



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 12th December 2023** at **7:45pm**.

PRESENT: Councillors Julie Carr (Chair)
Lesley Boniface
Shaun Boniface substituting for Sean Macleod
Mark Wardle

ALSO ATTENDING: Ken Dry, Town Clerk
Alison Campbell, RFO

PPF011/23 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PPF012/23 **APOLOGIES FOR ABSENCE**

Received from Cllr. S Macleod, Cllr. McLean-Knight and Cllr. C Watts

PPF013/23 **TO AGREE A COMMITTEE VICE CHAIR FOR THE REMAINDER OF THE CIVIC YEAR**

The Chair,

Proposed that

Cllr Wardle take the role of Vice Chair of this Promotion Partnership & Finance Committee,

Seconded by Cllr. S. Boniface

Unanimously agreed by all those present, and

RESOLVED

That Cllr. Wardle takes the role of Vice Chair on this Promotion Partnership & Finance Committee for the remainder of the Civic Year.

PPF014/23 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

PPF015/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The minutes of the meeting of the committee held on Tuesday 31st October 2023 were considered.

RESOLVED:

That these Minutes be signed by the Chairman as a true record of the proceedings.

PPF016/23 **PETITIONS/PUBLIC QUESTIONS.**

None received.

PPF017/23 **BUDGET & PRECEPT FOR 2024-25 – REPORT BY THE TOWN CLERK.**

Following discussion, the committee unanimously,

RESOLVED

That the committee recommends this draft Budget/Precept of £672,430 for the Financial Year 2024/25 to the next meeting of Full Council, scheduled for 16th January 2024.

PPF018/23 **DEFERRED DECISION - RE-CONSIDERATION OF A DISCRETIONARY GRANT APPLICATION FROM NEWHAVEN UNIFORM BANK, NEWHAVEN FAMILIES FORUM - REPORT BY THE TOWN CLERK**

The Town Clerk summarised his report, and following discussion, the committee unanimously,

RESOLVED, that

1. Newhaven Uniform Bank, Newhaven Families Forum be awarded **£500** for the purchase of uniform stock only, and
2. A covering letter outlining the aforementioned stipulation and also encouraging the group to identify common ways of working with the other similar groups already operating across the Town.

PP019/23 **TO CONSIDER AMENDMENTS TO THE DISCRETIONARY GRANT APPLICATION POLICY – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report and following discussion,

Cllr. L. Boniface,

PROPOSED that the Discretion Grants Application Policy (DGAP) be amended to reflect that,

1. Applications should not be considered when those monies are directly or indirectly to be used in mitigating an organisations' operating costs (e.g. premises rental, utilities expenditure or building maintenance, and

2. Applicants should evidence their own fund-raising activities in support of their Grant Application and that the scoring categories matrix be augmented to accommodate this.

SECONDED by Cllr. Wardle, and following a unanimous vote of those present, it was,

RESOLVED that,

That the Discretion Grants Application Policy (DGAP) be amended to reflect that,

1. Applications should not be considered when those monies are directly or indirectly to be used in mitigating an organisations' operating costs (e.g. premises rental, utilities expenditure or building maintenance, and
2. Applicants should evidence their own fund-raising activities in support of their Grant Application and that the scoring categories matrix be augmented to accommodate this.

PP020/23

LEWES ROAD HALL – PROPOSED RENTAL FEES FOR RUSSELL MARTIN FOUNDATION – REPORT BY THE RFO.

The RFO summarised her report and following discussion,

Cllr. Wardle

PROPOSED, that

1. The Russell Martin Foundation be offered the rental rate of £11,032.71pa (£919.31pcm), and
2. The RFO write Peacehaven, Lewes and Seaford Town Councils to request their financial support to these rental costs to reflect that the Foundation provides these Newhaven based service to school aged teenagers from their towns as well.

SECONDED by Cllr. S. Boniface, and following a unanimous vote of those present, it was,

RESOLVED that,

1. The Russell Martin Foundation be offered the rental rate of £11,032.71pa (£919.31pcm), and
2. The RFO write Peacehaven, Lewes and Seaford Town Councils to request their financial support to these rental costs to reflect that the Foundation provides these Newhaven based service to school aged teenagers from their towns as well.

PP021/23

BUDGET REPORT TO 30TH NOVEMBER 2023.

The contents of the report were noted.

The Meeting was closed at 20:50HRS.

Date: **Chairman**.....



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Promotion, Partnership & Finance Committee **Agenda Item 5.**

Date: 27th February 2024

Report contact: Town Clerk.

Subject: Small and Large Discretionary Grant Applications.

1. The purpose of this report is to present members with those applications for Discretionary Grant funding received prior to the published deadline and assist their consideration of each application as per the councils Discretionary Grant Application Policy (DGAP) for the award of monies based upon the individual merits of each and where available budget permits.

Background.

2. The current round (second of two) of Small & Large Grant Applications was opened at the beginning of January 2024 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 18th 2024.

3. A total of 8 applications were received prior to the published deadline.

X5 Small Grant Applications, and
X8 Large Grant Applications.

4. Of the x4 Small Grant Applications, the following were deemed ineligible for consideration and scoring under the current DGAP;

- Newhaven Cricket Club DGAP para 2.2 bullet point 5,
- Little Fishes Toddler Group No Bank Account or supporting Information,
- Newhaven Well Being Centre & Drama Group Bank Account in single persons name.

5. Of the x8 Large Grant Applications, the following were deemed ineligible for consideration and scoring under the current DGAP:

- KSS Air Ambulance DGAP para 2.2 bullet point 5,
- Havens Community Hub DGAP para 2.2 bullet point 5,
- Havens Community Cars DGAP para 2.2 bullet point 5,
- MENCAP DGAP para 2.2 bullet point 5.

6. Scanned and redacted file images of each eligible application can be found at **Appendix 1** in order of the synopsis within this report. All supporting documentation for each application is available in the 'councillors' folder in order to mitigate print and paper costs wherever possible.
7. At present there is one budget expenditure line for Small (£0-500) and Large (£501-3000) Discretionary Grant awards (**360.4215 Grant Aid**) which currently has a balance of **£43,740** for the remainder of FY 23/24.

Synopsis and Scoring of Eligible Applications.

8. Initial screening for eligibility, followed by scoring of each application assessment has been conducted by the Town Clerk, Deputy Town Clerk and RFO using the DGAP scoring regime. **Members are of course at liberty to apply further consideration to the applications and the scores allocated.**
9. A summary of all eligible Small and Large Grant applications received and their assessment scores can be seen at Table 1 below.

| | | | | Scoring | |
|---------------------------------------|---|---------------------------------------|-------------|-----------|--|
| Applicant | Purpose of Funding Requested | Total funding sought £ | Eligibility | Total | |
| Newhaven District Rangers | Maps, Training, Expedition Costs - Duke of Edinburgh Award | £ 500.00 | Y | 25 | |
| Newhaven Art Club | Summer Art Project D Day 80th Anniversary, including talks, art, photography day and a child's art workshop | £ 500.00 | Y | 18 | |
| Newhaven Bowling Club | Decoration of the clubhouse, publicity, coaching courses, equipment, signage, run a cup dedicated to Tony Bradbury. | £ 1,834.60 | Y | 24 | |
| Newhaven Baptist Church | Purchase a Pool Table, Indoor Sports Equipment, replace gaming computer for the youth café | £ 2,000.00 | Y | 13 | |
| Just Friends | 4 X Buffet Lunches £250 each/2 X Music Variety shows £900 each and subsidised theatre visits in Newhaven £200 | £ 3,000.00 | Y | 16 | |
| Friends & Associates of Denton School | New Bike Storage Area | £ 3,000.00 | Y | 22 | |
| | | Total Sought | £ | 10,834.60 | |
| | | Available Funding | | | |
| | | 360.4215 Grant Aid Balance at 19/2/24 | £ | 43,740.00 | |

Table 1

Small Grants (£0-£500)

10. Newhaven District Rangers.

This is a section of Girlguiding UK specifically aimed at young women aged 14-18 years who meet at the Mencap Hall in the town.

This application seeks to secure funding of **£500** to mitigate total costs of £620 associated with providing equipment, supervision and training as members work toward attaining their Duke of Edinburgh Awards.

This group have not previously applied for or benefited from a Discretionary Grant from the council in the past 5 years.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **25 points** which means this Small Grant application is deemed as successful (scoring 15+ points) and should be awarded the full amount of monies applied for and subject to the available budget.

11. **Newhaven Art Club.**

Newhaven Art Club is a small voluntary organisation with the purpose of bringing together artists in the Newhaven Area to collaborate and learn.

This Application seeks to secure **£500** to fund a Summer 2024 project based upon the 80th Anniversary of D-Day. The project will have a number of event/activities for existing club members, children and those new to Art, in conjunction with Newhaven Fort and Newhaven Museum.

As per the current policy, officers have scored the application as achieving **18 points** which means this Small Grant application is deemed as successful (scoring 15+ points) and should be awarded the full amount of monies applied for and subject to the available budget.

Large Grants (£501-3000)

12. **Newhaven Bowling Club.**

This is a long established Bowling Club in the town located at Fort Road Recreation Ground which is operated by its own members involved in the sport and its promotion to all sections of the community.

This application seeks to secure **£1834.60** for the purpose of financing a range of activities which include elements of building maintenance to the value of £399.60. Unfortunately, the latter aspect is contrary to DGAP para., 2.2 bullet point 5. of covering 9 months storage rental (£2700) and the purchase of stock (£300).

Notwithstanding the above, officers have scored the application as achieving **24 points** which means that this Large Grant application is deemed as successful however officers advise that only **£1435** ($£1834.60 - £399.60 = £1435$) should be awarded.

13. **Newhaven Baptist Church (Youth Café).**

This is a long established and registered charity operating from Brighton, Road, Newhaven for children of Secondary School age (11-17).

The application seeks to secure **£2000** to facilitate the purchase of a range of indoor sport/entertainment equipment, such as a Pool Table and X-Box.

As per the current policy, officers have scored the application as achieving **13 points** and is deemed unsuccessful and should not be awarded a grant. The application lacked sufficient information throughout and similarly provided no quotations for the equipment they wished to purchase.

14. **Just Friends.**

A charity organisation dedicated to reducing the effects of loneliness and isolation in the elderly community, based in Eastbourne but with a meeting place/branch within Newhaven.

This application seeks to secure **£3000** to provide a range of events in Newhaven, such as buffet lunches and theatre visits. Officers have scored the application at **16 points**, which means this application is deemed as being partially successful.

Using a formula based upon the application monies sought (£3000) divided by the maximum score possible (27) then multiplied by the actual points scored $[(3000/27)*16]$, officers would advise that an award of no more than **£1777.78** be made on this occasion subject to the available budget.

15. Friends & Associates of Denton School.

This group is a registered charity committed to enhancing the educational experience at Denton Community School.

This application seeks to secure **£3000** to provide an inclusive bike storage facility for the pupils of the school to directly target the decline in physical activity amongst the pupils and aid the overall commute in a socially deprived area. Officers have scored the application at **22 points**, which means that this application is deemed at being only partially successful.

Using a formula based upon the application monies sought (£3000) divided by the maximum score possible (27) then multiplied by the actual points scored $[(3000/27)*22]$, officers would advise that an award of no more than £2444.44 be made on this occasion subject to the available budget.

Finance.

16. Under the current 2023/24 expenditure budget, there is **£43,740** available for Small & Large Grants. As per the scoring synopsis provided (paras 10-15 inclusive) the total monies that can be awarded is **£6,657.22** and therefore there are no budgetary constraints preventing these awards.

Recommendations.

That the Committee;

1. Approves those Grants and amounts listed in Table 2 below, and
2. Instructs the RFO to make those payments with immediate effect.

| Applicant | Award Amount |
|--|---------------------|
| Newhaven District Rangers | £ 500.00 |
| Newhaven Art Club | £ 500.00 |
| Newhaven Bowling Club | £ 1,435.00 |
| Newhaven Baptist Church | £ - |
| Just Friends | £ 1,777.78 |
| Friends & Associates of Denton School | £ 2,444.44 |
| | £ 6,657.22 |

Table 2

5. Report - Appendix 1



NEWHAVEN TOWN COUNCIL

Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|---|---|----------------|------------|
| Name of your organisation | Newhaven District Rangers | | |
| Address | Correspondence to: [REDACTED] Meeting held at: Mencap Hall, West Quay, Newhaven, BN9 9BP | | |
| Telephone no: | [REDACTED] | Email address: | [REDACTED] |
| Please can you give us a description of your organisation. | | | |
| <p>Part of Girlguiding UK, for young women aged 14 to 18.</p> <p>Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and make a positive difference in their community.</p> <p>Our group meet weekly, on Monday evenings, during term time as well as enjoying day trips and camps .</p> | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| <p>As part of our weekly meetings we work on the Ranger programme, completing challenges and activities to earn badges on themes such as communication, making change and leadership.</p> | | | |

We have been out on a night hike, completed a basic life support first aid qualification, created our own animations, learned to cross stitch, made gingerbread and supported at events for younger members of Girlguiding.

We enjoyed a weekend camping in the summer, enjoying cooking outdoors, an escape room challenge, archery and a high rope challenge. We also had a great day out in London where two members of the group tried ice skating for the first time.

As well as being fun events, these trips provide opportunities for our members to learn and develop skills such as teamwork, communication, resilience and problem solving.

Four of our members also volunteer as Young Leaders with Rainbow, Brownie and Guide units. Giving up their time each week to support younger members of our community.

- Girlguiding units have full charitable status but are excepted from registration in accordance with the Charities Act 2011 by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 (SI 1961 No. 1044).

| | | | |
|--|--|---|---|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | * |
| What is your Registered Charity Number? | N/A | | |
| Are you a national charitable organisation with a local branch that benefits residents? | Yes | | |
| Can anyone join your organisation? | No | | |
| If not, why not? | We provide an age-appropriate girl only space to girls and young women aged 14-18. | | |
| Where is your organisation based and who owns the building? | We hold our weekly meetings at the Mencap Hall on West Quay. The building is hired from Mencap. | | |
| How many Newhaven residents are likely to benefit from this grant? | We currently have eight members. Any equipment purchased with the grant will benefit future members too. | | |

| | |
|---|---------------------|
| What age group(s) are likely to benefit? | 14 to 18 year olds. |
| Do your members pay subscription fees? (weekly/monthly/annually) | Yes, termly. |
| If so, how much? | £30 |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

Our members are working on their Duke of Edinburgh Award and we would use any money you are able to give us towards the cost of completing the expedition part of this. We have some equipment, tents and stoves from previous groups so have a great start for this, although we do need to replace our maps, and the girls will get their own personal equipment, walking boots, rucksacks, sleeping bags. If successful we would use the grant money towards training expenses and costs for assessed expedition, camping fees, gas and food, travel and expenses for the expedition supervisor and assessor.

New maps 3 x £13 = £39

Training costs:

Food (for cooking practice on Trangia stove) = £30

First aid course 8 x £20 = £160

Assessed expedition costs:

Campsite fees 8 x £10.00 = £80.00

Gas cartridges 3 x £7.00 = £21.00

Food 8 x £20.00 = £160.00

Supervisor expenses = £50.00

Assessor expenses = £80.00

TOTAL: £620

Food and expenses costs are estimated based on the last time we had a group complete a Duke of Edinburgh Award expedition in 2019.

| |
|---|
| <p>What sections of the community in Newhaven will benefit from the grant? (3 points)</p> <p>Young women aged 14-18, who are members of our group.</p> |
| <p>How will your organisation, its members and/or your users benefit from this grant? (3 points)</p> <p>Taking on the Duke of Edinburgh Award is a big challenge and commitment for young people. It empowers them, teaches them new skills and builds their confidence and resilience as they overcome obstacles and complete the different parts of the award.</p> <p>The expedition section does cost, which for many is another big challenge. If successful, this would enable us to support our members with this.</p> |
| <p>How will your use of this grant deliver 'Value for Money'? (5 points)</p> <p>We do all that we can to keep our costs to a minimum. Rather than paying an external provider training will be carried out by our volunteers, and our supervisors and assessor will be volunteers too.</p> <p>The expedition will be carried out in the local area to limit travel expenses.</p> <p>Well over 100 volunteer hours will go into making the expedition happen.</p> |
| <p>How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)</p> <p>This would help us support the wellbeing of young people in Newhaven. Contributing positively to both their physical and mental wellbeing.</p> |
| <p>How will this grant assist in promoting Newhaven Town? (3 points)</p> <p>By giving the young women a positive experience they will talk about and share this among their family, friends and wider social groups. The support of our community is shared and positively promotes our town.</p> <p>When out and about we are often approached by members of the public who are keen to engage and find out what we are doing. We are always to represent Newhaven and share what we do.</p> |
| <p>This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)</p> <p>None</p> |

Section 3. Financial Information & Fundraising Activities

| | |
|---|---|
| <p>Specific amount of Grant Aid sought with this application?</p> | <p>£500</p> |
| <p>If the grant forms part of a larger project, what is its total estimated cost?</p> | <p>N/A</p> |
| <p>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>Gift Aid claim, expecting about £80. Easyfundraising, expecting about £20 Any shortfall will be split and met by members.</p> |
| <p>What are your main sources of income?</p> | <p>Members pay subscription fees, but additional activities are paid for separately to ensure costs are met.</p> |
| <p>What other bodies have you applied to for grants?</p> | <p>For this project/activity? None</p> <p>For general support with other projects/activities? None</p> |
| <p>How much money have these bodies awarded you?</p> | <p>N/A</p> |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</p> | <p>We have been fundraising for another event, to attend an international camp hosted by Girlguiding Sussex East. Fundraising for this has included a raffle and disco.</p> <p>Because we have been busy with this, we have not held separate events to raise for the expedition but our gift aid money and easyfundraising money this year will go towards this.</p> |
| | |

| | |
|---|--|
| How much money have you raised from these fundraising activities in the same period? | Gift Aid claim, expecting about £80. Easyfundraising, expecting about £20 |
|---|--|

| Section 4. Application Checklist | |
|---|--|
| Supporting Documents Required Please ensure that these are sent with your completed application form | Attached <i>Please tick to show that the document is attached</i> |
| Either a set of annual accounts and/or the organisations bank statements for the previous 12 months. | ✓ |
| Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts. | N/A |
| A current written set of rules, constitution or other governing document duly authorised and adopted. | Governed by Girlguiding https://www.girlguiding.org.uk/about-us/our-organisation/ |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified. | N/A |
| In the case of a public event, a copy of current Public Liability Insurance. | N/A |

Section 5. Banking Details

| | |
|---|--|
| Account Name | Newhaven District Rangers |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | 2 to sign |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position | Money raised towards the Girlguiding Sussex East international camp is held in the account, approx £500. Other money cover running cost – rent, membership subscription to Girlguiding, etc |

Section 6. Declarations

| | |
|--|-----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
| Please state who that is and their relationship to you | N/A |

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---------------------------------|------------|
| Signature One | |
| Name | [REDACTED] |
| Position in organisation | Leader |
| Contact address | [REDACTED] |
| Contact email | [REDACTED] |
| Contact phone number | [REDACTED] |
| Date | 2 Feb 2024 |
| | |
| Signature Two | |
| Name | [REDACTED] |
| Position in organisation | Leader |
| Contact address | [REDACTED] |
| Contact email | [REDACTED] |
| Contact phone number | [REDACTED] |
| Date | 2 Feb 2024 |



NEWHAVEN TOWN COUNCIL

Application for a SMALL Grant (Up to £500)

This form is to be used for Small Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

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Section 1. Your Organisation

| | | | |
|---------------------------|-------------------|----------------|-----------------------------|
| Name of your organisation | Newhaven Art Club | | |
| Address | [REDACTED] | | |
| Telephone no: | [REDACTED] | Email address: | NewhavenArtClub@hotmail.com |

Please can you give us a description of your organisation.



Newhaven Art Club has been bringing art and visual arts to Newhaven since the 1950's with around 70 years of service. Our earliest constitution was written in March 1973.

Newhaven Art Clubs main purpose is to bring together creative artists in the Newhaven area to collaborate and learn together

We regularly exhibit in the area and were the inaugural exhibition at Hillcrest café gallery in 2022 and held the Christmas exhibition in the café gallery in 2023.

Many of our members actually went to school at Hillcrest when it was Newhaven's School.

Newhaven Art Club are are members of Creative Newhaven who seek to publicise and art in Newhaven and around.

We are also members of Brighton and Hove Art Council to further our reach and contact in the art field.

We promote inclusivity and all are welcome to enjoy our fun creative and healthy sessions.

We believe that Art and creativity is good for mental health.

As a club we pride ourselves on championing social companionship for all.

Please can you tell us about the activities or events your organisation has organised in the last 12 months.

During the last year we held regular meetings for an average of 20 members weekly through much of the year.

We run a busy programme of projects which keep us active and inspired.





With the help of a Newhaven council grant in 2023 we held some wonderful Eric Ravilious themed talks and workshops in Newhaven

Around 100 attended the two talks from all over the region



The workshops covered both adults and younger artists.



We held and participated in a number of exhibitions in Newhaven, Seaford and Brighton.

We also had visits to art exhibitions and demonstrators to club meetings to inspire our members.

| | | | |
|---|--|--|-----------|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | No |
| What is your Registered Charity Number? | N/A | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |
| Can anyone join your organisation? | Yes, we encourage all comers and especially those new to art. | | |
| If not, why not? | | | |
| Where is your organisation based and who owns the building? | We currently meet weekly at Peacehaven Evangelical Church Hall with other meetings in members' homes in Newhaven. We are actively trying to find a suitable meeting location in Newhaven and working with Creative Newhaven on better art venues in Town. | | |
| How many Newhaven residents are likely to benefit from this grant? | 30 members plus 100 -200 others | | |
| What age group(s) are likely to benefit? | 6-96 | | |

| | |
|---|---|
| Do your members pay subscription fees? (weekly/monthly/annually) | Yes, annually plus a meeting sub to cover teas and refreshments |
| If so, how much? | £45 Per annum |

Section 2. Justification for Grant Funding

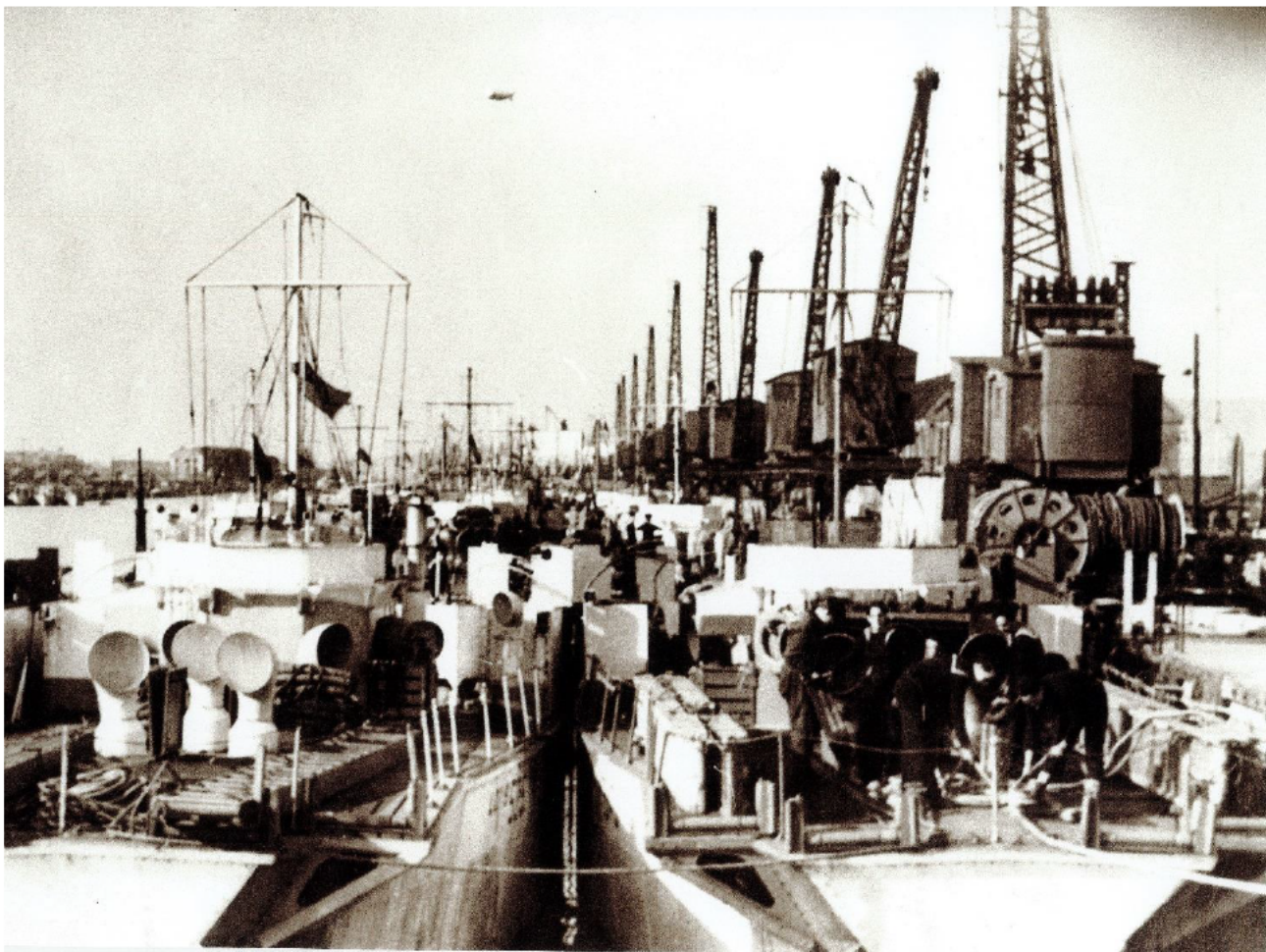
Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

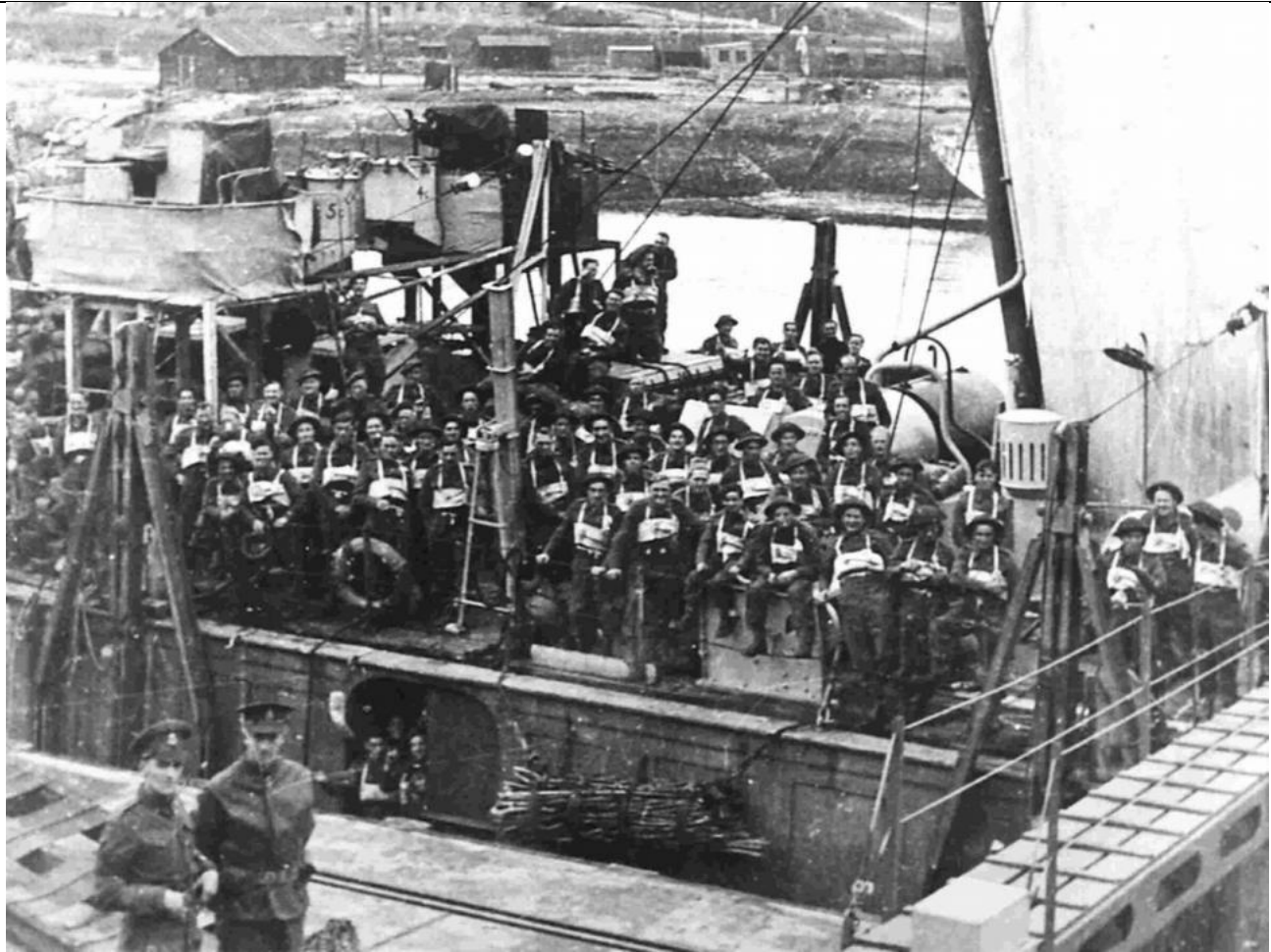
Newhaven art club have a proven record of delivering great value for money for Newhaven

Our Summer project for 2024 is to be based around the D Day 80th anniversary

Many of the D Day ships left from Newhaven on the fateful day in June 1944 and the following weeks for all comers.



**There will be an inspirational introductory talk on the D Day landings and Newhaven contribution
Budget £200**



Soldiers leaving Newhaven on D Day

There will be a Plein air day art / photography day based around the fort and harbour in June for all comers including youngsters Budget £200

This will also include a kids art workshop and display £100

We aim to produce the lasting project in conjunction with the Fort and museum

The outcome will be a long-lasting record of a tough time in history and it's special relevance to our town.



The idea will be to get more people into art and photography and also to teach them of the great impact that Newhaven had on the D Day actions.

There will be an On-line exhibition on our web site plus physical exhibitions in the Summer One gallery is already booked for last week in July. The web site is funded out of club funds.

We aim to improve the lives of local people through art and education

What sections of the community in Newhaven will benefit from the grant? (3 points)

Newhaven Art Club would seek to interest all sections of the community in Newhaven with interesting local history talks about D Day

Following this we will seek to interest more people in art of all kinds including photography in the D Day project which aims to document Newhaven's important part in one of the most decisive actions of World War 2

We seek to inspire Children with a separate targeted project as part of this activity.

We also seek to record first hand recollections of D Day while there are still some around who have firsthand memories.

We also seek to create portraits of those with recollections where possible, either photographic or painted.

We would hope that an exhibition of these works would be of interest to everyone local as well as from further afield.

The D Day project would also be very good to enable those interested in History and Newhaven to get into art and creativity.

The finished project will leave a lasting historical record for the town regarding its important part in history.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

Our members will benefit from sharing their memories (the older ones) and participating in this interesting project.

Members will benefit from free entry to talks about D Day.

Members will also benefit from being able to contribute to this great project.

All sections of the community will be encouraged and welcome and to attend the talk and the plein air and exhibit at the exhibition.

Members will enjoy contributing to the Plein Air Day and the children's workshops.

We aim to also promote the project through schools and colleges and local artists and arts groups. There will be a special younger person's competition and exhibition. This will build on our work of last year (2023) when we ran a plate decorating project with school children in the town.

We aim to further arts in the community and bring enjoyment of the visual arts to a wider base of diverse people in the community and area of Newhaven. Newhaven Art Club are already members of Creative Newhaven and Brighton Arts Council and help to spread the word and work of local artists

The project will improve the artistic visions of people through inspirational coaching and visiting artists

How will your use of this grant deliver 'Value for Money'? (5 points)

All of our members are voluntary so give their time for nothing and all monies will be directly used to run and organise the events.

We will bring footfall to Newhaven and allow people to enjoy the artistic qualities of the Town which have been appreciated by great artists for more than 100 years.

Mainly in conjunction with D Day celebrations for 80th anniversary the talk is likely to be very popular with many throughout the area and those interested in local history in the. It is likely to bring visits from artists and enthusiasts.

We will use all local resources to achieve great value for money.

We and particularly the committee will monitor expenses carefully in order to ensure great value for money. After the event we will have a meeting to

assess the effectiveness of the project and the wide reach and inclusivity of the outcome.

Last year's project on Eric Ravilious was hugely successful and brought great value for money by giving 2 talks to over 100 people and an inspirational art and photography day for all ages from 6 – 86 for a similar amount of money as this year's projects.



As a long-standing group in the town, we have many contacts and we can bring together an amazing experience for not too much money. We also believe this could be an embryo for a Newhaven arts contest akin to the very successful Newhaven Council Photography September contest.

The project will leave a valuable and lasting record of an important time in history and the part Newhaven played in its role. It will also educate people in the historical aspects of the D Day mission.

We can call upon our contacts in Creative Newhaven to spread the word and interest in this project as well as using social media efficiently – We have around 2000 followers on Instagram and Facebook and are members of most local groups.

We also will evaluate the whole project and feedback results to grant funders.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

The activities of the project will promote inclusion of all members of the community.

The project will also promote the arts and cultural activities in Newhaven and the surrounding areas.

The project aims to improve mental health and wellbeing by inspiring creativity in the town.

The project will bring in visitors from the surrounding area and introduce them to the magnificent history and art of Newhaven and to allow people to appreciate the splendour of our location.

The project will enhance the already strong and recently strengthening connection between Newhaven and the visual arts.

The project will stand as a lasting record of those who left Newhaven and fought in the D Day Actions further strengthening the place of Newhaven in History.

How will this grant assist in promoting Newhaven Town? (3 points)

The project will bring supporters and artists to Newhaven for the D Day talks of which 100 or so attended last year's two talks.

The Plein Air event will also draw artists to the area and further cement it as a local centre for creativity

The local and online exhibition will also promote Newhaven as a cultural and artistic centre. All exhibitions will prominently feature the part Newhaven and the council had in this epic moment in History.

If we should be fortunate enough to secure funding, all promotional literature will have Newhaven Council grant funds mentioned and promoted.

The events are timed to coincide with the significant D Day 80th Anniversary for Newhaven.

Many left from Newhaven for the unique journey to France and to liberate the oppressed.

A lasting legacy will be produced for years to come all with reference to Newhaven Council and the important work it has done over the years.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

Last year 2023 the council kindly funded us to run a hugely successful Eric Ravilious project

There were inspirational talks about Eric Ravilious in conjunction with displays throughout the summer.

We were honoured to have Ella Ravilious Eric's granddaughter attend one of the talks and to enjoy Newhaven where her grandfather lived loved and worked.



Ella Ravilious enjoying the talk and the locations where her grandfather spent time working and painting.

Newhaven Art Club held a painters plein air day at the Fort

There was a children's Ravilious plate decorating workshop at the Fort

There was a photography plein air day at the Fort judged by Ella Ravilious.

Section 3. Financial Information & Fundraising Activities

| | |
|--|-------------|
| Specific amount of Grant Aid sought | £500 |
|--|-------------|

| | |
|--|---|
| with this application? | |
| If the grant forms part of a larger project, what is its total estimated cost? | N/A |
| If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall? | N/A – We will make the grant great value by using our own volunteer labour. |
| What are your main sources of income? | Total normal source of income is from Members Subscriptions and sales of paintings and art materials |
| What other bodies have you applied to for grants? | <p>For this project/activity?</p> <p>N/A</p> <p>For general support with other projects/activities?</p> <p>N/A</p> |
| How much money have these bodies awarded you? | N/A |
| Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points) | <p>We have held a number of exhibitions over the past year and a percentage of sales revenue goes into the fundraising budget</p> <p>We also hold one day events at various artists and makers markets which produce some revenue from Sales.</p> <p>We also hold sales of excess art equipment to raise funds.</p> <p>We also made charges for attendance at last year’s Eric Ravilious talks which raised an extra £250 which has been used to help the club manage increased costs of meeting due to rises in Heating etc.</p> <p>We held some art workshops at Newhaven Fort but decided not to charge for these to make them available to more Newhaven Residents</p> |
| How much money have you raised from these fundraising activities in the same period? | In the past year we have raised an extra £283 |

| Section 4. Application Checklist | |
|---|----------------------|
| Supporting Documents Required Please ensure that these are sent with your completed application form | Attached ✓ |
| Either a set of annual accounts and/or the organisations bank statements for the previous 12 months. | Attached ✓ |
| Where a grant application is made in connection with the 'start-up' of a new organisation, a projected budget together with a business and risk management plan in lieu of annual accounts. | N/A |
| A current written set of rules, constitution or another governing document duly authorised and adopted. | Attached ✓ |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of two estimates for the work/equipment specified. | N/A |
| In the case of a public event, a copy of current Public Liability Insurance. | Attached ✓ |

Section 5. Banking Details

| | |
|---|------------------------|
| Account Name | Newhaven Art Club |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | 3 on record 2 required |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position | |

Section 6. Declarations

| | |
|--|-----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
| Please state who that is and their relationship to you | N/A |

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---------------------------------|--|
| Signature One | [REDACTED] |
| Name | [REDACTED] |
| Position in organisation | Vice Chair & social media & Marketing officer |
| Contact address | [REDACTED] [REDACTED] [REDACTED] |
| Contact email | [REDACTED] |
| Contact phone number | [REDACTED] |
| Date | 3rd Feb 2024 |

| | |
|---------------------------------|---------------------|
| Signature Two | [REDACTED] |
| Name | [REDACTED] |
| Position in organisation | Treasurer |
| Contact address | [REDACTED] |
| Contact email | [REDACTED] |
| Contact phone number | 0 [REDACTED] |
| Date | 3rd Feb 2024 |



NEWHAVEN TOWN COUNCIL

Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|---|---------------------------|----------------|------------------------------|
| Name of your organisation | Newhaven Bowling Club | | |
| Address | Fort Rd Recreation Ground | | |
| Telephone no: | | Email address: | nbowlscsocialmedia@gmail.com |
| Please can you give us a description of your organisation. | | | |
|  | | | |
| <p>Newhaven Bowling Club are a local, well respected lawn bowling club who have served the town of Newhaven since 1902 (122 years).</p> <p>We are founder and current members of Bowls England, Sussex Bowls and affiliated to Disability bowls England.</p> <p>Our players represent club, town, county and country. We are founder members of Mid Sussex and Meridian Bowling leagues.</p> <p>We promote inclusivity and all are welcome to enjoy our fun and healthy game.</p> <p>Our sport is good for mental and physical health while being a gently non-impact way of exercising.</p> <p>As a club we pride ourselves on championing social companionship.</p> | | | |

Please can you tell us about the activities or events your organisation has organised in the last 12 months.

During the past 12 months we have played multiple in-house competitions, local friendly matches and league matches.

This year we extended our summer bowling into the winter playing well attended short mat bowls in the club house 3 times a week.

We also hold games mornings for members and social events like bingo, quizzes and social events to keep out members happy and mentally healthy during the winter.

Last year with the help of a wonderful Newhaven Council grant we managed to buy a defibrillator for use in the Fort Road recreation area.



Fort Rd

We installed disabled toilets to enable more to comfortably enjoy their time at the club. We took part in the Denton Challenge and gave children a chance to try the sport of Lawn bowls. We contested the Town Cup vs Seaford as well as the Meridian league which we finished in a creditable 3rd place. Last year we held a special Coronation event to people in the town. We run regular taster and roll up sessions throughout the Summer and short mat coaching during the winter.

We have also brought the club up to date with new shirt design and Logo and attracted more local members to the club who have become very good bowlers.



Last year was one of our most successful seasons for many years

| | | | |
|--|---|---|-----------|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | No |
| What is your Registered Charity Number? | N/A | | |
| Are you a national charitable organisation with a local branch that benefits residents? | N/A | | |
| Can anyone join your organisation? | Yes, we actively encourage all comers | | |
| If not, why not? | | | |
| Where is your organisation based and who owns the building? | Fort Rd Recreation Ground – Building owner by Lewes District Council | | |
| How many Newhaven residents are likely to benefit from this grant? | 70+ | | |
| What age group(s) are likely to benefit? | 6-96 | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | Yes, Annual club membership plus rink fees for games. | | |
| If so, how much? | £50 Annual – full membership | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

Our main at the bowls club theme is equality and equal opportunity in sport and the community.

Bowls is thought to be an old people game but it is actually the most inclusive sport being a level playing field for male and female players from 6 – 96-year-olds.

Anyone can play and be as competitive as they choose.

Part of the grant will be focussed on improving diversity and inclusivity in our sport.

The grant will benefit so many diverse areas see below: -

Part of the grant will be used to Improve the ageing clubhouse with fresh decorating. We propose to reduce costs by doing the work ourselves through club member volunteers to give value for money.

Part of the grant will be used to further Publicise and continue our Outdoor bowls sessions and diversity

Part of the grant will be used to fund advanced coaching courses and also to continue beginner coaching more taster sessions with qualified coaching and more coaching equipment.



Part of the grant will be used towards improved Signage and advertising aligned along with the council signage project.

Part of the grant will be used to fund and run a revitalised Newhaven Town Bowling cup which we intend to dedicate as the Bradbury trophy in memory of Tony Bradbury a stalwart member of the

club and local doctor and Newhaven councillor who sadly recently passed away. The idea is to hold the cup between various organisations in the town.

Newhaven Bowling Club have a proven record of delivering great value for money for Newhaven

Detail costings below.

Painting and decorating club house (See attached quote) £206.15

Ladders and safety equipment for members to use while decorating. £126

Decorating sundries £67.45

Get more people into Bowls and to advertise the benefits of the game to the community
Advertising £200

Town Bradbury Town cup in memory = £500

Advanced coaching certificate £235

Advanced Coaching equipment and expenses to run regular classes for the season £500

Total requested £1834.60

What sections of the community in Newhaven will benefit from the grant? (3 points)

Potentially every section of every community could benefit from the grant. We already have a significant number of older residents who get valuable exercise and social support from us.

We would like to expand our membership into all other sectors of communities in Newhaven particularly youth and adults who do not have any other means of exercise.

We intend to particularly put forward the benefits of Bowling for more challenged section of the community for whom traditional sports may prove too challenging.

We have excellent bowlers with severe asthma which means that and more strenuous exercise would be impossible and lead them to feel inferior. With bowls they can compete to their best.

We also allow other organisations to use our clubhouse from time to time. These organisations would also benefit from the improvements we make. Such organisations are the twinning group and photography groups.

Bowls can easily be played from 6 (our youngest member) - 96 (oldest still playing member) years old.

Bowls is not an expensive game and as a club we can offer assistance with equipment, bowls and specialised clothing shoes etc.

We loan a wide range of bowls and equipment and even clothing (e.g. flat bottomed shoes, club shirts etc) .

We play approximately 150 bowls matches games outdoor and short mat a year with many more friendly and individual fun games

This means the club house is used almost every day so upkeep is an important part of costs.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

We want to help members with targeted coaching to improve their game and also their physical health.

We aim to improve the mental health of members by offering year long social events and support.

A fresh lick of paint will improve the clubhouse no end especially now it is being used efficiently throughout the year.

We also allow other organisations to use our clubhouse from time to time. These organisations would also benefit from the improvements we make. Such organisations are the twinning group and photography groups and Social clubs.

We loan a wide range of bowls and equipment and even clothing (e.g. flat bottomed shoes, club shirts etc) .

How will your use of this grant deliver 'Value for Money'? (5 points)

With our membership totally voluntary we will supply the labour and enthusiasm for the events absolutely free. This will make them very cost effective.

The grant money will be used to bring more players from different demographics into the club and give more people the opportunity to discover a great form exercise for all.

With bowls, disabled people can play on a level playing field with able bodied. There is equipment available to assist anyone to get a good grasp on the game.

We are already very inclusive and have first hand links with blind and partially sighted players.

Using our own expert national qualified coaches will allow players to progress without costing large fees.

Several of our enthusiastic club members have quickly risen to play country and Sussex representative matches already. This further spreads the name of Newhaven, a grand 120+ year old club.

Our long standing and dedicated committee will assess the effectiveness of the monies spent at the end of the grant period and report back on our value for money approach.

Grant providing bodies will be in receipt of reports on value for money and effectiveness of the project.

Members of the Newhaven council will be invited to attend to discover first hand the benefits of the sport particularly in the Bradbury cup.

We will project manage and evaluate every step of the Projects and have professional project management expertise in the club.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

We will give the opportunity and encouragement for more people to play the wonderful game of bowls and enjoy this great sociable game.

Our club furthers mental and physical health in the heart of the community for all ages from 6-96.

The grant will help to bring more sport and wellbeing to a wider range of the community.

We have had many ex councillors and even ex mayors and GP Doctors who have played for the club as they have come to appreciate the benefits of this inclusive game.

We want to keep this amazing historic club alive and vibrant into the 21st century as it was in the 20th century.

With the Bradbury town cup we intend to bring different communities in the town together in friendly competition.



How will this grant assist in promoting Newhaven Town? (3 points)

We attract visitors from local clubs and county and national clubs to the town where they discover the attractions and history of the place.

Visitors enjoy the coming and going of the ferry from our ground during matches and can discover all of the excellent Newhaven Fort road facilities.

The re- instigation of the Bradbury town bowling cup will introduce more to the game and spread the word to more clubs and organisations in the town.

We publicise all our activities widely and will always include references to grant aid.

All advertising literature will have Newhaven Council grant funds mentioned.

Visiting teams are always amazed and excited by the range of activities in Newhaven and the beauty of the town.

There is always a lot of time to chat during the game and members fully extol the virtues of our wonderful town.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

In the past 3 years any grants from the council have been used to great effect for members and the community.

The Jubilee fun day



Portable Defibrillator for the Recreation ground 2023



Disabled toilets are now installed to the comfort of many members

Level 1 Coaching is now producing excellent results

| | |
|--|--|
| <p>Specific amount of Grant Aid sought with this application?</p> | <p>£1834.60</p> |
| <p>If the grant forms part of a larger project, what is its total estimated cost?</p> | <p>N/A</p> |
| <p>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>N/A</p> |
| <p>What are your main sources of income?</p> | <p>Membership Subscriptions</p> |

| | |
|---|--|
| | |
| What other bodies have you applied to for grants? | <p>For this project/activity?</p> <p>N/A</p> <p>For general support with other projects/activities?</p> <p>Sports Council 2021</p> |
| How much money have these bodies awarded you? | Sports Council £2000 rebound from Covid Grant |
| Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for? (4 points) | <p>Bonus Ball sweepstake</p> <p>Bingo social Evenings</p> <p>Race Night Social Evenings</p> <p>Raffles</p> <p>Denton Challenge</p> <p>RNLI Lifeboat Fete</p> |
| How much money have you raised from these fundraising activities in the same period? | £2198 |

| Section 4. Application Checklist | |
|--|---|
| Supporting Documents Required | Attached <i>Please tick to show that the document is attached</i> |
| Please make sure these are sent with your completed application form. | |
| A current written set of rules, constitution or other governing document duly authorised and adopted. | Attached ✓ |
| Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals. | Attached ✓ |
| The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation. | Attached ✓ |
| An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation. | Attached ✓ |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified. | Attached where necessary ✓ |
| A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover. | Attached ✓ |
| Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved. | Attached and included ✓ |

Section 5. Banking Details

| | |
|--|--------------------------|
| Account Name | Newhaven Bowling Club |
| Name of Bank/Building Society | ██████ |
| Sort Code | ██████ |
| Account No | ██████ |
| Bank mandate rules (How many signatories) | 3 signatories 2 required |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | |

Section 6. Declarations

| | |
|--|----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
| Please state who that is and their relationship to you. | |

Data Protection Statement

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By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---------------------------------|------------------------------------|
| Signature One | ██████████ |
| Name | ██████████ |
| Position in organisation | Secretary |
| Contact address | ████████████████████ ██████████ |
| Contact email | ██████████████████ |
| Contact phone number | ██████████ |
| Date | 3 rd Feb 2024 |
| | |
| Signature Two | ██████████████████ |
| Name | ██████████ |
| Position in organisation | Treasurer |
| Contact address | ████████████████████ ██████████ |
| Contact email | ██████████████████ |
| Contact phone number | ██████████ |
| Date | 3 rd Feb 2024 |



NEWHAVEN TOWN COUNCIL

Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|--|--|----------------|------------|
| Name of your organisation | Newhaven Baptist Church | | |
| Address | Brighton Road, Newhaven, East Susse, BN9 9NA | | |
| Telephone no: | ██████████ | Email address: | ██████████ |
| Please can you give us a description of your organisation. | | | |
| Spreading the message of God's love and providing practical support to the local community. Newhaven Baptist Church has a real passion for the Newhaven Community, promoting love and support to all residents. | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| Our Youth Café started in June 2023 as we felt there was a need for additional youth activities for the secondary school age young people. We currently meet term time only on a Tuesday evening to compliment other youth activities running on other evenings. We offer a safe space where young people can socialise, play activities and we offer snacks, toast, fruit, hot drinks and cold soft drinks. | | | |

| | | | |
|---|---|--|-----|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | Yes |
| What is your Registered Charity Number? | 247232 | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |
| Can anyone join your organisation? | Yes | | |
| If not, why not? | N/A | | |
| Where is your organisation based and who owns the building? | <p>Newhaven Baptist Church, Brighton Road, Newhaven BN9 9NA.</p> <p>We own the building</p> | | |
| How many Newhaven residents are likely to benefit from this grant? | All young people of secondary school age who wish to come to the Youth Cafe | | |
| What age group(s) are likely to benefit? | Secondary School Age 11 to 17 years | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | No | | |
| If so, how much? | N/A | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

The grant would be used to purchase equipment, such as a pool table, pool table, indoor sports equipment and replacement and an X-box or Nintendo Switch with age-appropriate games and music.

At present the volunteer leaders supply some snacks and drinks at their own cost. The small amount of equipment and games we currently use are on loan from church members until we are able to purchase our own equipment.

The Youth Café/club is a safe space for young people and the items have been requested by the young people. It is our intention as we develop further to be able to have themed evenings.

We have been able to run a couple of pizza evenings.

What sections of the community in Newhaven will benefit from the grant? (3 points)

All youth of secondary school age within Newhaven and the surrounding area.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

It will enable us to purchase games and equipment that the young people have requested. This will enhance the quality of their enjoyment while being in a safe space.

How will your use of this grant deliver 'Value for Money'? (5 points)

This will help us to continue to provide a safe space for the young people while giving them the opportunity to engage with their peers. We want the young people to know that this is their club and we can support them to facilitate this giving them the opportunity to be engaged and inspired to feel part of their community.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

Newhaven Baptist Church provides a number of activities in supporting the vulnerable within the Newhaven Community. The Youth Café is there to focus on the welfare of the young people of Newhaven and for them to have something that engages them with the community and something to be proud of. However, do be able to do this we need to fund the activities without charging for this and it being a barrier for young people to come along.

How will this grant assist in promoting Newhaven Town? (3 points)

If we were successful in receiving funding, then this would be seen in the equipment and what we can offer at the Youth Café demonstrating Newhaven's commitment to their young people.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

This will be our first grant application specifically for the Youth Café/Club

Section 3. Financial Information & Fundraising Activities

| | |
|--|---|
| <p>Specific amount of Grant Aid sought with this application?</p> | <p>£2000.00</p> |
| <p>If the grant forms part of a larger project, what is its total estimated cost?</p> | <p>This would be to purchase equipment, but costs would be ongoing.</p> |
| <p>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>We would buy what we were able to and continue to seek other sources of income..</p> |
| <p>What are your main sources of income?</p> | <p>Volunteer Leaders buy the weekly supplies. Our income would come from the grant application.</p> |
| <p>What other bodies have you applied to for grants?</p> | <p>For this project/activity?</p> <p>For general support with other projects/activities?</p> |
| <p>How much money have these bodies awarded you?</p> | <p>N/A</p> |

| | |
|---|--|
| | |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for? (4 points)</p> | <p>We do not fund raise and rely on the Leaders of the club to provide what they can.</p> |
| <p>How much money have you raised from these fundraising activities in the same period?</p> | <p>N/A</p> |

Section 4. Application Checklist

| <p style="text-align: center;">Supporting Documents Required</p> <p>Please make sure these are sent with your completed application form.</p> | <p style="text-align: center;">Attached</p> <p style="text-align: center;"><i>Please tick to show that the document is attached</i></p> |
|---|--|
| <p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p> | |
| <p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p> | |
| <p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p> | |
| <p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p> | |
| <p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p> | |
| <p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p> | |
| <p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p> | |

Section 5. Banking Details

| | |
|--|--|
| Account Name | Newhaven Baptist Church |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | 2 signatories |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | The church finances are kept separately. |

Section 6. Declarations

| | |
|--|-----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
| Please state who that is and their relationship to you. | N/A |

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.







**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---|---|
| Signature One |  |
| Name |  |
| Position in organisation | Deacon |
| Contact address |  |
|  |  |
| Contact phone number |  |
| Date | 09/02/24 |

| | |
|---------------------------------|--|
| Signature Two | |
| Name | |
| Position in organisation | |
| Contact address | |
| Contact email | |
| Contact phone number | |
| Date | |



NEWHAVEN TOWN COUNCIL

Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|--|--------------|----------------|------------|
| Name of your organisation | Just Friends | | |
| Address | [REDACTED] | | |
| Telephone no: | [REDACTED] | Email address: | [REDACTED] |
| Please can you give us a description of your organisation. | | | |
| <p>Our charity is dedicated to help combat the effects of loneliness and social isolation specifically for those in our elderly community who live alone. Our services allow our six hundred members, across our four East Sussex branches (Newhaven, Eastbourne, Bexhill, Hastings), to re-engage with the community in a safe and welcoming environment. We provide opportunities to regain their self-confidence and self-esteem whilst reducing the impact of loneliness, stress, anxiety and depression. This is recognised by mental health professionals we work closely with, including NHS Preventative Medical Clinicians.</p> | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| <p>As a charity with over 600 members, we host a busy timetable of social meetings, walking groups and events for all our members.</p> <p>For our Newhaven members, we hold two social meetings, a walking group and a lunch each month. These meetings are used to both socialise but also keep our members informed of new health initiatives such as the NHS Know Your Numbers, to reduce the risks associated with high blood pressure such as strokes and heart attacks. Our branches manager also uses the opportunity to collect feedback on previous events and suggestions for our future events programmes during these meetings.</p> <p>In addition to the social meetings, our Newhaven members have also enjoyed tea parties with entertainment and lunches at local venues. They have also participated in exploring the wider community through Just Friends coach excursions. In the past 12 months these have included visits to Canterbury and Bluebell Steam Railway.</p> | | | |

| | | | |
|---|---|--|-----|
| Is your organisation a voluntary group? | No | Is your organisation a registered charity? | Yes |
| What is your Registered Charity Number? | 1196623 | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No – we only operate in East Sussex | | |
| Can anyone join your organisation? | Anyone can join Just Friends providing they live alone or a Carer. | | |
| If not, why not? | Just Friends has created something which is rather unique in that it is only for those living alone. Our members tell us that we are like an oasis in the desert of duality where they can find understanding. This becomes a comfort helping them to see the day through. We often say that if we can help members enjoy the day then they have more chance of coping with the evening when their loneliness is magnified and hits hard. | | |
| Where is your organisation based and who owns the building? | Our Newhaven branch meets at Newhaven Day Club which is owned by a charity run by Mr Tony Roaf. | | |
| How many Newhaven residents are likely to benefit from this grant? | 65 members at our Newhaven branch | | |
| What age group(s) are likely to benefit? | We do not specific an age limit but most of our members are 60 years and over. | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | We have a No Membership Fee Policy. | | |
| If so, how much? | N/A | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

The grant would be used specifically for Newhaven events. We would host:

Four buffet lunches with an entertainer in Newhaven (4 x £250) = £1000

Two Musical Variety Shows in Newhaven (2 x £900) = £1,800

A subsidised selection of theatre visits to local Newhaven venues = £200

Total £3,000

This programme would not only support our Newhaven members but also those involved in The Arts in the Newhaven community.

Our buffet lunches do play an important role in our Events Programmes as they provide opportunities for our members to regain their self-confidence and self-esteem whilst reducing the impact of loneliness, stress, anxiety and depression. Conversations and smiles grow through social interactions in safe, supported environments.

The background for applying for funding for a Musical Variety Show and theatre visits is based on the success of a recent new event. For United Nations International Day for Older Persons last Autumn, an afternoon musical show was designed, produced and attended by our members. We even had members performing. From the success of this event, our members are really keen to plan another and be more involved in all that local Newhaven theatres and artists have to offer.

What sections of the community in Newhaven will benefit from the grant? (3 points)

Although we focus on our elderly community and carers who live alone, we do not specify an age restriction for membership. Through our work on the recent afternoon musical show, we met performing artists who were also living alone and enjoyed being part of the Just Friends family.

We therefore feel that we can reach many sections of the community in Newhaven who would benefit from this grant. These include:

- Our members and carers
- Local artists including performers, entertainers
- Local Newhaven venues
- Local theatre lighting, sound and camera technicians
- Local Newhaven volunteers who may like to get involved in the events
- Family and friends of our members and performers who would attend the shows
- The Newhaven community who are also welcome to participate

How will your organisation, its members and/or your users benefit from this grant? (3 points)

The benefits for our members are clear to see during the social interactions at our events. These include:

- Improved self-confidence and self-esteem
- Improved mental health and brain function by participating in meaningful social activities
- Visibly reduced levels of stress, anxiety and depression through sharing new experiences and creating happy memories together in a safe environment
- Reducing a sense of social isolation by being out and about as a group in the local and wider community

We would also have a positive impact on local Newhaven performers and entertainers who participate in our events. They are able to further their development by performing to live audiences in Newhaven.

As a charity, we would be achieving our purpose and objectives. Also by promoting the town and our events we will reach others who need our support who are still unaware of Just Friends. These new Newhaven members would therefore also benefit from the Newhaven Town grant.

How will your use of this grant deliver 'Value for Money'? (5 points)

As a Charity we feel incumbent to have a minimum of two quotes, preferably 3, for any activity involving an expense and these quotes are discussed before any commitment is made.

Discussion can be between a Trustee and the Branches Manager, Two Trustees or Trustee with both the Administrator and the Branches Manager plus any person involved in the expenditure request.

This is an excellent way of ensuring value for money and is strictly adhered to within our operations.

If the Trustees do not think an event or expenditure is value for money then the event is cancelled prior to the date of any non-refundable deposits.

Our finances use very strict disciplines and only Charities that follow this rule are financially sound.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

Our charity activities and actions support all of Newhaven Town Council priorities with the exception of children and young people. Our focus supports those who we believe should not feel lonely and isolated in their final years.

We represent and promote the interests of Newhaven and its elderly community providing a service which benefits the physical and mental health of the local community. At Just Friends we also understand the importance of providing our members with information that supports them in their later years. During our social meetings, we work with many outside agencies including social prescribing professionals (with a focus on dementia and social isolation), the RNIB, the NHS, police and fire service.

We actively involve our members in decisions when planning Just Friends events. This is why they are so popular and successful. Members' testimonials and photographs of the positive impact these events have on their well-being can be viewed on our website, www.just-friends.uk.

We promote equality of opportunity and oppose discrimination by providing our elderly Newhaven members with opportunities to feel a sense of belonging again, to safely be seen and heard when out on guided walks and in the local community. Across the country, our elderly community can sometimes feel forgotten part of society and we work hard to show them that they are not.

We pride ourselves on being open and accountable for all the work our charity does. We are a registered charity that puts our members' needs at its core. We complete all requirements specified by The Charities Commission and our funding providers to ensure our members receive the best opportunities we can provide with the funding we receive.

How will this grant assist in promoting Newhaven Town? (3 points)

Financially, the grant would fund new events that would be promoted and open to Newhaven residents including our members.

Newhaven venues and local performers would also play an important part in promoting the events for the area.

With nearly 20% of the population of Newhaven aged 65+, Just Friends does offer a unique opportunity to reach those who live alone in Newhaven and their Carers, regardless of age.

Our aims are to support anyone feeling socially isolated in the community to join us and therefore reduce the negative impact of living alone. Through social interaction out in the wider Newhaven community, we aim to reduce the possibility of dementia, depression and anxiety and demonstrate that Newhaven is a safe and welcoming town where everyone feels a sense of belonging.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

Within the last three years, since we received funding from Newhaven Town Council we have hosted tea parties with entertainment, coach excursions and specific themed lunches for example Halloween and Christmas, for our Newhaven members.

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?

£3000

| | |
|---|--|
| <p>If the grant forms part of a larger project, what is its total estimated cost?</p> | <p>These events will only be included in our 2024 Events Programme if funding is received.</p> |
| <p>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>N/A</p> |
| <p>What are your main sources of income?</p> | <p>We heavily rely on Charitable Trusts, Foundations and grants to fund our charity.</p> |
| <p>What other bodies have you applied to for grants?</p> | <p>For this project/activity?</p> <p>We have only applied to Newhaven Town Council Grants for these events.</p> <p>For general support with other projects/activities?</p> <p>For other events, we apply to many organisations where we match their criteria.</p> |
| <p>How much money have these bodies awarded you?</p> | <p>In the past financial year we received a total of £43,150 in grants from both local and national schemes.</p> |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for? (4 points)</p> | <p>All fund raising in the past has been through grant applications allowing us to provide the range of services we currently offer.</p> <p>However, we have recently taken on a volunteer with the specific purpose of looking into the possibility of raising funds from the public.</p> |
| <p>How much money have you raised from these fundraising activities in the same period?</p> | <p>In the last financial year, we raised £43,150 from grants and £97 from donations.</p> <p>These fundraising activities are for the costs to run our charity programme across four East Sussex branches with over 600 members.</p> |

Section 4. Application Checklist

| <p align="center">Supporting Documents Required</p> <p>Please make sure these are sent with your completed application form.</p> | <p align="center">Attached</p> <p><i>Please tick to show that the document is attached</i></p> |
|---|---|
| <p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p> | <p align="center">Yes</p> |
| <p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p> | <p align="center">Yes</p> |
| <p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p> | <p align="center">Yes</p> |
| <p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p> | <p align="center">Yes</p> |
| <p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p> | <p align="center">N/A</p> |
| <p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p> | <p align="center">Yes</p> |
| <p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p> | <p align="center">Yes</p> |

Section 5. Banking Details

| | |
|--|---|
| Account Name | Just Friends |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | The rules state any two from three signatories. |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | Our funds exceed the £3000 grant application request as we have salaries to support plus three other branches in East Sussex. |

Section 6. Declarations

| | |
|--|-----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
| Please state who that is and their relationship to you. | N/A |

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town

Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

Signature One

Name

Position in organisation

Contact address

Contact email

Contact phone number

Date

13 - 2 - 24

Signature Two

Name

Position in organisation

Contact address

Contact email

Contact phone number

Date

13th February 2024



NEWHAVEN TOWN COUNCIL

Application for a LARGE Grant (£501 to £3,000)

This form is to be used for Large Grant applications. Please read the councils policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|--|---|----------------|-----------------------------|
| Name of your organisation | Friends and Associates of Denton School (FADS) | | |
| Address | Denton Community Primary School, Acacia Road, Denton, Newhaven, BN9 0QJ | | |
| Telephone no: | | Email address: | fads@denton.e-sussex.sch.uk |
| Please can you give us a description of your organisation. | | | |
| Friends and Associates of Denton School (FADS) is a registered charity committed to enhancing the educational experience at Denton Community Primary School. Bringing together parents, teachers, alumni, and the wider community, FADS organises engaging activities and fundraisers. In the past year, our collective efforts have contributed funds to enriching English and Maths resources, £5,000 for exciting new playground equipment, including a delightful sandpit, and a special delivery of a new book for each child by Santa. These achievements were made possible through the dedicated support of our community. | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| <ul style="list-style-type: none">• 10.2.23 – End of term donut sale• 21.2.23 (ongoing) – Don't bin it, recycle it. Clothes recycling scheme.• 13.3.23 – Mother's Day shop• 31.3.23 – Donut and cookie sale• 26.5.23 – School book fair and treat sale.• 9.6.23 – Father's Day shop.• 10.6.23 – Supported Denton Community Challenge.• 19.7.23 – End-of-year fundraiser (Ice cream sale, tombola, rainbow raffle, games)• 21.7.23 – Frozen Friday.• 6.11.23 – FADS UV disco.• 1.12.23 – Santa visit, free book for every child.• 8.12.23 – Movie night. | | | |

| | | | |
|---|--|--|-----|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | Yes |
| What is your Registered Charity Number? | 1060635 | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |
| Can anyone join your organisation? | No | | |
| If not, why not? | They need to have an affiliation with Denton Community Primary School. | | |
| Where is your organisation based and who owns the building? | Denton Community Primary School, East Sussex County Council. | | |
| How many Newhaven residents are likely to benefit from this grant? | 240 | | |
| What age group(s) are likely to benefit? | 3 – 11 years olds | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | No | | |
| If so, how much? | | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

The grant will be used to cover the costs of building materials and contractor services required to supply an inclusive bike storage facility for the pupils of Denton Community Primary School. The project aims to create dedicated bike storage facilities within the school grounds, providing a safe and solid space for pupils to store their bikes during school hours.

Background: This grant will be used to directly address the decline in physical activity among the pupils that attend Denton Community Primary School, particularly targeting the commute to and from school. Situated in a socioeconomically deprived area, 30% of pupils who attend the school receive free school meals. The school has also observed that obesity in the children attending is above the national average. Over the past two years, there has been a notable rise in the number of children being driven to school, contributing to increased levels of ill health, including obesity and reduced physical activity outside of school hours.

Recognising the interconnected challenges of health and environmental impact, our plan aligns with a broader commitment to sustainability and supporting students and their families to reduce their carbon footprint. The significant increase in children being driven to school has not only led to a decline in physical activity but has also contributed to environmental and road safety concerns, such as increased traffic congestion and emissions in our local community.

Purpose: The primary objective is to reverse the trend of using vehicles to travel to school by encouraging and facilitating more pupils to travel to school by bike or scooter throughout the entire school year. In doing so we will improve the health and well-being of our students but also contribute to the reduction of cars on the road.

How the grant will be utilised: To achieve this, FADS and the school have implemented a comprehensive project. The key components are:

Timeline: April 2024 to July 2024 with a focus on creating a lasting impact.

Engagement strategies:

- Delivering key messages to pupils through assemblies and lesson times.
- Engagement of parents and staff.
- Celebration of successes.
- PTA and Senior leadership time to promote the project.

Resource Requirements:

- Funding for building materials and construction of two dedicated bike storage facilities within the school premises.
- Cycle training for the children to ensure they have the skills and confidence to cycle safely to and from school.

What sections of the community in Newhaven will benefit from the grant? (3 points)

The impact of the grant will impact multiple sections of the Newhaven community, fostering positive change and inclusivity.

Students and Families:

Primary and nursery-aged school children, along with their families and carers will benefit from the improved accessibility and safety of the new storage facility. Encouraging active commuting aligns with the school's commitment to the well-being and healthy lifestyle choices of its students and families.

Demographics for Denton CP School (updated 1.9.23):

- Average sized primary school: 271 pupils
- Special Educational Needs/Disability: 16%
- Pupils who have English as an additional language or are bilingual: 9%
- Pupil Premium Grant and Free School Meals: 24%
- Vast majority of our pupils are white British - Minority Ethnic Community: 5%
- Vast majority of our pupils of no faith; small number of Christian & Muslim faith

Teachers and School Staff:

The initiative will reduce traffic and congestion, creating a more sustainable and efficient school environment and promoting a greener commute for all. Our head teacher commutes to school on his bike every day, regardless of weather conditions, setting an excellent example of dedication to health and sustainability. The initiative will extend to all staff, encouraging them to adopt active commuting practices and improve their health and well-being while leading by example. This inclusive approach will create a positive shift in the school's health, well-being, and environmental culture.

Local Residents and the Wider Community:

We aim to contribute to the reduction of traffic in the community, fostering a cleaner and safer neighbourhood, and aligning with our commitment to environmental sustainability. Additionally, by instilling safe cycling from a young age, we are hoping to instil a culture of sustainable and healthy transportation choices, positively impacting the wider community.

In summary, the grant's impact would extend beyond the school gates, positively influencing pupils, families, teachers, residents, and the wider community by promoting active, sustainable, and environmentally friendly commuting practices.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

For this question, I have classified our organisation's members as the parents, carers, family, and friends of current and past students at Denton Community Primary School, and I have classified our users as the School, its staff, and the children attending. The benefits are as follows:

Enhanced facilities: A dedicated space will enhance the infrastructure of the school, creating a safer, more organised environment for bike storage on site.

Promotion of health and well-being: Encouraging regular physical activity through commuting to school/work on bikes, we will contribute to improved fitness levels, better mental health, and increased concentration in class.

Environmental impact: By promoting biking to school, we contribute to a cleaner and greener environment for both current and future members and users.

In summary, the grant will enable our organisation to enhance facilities, promote health and well-being and make a positive environmental impact, benefiting the organisation, members, and users.

How will your use of this grant deliver 'Value for Money'? (5 points)

Value for money will be delivered through careful planning and efficient utilisation of resources. The funds will be specifically allocated towards the essential building materials and contractor services. All advice will be taken on board for the maintenance of the building and FADS will factor the cost of this maintenance in their yearly fundraising targets.

The project's will engagement strategy will ensure the long-term impact of promoting health benefits and sustainable transportation practices, therefore providing excellent value.

Before the start of the project, data will be collected via teaching staff which reflects the average number of children riding their bikes to school. We will then continue to collect data to measure the effect of the project and reflect on how we can continue to increase the impact for years to come.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

The activities resulting from this grant align closely with the current priorities of Newhaven Town Council, particularly in promoting sustainable transportation, environmental stewardship, and community well-being. By encouraging active commuting and reducing vehicular traffic through the promotion of biking to school, our initiative supports the council's goals of creating a cleaner, greener, and safer community for all residents.

How will this grant assist in promoting Newhaven Town? (3 points)

This grant will assist in promoting Newhaven Town by fostering a culture of health, sustainability, and community engagement. By promoting biking to school and reducing traffic congestion, we contribute to a cleaner and safer environment, enhancing the town's reputation as a forward-thinking and environmentally conscious community.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

None

Section 3. Financial Information & Fundraising Activities

| | |
|--|-------|
| Specific amount of Grant Aid sought with this application? | £3000 |
| If the grant forms part of a larger project, what is its total estimated cost? | £7480 |
| If the value of this grant application | |

| | |
|---|--|
| <p>does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>Existing funds and continued fundraising by FADS, including a sponsored bike ride in partnership with Denton School</p> |
| <p>What are your main sources of income?</p> | <p>Fundraising events</p> |
| <p>What other bodies have you applied to for grants?</p> | <p>For this project/activity? none</p> <p>For general support with other projects/activities? none</p> |
| <p>How much money have these bodies awarded you?</p> | <p>n/a</p> |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for? (4 points)</p> | <p>Please see the list of events at the top of the application. Fundraising is continuous for the committee. The fundraising to date is allocated for other projects.</p> |
| <p>How much money have you raised from these fundraising activities in the same period?</p> | <p>2022 – 2023 = £3000</p> |

Section 4. Application Checklist

| <p align="center">Supporting Documents Required</p> <p>Please make sure these are sent with your completed application form.</p> | <p align="center">Attached</p> <p><i>Please tick to show that the document is attached</i></p> |
|---|--|
| <p>A current written set of rules, constitution or other governing document duly authorised and adopted.</p> | <p align="center">✓</p> |
| <p>Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals.</p> | <p align="center">✓</p> |
| <p>The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate.</p> <p>In the case of newly established organisations, an income and expenditure plan for their first year of operation.</p> | <p align="center">✓</p> |
| <p>An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation.</p> | <p>We follow the policies of Denton Community Primary School. These are attached.</p> |
| <p>In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.</p> | <p>X Original quotes are held by the school. If required I can request these are forwarded to NTC.</p> |
| <p>A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover.</p> | <p align="center">✓</p> |
| <p>Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.</p> | <p align="center">✓</p> |

Section 5. Banking Details

| | |
|--|---|
| Account Name | Friends and Associates of Denton School |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████ |
| Account No | ██████ |
| Bank mandate rules (How many signatories) | one |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | £5000 has been allocated to the school for recent works completed, which is landscaping to make use of an unused area, including a new sand pit and playground apparatus. We are waiting on the school to send an invoice for the works. £2000 has been allocated for Maths and English resources which will to enhance the learning of all pupils in the school. Payment is typically requested by the school in the spring term. |

Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?

Yes/No

Please state who that is and their relationship to you.

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| Signature One | Completed and sent as a separate PDF |
|---------------------------------|---|
| Name | |
| Position in organisation | |
| Contact address | |
| Contact email | |
| Contact phone number | |
| Date | |
| | |
| Signature Two | |
| Name | |
| Position in organisation | |
| Contact address | |
| Contact email | |
| Contact phone number | |
| Date | |



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Promotion, Partnership & Finance Committee **Agenda Item 6.**

Date: 27th February 2024

Report contact: Town Clerk.

Subject: Community Partnership Discretionary Grant Applications.

1. The purpose of this report is to, present to members those applications for Community Partnership Discretionary Grant funding received prior to the published deadline and assist their consideration of each application as per the councils Discretionary Grant Application Policy (DGAP)

Background.

2. The current round Community Partnership Grant Applications was opened at the beginning of January 2024 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 18th 2024.
3. A total of 7 applications were received prior to the published deadline. Of these the following were deemed ineligible for consideration and scoring under the current DGAP;
 - Newhaven Baptist Church (Foodbank) DGAP para 2.2 bullet point 5
 - Lewes District Citizens Advice DGAP para 2.2 bullet point 5
 - CTLA DGAP para 2.2 bullet point 5
 - SCDA (Youth Club Provisioning) DGAP para 2.2 bullet point 5
 - SCDA (Community Food) DGAP para 2.2 bullet point 5
4. Scanned and redacted file images of each application can be found at **Appendix 1** in order of the synopsis within this report. All supporting documentation for each application is available in the 'councillors' folder in order to mitigate print and paper costs wherever possible.
5. Members will recall that the budget for Community Partnership Grants is once each financial year and is funded from the next Financial Year's budget provision. The latter expenditure has been set at £30K under expenditure line **360.4226.**

Synopsis and Scoring of Eligible Applications.

6. Initial screening for eligibility, followed by scoring of each application assessment has been conducted by the Town Clerk, Deputy Town Clerk and RFO using the DGAP

scoring regime. **Members are of course at liberty to give further consideration to the applications and the scores allocated.**

7. A summary of all eligible Community Partnership Grant applications received and their assessment scores can be seen at Table 1 below.

| | | | | Scoring |
|----------------------------|---|------------------------|-------------|---------|
| Applicant | Purpose of Funding Requested | Total funding sought £ | Eligibility | Total |
| Newhaven Baptist Church | Run the foodbank, restock kitchen equipment and purchase kitchen starter sets handed out for free. | £ 10,000.00 | Y | 10 |
| Hospitable Environment CIC | Cooking Workshops for young people and events, materials and equipment, ingredients, facilitator fees, room hire, website and marketing | £ 7,400.00 | Y | 26 |
| Haven Young Creatives | Cormorant for Lantern Parade - Xmas | £ 6,500.00 | Y | 9 |
| Total Sought | | £ 23,900.00 | | |
| <u>Available Funding</u> | | | | |
| 360.4226 FY 2024/25 | | £ 30,000.00 | | |

Table 1

Community Partnership Grants (£3,001-£10,000)

8. Newhaven Baptist Church (Food Bank).

This is a Newhaven based registered charity that has existed within the town for a number of years.

This application seeks to secure funding of **£10,000** to provide a range of functions for those families and individuals that require assistance. The application form provides little if any tangible information in support of itself and no fund raising is evident.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **10 points** which means this Community Partnership Grant application is deemed as unsuccessful and should not be awarded any monies.

9. Hospitable Environment CIC

This is a Community Interest Company based and operated in Newhaven with the purpose of providing free and occasionally ticketed workshops to build safe, connected and sustainable communities across all age groups.

This application seeks to secure **£7400** towards providing a range of youth activities and workshops aimed at creativity, cookery and bread-making which will be linked into other existing group activities.

The application provides no evidence of active fundraising with all income coming via grant applications.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **26 points** which means this Community Partnership Grant application is deemed partially successful and should be awarded only a portion of monies applied for.

Using a formula based upon the application monies sought (£7400) divided by the maximum score possible (31) then multiplied by the actual points scored $[(3000/31)*26]$, officers would advise that an award of no more than **£6206.45** be made on this occasion.

10. Haven Young Creatives

This is a community arts based organisation operating a range of drama sessions, design work experience programmes and arts events across Newhaven.

This application seeks to secure **£6500** for a range of practical creative workshops culminating in a Lantern Procession where a large moveable Cormorant effigy/puppet operated by three people will take prominence.

The application provides no evidence of fundraising activities in the previous 12 months and makes no indication of previous grant funding (£9836) and event funding (£200) awarded to the group by this council in 2023.

All documentation in support of this application has been received.

As per the current policy, officers have scored the application as achieving **9 points** which means this Community Partnership Grant application is deemed as unsuccessful and should not be awarded those monies applied for.

Finance.

11. In the 2024/25 expenditure budget, there is **£30,000** available for Community Partnership Grants. As per the scoring synopsis provided (paras 8-10 inclusive) the total monies that can be awarded is **£6,206.45** and therefore there are no budgetary constraints preventing that award.

12. As this is a single award to Hospitable Environment CIC (£6,206.45) there is no requirement for Full Council approval as required by Financial Regulations (£7500+). However, the earliest that the award can be made is April 1st 2024.

Recommendations.

That the Committee;

1. Approves that Community Partnership Grant and amount listed in Table 2 below, and
2. Instructs the RFO to make that payment on April 1st 2024

| Applicant | Award Amount |
|----------------------------|-------------------|
| Hospitable Environment CIC | £ 6,206.45 |
| | £ 6,206.45 |

Table 2



NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|---|------------|---------------------------------|--------------------------|
| Name of your organisation | | Newhaven Baptist Church | |
| Address | | Brighton Road, Newhaven BN9 9NA | |
| Telephone no: | ██████████ | Email address: | ██████████ ██████████ |
| Please can you give us a description of your organisation. | | | |
| <p>Spreading the message of God's love through involvement with, and practical support of, members of the local community. We have a real heart for Newhaven that has been growing over the years.</p> | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| <p>We have run a foodbank from the church premises supporting on average a 100 families weekly over this period of the financial crisis over this year. We have a shower room and laundry for those in need and a twice weekly "Tea and Chat" (warm space) group for the community. During the warm space people can collect a food bag and stay for company and warmth. We have different organisations that join us to give advice for those who may need it. Over the Christmas period we collected and gave out Christmas presents to those who needed them. We run a Toddler group every Tuesday morning and a youth club every Tuesday night. Every 3rd Thursday of the month we run a lunch club where anyone is welcome to join for a free two course lunch. We have a monthly SEND café to support parent of children with special needs. We have run 2 craft mornings for the community, one at Easter one at Christmas.</p> | | | |

| | | | |
|---|--|--|-----|
| Is your organisation a voluntary group? | Yes | Is your organisation a registered charity? | Yes |
| What is your Registered Charity Number? | 247232 | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |
| Can anyone join your organisation? | Yes | | |
| If not, why not? | | | |
| Where is your organisation based and who owns the building? | Newhaven Baptist Church Church Hill Newhaven We own the building | | |
| How many Newhaven residents are likely to benefit from this grant? | Anyone who is struggling financially is welcome to use the food bank and come in for warmth and company. At present there are 184 families on our books. The other events are open to all. | | |
| What age group(s) are likely to benefit? | 0-100 | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | No | | |
| If so, how much? | | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

With the current financial climate, the majority of the money would be spent on keeping the food bank running. The costs of this are around £3,000 a month.

We would also restock the kitchen equipment we give to those who have nothing. We will buy kitchen starter sets that include pans, cutlery, utensils, toasters and kettles etc., in order to give to people who need them. Given the ongoing crisis, we are finding more and more people in this situation, so to have these items ready would make a huge difference.

What sections of the community in Newhaven will benefit from the grant? (3 points)

Anyone who comes and asks for help.

We are often asked for food parcels for struggling families from Hill rise and Harbour Primary school

How will your organisation, its members and/or your users benefit from this grant? (3 points)

Our aim is to lessen the effects of food poverty and provide support for as long as needed. Our ethos has always been that we are here to help and want to be in a financial position where we can do this. The job centre and social service contact us for support for their clients.

How will your use of this grant deliver 'Value for Money'? (5 points)

Our food bank has become an additional social service, many people come to us because they are desperate and do not know where to turn. Many people are hungry and have nothing. A large majority are suffering due to the cost-of-living crisis and the rising costs of fuel and food. We will be able to assess our success by having less clients however this is really reliant on the current economic situation and policy of the government.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

The church has a long, proven track record of supporting the vulnerable in the Newhaven community. We want to continue to do this but need to find every funding stream possible.

How will this grant assist in promoting Newhaven Town? (3 points)

See above

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

We have received small grants of £500 (for kitchen equipment) and £1500 to set up a uniform bank with Harbour Primary

| Section 3. Financial Information & Fundraising Activities | |
|---|---|
| Specific amount of Grant Aid sought with this application? | £10,000 |
| If the grant forms part of a larger project, what is its total estimated cost? | The cost is ongoing and increasing |
| If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall? | The church is constantly seeking grants to maintain the food bank |
| What are your main sources of income? | Grants |
| What other bodies have you applied to for grants? | <p>For this project/activity?</p> <p>We are a part of the Lewes food partnership and have received funding from them and East Sussex County Council. Every penny is spent on food.</p> <p>For general support with other projects/activities?</p> |
| How much money have these bodies awarded you? | We have regular payments from Lewes District and East Sussex County council. This has been around £14,000 last financial year. |

| | |
|---|---|
| | |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</p> | <p>We do not do fundraising but rely on grant funding.</p> |
| <p>How much money have you raised from these fundraising activities in the same period?</p> | |

| Section 4. Application Checklist | |
|--|---|
| Supporting Documents Required | Attached <i>Please tick to show that the document is attached</i> |
| Please make sure these are sent with your completed application form | |
| A current written set of rules, constitution or other governing document duly authorised and adopted. | ✓ |
| A current business or service plan ideally with a yearly timeline of objectives. | |
| Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals. | ✓ |
| The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation. | ✓ |
| An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation. | ✓ |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified. | |
| A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover. | ✓ |
| Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved. | |

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details

| | |
|--|---|
| Account Name | Newhaven Baptist Church |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | 2 signatories |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | The church finances and foodbank finances are kept separately. The food bank monies are around £2000 at present. |

Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?

Yes/No

Please state who that is and their relationship to you

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---------------------------------|--|
| Signature One | ██████████ |
| Name | ██████████ |
| Position in organisation | Deacon |
| Contact address | ██████████ ██████████ ██████████ |
| Contact email | ████████████████████ |
| Contact phone number | ██████████ |
| Date | 5/2/24 |

| | |
|---------------------------------|--|
| Signature Two | ██████████████████ |
| Name | ██████████ |
| Position in organisation | Deacon and Treasurer |
| Contact address | ██████████ ██████████ ██████████████████ |
| Contact email | ██ |
| Contact phone number | ██████████ |
| Date | 5/2/24 |



NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership Grant applications. Please read the council's policy on Discretionary Grants **before** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | | |
|--|--|---|----------------|--|
| Name of your organisation | | Hospitable Environment CIC | | |
| Address | | Studio 9, Hillcrest Community Centre, Bay Vue Road, Newhaven, BN9 9LH | | |
| Telephone no: | | ██████████ ██████████ | Email address: | ████████████████████ ████████████████████ |
| Please can you give us a description of your organisation. | | | | |
| <p>Hospitable Environment is a socially engaged Community Interest Company based in Newhaven. We bring people together using creativity and food to explore what it takes to build safe, connected and sustainable communities. Hospitable Environment CIC is run by Ellie J-B an Artist & Therapeutic Wellbeing Practitioner, working with children families and communities, and Lizzie a Creative Producer & Maker. Both have enhanced DBS and Level 2 Food Hygiene qualifications.</p> <p>Hospitable Environment was established in September 2021 as an artists collective creating art installations for the Tidemills Project - a Cultural Heritage event at an abandoned coastal village. From the Tidemills Project it grew to become a regular series of events and an important community hub, formally becoming a Community Interest Company in December 2022.</p> <p>We hold regular workshops and events throughout the year, most of which are free to attend and open to all. Regular events include:</p> <p>Soup & Social, our free shared meal and community conversation, held every six weeks at the Hillcrest Centre with an open invitation to attend. We regularly host 70 people of all ages and backgrounds at these events.</p> | | | | |

Breadmaking workshops and cookouts around our wood-fired, cob oven. In July 2023 we held Lammas, a free community breadmaking festival, centred around the bread oven and offering free games and entertainment to local families.

Pineapple People is our new strand of free and low-cost making and cookery workshops for kids that make creative opportunities widely accessible. A place to make, learn and do. A chance for young people to have their say and help us to co-create a programme that they want to attend. This has been devised in direct response to requests from the young people who attend our events.

The Sussex Women Supper Club, celebrates Sussex and the lives of women and non-binary people who have lived and worked in the county.

The People's Picturehouse, screening films about creative lives, community and cultural traditions.

In 2023 we were selected for a creative placemaking residency at the University of Sussex (Co-lab). We worked with the community of Newhaven to create artworks mapping our hopes for Newhaven Town. Participating in the Co-Lab residency confirmed and deepened our conviction in what we experience.

- Art and creativity allow us to explore what we know, feel and want. The outward expression of that is something that we can engage with at our own level and meet people where they are. To that end, it is a powerful interface, allowing us to capture and show and share learning.
- Being playful and making 'art' is part of children's essence. Working intergenerational allows for adults to be inspired and children to be empowered to be experts in the room and to participate on the same level (or higher) than the adults. One young participant in our Dreamer Editor Maker workshop wanted a 'feeling centre', a place to 'let your feelings out'. A brilliant idea! Every town should have one.
- By making artworks about our town alongside and with each other, we meet and learn about our neighbours in a safe and trusting space. At the same time we learn about our town and new places and experiences we might like to discover for ourselves. We share stories and make new connections.
- By contributing to a large, collaborative piece (like our Future Newhaven map) we share in a sense of pride, ambition and hope for our town. We collectively own it - both as an artwork and an idea.
- These creative ways of working are interactive, collaborative and FUN to participate in. They are positively framed, invite conversation, and capture ideas.

We were then invited by East Sussex Public Health team to represent our Newhaven-based work at a Knowledge Exchange event for community groups, health professionals and researchers in Blackpool in November 2023.

It was an opportunity for us to represent Newhaven alongside other East Sussex community voices, sharing our own experiences of health inequalities based on our coastal location, as well as for ESCC partners to communicate the research aims of their Research Collaborative Hub (RCH) with that of their counterparts in the proposed Fylde Coast Research Consortium.

Visit us at www.hospitable-environment.com to find out more about our work and to subscribe to our newsletter, and follow us on Instagram @hospitable_environment for the latest news.

Come and join us sometime. You're always invited!

Please can you tell us about the activities or events your organisation has organised in the last 12 months.

We use creativity & food to explore how to build resilient, sustainable & connected communities. Last year we ran more than 20 events in Newhaven, many of them free to attend, hosting 1200+ people and offering free food to more than 1100 of them.

These free events included:

December: A free Christmas Day community meal for 65 local people at the Hillcrest Centre.

September: Stomp, Press & Crumble, a free apple pressing event for children and families held at the Hillcrest Centre. Attended by more than 70 people.

July: Lammas, a free to attend community bread making festival held at our wood-fired oven at the Hillcrest Community Centre. Attended by more than 200 local children and adults.

August: Following Ravilious Soup & Social Special. We led a group of more than 100 people on a tour of the Following Ravilious billboards, ending with fish and chips on the quayside. This event attracted visitors from across the region, with several coming from London.

Soup and Social. We held 7 Soup & Socials in 2023 where we host a free shared meal and community conversation, each attended by more than 70 people of all ages and backgrounds. These included co-hosting two events, one with Ukrainian people living locally, and the other with members of the Syrian community.

April: Exhibition Launch Party: Free travel for Newhaven residence to Brighton for the Imagined Places Exhibition.

Feb/March: Dreamer Editor Maker Workshops. Model making and mapping our hopes for Newhaven. 30 intergenerational participants.

Paid for ticketed events included: Attend by 300+ people

The Sussex Women Supper Club. Three evenings centred around a shared meal and a talk about a woman who lived and worked in Sussex. To date we have celebrated Peggy Angus, Lydia Lopokova, Sarah Walton and Tirzah Garwood.

The People's Picturehouse. Screenings of human-interest films including The Nettle Dress and Smoke Sauna Sisterhood which centre around tradition, ritual and real people's lives.

These paid for events help to meet the core costs of the organisation and of the free to attend events.

| | | | |
|--|--------------------------|---|----------------------------|
| Is your organisation a voluntary group? | No | Is your organisation a registered charity? | Community Interest Company |
| What is your Registered Charity Number? | Company number: 14542343 | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |

| | |
|---|--|
| Can anyone join your organisation? | Most of our events are free to attend and open to all ages. We host a wide intergenerational mix of the community. Ticketed events always have concessions available and some volunteer options. |
| If not, why not? | Everyone is welcome. Some events are ticketed to raise funds to subsidise free events and help with core running costs. |
| Where is your organisation based and who owns the building? | We are renting a studio at the Hillcrest Centre and hire additional space for events. It is operated by the Hillcrest Community Partnership. |
| How many Newhaven residents are likely to benefit from this grant? | 500+ |
| What age group(s) are likely to benefit? | The majority of our events are intergenerational and open to all. People of all ages and backgrounds attend our events, from babies to people in their 80s. We are keen to develop our Pineapple People youth strand this year which will focus on children aged 8-16. |
| Do your members pay subscription fees? (weekly/monthly/annually) | Not at this time |
| If so, how much? | n/a |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

The grant will be used to fund Pineapple People, Hospitable Environment's youth strand of workshops and events co-designed with and for the young people of Newhaven. Hospitable Environment are focused on youth wellbeing, creativity, amplifying youth voices, building opportunities, employability and life skills.

Hospitable Environment has created family friendly free community events with and for the children of Newhaven and East Sussex. We have asked them to help us co-create what they want Pineapple People to be.

"There needs to be more things like this where we can make art and come together to celebrate where we live. It makes me feel proud about Newhaven."

A quote from a 10 year-old participant at a Bread Oven workshop.

This grant will support core costs to deliver an annual programme of Pineapple People - Art & Wellbeing workshops and a celebratory event for the young people of Newhaven and their families and other community members.

Workshops to include -

Youth creative workshops

Youth cooking workshops

Youth bread making workshops

Events-

Co-created Soup and Socials with Pineapple People.

(Two after school cooking clubs leading into a family soup & social where parents and community members can share the food made).

The grant will be spent on materials and equipment, cookery ingredients, facilitator fees and room hire for workshops and events. It will also support developing a youth section of our website, marketing and communications for developing the youth strand.

See workshop time table in Value for Money section.

What sections of the community in Newhaven will benefit from the grant? (3 points)

This grant will directly benefit children aged 8-16 and their families in Newhaven. Over a period of 12 months we will run 10 youth workshops, and two free celebratory events, co-created by the young people, where we invite the wider community. The workshops will have 12 places each and the celebratory events will be open to 200+ people. Once established, we intend to run a Pineapple People programme on an ongoing basis.

We take a holistic & place-based approach to our work, fostering creativity in people of all ages & abilities, celebrating Sussex and its cultural heritage, and encouraging participation - especially among people who might not otherwise have access to creative opportunities.

We offer an open (and mostly free) invitation for people to come together to share food, make art, visit exhibitions and to be curious about the cultural landscape around us.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

Securing this funding would enable Pineapple People to run free for children and parents. It will help us to continue our work building relationships across our community, and offer skills, training and confidence building to the young people. It would also support the growth of Hospitable Environment to operate a realistic and sustainable budget, for this project, the community and ourselves.

'Thank you for what you have done for us all with the continuing development and success of Hospitable Environment. It has now developed into such an important part of the community, something we all never really knew how much we needed.'

Quote from a Newhaven resident.

The directors of Hospitable Environment are Newhaven Residents and are passionate about investing in our community. All sections of the local community are invited and welcome to attend Hospitable Environment events. Our community events are regularly attended by people of all ages and backgrounds and from all areas of the town. As a place-based, socially engaged arts organisation, we actively seek to work in partnership and to build community connections. To date, we have worked with Seahaven Academy, Hillcrest Centre, Sussex Community Development Association, Havens Food Coop, Inroads Productions, Haven Young Creatives, Creative Newhaven, Newhaven Festival, Hillcrest Ukrainian Hub and the local Syrian community.

How will your use of this grant deliver 'Value for Money'? (5 points)

The events and workshops will be free to attend, supporting families that are on a low income to give opportunities to children by removing barriers to access.

Pineapple People Art & Wellbeing workshops will be a chance for children to build confidence, learn new creative skills, explore creative self-expression, find out about food and healthy eating, and to develop a sense of belonging and trust within the community.

Attending the workshops and co-creating the celebratory events will support the development of the children of Newhaven to feel pride and belonging about the place that they live, and to build passions that will potentially develop into life skills and job opportunities in the future.

The workshops and events will be held in accessible facilities at a central location in Newhaven. The events will be an opportunity for the parents, carers and wider community to come together to celebrate the young people's work.

Evaluation of our work is very important and we are currently working with Sussex University to develop a way to evaluate community work. Currently we gather quantitative data and community feedback, both from participants in the workshop and from visitors to our 'Soup and Social' and Pineapple People workshops and community events. We will continue to do this throughout 2024.

We use action research and feedback to develop and make creative adjustments. We want to formatively learn from and improve activities and evaluate and report outcomes. At times our work is used as a case study to research into how arts impacts health and wellbeing. Part of the funding with Sussex Uni is a continuation of our Creative Placemaking residency, and an element of this is to create an active evaluation method with the university which will be used within our own work and as an example to academic researchers.

Timeline of Pineapple People- Art & Wellbeing workshops

Workshops from ages 8-16.

3 hours on Saturday mornings.

10am - 1pm

All events commence with shared cooking / baking.

10-11am - Cooking or baking workshops

11-12.30pm - Creative activities

12.30-1.00 - Sharing the food made

Workshop 1 creative focus: Introduction to Amplifying Youth Voice

- Objective: Introduce the concept of amplifying youth voices through art.
- Activity: Icebreaker games, group discussion on the importance of youth voice.
- Art Medium: Collage making with magazine clippings and personal photos. Large format badge making
- Outcome: Each participant creates a collage representing their identity and voice and a badge to match.

Workshop 2 creative focus: Expressive Signs and Text

- Objective: Explore self-expression through words.
- Activity: Writing personal poems (Haiku etc)
- Art Medium: Pen and paper, or digital platforms for writing. Collage making with magazine clippings and personal photos.
- Outcome: Participants share their poems and discuss the power of words in expressing their thoughts and feelings. Design a text piece using stencils

Workshop 3 creative focus: Six-part Story board

- Objective: Learn to tell stories through visual art.
- Activity: Creating comic strips or graphic novels using collage and text
- Art Medium: Drawing materials, paper, and markers, stencils and collage
- Outcome: Participants develop narratives reflecting their experiences and perspectives.

Workshop 4 creative focus: Art for Social Change

- Objective: Use art as a tool for advocacy and social change, looking at banners and flags.
- Activity: Creating stencils and flag designs.
- Art Medium: Spray paint, stencils, and cardboard.
- Outcome: Participants create art pieces addressing issues important to them.

Workshop 5 plus Event creative focus: Photography as Narrative - walkabout & sharing event

- Objective: Explore photography as a storytelling medium.
- Activity: Photo scavenger hunt or photojournalism.
- Art Medium: Cameras or smartphones.
- Outcome: Participants compile their photos into a visual narrative reflecting their lives and communities.
- Event after the workshop for family and friends for show and tell images , food provided by Hospitable Environment made by Pineapple People

Workshop 6 creative focus: Zine Making

- Objective: Empower youth to create their own publications.
- Activity: Designing and producing personal zines.
- Art Medium: Paper, scissors, glue, and markers.
- Outcome: Participants distribute their zines to share their stories and viewpoints.

Workshop 7 creative focus: Mixed Media Art

- Objective: Experiment with various art mediums in one project.
- Activity: Mixed media artwork incorporating painting, collage, and sculpture.
- Art Medium: Assorted art supplies (paints, found objects, etc.).
- Outcome: Participants create multimedia artworks expressing their multifaceted identities.

Workshop 8 creative focus: Environmental Art - Walkabout

- Objective: Explore environmental issues through art.
- Activity: Creating eco-friendly sculptures or installations.
- Art Medium: Recycled materials, natural elements (sticks, leaves, etc.).

- Outcome: Participants create artworks highlighting environmental concerns and solutions.

Workshop 9 creative focus: Planning an event and exhibition curation

- Objective: Learning how to design and plan an event and curate an exhibition.
- Activity: Gathering ideas from the young people about what they would like included in the sharing event, making posters and invites
- Art Medium: Posters, invitations, menu and event planning
- Outcome: Participants co-create a plan for the sharing event.

Workshop 10 -plus Event: Community Meal and celebration event

- Objective: Collaboratively making an event to celebrate youth community voices.
- Activity: Eating together, seeing all the work as celebration- Bread oven
- Art Medium: Pens, card capturing feedback.
- Outcome: Celebration for the community, celebrating their collective youth voice and creativity.

Throughout the program, emphasis will be placed on fostering a supportive and inclusive environment where youth feel empowered to express themselves authentically. Facilitators are trained in using strength based approaches, encouraging reflection and dialogue on the themes and messages conveyed through the artworks created.

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

Hospitable Environment and Newhaven Town Council share similar motivations to ensure the best for our town, the environment, and the community. By funding Pineapple People, NTC will enable youth access to creative and cookery opportunities, ensuring skill development and enhanced personal wellbeing, which can positively impact economic wellbeing in the future and allow for community cohesion.

The Pineapple People programme builds on young people's power to make change by inviting them to be involved in decisions affecting them, and activities that are co-created by and for them. We hope to inspire new interests and understanding, build skills and aspirations, and promote a sense of belonging to the community and pride in our town.

Our programme will invite young people, who are underrepresented in arts and culture, both nationally and in Newhaven, by giving free opportunities to families that could not normally afford it. We promote equality of opportunity and actively oppose discrimination. Hospitable Environment have stringent Safeguarding and Equality & Diversity Policies and operate within our guidelines. Our constitution and policies are available on our website (hospitable-environment.com).

Our work is place-based and environmentally conscious and we use materials that are reused, recycled and repurposed as far as possible. Our sustainability principles go beyond the environmental, and we aim for our events to build community resilience, and to offer skills and learning opportunities which we hope, in the long run, will positively impact economic wellbeing. Enabling access to quality workshops, promoting

lifelong learning and fostering skills and development to empower individuals and communities for a brighter future.

Youth-led culture and creativity enhances young people's lives, and enables them to have civic pride, and influence positive change in their communities and wider society. We nurture creativity and are aware that arts can have a significant impact on reducing isolation, enrich societies, promote diversity, and wellbeing whilst strengthening the fabric of communities whilst celebrating and fostering cultural exchange.

We offer food as an integral part of our events and workshops, helping to tackle food insecurity and social isolation in a non stigmatising way. By meeting one of Maslow's physiological needs for food, we hope to enable people to harness a sense of belonging and to pursue personal exploration. We are committed to positive change in social and environmental wellbeing. We partner with local food charities to divert surplus food from going to landfill.

We use Participatory Action Research and case study. We create programs that enhance the overall health and wellbeing of diverse populations, ensuring community cohesion and a robust and resilient society. Our relational approach is people-based and place-based. We offer an open invitation to participate in co-creating. We provide a listening forum, empowering people to articulate their views, experiences and needs. We are committed to Social Innovation and Inclusion: exploring social justice issues, striving to build a society where every individual has the opportunity to thrive and contribute to the collective progress.

How will this grant assist in promoting Newhaven Town? (3 points)

Hospitable Environment has a growing following within wider East Sussex and a national context. We have a mailing list with over 300 people which we send bimonthly updates on our work and promote Newhaven initiatives and activities. We have 1200+ instagram followers which is also linked to our Facebook account. We promote our events on local sites such as Visit Lewes, Newhaven FB pages, East Sussex events pages, Newhaven Matters, Seahaven FM whats on.

We have a relationship with Seahaven Fm and have had reporters join us for our events, interviewing participants. Ellie and Lizzie have been live on the radio to promote Newhaven and Hospitable Environment within the Community People show. Our Walkabout Soup and Social for the Ravilious trail was reported by BBC Sussex breakfast show and attracted visitors from the wider area and as far as London. We have recently been approached by a reporter from the Sussex Express who is interested in writing a feature on us, and ROSA magazine has mentioned our Sussex Women Supper Club events, further widening our following. Towner Eastbourne promotes our shared events on their social media channels.

Our work is place-based and we work to help to promote a positive narrative for the town that we love to live in. We are aware of an internalised negative narrative which has been put on Newhaven by external factors and we work to challenge this by highlighting the alternative positive local narrative by using culture and the arts to showcase and explore this. People from all over the district attend our ticketed

events, and enjoy visiting the town. They travel to the town by all means of transport and spend money in the local economy.

"Hospitable Environment has to be one of the most exciting arts, place and community arts organisations in the UK right now. Their work is a subtle and radical transformative experience and they have been at the heart of creating and sustaining a creative community ecosystem which is inspirational and a lesson for other places to learn from."

Dr Cara Courage, Co-Lab Creative Placemaking Residency / University of Sussex

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

Newhaven Town Council have supported Hospitable Environment with £200 to support Lammas family friendly breadmaking festival.

Newhaven Festival has also sponsored a Sussex Women Supper Club £100 to support the first Sussex Women Supper Club - Peggy Angus.

This is the first time we are applying for a larger grant from Newhaven Town Council and we would be proud to have Newhaven Town Council as a partner for Pineapple People.

Section 3. Financial Information & Fundraising Activities

Funds sought £7400

Budget

For each workshop session:

- Facilitator's time: 4 hours (1 hour prep and tidy 3 hr workshop delivery)
- Room hire: 4 hours (Cafe and Art room hire Hillcrest)

Calculations:

Workshop Facilitators' Fees: £37.50/hour per facilitator

Room Hire: £30+ vat per hour

Core Running Costs Contribution - £50 per session

(including Public Liability Insurance, administration, and promotion, marketing, printing, website development)

Miscellaneous Expenses (such as materials, refreshments, etc.)

One workshop session:

| | |
|--|--|
| | <ul style="list-style-type: none"> ● Workshop Facilitators' Fees: £37.50/hour × 4 hours × 2 facilitators = £300 per workshop ● Room Hire: £30+vat per hour x 4 hours = £144 ● £50 Art material ● £50 Food ingredients ● £50 core costs (PLI, printing, promo, web) <p>Total Cost per workshop: £594</p> <p>For planning and evaluation:</p> <ul style="list-style-type: none"> ● Planning and evaluation for whole project : £37.50/hour × 8 hours X 2 people = £600 <p>Total £5940 + £600 =£6540</p> <p>Event Equipment, food and promotion for 2 sharing events - £860</p> <p>Total £7400</p> <p>10 workshops for 12 kids at each workshop.</p> <p>2 events Photography Show and Tell - meal for family and friends - 40 people Celebratory event 200+ people at the events free food and exhibiting works made.</p> |
| <p>If the grant forms part of a larger project, what is its total estimated cost?</p> | <p>Pineapple People will run alongside other strands including Soup & Social (£3300) paid for as a commission from NEZ BN9 Programme), 4 x Look Again Youth Workshops (£3000 paid for by Chalk Cliff Trust), Sussex Women Supper Club, The Peoples Picture House (both funded by ticket sales).</p> |
| <p>If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?</p> | <p>Projects are funded by individual grants from eg: SCDA, Towner Eastbourne (BN9 Programme and Arts Growth Fund) Lewes District Food Partnership</p> <p>We would either need to charge for some events or workshops. We would consider crowdfunding.</p> |
| <p>What are your main sources of income?</p> | <p>Grant income. Ticket sales. Commissions. Facilitating workshops. Delivering Training in Asset Based Community Development. Speaking at academic events and Knowledge exchanges.</p> |

| | |
|--|---|
| <p>What other bodies have you applied to for grants?</p> | <p>For this project/activity?</p> <p>Sussex Community Foundation to continue running free youth workshops and events after the 10 applied for here.</p> <p>For general support with other projects/activities?</p> <p>Lewes District Food Partnership - Soup and Social X3 events SCDA - Growth grant to source equipment and upgrade studio University of Sussex - Creative Placemaking artist residency and continuations funding Enjoolata Foundation - Currently applying for adult workshops BN9 Programme (Towner Eastbourne) - Commissioned Events and Grow grant secure for organisational development.</p> |
| <p>How much money have these bodies awarded you?</p> | <p>2023 -</p> <p>Lewes District Food Partnership - Soup and Social X3 events - £2400 SCDA - Lammas event - £3000 SCDA - Growth grant to source equipment and upgrade studio - £15,000 University of Sussex - Creative Placemaking artist residency - £10,000 BN9 Programme (Towner Eastbourne) - Grow grant secure for organisational development - £4995 BN9 Programme (Towner Eastbourne) Commissioned Event x 4- £4150</p> <p>2024</p> <p>Colab continuation funding - £6000</p> <p>Awaiting grant outcomes for 2024 Enjoolata Foundation - Currently awaiting feedback for adult free pr low cost creative workshops</p> |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</p> | <p>In 2023, Hospitable Environment received grants totalling £31,612. This was our first year of being a CIC and having a bank account. These funds paid for all core costs, ingredients and hospitality, studio rent, room hire, workshop equipment, marketing and publicity, facilitator fees and admin fees.</p> <p>(£15000 of this is allocated to refurbishing and equipping our studio to deliver community creative workshops.)</p> <p>These met the core costs of the organisation, and the costs of our free community activities and events.</p> <p>In Jan 2024 helped Lewes District Food Partnership to secure Sustainable Food Places Bronze award which recognises a joined up, holistic approach to building fairer, more inclusive and more sustainable food systems.</p> |

| | |
|---|---|
| | Hospitable Environment works in partnership with other organisations. |
| How much money have you raised from these fundraising activities in the same period? | In 2023, Hospitable Environment received grants totalling £31,612 We raised an additional 5891.64 through ticket sales to our paid for events. |

| Section 4. Application Checklist | |
|--|---|
| Supporting Documents Required Please make sure these are sent with your completed application form | Attached <i>Please tick to show that the document is attached</i> |
| A current written set of rules, constitution or other governing document duly authorised and adopted. | Yes attached |
| A current business or service plan ideally with a yearly timeline of objectives. | Yes attached |
| Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals. | Yes on form |
| The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation. | Yes attached |
| An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation. | Yes attached |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified. | NA |
| A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover. | Yes attached |
| Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved. | Included on the form |

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.

Section 5. Banking Details

| | |
|---|--|
| Account Name | Hospitable Environment CIC |
| Name of Bank/Building Society | ██████████ |
| Sort Code | ██████ |
| Account No | ██████████ |
| Bank mandate rules (How many signatories) | 2 |
| <p>If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why?</p> <p>The council needs to fully understand your financial position.</p> | <p>We have allocated funds set aside for our current studio refurbishment. These funds were raised from SCDA in Q4 2023 for the purpose of developing the workshop to deliver workshops to local people.</p> |

Section 6. Declarations

To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council?

No

Please state who that is and their relationship to you

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.

This information may be used for publicity purposes if the grant is awarded.

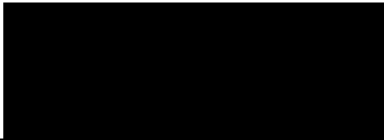









**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council Discretionary Grant Application Policy and Guidelines.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Newhaven Town Council.

We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.

If our organisation or group is dissolved and/or merged with another, and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Newhaven Town Council.

| | |
|---|--|
| Signature One |  |
| Name |  |
| Position in organisation | Director |
| Contact address |  |
| Contact email |  |
| Contact phone number |  |
| Date | 18/02/24 |
| Signature Two | |
| Name |  |
| Position in organisation | Director |
| Contact address |  |
| Contact email |  |
|  |  |
| Date | 18/02/2024 |



NEWHAVEN TOWN COUNCIL

Application for a COMMUNITY PARTNERSHIP Grant (£3,001 to £10,000)

This form is to be used for Community Partnership Grant applications. Please read the council's policy on Discretionary Grants ***before*** completing this form and provide as much information as possible.

Feel free to use additional separate sheets to assist in this.

If you need help or advice in completing this form please call our offices on 01273 516100.

CLOSING DATE SUNDAY 18th FEBRUARY 2024 AT MIDNIGHT

Applications received after this date will not be included.

Completed application forms and supporting documents can either be emailed to admin@newhaventowncouncil.gov.uk or post to: Town Council Offices, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

| Section 1. Your Organisation | | | |
|---|-----------------------|----------------|-------------------------------|
| Name of your organisation | Haven Young Creatives | | |
| Address | [REDACTED] | | |
| Telephone no: | [REDACTED] | Email address: | havenyoungcreatives@gmail.com |
| Please can you give us a description of your organisation. | | | |
| <p>HYC is a community arts organisation based in Newhaven working with children, young people and adults. We run regular drama sessions, design work experience programmes and produce arts events. We work directly in the community for the community and believe everyone should have access to the arts. The company is run by Siou Hannam and Bex Milner who have a wealth of experience in participatory arts and want to bring that to the people of Newhaven.</p> <p>Siou Hannam is best known in the field of Outdoor Arts, having performed with different companies for many years. Performing in Sydney Festival, Singapore, Bangalore & throughout Europe</p> | | | |
| Please can you tell us about the activities or events your organisation has organised in the last 12 months. | | | |
| <p>-FREE Weekly drama sessions for 8-12 and 13-18's at the Hillcrest Centre -FREE termly Drama workshops at SCDA Youth Centre & Seahaven Academy to recruit young people -FREE Parents/Carers Drama workshops with their children - Hillcrest Centre -Work Experience programmes for local schools, funded by Talent Accelerator. Yr 10 students worked with professionals from the Creative industry to make a film at the Marine Workshops last Summer -Boom Teen. ACE funded Research & Development. Gen Z collaborated with Boomers to share experiences about what it's like to be a teenager in Newhaven. -Grandma's Grimm; five young people were supported to take part in this Panto put on by Ignite Theatre at Meeching Hall</p> | | | |

-Took on 2 trainees for a year; they primarily assists Drama sessions
 -Harbour Lights 2023. This was the first Parade we organised and it was kept contained because of funding constraints. It was oversubscribed so this year we plan to double the workshops and size of the event (including the route) as well as scaling up the makes for the procession.

| | | | |
|---|---|--|---------|
| Is your organisation a voluntary group? | See below | Is your organisation a registered charity? | No x |
| What is your Registered Charity Number? | We are a not for profit limited company currently applying to become a CIO | | |
| Are you a national charitable organisation with a local branch that benefits residents? | No | | |
| Can anyone join your organisation? | We work primarily with children 8-18 yrs but also organise outdoor events accessible to all | | |
| If not, why not? | | | |
| Where is your organisation based and who owns the building? | We hire spaces in Newhaven e.g. Hillcrest Centre, SCDA, Marine Workshops, Meeching Hall | | |
| How many Newhaven residents are likely to benefit from this grant? | 150 (min) participants plus 10 local freelancers as well as the people who will come to watch | | |
| What age group(s) are likely to benefit? | Event is suitable for all ages and abilities | | |
| Do your members pay subscription fees? (weekly/monthly/annually) | No | | |
| If so, how much? | | | |

Section 2. Justification for Grant Funding

Please note that this section forms part of our assessment.

How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)

To create a beautiful procession featuring a large movable cormorant animated by 3 people. This centerpiece of the parade will be chasing fish lanterns while other sized lanterns will feature bird images, themed from lyrics of the song written by Nick & Kate (with contributions from local residents.) Everyone will sing, together with tracked / live music as they walk from Denton Island to West Quay, pausing at Memorial Green for the switch-on of the Christmas Lights. There will be a brief closing ceremony at West Quay with a spoken blessing to celebrate our relationship with the river and the sea .

This is a celebratory event themed for the time of year and anchored to its location in Newhaven by and for local people. Nick Pynn and Kate Daisy Grant have written a song about the river with ideas from the local community that have meaning for them.

Chorus: In the sky we hang our lights, Flaming birds that mesmerise, They glisten wildfire in our eyes, Welcome Winter in tonight.

The four verses go on to reference the river, the harbour, the lighthouse, the fishing boats, Newhaven as a gateway and all the many birds we are lucky to see here.

There will be room for everyone to participate in this community procession intended to become a regular annual event for all who want to join in or come to watch. It is intended that people will experience togetherness at a time of year when the nights are drawing in. The procession is a joyful occasion enabling people to be creative & confident. It is open to all.

There will be three lantern making workshops using the theme of The Spirit of the Cormorant.. Particular attention will be given to recruiting people who would not normally put themselves forward. Those who made lanterns last year will be invited to participate again re-using their creations, updating the decoration if they wish. HYC have saved the modified bamboo poles, spare lanterns and led lights from last year to be sustainable.

There will be soup for the participants before the procession. Again, this provides an opportunity for meeting new people to eat & break bread together.

This year there will also be a singing workshop on the day of the procession. Everyone involved in the event will receive an MP3 of the song and harmonies in advance. Laminated song sheets will be available on the day. The workshop is to give people a chance for a run through with the musicians and will be open to people with their lanterns. Those who do not have a lantern will also be welcome.

What sections of the community in Newhaven will benefit from the grant? (3 points)

This is an event that can accommodate people in many different ways, be it in a wheelchair or a pushchair or walking carrying a lantern. We will be encouraging families with children as well as young people to participate and also single people who might feel isolated in the community. We are building a new tradition and this would be fitting. We plan to reach out in a variety of ways.

We have drawn up a list of local groups who will likely relate to the procession theme of birds and the sea and we will be sending invitations to their members: Fishing Society, Seahaven Bird Rescue, Newhaven Gardening Society, The Rowing Clubs, Castle Hill Group, Newhaven/Seaford Sailing Club, U3A Walking Club, Sea Cadets, Scouts, Guides and Beavers.

As is the nature of a procession there will also be a benefit for the people who come to watch the procession, or who happen to see it passing as they go about their business. Over time these people could well become participants in future years.

Finally, we have changed the procession route to flow through the Town centre to bring it alive through our light, song and the Spirit of the Cormorant.

How will your organisation, its members and/or your users benefit from this grant? (3 points)

The two workshops we put on last year were oversubscribed and sold out in 3 hours. This clearly demonstrates people want an event like this. Building on the learning from the 2023 procession this year we want to increase the size and focus on our song. Therefore there will be a singing workshop on the day to ensure people are familiar and confident with the song. This year the musicians will collaborate with a new participant; Jamie Morgan, The Sussex Drum, to provide a heartbeat for the Parade.

We will be recruiting more participants to make lanterns in three workshops; the aim being 120 lantern carriers who will sing with the people from the workshop. Last year we had people who attended the workshops as family and this year we will encourage more families and also single people who may find it hard to engage. We will aim our marketing towards this group via word of mouth and targeted invitations.

How will your use of this grant deliver 'Value for Money'? (5 points)

Parades are costly and we have pared down our costs to the minimum. Using the experience of last year we know who we can work with reliably and have already got in principle agreement from the artists and musicians.

Saving lanterns, bamboo carrying sticks and LED lights from last year will save on costs of materials.

We will be working with an experienced event planner (he organises Burning of the Clocks in Brighton) to ensure that everything is as tight and safe as we can make it.

Siou Hannam has much experience in processional events

How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)

This Parade will give Newhaven an **annual event** (this is our aim) that will overtime attract more people. We will make the most of what Newhaven has to offer by making a route that starts on Denton Island and flow up the High St and around the town centre then to Memorial Green to be part of the switching on of the Christmas Lights. We will proceed along West Quay for a newly developed ending ceremony to take place at the Ho Chi Minh memorial.

We are offering paid work to local artists and musicians.

This will be an inclusive community event - free and open to all.

How will this grant assist in promoting Newhaven Town? (3 points)

Last year we commissioned a song to celebrate Newhaven and this year we will make the most of this in our theme and by teaching everyone the song before setting out on the procession. The song was written by two musicians from Newhaven who worked with local groups to draw out themes and images. We hope that this song will become a staple at other Newhaven community events and something local people can join in with and relate to.

By routing the procession through Newhaven town centre we aim to 'light up' the High Street and draw attention to what it has to offer.

Steph Georgialakis (events organiser NTC) has asked us to combine the parade with the Christmas Lights switch on. To this end we have routed the parade to take in Memorial Green where the Parade participants with their lights can add to this annual event.

This grant application must be for an activity/project not previous funded by Newhaven Town Council. Please list any projects and activities undertaken by your organisation that were funded by Newhaven Town Council in the previous 3 years. (3 points)

The first Harbour Lights procession was funded by BN9.

NTC funded HYC for organisational development in April 2022 - £9,860.

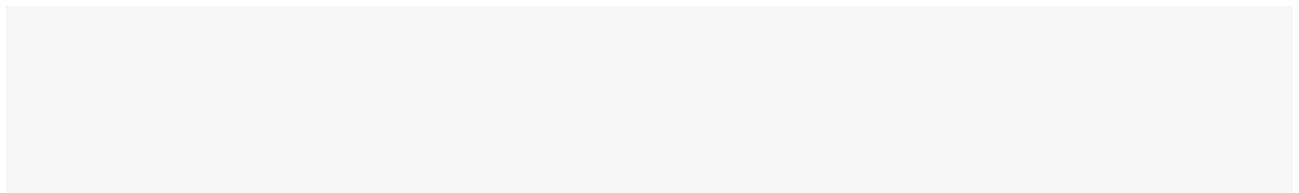
Section 3. Financial Information & Fundraising Activities

| | |
|--|---|
| Specific amount of Grant Aid sought with this application? | £6,500 |
| If the grant forms part of a larger project, what is its total estimated cost? | £10,000 |
| If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall? | We have entered a bid with BN9 but if this is not successful we have earmarked other funds we can bid for to make up the shortfall |
| What are your main sources of income? | Funding bids |
| What other bodies have you applied to for grants? | <p>For this project/activity?</p> <p>BN9 - Creative Newhaven / Newhaven Enterprise Zone</p> <p>For general support with other projects/activities?</p> <p>ACE -Arts Council England</p> |
| How much money have these bodies awarded you? | <p>Awaiting BN9 Bid outcome</p> <p>ACE- £30,000</p> |

| | |
|---|--|
| | |
| <p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</p> | <p>We provide free drama sessions for local young people and the events we put on are free and accessible to all.</p> <p>This Summer we are putting on 4 shows that will be ticketed at a reasonable price to help towards the overall costs of putting on the production.</p> |
| <p>How much money have you raised from these fundraising activities in the same period?</p> | <p>Not applicable - see above</p> |

| Section 4. Application Checklist | |
|--|--|
| Supporting Documents Required | Attached |
| Please make sure these are sent with your completed application form | <i>Please tick to show that the document is attached</i> |
| A current written set of rules, constitution or other governing document duly authorised and adopted. | / |
| A current business or service plan ideally with a yearly timeline of objectives. | / |
| Details of a Bank Account held in the name of the applicant organisation requiring at least two signatures for cheque transactions and/or cash withdrawals. | See below |
| The accounts of the organisation for a period of one financial year prior to the date of the application, indicating expenditure, income, assets and liabilities together with any funding obtained from partner organisations where appropriate. In the case of newly established organisations, an income and expenditure plan for their first year of operation. | / |
| An Equalities and/or Equal Opportunities Policy and a (where relevant) Safeguarding Policy, either as separate documents or encompassed by their constitution or other governing documentation. | / |
| In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified. | N/A |
| A copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover. | / |
| Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved. | / |

In addition to the following documentation requirements, applicants for Community Partnership Grants of £7500 and over will be required to attend a Full Council meeting and present their application showing how it will support its stated objectives and short to medium term strategy.



Section 5. Banking Details

| | |
|--|--|
| Account Name | Haven Young Creatives Ltd |
| Name of Bank/Building Society | ██████ |
| Sort Code | ██████ |
| Account No | ██████ |
| Bank mandate rules (How many signatories) | ██████████ |
| If your bank statements or accounts show substantial funds, e.g. in excess of the grant applied for, please explain why? The council needs to fully understand your financial position. | We have money from the Arts Council to create a show with our older group. June 2024 We have money from the Community Lottery Fund to deliver free weekly drama sessions for 8-12 years and 13-18 years for 2 years |

Section 6. Declarations

| | |
|---|----|
| To the best of your knowledge, is any member of your organisation a close friend or relative of an Officer or Councillor of Newhaven Town Council? | No |
|---|----|

| | |
|---|--|
| Please state who that is and their relationship to you | |
|---|--|

Data Protection Statement

The information we ask for on this form is in order to fully assess your grant application.



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Promotion Partnership & Finance Committee **Agenda Item 7.**
Date: 27th February 2024
Report Contact: Town Clerk
Subject: **Event Funding Application**

1. The purpose of this report is to request that councillors consider an Event Funding Application and instruct the RFO accordingly.
2. The application can be seen at **Appendix A.**

The Application

3. **Denton Community Challenge**
Members will be aware that this is a regular annual event in aid of the James Daniels Memorial Fund and is normally very well organised and attended by the local communities.

The application for this event seeks **£500** towards its overall cost of £3600 which in turn is funded by a range of other grant sources.

Finance

4. At this point in the current FY (2023/24), there exists a balance of £21,050 in the *360.4218 Partnership Cont/Event Support* budget line.
5. Members should be aware that where they consider an application to be successful, they are not obliged to award the full funding sought.
6. **Recommendation:**
That the committee decides if they wish to make this Event award, and instructs the RFO to make that payment.



Newhaven Town Council

Application for funding for an event

Some of the following questions may not be relevant to your organisation. Don't be put off by the form – if you need help or advice, please ring our office on 01273 516100. Please feel free to continue any section or give further information on a separate sheet.

| | |
|--|---|
| Name of Event: | Denton Community Challenge |
| Date(s) of Event: | 8 th June 2024 |
| Amount of funding sought: | £500 |
| Description of Event: | |
| <p>Denton Community Challenge is a community event with a unique sporting theme. The event is a community fete, with various activities for children to get involved in, set up by local sporting groups and organisations. The event is organised by committee made up of local volunteers from the James Daniels Memorial Fund, Denton Community Primary School, Denton Church, Denton Scouts and local residents.</p> | |
| What are you hoping to achieve from this event? | |
| <p>We hope that this event will be enjoyable for the local community, with its various activities and sporting theme. We hope that we will encourage children and individuals to get in sporting and utilise local sporting groups and clubs that have visibility at the event.</p> <p>We also hope that as in previous years, it has a positive impact on stall holders consisting of local charities and businesses, who can showcase their projects/services and fundraise at this community event.</p> | |
| Who will benefit from this event? | |
| <p>Newhaven Community.</p> <p>Individuals, children and families</p> <p>Local charities, groups, clubs and businesses.</p> | |
| Financial information: | |
| What is the total cost of the event? | £3600 |
| Please provide a breakdown of how this has been calculated: | <p>Marques, venue/equipment hire-£500</p> <p>Climbing walls- £900</p> <p>Trampolines- £700</p> <p>Insurance- £250</p> <p>Printing and advertisement- £500</p> <p>Community BBQ costs- £250</p> <p>Other/ Misc (DJ, equipment etc)- £500</p> |

| How much money do you already have in place for this event? | Funding body | Amount |
|---|--------------|--------|
| | | LDC |
| | Co-op | £1000 |

Please turn over

If this is an annual event or it has been held previously, please complete the following section:

| | | |
|---|----------------------------------|---------------|
| Date(s) of Event: | 10th June 2023 | |
| Brief description if different to details given overleaf: | | |
| N/A | | |
| Financial information: | | |
| Total cost of the event | £3600 | |
| Breakdown of expenditure: | As above. | |
| Funding sources: | Funding body | Amount |
| | Lewes District Council | £750 |
| | South Highton Parish Council | £50 |
| | Newhaven Port and Properties | £200 |
| | Mr Cycles | £70 |
| | Newhaven Town Council | £500 |
| | Groundwork Tesco | £1000 |
| | Newhaven Plumbing | £25 |
| | Sussex Community Foundation | £1000 |
| | Newhaven Enterprise Zone Fund | |
| Does your organisation have its own bank account? (we cannot pay grants to an individual) | Yes | |

Declaration

I certify that the details given in this application are correct and I hereby apply for the funding.

Signed:  Name: 
(please print)

On behalf  of Denton Community Challenge, James Daniels Memorial Fund
(organisation)

Address: 

Telephone: [REDACTED] email: dentonchallenge@gmail.com

Position in organisation: Committee Member/ Volunteer

Date: 24/01/2024

Alternative contact for organisation:

Name: [REDACTED]
(please print)

Telephone: [REDACTED]

If successful Cheque payable to: James Daniels Memorial Fund

Please return your form, together with any additional information you would like to submit to: Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Promotion Partnership & Finance Committee **Agenda Item 8.**

Date: 27th February 2024

Report Contact: Town Clerk

Subject: **Civic Protocol and Other Policies**

1. The purpose of this report is to request that councillors consider the following draft Protocol and Policies and recommend them for adoption by Full Council.
 - a) Civic Protocol
 - b) Hospitality Policy, and
 - c) Reserves Policy

Background

2. Of the aforementioned policies none currently exist within Newhaven Town Council and the Town Clerk considers that like many other Town and Parish Councils across the UK there is a 'best practice' need for each so as to engender transparency, accountability and probity of process for the council, councillors and council staff alike.
3. The Town Clerk has therefore researched the current existence of each across a range of similar sized Town and Parish Councils in the UK which include its neighbouring town councils within the Lewes District where available. The Town Clerk has also made research through NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks) as well as existing legislation.
4. From this research, the Town Clerk has developed the following draft documents, and these have been circulated to the existing NTC Committee Chairs where they have been amended where required (track changes in red). As these policies are not proscribed by legislation, they can be formulated and adopted at the 'local level' by the council itself.
 - a) Civic Protocol **(Appendix A)**
 - b) Hospitality Policy, and **(Appendix B)**
 - c) Reserves Policy **(Appendix C)**

5. Civic Protocol.

Fundamentally this document provides a framework Advice from our Internal Auditors indicates that, if NTC were currently providing councillors a general monthly allowance

(which we are not) then this would need to be done via NTC payroll and so would any additional 'mayoral allowance.' However, as the only 'allowance' we are paying is that of the Mayoral Allowance, then this is not required to be processed through our payroll and be subject to tax.

6. However, as the Mayoral Allowance is effectively to pay the Mayoral expenses the current expenditure line within our Budget will be renamed 'Mayoral Expenses' to provide clarity with the production of all expenditure receipts by the incumbent being provided for transparency and probity as part of this policy as is currently the 'custom & practice'.

7. Hospitality Policy

The provision of such a policy is important and is a close parallel to the members Code of Conduct and Staff Handbook requirements. Again, transparency and probity are of paramount importance given the nature of public finances and the councils accountability to its electorate.

8. The draft policy indicates the financial value threshold for gifts/hospitality as that of £25+ Councillors may wish to increase this(?), whilst additional provision is made with a mechanism for gifts//hospitality of a higher value received by the mayor or other councillors for these to be recorded and donated for an annual Raffle to benefit the mayors chosen Charities.

9. Reserves Policy

As there is no legislative requirement to have a 'reserves policy' per se, the law does require a council "...to maintain financial reserves sufficient to meet the needs of the organisation..." Therefore, the Reserves Policy is to determine what these are and how its reserves are administered and with an ongoing annual review.

Finance

10. There are no known or anticipated financial impacts that emanate from these policies at the time of writing this report.

Recommendation.

That the committee considers and notes each of these draft documents and recommends the same (with any preferred changes) to Full Council for formal adoption.

8. Report - Appendix A - Civic Protocol



Newhaven Town Council Civic Protocol

INTRODUCTION.

- 1.1 This protocol is designed to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and to provide guidance for undertaking civic duties.

BACKGROUND.

- 1.2 Since it was established in 1974, the council has been styled as a Town Council which entitles the chairman of the council to the title of 'Town Mayor'.
- 1.3 The Town Mayor has the same rights and responsibilities as a council chairman, and the office and leadership role of the Town Mayor must be respected by all members and officers of the council at all times.

THE COUNCILLOR BECOMING MAYOR.

- 1.4 The Annual Council Meeting takes place in May each year and is a formal meeting of the Town Council which mixes the annual business of the council (appointment of committees etc) and the appointment of the Town and Deputy Town Mayor.

- 1.5 ~~Notwithstanding the statutory provisions relating to the above, the~~ The election of the Town Mayor and Deputy Town Mayor will be in accordance with S15 of the Local Government Act 1972 normally be in accordance with the following.

- ~~i. Subject to their consent, the Deputy Town Mayor will be elected Town Mayor on the condition they continue to meet the qualification criteria for Deputy Town Mayor. (1.5 iii – vi)~~
- ~~ii. In the event of the Deputy Town Mayor not meeting these requirements or not consenting to be elected Town Mayor, then the member who would qualify to be elected Deputy Town Mayor shall be elected Town Mayor.~~
- ~~iii. The Deputy Town Mayor shall be the member with the longest continuous service on the council subject to meeting the following qualification criteria:~~
- ~~iv. They must have served as chairman to at least one committee during their current term of office,~~
- ~~v. They must have a good attendance record at both council and committee meetings,~~

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~~vi. They must not have been subject of an upheld grievance or upheld code of conduct complaint within the preceding two years,~~

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~~vii. The length of continuous service for a councillor who serves as Town Mayor shall be reset when the next Town Mayor is elected.~~

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~~viii. In the event of two or more councillors meeting the qualification criteria the Deputy Town Mayor shall be determined by which councillor's surname comes first alphabetically.~~

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~~ix. In the event of the Deputy Town Mayor not wishing to be elected Town Mayor they are not eligible to continue as Deputy Town Mayor for a continuous term. NB: It is not permissible for the Deputy Town Mayor to serve as Consort/Mayoress during their term of office.~~

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1.6 The Town Mayor may choose a consort, which can be their partner, a fellow councillor, a family member or a friend. The consort must be aged 18 years and upwards, and if female, she may be referred to as the mayoress.

1.7 The first item of business at the Annual Council Meeting is the election of the new Town Mayor and the outgoing Town Mayor will call for a nomination. The Deputy Town Mayor will usually have prepared a proposer and seconder for the meeting, each of whom may give a speech (the seconder giving a significantly shorter speech) outlining why they are proposing them for Town Mayor.

1.8 Once the New Town Mayor has been elected, the outgoing Town Mayor will remove the chain of office and invest the new Town Mayor with the same. The newly elected Town Mayor orally declares their Acceptance of the Office of Town Mayor.

1.9 The New Town Mayor will then give their speech which should ideally,

- Name their consort/mayoress and (if in attendance) present them with their chain,
- Announce their chosen charities, and
- Outline their objectives/theme for the year ahead.

1.10 Following the election of the new Deputy Mayor, and their oral declaration of Acceptance of the Office of Deputy Mayor the new Town Mayor will then invest them with their medal.

1.10 The outgoing Town Mayor ~~should~~ will give a speech ~~that~~ which will include:

- Reflecting on their year in office
- Thanking their consort/mayoress, the Communications & Events Officer, and others who have supported them during the year, and
- Announcing the total raised as part of their charitable fundraising.

1.12 The outgoing Town Mayor will then be presented with a Past Mayors Medal/badge and a vote of thanks will be given and their years' service as Town Mayor.

THE ROLE OF THE TOWN MAYOR.

- 2.1 By virtue of their office, the Town Mayor should seek to use their influence and standing in the role to stimulate community pride, encourage business and promote the voluntary sector.
- 2.2 The Town Mayor will likely also have meetings with other dignitaries, attend engagements and generally be in the public eye for their time in office. The Town Mayor can expect to undertake a number of civic duties:
 - a. Hosting fundraising events to raise funds for their chosen charities/good causes
 - b. Hosting council functions
 - c. Attending functions across Newhaven such as presentations and official openings
 - d. Attending functions outside Newhaven as a representative of the town
- 2.3 The Town Mayor can also expect to undertake a number of duties as chairman of the council:
 - a. Presiding over meetings of the Full Council
 - b. Presiding over any meetings of the Town Meeting
 - c. Maintaining an oversight of council activity, ensuring, together with the Town Clerk, that the council makes legal decisions and operates effectively
 - d. Reinforcing the standards of behaviour expected of members of the council
 - e. Providing administrative line management for the Town Clerk

ADMINISTRATIVE SUPPORT FOR THE TOWN MAYOR.

- 3.1 Day-to-day support for the Town Mayor is provided by the Communications & Events Officer, under the general direction of the Town Clerk. The Communications & Events Officer is an employee of the council who, as well as undertaking other duties for the council, assists the Town Mayor in organising their term of office.
- 3.2 The Communications & Events Officer will usually meet with the Deputy Town Mayor in advance of the annual council meeting to discuss their ideas for their term in office. This will include making provisional plans for any events, discussing the objectives of the charitable fundraising and their general plans for their time as Town Mayor.
- 3.3 All invitations for the Town Mayor should be directed to the Communications & Events Officer who will ensure all necessary information is obtained. The Communications & Events Officer will then liaise with the Town Mayor before accepting/declining an invitation.
- 3.4 The Communications & Events Officer may arrange transport for the Town Mayor to attend events. Whilst the Town Mayor will usually use their own transport to attend functions within Newhaven, alternative forms of transport may be considered for engagements outside Newhaven. The Communications & Events Officer will provide guidance on this.

LEADERSHIP SUPPORT.

- 3.5 The Town Mayor is ~~the~~ effectively ly the leader of the council and wider community. The Town Mayor should be expected to lead in all matters of concern in the life of the town.
- 3.6 The Town Clerk will provide guidance and support in the Town Mayor fulfilling their leadership role.

THE MAYOR'S ALLOWANCE.

- 3.7 Under s15(5) of the Local Government Act 1972, the Town Council provides an allowance to the Town Mayor to meet the expenses of their office. The allowance is intended to deal with the expectations of their office, and may be used in connection with wardrobe, contributions to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. This allowance will be identified as 'Mayors Expenses' within the general budget of the council.
- 3.8 As much of the allowance will be used for hospitality purposes, it is imperative that the mayor keep a written record of expenditure supported by receipts in liaison with the RFO whereby a comprehensive record of expenditure can be presented at the end of the term. It is important that the purpose to which the allowance is put can withstand public scrutiny. Where an expenditure receipt has not been available e.g. ad-hoc purchase of raffle tickets at an event, then a written note from the Town Mayor is to be provided to the satisfaction of the RFO.
- 3.9 This allowance is determined in each annual round of budget setting for the council and will be paid direct to the incumbent in two equal (50%) instalments during that financial year. The second of these two instalments will not be paid until the RFO has received all expenditure receipts equalling the first installment paid.
- ~~3.10-9~~ Any residual allowance or surplus should be returned to the RFO within 28 days of the end of their term as Mayor. Where the outgoing Mayor expresses their wish that any residue/surplus of their Mayoral Allowance should go to one of their chosen charities, then this will require a resolution of the Full Council.
- 3.118 The Town Council will provide separate and specific budgets to purchase tickets for the Town Mayor to attend engagements where this is required, and to host small receptions (such as the Dieppe Raid commemorations or Mayors Christmas Carol Concert), to organise the council's civic events and to reimburse travel costs in connection with the same.

SUPPORT FROM THE DEPUTY TOWN MAYOR.

- ~~3.129~~ The role of Deputy Town Mayor is to support the Town Mayor throughout the year by representing the council when the Town Mayor is unavailable.
- 3.130 If the Town Mayor is absent from a Full Council meeting, the Deputy Town Mayor shall preside.

3.144 The Deputy Town Mayor has no formal standing as Deputy Town Mayor when the Town Mayor is present but assumes the precedence and standing of the Town Mayor when they are deputising for them.

3.152 Invitations should not be sent to nor solicited by the Deputy Town Mayor and they should not normally attend functions in their own right except when deputising for the Town Mayor. Where the Deputy Town Mayor is invited to a function, it should be referred to the Communications & Events Officer as an invitation for the Town Mayor.

3.163 If the Town Mayor is unable to attend an engagement, the Deputy Town Mayor will be asked to deputise. Where the Deputy Town Mayor is unable to attend the immediate past mayor will be asked to represent the Town Mayor and if they are unable to attend the Town Mayor may choose another councillor to serve as their representative

MAYORAL FUNDRAISING.

4.1 The Town Mayor will select one or more local charities or good causes to support during their term; it is usual for one or two to be chosen. The Town Mayor might select local charities/community groups, the local branch of a national charity or to raise funds for a specific project/initiative. The beneficiaries will be announced as part of a speech at the annual council meeting.

4.2 The Communications & Events Officer and Town Mayor will agree a programme of fundraising activity early in the civic year.

4.3 All funds raised and expenses incurred will be administered by the Town Council from a separate account in the name "Mayor of Newhaven Fundraising Account". Funds raised may not be used for any purpose other than a donation to the selected beneficiaries at the end of the civic year. All expenses incurred must be met by income gained from the fundraising activity.

4.4 At the end of the civic year the Communications & Events Officer will organise a cheque presentation and publicity, and the outgoing Town Mayor will announce the amount raised at the annual council meeting.

4.5 The Town Mayor may raise funds in a number of ways; for example,:

- a. Hosting fundraising events such as dinners, quiz nights, golf days, afternoon teas or bake sales
- b. Holding a Mayor's Ball
- c. Undertaking sponsored activities

4.6 The Town Mayor may rely upon donations from local businesses to support the charitable fundraising, providing prizes for raffles, auctions and events. Many businesses readily support the fundraising efforts of the Town Mayor but the personal approach of a visit from the Town Mayor in their regalia can be very effective.

PROTOCOL, PRECEDENCE & GIFTS.

PROTOCOL

- 5.1 The Mayor's Chain is the outward sign of civic office and may only be worn by the Town Mayor.
- 5.2 The Town Mayor should wear the chain at ceremonial occasions, such as the Dieppe Raid Commemorations, Remembrance Sunday, Christmas Carol Concert, when hosting dignitaries and when chairing Town Council meetings. The Town Mayor does not wear the chain at meetings other than Full Council.
- 5.3 The Town Mayor may also wear the chain when attending functions or undertaking duties as Town Mayor
- 5.4 The Town Mayor should not wear the chain when in another area without the express permission from the council for that area.
- 5.5 Civic insignia should never be worn with military uniform; It may be worn by a Town Mayor who is a member of the clergy with full canonicals with the chain over the gown and it may be worn over academic dress.
- 5.6 The Deputy Town Mayor may wear their insignia at Full Council meetings, civic events within Newhaven or when deputising for the Town Mayor.

PRECEDENCE.

- 5.7 The Town Mayor is first citizen of Newhaven and enjoys precedence over everyone except the King (or the Lord Lieutenant).
- 5.8 The Town Mayor should be addressed as "Mr/Madam Mayor". A female mayor is not a mayoress.
- 5.9 Precedence and protocol for visits/events may be set by custom and practice, except on Royal Visits where there is an established order. The Communications & Events Officer / Town Clerk can provide further guidance on precedence.

ACCEPTANCE OF GIFTS.

- 5.10 In the course of their duties the Town Mayor may be offered gifts. All Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. As is the case with councillors in general, the Town Mayor remains subject to the council's code of conduct and the requirements for the registration of gifts and hospitality under the councils Hospitality Policy.
- 5.11 Be aware that the receipt of a gift/hospitality may be regarded as a personal interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared at any committee or council meeting.
- 5.12 The Town Clerk can provide further guidance with respect the acceptance of gifts.



Newhaven Town Council Reserves Policy

Introduction.

- 1.1 The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition, has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.
- 1.2 Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure (NRE). For an authority the size of Newhaven Town Council, six months is considered appropriate.
- 1.4 The council's Internal and External Auditors review the council's reserves and their justification annually. This policy sets out how the council will manage its reserves and is separate to any council Investment Policy which where relevant will set out how the council will hold its reserves.

General Reserves.

- 2.1 The general reserve is not ringfenced (earmarked) for any specific expenditure, and its purpose is to mitigate the impact of any uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.
- 2.2 The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.
- 2.3 The council will hold a general reserve of at least 25% of its net revenue expenditure (NRE). This is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Earmarked Reserves.

- 3.1 The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.

Capital Receipts Reserve.

- 4.1 Capital receipts are subject to statutory restrictions requiring they only be used for capital expenditure.
- 4.2 In accordance with Financial Regulations the council will hold a Capital Receipts Reserve (where relevant and appropriate) to ensure capital receipts are separately accounted for.

CIL Receipts Reserve.

- 5.1 CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.
- 5.2 The council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Review and Variation to Policy.

- 6.1 This policy will be reviewed annually by the Promotion, Partnership & Finance Committee as part of setting the council annual budget.
- 6.2 Where it determines there is justification for doing so, the Promotion, Partnership & Finance Committee (or Full Council) may make decisions which are at variance to this policy.

Adopted by Full Council – xx/xx/xx

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8. Report - Appendix B - Hospitality Policy



Newhaven Town Council Hospitality Policy

Introduction.

This policy provides guidance for all Councillors, co-opted Councillors and officers of the Town Council when considering whether to accept gifts or hospitality from individuals or organisations, and if accepting such how to record this correctly.

It reflects directly on the public perception that Councillors and officers of the Town Council are acting in the public interest rather than for the personal advantage of friends and for what personal benefit they themselves derive from their position.

The Council must ensure that all Councillors and officers are aware that they should not use their position(s) with the Council for their own personal gain or for the personal gain of third parties (normally external companies and suppliers) to whom they have a professional or business association.

The law on acceptance of gifts and hospitality is set out in the Bribery Act 2010. These legal requirements are supplemented by the procedures adopted by this Town Council to provide a set of rules for the protection of both Councillors, the Town Council and its officers. Failure to follow this policy could lead to a code of conduct complaint or criminal proceedings under the Bribery Act 2010.

Code of Conduct.

When Councillors make their Declaration and Acceptance of Office, they acknowledge in writing that they will comply with the adopted Code of Conduct. It is important that Councillors understand the Code of Conduct and adhere to the same.

General Provisions.

The Council's guidance is that any Councillor or officer should treat any offer, gift, favour or hospitality that is made with caution as it may be perceived to have been made in connection with their position as a Councillor or officer.

The acceptance of gifts or hospitality is not always unlawful or inappropriate. However, the decision in every case is whether it is appropriate to accept any gift or hospitality that might be offered to you, the source of the gift or hospitality and having regard as to how it might be perceived.

If any Councillor or employee has any doubt over whether or not to accept a gift or hospitality, they should err on the side of caution or seek the advice of the Town Clerk.

Criminal Law.

It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to do, or forbearing to do, anything in respect of any transaction involving the Town Council. The onus would be on the individual to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Newhaven Town Council.

Definitions.

For the purposes of this policy, the following definitions are implied:

- a) A gift is defined as anything given, a present, either in or out of working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and drink.
- b) Hospitality is defined as “a friendly and generous reception and entertainment of guests” - this will include lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services.
- c) A reward is defined as “a thing given in recognition of service, effort or achievement” – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.

Appropriate Gifts and Hospitality.

There are circumstances during the formal course as a Councillor or officer where gifts and hospitality may be accepted:

- Civic hospitality provided by another public authority.
- Any formal invite to an event as a Councillor or officer of the Council.
- Normal and modest refreshment in connection with any meeting in the course of a Councillor or officers work (e.g., tea, coffee, normal beverages, biscuits and light lunches).
- Small low value gifts (below £25, such as pens, calendars, diaries, or other business stationery, flowers or other mementos or tokens).
- Tickets for sporting, cultural and entertainment events that are sponsored by Newhaven Town Council or bodies to which you have been appointed by Newhaven Town Council, and the tickets are offered in relation to that sponsorship or promotion.

- Drinks or other modest refreshment in the normal course of socializing arising consequentially from Town Council business (e.g. a round of drinks after a meeting).
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from a Civic event)

Invitations to local Community clubs or groups hospitality events in an official capacity as a Councillor or officer of Newhaven Town Council where hospitality is available.

Principles for Accepting Gifts and Hospitality.

In deciding whether it is appropriate to accept gifts or hospitality, the Councillor or officer must consider the following:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor or officer. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - i. From parties involved with Newhaven Town Council in a competitive tending or procurement process.
 - ii. From applicants for planning permission and other applications for licences, consents and approvals in which Newhaven Town Council has an involvement, even as a consultee.
 - iii. From applications for grants, including voluntary bodies and other bodies applying for public funding from Newhaven Town Council.
 - iv. From parties in legal proceedings with Newhaven Town Council.
- Do not accept a gift or hospitality if you believe it would put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality, and avoid giving any perception of doing so.

Gifts Received and Donated to the Chairman/Mayor's Charity.

~~If on accepting~~ ~~receiving~~ gifts or hospitality valued in excess of £25 of value, Councillors or officers must declare the same and may pass them onto the Town Clerk to be Chairman/Mayor to be used for fundraising activities for the current Mayors chosen charity(ies) rather than retaining them personally. Councillors or officers should indicate this intention to the provider and should register this on the Register of Gifts and Hospitality.

Registration of Gifts and Hospitality.

Where Councillors or officers are offered a gift or hospitality, even if not accepted and regardless of monetary value, they must declare by completing the Gift and Hospitality Form to the Town Clerk, who will enter it onto the Council's Register of Gifts and Hospitality.

Two separate Registers will be held, one for Councillors and one for officers. All declarations must be made within 28 days of receipt of any offer or acceptance of any gift and/or hospitality.

In the situation of the Town Clerk being the intended recipient, they should include the entry in the Register of Gifts and Hospitality and inform the Chairman to countersign acceptance or decline.

For Councillors, the Monitoring Officer at Lewes District Council will give advice wherever possible, but it will be a matter for the Councillor to make the decision on whether to accept or decline.

Reporting of Inappropriate Gifts and Hospitality Offered.

It is a criminal offence for a person corruptly to give or offer a gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as an officer or Councillor of Newhaven Town Council.

You must immediately report to the Town Clerk of Newhaven Town Council any circumstances where an inappropriate gift or hospitality has been offered to you. You may thereafter be required to assist the Police in providing evidence.



Declaration of Gifts and Hospitality

| | |
|--|--|
| Your Full Name | |
| Name of person or organisation from whom the gift or hospitality was received. | |
| Was the gift or hospitality accepted? | |
| Date gift or hospitality was received. | |
| Nature of gift or hospitality: | |
| When and where did you receive the gift or Hospitality? | |
| Was advice sought before acceptance and from whom? | |
| What is the estimated cost £? | |
| Any other comments | |
| Signature of Councillor/Officer | |
| Date | |
| Verifying Signature of the Town Clerk or Councillor. | |
| Date notification received. | |

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Detailed Income & Expenditure by Budget Heading 20/02/2024

Month No: 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Promotion Partnership/Finance | | | | | | | | |
| 101 Administration & Office Costs | | | | | | | | |
| 1176 Precept Received | 0 | 595,380 | 595,380 | 0 | | | 100.0% | |
| 1190 Interest Received | 0 | 10,383 | 290 | (10,093) | | | 3580.3% | |
| Administration & Office Costs :- Income | 0 | 605,763 | 595,670 | (10,093) | | | 101.7% | 0 |
| 4012 Council Tax | 0 | 0 | 4,150 | 4,150 | | 4,150 | 0.0% | |
| 4014 Utilities, Elec/Water/Sew/Fire | 830 | 12,667 | 4,398 | (8,269) | | (8,269) | 288.0% | |
| 4015 Repairs and Maintenance | 1,043 | 7,801 | 3,300 | (4,501) | | (4,501) | 236.4% | |
| 4017 IT Support | 1,437 | 13,326 | 18,800 | 5,474 | | 5,474 | 70.9% | |
| 4021 Communications | 164 | 2,466 | 3,000 | 534 | | 534 | 82.2% | |
| 4022 General Office Costs | 12 | 7,078 | 6,000 | (1,078) | | (1,078) | 118.0% | |
| 4023 Printing & Stationery | 0 | 3,910 | 4,000 | 90 | | 90 | 97.8% | |
| 4025 Insurance | 0 | 18,041 | 15,500 | (2,541) | | (2,541) | 116.4% | |
| 4028 Elections | 0 | 10,411 | 0 | (10,411) | | (10,411) | 0.0% | 10,411 |
| 4057 Audit Fees | 0 | 2,056 | 2,500 | 444 | | 444 | 82.2% | |
| 4058 Bank Charges | 92 | 563 | 800 | 237 | | 237 | 70.4% | |
| 4060 Loan Repayments | 0 | 11,002 | 11,002 | (0) | | (0) | 100.0% | |
| 4081 Membership Subscriptions | 0 | 2,837 | 3,350 | 513 | | 513 | 84.7% | |
| 4150 Consumables | 0 | 222 | 250 | 28 | | 28 | 88.9% | |
| Administration & Office Costs :- Indirect Expenditure | 3,578 | 92,382 | 77,050 | (15,332) | 0 | (15,332) | 119.9% | 10,411 |
| Net Income over Expenditure | (3,578) | 513,381 | 518,620 | 5,239 | | | | |
| 6000 plus Transfer from EMR | 0 | 10,411 | | | | | | |
| Movement to/(from) Gen Reserve | (3,578) | 523,792 | | | | | | |
| 300 Community Engagement & Promoti | | | | | | | | |
| 1170 Newsletter - Advert Income | 0 | 1,392 | 1,000 | (392) | | | 139.2% | |
| Community Engagement & Promoti :- Income | 0 | 1,392 | 1,000 | (392) | | | 139.2% | 0 |
| 4024 Publications | 0 | 26,286 | 20,000 | (6,286) | | (6,286) | 131.4% | |
| 4030 Advertising - Recruitment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4031 Advertising & Publicity | 0 | 253 | 500 | 247 | | 247 | 50.6% | |
| 4079 Young Mayors Allowance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4080 Mayoral Expenses | 0 | 654 | 1,600 | 946 | | 946 | 40.9% | |
| 4082 Hospitality | 0 | 94 | 600 | 506 | | 506 | 15.6% | |
| 4221 Dieppe Raid | 0 | 4,513 | 3,000 | (1,513) | | (1,513) | 150.4% | |
| 4224 Town Crier | 0 | 20 | 150 | 130 | | 130 | 13.3% | |
| Community Engagement & Promoti :- Indirect Expenditure | 0 | 31,820 | 26,850 | (4,970) | 0 | (4,970) | 118.5% | 0 |
| Net Income over Expenditure | 0 | (30,429) | (25,850) | 4,579 | | | | |

Detailed Income & Expenditure by Budget Heading 20/02/2024

Month No: 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>360 Support and Services</u> | | | | | | | | |
| 4215 Grant Aid | 0 | 1,250 | 45,000 | 43,750 | | 43,750 | 2.8% | |
| 4218 Partnership Cont/Event Support | 0 | 36,950 | 58,000 | 21,050 | | 21,050 | 63.7% | |
| 4226 Community Partnership Grants | 0 | 41,796 | 30,000 | (11,796) | | (11,796) | 139.3% | 5,000 |
| Support and Services :- Indirect Expenditure | <u>0</u> | <u>79,996</u> | <u>133,000</u> | <u>53,004</u> | <u>0</u> | <u>53,004</u> | <u>60.1%</u> | <u>5,000</u> |
| Net Expenditure | <u>0</u> | <u>(79,996)</u> | <u>(133,000)</u> | <u>(53,004)</u> | | | | |
| 6000 plus Transfer from EMR | 0 | 5,000 | | | | | | |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(74,996)</u> | | | | | | |
| Promotion Partnership/Finance :- Income | 0 | 607,154 | 596,670 | (10,484) | | | 101.8% | |
| Expenditure | 3,578 | 204,198 | 236,900 | 32,702 | 0 | 32,702 | 86.2% | |
| Net Income over Expenditure | <u>(3,578)</u> | <u>402,956</u> | <u>359,770</u> | <u>(43,186)</u> | | | | |
| plus Transfer from EMR | 0 | 15,411 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(3,578)</u> | <u>418,367</u> | | | | | | |
| Grand Totals:- Income | 0 | 607,154 | 596,670 | (10,484) | | | 101.8% | |
| Expenditure | 3,578 | 204,198 | 236,900 | 32,702 | 0 | 32,702 | 86.2% | |
| Net Income over Expenditure | <u>(3,578)</u> | <u>402,956</u> | <u>359,770</u> | <u>(43,186)</u> | | | | |
| plus Transfer from EMR | 0 | 15,411 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(3,578)</u> | <u>418,367</u> | | | | | | |