



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 22nd October 2024 at 8:00pm.**

PRESENT: Councillors Mark Wardle (Chair)
Julie Carr
Krissy Taylor
Lesley Boniface
Shaun Boniface
Corina Watts

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO
X7 Members of the Public
X1 Member of the Public On-line

PPF040/24 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.

PPF041/24 **APOLOGIES FOR ABSENCE.**

Received from Cllr. Macleod.

PPF042/24 **TO ELECT A VICE CHAIR FOR THIS PROMOTION PARTNERSHIP & FINANCE COMMITTEE FOR THE REMAINDER OF THE CIVIC YEAR.**

Cllr L. Boniface nominated Cllr. Watts for this role, which was

SECONDED by Cllr. Carr and following a unanimous vote

Cllr. Watts was elected to the role of Vice Chair for this Promotion Partnership & Finance Committee for the remainder of the Civic Year.

PPF043/24 **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.**

Cllr. L. Boniface informed the meeting that she was a Trustee of Haven Creatives

(Agenda Item 7) and that for the purposes of transparency had recently had several conversations with representatives of 'Culture Shift' (Agenda Item 7).

Cllr. Saunders informed the meeting of his ongoing involvement with 'Newhaven Twinning Association' (Agenda Item 8) and was a supporter of Mencap. (Agenda item 7.)

Cllr. Carr informed the meeting that Mencap were one of her chosen charities during her Mayoral Year (2023/24) and she continued to support their activities. (Agenda Item 7.)

PPF044/24 FOR THE CHAIRMAN TO SIGN THE AMENDED MINUTES OF THE PROMOTION, PARTNERSHIP COMMITTEE WHICH MET ON TUESDAY FEBRUARY 27TH 2024 FOLLOWING ADDITIONAL CHECKS FOR ACCURACY BY THE TOWN CLERK.

The Town Clerk informed the meeting that he had checked the video/audio recording of the meeting of 27th February 2024 and confirmed that Cllr. McLean-Knight was correctly recorded as leaving that meeting at 19:46Hrs.

However, the placement of the actual text, recording this in the draft minutes document had now been moved slightly to more accurately reflect that whilst she did take part in the discussions on that agenda item, she had left the meeting prior to the committees' resolution on that item.

It was therefore,

RESOLVED:

That the amended minutes of the Promotion, Partnership & Finance Committee on February 27th 2024 were an accurate record, and that they be signed by the Chairman as a true record of the proceedings.

PPF045/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 26TH MARCH 2024 ARE AN ACCURATE RECORD OF THE MEETING.

The minutes of the Promotion, Partnership & Finance Committee held on Tuesday March 26th 2024 were considered, and it was

RESOLVED

That these minutes be signed by the Chairman as a true and accurate an accurate record of the proceedings.

PPF046/24 PETITIONS/PUBLIC QUESTIONS.

The Town Clerk reported that none had been received, but informed the meeting that there were representatives of two grant applicants present in the public gallery.

Ms. Kathryn Martin – 'Photo Fringe' Event Application and Representatives of the Newhaven Young Peoples Forum – Large Discretionary Grant Application.

PPF047/24 TO CONSIDER AND APPROVE EVENT FUNDING APPLICATIONS - REPORT BY THE TOWN CLERK.

The Chair invited Ms. Kathryn Martin to provide supporting information regarding the 'Land Within' Event Grant application which prompted a range of questions and discussion between the committee members.

The Town Clerk then summarised his report indicating that unlike Discretionary Grant Applications, Events Grant Applications could be made/received at any time during the year and were not subject to a 'scoring process'.

The meeting was also informed that there currently exists a budget of £25,000 for Events Grants for the remainder of 2024/25. The monies currently being applied for is of a total of £11,920.

The following applications were discussed;

Photo Fringe - 'A Land Within'

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £1000, which was

SECONDED by Cllr. Saunders, following an overall general consensus, it was

RESOLVED that Photo Fringe be awarded £1000 for this event application.

20:17Hrs – Cllr. Saunders leaves the meeting.

Newhaven, Lewes & District Mencap – Christmas Party

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £300, which was

SECONDED by Cllr. Saunders, and following a unanimous vote, it was

RESOLVED that Newhaven, Lewes & District Mencap be awarded £300 for this event application.

20:21Hrs Cllr. Saunders rejoins the meeting and is informed of the previous resolution.

20:23Hrs Cllr. L. Boniface leaves the meeting.

Culture Shift – Circle of Sound Christmas Ball

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £600, which was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that Culture Shift be awarded £600 for this event application.

Haven Young Creatives – Harbour Lights Procession

Following discussion,

Cllr. S. Boniface

PROPOSED

That this application be granted for the full amount of £3750, which was

SECONDED by Cllr. Watts, and following a unanimous vote, it was

RESOLVED that Haven Young Creatives be awarded £3750 for this event application.

20:30Hrs Cllr. Boniface rejoins the meeting and is informed of the previous two resolutions.

Newhaven & District Model Railway Club – Annual Show

During discussion of this application, it was noted that a computational error appeared to have been made by the applicant indicating that despite £1000 being applied for the calculated actual funding required was £890.

Therefore, following this discussion,

Cllr. Saunders

PROPOSED

That this application be granted for the amount of £890, which was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that Newhaven & District Model Railway Club be awarded £890 for this event application.

SCDA – Newhaven Community Christmas Cheer

Following discussion,

Cllr. Saunders

PROPOSED

That the council grant an award of £2635 on condition that SCDA match fund to achieve the total event cost of £5270. Cllr. Carr indicated that she would second this proposal on the basis that the council receives a detailed breakdown of the event costs from SCDA. There was consensus on the latter point. This was

SECONDED by Cllr. Carr, and following a unanimous vote, it was

RESOLVED that SCDA be awarded £2365 on condition of match funding of this amount by SCDA and following the event a detailed breakdown of the event costs is provided to the council.

Note for the Town Clerk/RFO;- Total Events Grants Awarded = £8905.

**TO CONSIDER AND APPROVE DISCRETIONARY GRANT APPLICATIONS –
REPORT BY THE TOWN CLERK.**

The Chair invited representatives of the Newhaven Young Peoples Forum present to speak in support of their application. Following supplementary questions from the committee members and additional discussion, the committee unanimously agreed to award the full amount applied for (£3000).

Contrary to the actual score achieved by this application, the committee considered this to be a very considered and worthwhile application, and therefore,

RESOLVED that the Newhaven Young Peoples Forum be awarded **£3000** for the activities outlined in their application.

The Town Clerk then summarised his covering report, explaining the matter of application eligibility and subsequent application of the scoring regime outlined within the councils Discretionary Grants Application Policy (DGAP). The committees' attention was also drawn to para 8 of the report and the remainder of applications were considered as follows;

Small Grants

Newhaven Art Club application scored 11 which was insufficient to secure a Small Grant Award.

RESOLVED as per officers' recommendation, no award.

Newhaven Twinning Association application scored 18 which was sufficient (≥ 15) to secure a Small Grant award of **£500**

RESOLVED as per officers' recommendation.

2nd Newhaven District Rainbows application scored 17 which was sufficient (≥ 15) to secure a Small Grant award of **£300**

RESOLVED as per officers' recommendation.

1st Newhaven Brownies application scored 16 which was sufficient (≥ 15) to secure a Small Grant award of **£500**

RESOLVED as per officer's recommendation.

Our Newhaven application scored 11 which was insufficient (< 15) to secure a Small Grant Award. This application was also considered ineligible, contrary to para., 2,1 DGAP.

RESOLVED as per officers' recommendation, no award.

Newhaven Cricket Club (Youth Section) application scored 18 which was sufficient (≥ 15) to secure a Small Grant award of **£340**

RESOLVED as per officers' recommendation.

Large Grants

Family Support Work application scored 20 which was sufficient ($> 15 \leq 22$) to secure a partial Large Grant award of **£1481**

RESOLVED as per officers' recommendation.

No.21 (Newhaven) Detachment, Delta Coy, Sussex Army Cadets application scored 24 which was sufficient (> 22) to secure a full Large Grant award of **£1000**

RESOLVED as per officers' recommendation.

Friends of Newhaven Community Food application scored 21 which was sufficient ($> 15 \leq 22$) to secure a partial Large Grant award. However, members

considered the application to be unclear as to what organisation would actually benefit from this Grant and following further discussion of this matter,

Cllr. S. Boniface,

PROPOSED that no award be made on this occasion, this was

SECONDED by Cllr Carr, and following a majority vote, it was

RESOLVED that no award be made to the Friends of Newhaven Community Food.

Newhaven Bowling Club the Town Clerk informed the meeting that whilst this application was for £3000, £2500 was actually for building maintenance/operating costs work and ineligible under para., 2.2 bullet point 5 DGAP. However, officers still scored the application in the context of the Tony Bradbury Cup/Trophy it sought funding for, and it scored 18 which was sufficient (>15<=22) to secure a partial Large Grant award of **£333**.

Following further discussion of this matter, Cllr. Saunders,

PROPOSED that an award of £500 be made, this was

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

RESOLVED that Newhaven Bowling Club be awarded a Grant of £500 to finance the Tony Bradbury Cup/Trophy.

Note for the Town Clerk/RFO;-

Total Small Grants Awarded =	£1640
Total Large Grants Awarded =	£5981
Grand Total	= £7621

PP049/24 **TO CONSIDER AND APPROVE A MINOR AMENDMENT TO THE DISCRETIONARY GRANT APPLICATION POLICY (DGAP) V10. - REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report. Following discussion, it was unanimously

RESOLVED to adopt the new Policy document to include the minor revision.

PP050/24 **TO NOTE A RECENT EMERGENCY DECISION REPORT REGARDING THE CENTRAL HEATING BOILER AT THE COUNCIL OFFICES, 18 FORT ROAD, NEWHAVEN – REPORT BY THE EXECUTIVE OFFICER.**

Noted.

PP051/24 **TO CONSIDER AND AUTHORISE THE APPOINTMENT OF A CONTRACTOR TO CARRY OUT REMEDIAL WORKS TO LEWES ROAD HUT – REPORT BY THE EXECUTIVE OFFICER.**

The Executive Officer summarised his report, and following discussion it was unanimously,

RESOLVED that Complete Property Solutions (Sussex) Ltd be engaged to undertake the repair works at a cost of **£1970+VAT**.

PP052/24 **BUDGET REPORT TO 15th OCTOBER 2024.**

Following a number of requested clarifications from the RFO, the contents of the report were noted.

The Meeting was closed at 21:36HRS.

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

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