equal opportunity to receive a grant

Give applicants the opportunity to highlight benefits of project in their application

Website redesign to be very clear that additional support can be offered to new applicants

There's no neutral way to organise data – list applicants in officer reports starting with new applicants.

Ring-fencing a guaranteed minimum percentage of the grants allocation to grants promoting equalities and diversity

Do we offer the Accessable budget of £3,400 as a grant?

Keep asking is there anything more we can do?

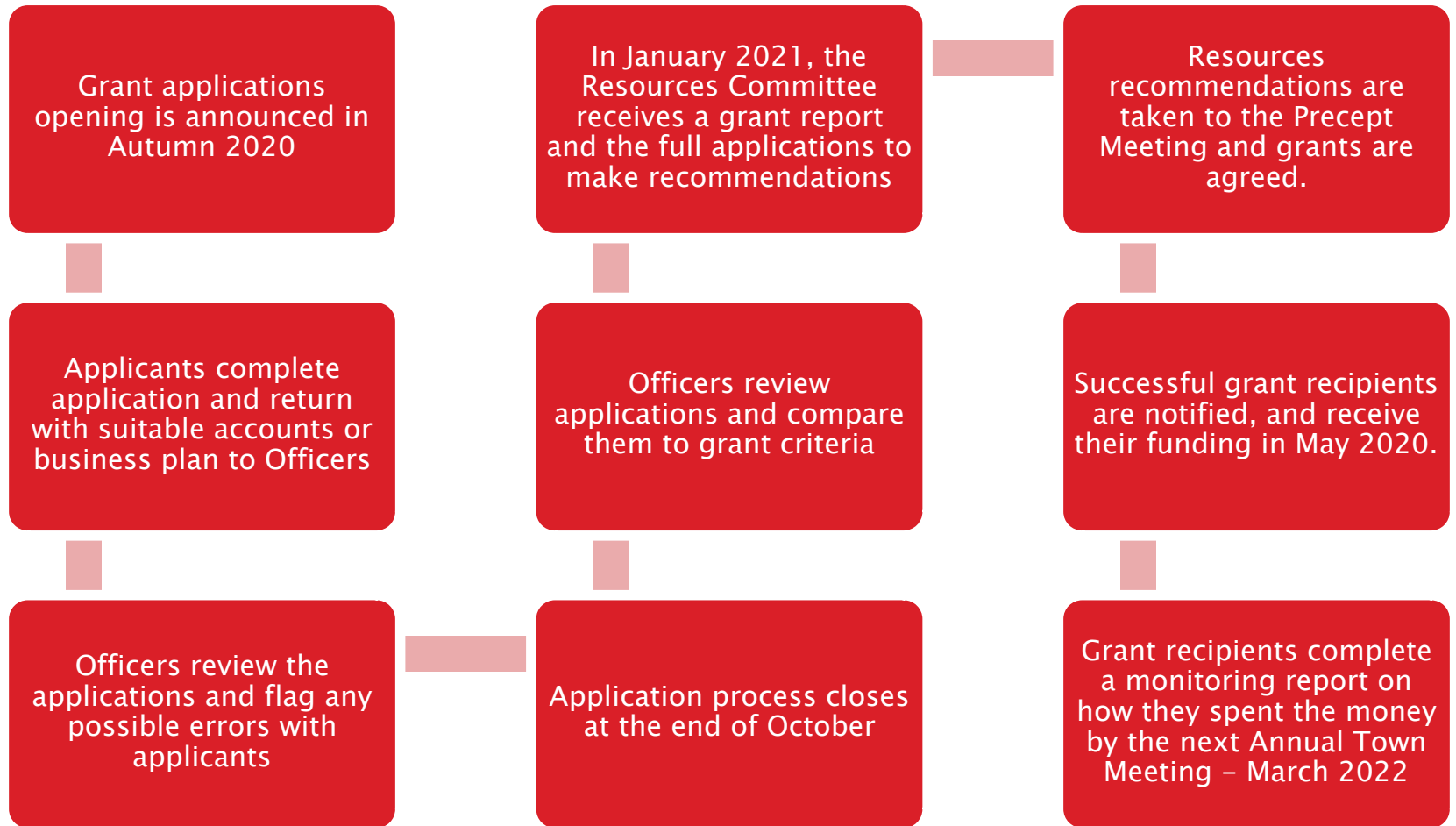
# Grant Criteria

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
2. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
3. Only not-for-profit organisations will be eligible for a grant.

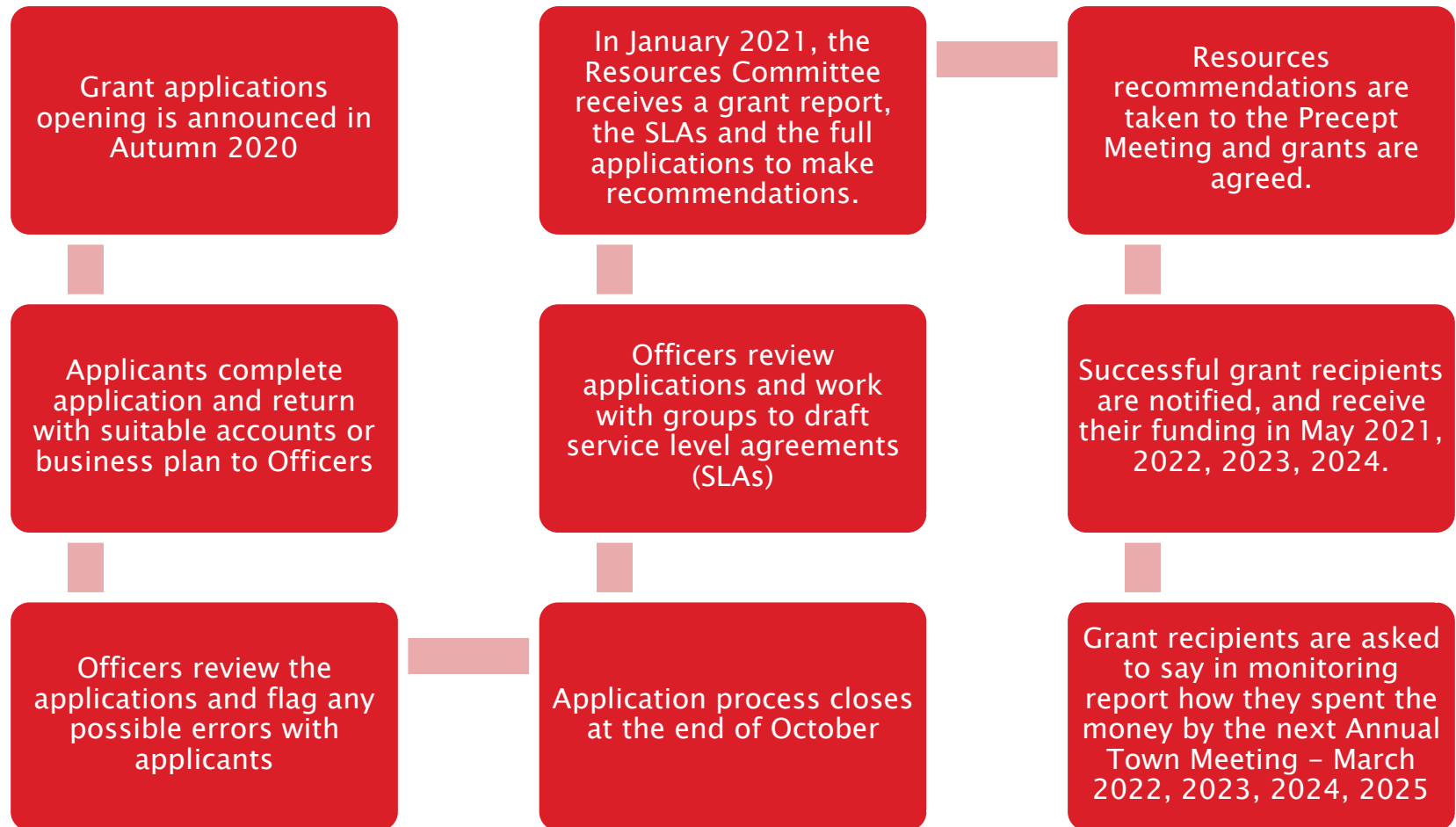
# Service Level Agreements

- ▶ For four year grants only
- ▶ Set project purposes with the organisation
- ▶ Set out how the Town Council will support the organisation
- ▶ Crediting the Town Council
- ▶ Emphasise the requirement to report back on activities

# Suggested process for one year grants:



# Suggested process for four year grants:



# Any changes to the new paperwork?

- ▶ The overall structure of paperwork remains the same.
- ▶ They do ask for slightly more information in order to allow more ways to discriminate between different projects.
- ▶ Service level agreements will be used for four year grants.



# Officers grants report(s) to Councillors:

## Covering report

- Officers will write a short covering report that summarises all of the applications received.
- The covering report will list all grant applications in order of least funding received from the Town Council in the past five years first, down to most funding received.
- Any ineligible applications would be listed last.
- Four year and one year applications will be presented separately.

## Covering sheet for each grant application

- The project summary from each application will be printed on the covering sheet.
- Each covering sheet will also note if answers have been given to questions about who will benefit most & environmental impact.
- Where needed a satisfactory reserves policy would be noted.

## Copy of application form

- Reproduced as submitted by applicants.

## Copy of organization's accounts or business plan.

- Reproduced as submitted by applicants.

# Who could be asked to apply for a four year grant?

## Town Council tenants

- Buckingham Community Centre
- Tennis Club
- Chandos Park Bowls Club

## High benefit to those with protected characteristics

- Project Street Life
- Swan Community Hub

## Annual local or town events

- Literary Festival
- Summer Festival
- Fairtrade Association

Suitable new projects could also be encouraged to apply

# Proposed Recommendations For Full Council after meeting 2.0:

Change of grant criteria: 'No commercial organisation will be considered for a grant.' changed to 'Only not-for-profit bodies will be eligible for a grant.'

Add £2,000 to the contingencies budget which may be used by the Resources committee to support VCSE organisations who urgently need funding during the year

Invite those regularly receiving annual grants or funding currently to apply for four year funding, including the Community Centre and Fairtrade Association.

Agree new grants policy, application forms and monitoring forms .

Change Long Term grants onto a 4 year system, starting in 2022. All new long term grants to have an agreed Grant Award Agreement (GAA). (use GAA instead of Service Level Agreement)

## Rejected recommendations:

Ring fence a guaranteed minimum percentage of the grants allocation to grants promoting equalities and diversity

# Review of actions after meeting 2.0:

Officers completed the following actions:

- Made amendments to:
  - the grants criteria
  - grants policy
  - grant application forms
  - grant monitoring forms
- Circulated the above to members of the task and finish group for any further amendments
- Prepared a grants report and presentation for the Resources Committee.

**BUCKINGHAM TOWN COUNCIL**

**RESOURCES COMMITTEE**

**MONDAY 23<sup>rd</sup> September 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

**Community Centre Lease**

**1. Recommendations**

- 1.1. It is **RECOMMENDED** that councillors consider whether the lease should be formally reviewed.
- 1.2. If so, it is **RECOMMENDED** that the Community Hall Association are consulted and invited to provide their views on any potential changes to the lease as the first step
- 1.3. It is recommended that the Council requests the Community Hall Association to pay 50% of future capital works to the building, in line with the recommendation made by the Council (393/14)

**2. Background**

- 1.4. The Environment discussed the need for the Council to carry out a full building survey of the Community Centre during its last meeting. The Environment Committee also agreed that **the Council should** reviewing the buildings lease to see if it was still fit for purpose as the conditions that it was agreed upon are different to those today. Members **AGREED** for a report to be taken to the next meeting of Resources Committee. (321/20)

**3. Community Centre  
Lease**

- 1.5. The current lease was agreed by the Council in 2014 (393/14). At that time the building was owned by Aylesbury Vale Estates. In the same meeting, "Members discussed that the requirement for 50% funding of any capital projects by the Management Committee was not included in the lease and should (be) addressed separately." The Council agreed that "the lease and deed of surrender be signed and that a formal funding agreement for capital projects be drawn up separately." (393/14) So far as the Council's current staff are aware, no such agreement was drawn up. At present the Town Council is bearing the full cost of any capital works to the Centre.
- 1.6. The freehold of the Community Centre was transferred to Buckingham Town Council on the 1st August 2017. (89/17). The lease is legally valid in its current form. However, when it was made the Council was not finally responsible for the building, as the Council held the building through a lease with Aylesbury Vale Housing, and the current lease was then an under lease with the Community Hall Association.

- 1.7. The full lease is a commercial document so has not been published with the papers for the committee. It has however been circulated to Councillors with the papers for this meeting.

#### **4. Summary of the current lease**

##### **4.1. Costs**

- 1.1. The Town Council's lease with the Community Association includes requirements for the Community Association to:
- 1.1.1. *Maintain the decoration of the internal surface and the walls and the repair and maintenance of the internal doors*
  - 1.1.2. *To maintain and service (but not replace) the central heating boiler*
  - 1.1.3. *To keep the premises sufficiently supplied and equipped with firefighting and extinguishing apparatus*
- 1.2. The lease includes a requirement for the Town Council to:
- 1.2.1. *Keep and maintain the premises (other than the internal doors internal surface decoration) including the roof foundations and structure in good repair and condition.*

##### **4.2. Budgets**

- 1.3. No budget was in place to cover capital works until April 2019. The Council has budgeted £2,000 for such costs in 2020/21 under cost centre 261 cost code 4085. It is anticipated that this will be sufficient in the current year in light of the New Homes Bonus grant which is being used to update the doors, repair the roof and add air conditioning as well as enlarging the council chamber. However, the Council's liability may increase in the future; the Buildings survey that is currently being commissioned will hopefully clarify this.
- 1.4. The Town Council has a separate budget of £5,000 per year, Cost Centre 131 Cost Code 4084, which is used to address any shortfall in the Trust's revenue.

##### **4.3. Other responsibilities**

- 1.8. The Community Hall's responsibilities include:
- 1.4.1. *Not to do or suffer to be done on the premises an act or thing which shall or may be or become a nuisance damage or annoyance or inconvenience to the Council or adjoining premises belonging to the Council....*
  - 1.4.2. *Not to use the Premises or any part thereof or permit or suffer the same to be used for any illegal or immoral purpose*
- 1.9. The Council's responsibilities include:

*1.4.3. ...that the Lessee shal amd may peaceably and quietly hold andenjoy the premises and all additional therto during the tenancy hereby created without any interruption from or by the Council ...*

1.5. The lease does not include any break clauses or requirements for review.

1.6. The lease is on a peppercorn rent.