



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 25th February 2025** at **7:15pm**.

PRESENT: Councillors Mark Wardle (Chair)
Lesley Boniface
Shaun Boniface
Julie Carr
James Harrison

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF066/25 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.

PPF067/25 **APOLOGIES FOR ABSENCE.**

Cllr S Saunders
Cllr C Watts (Substituted by Cllr J Harrison)
Cllr L Macleod

PPF068/25 **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.

PPF069/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 10TH DECEMBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED: That these minutes be signed by the Chair as a true record of the proceedings.

PPF070/25 PETITIONS/PUBLIC QUESTIONS.

None.

PPF071/25 TO CONSIDER AND APPROVE A NUMBER OF SMALL AND LARGE DISCRETIONARY FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK

The Executive Officer summarised the Town Clerk's report and following discussion, the committee:

RESOLVED that the following grants be awarded as per officer's recommendations following scoring per the DGAP and make payments with immediate effect:

Newhaven Bowling Club	£100 ineligible as for building maintenance Awarded £400
Newhaven Photographers Collective	Ineligible due to funding for Venue hire & Operational expense.
Inroads Productions	Awarded £1680
Havens Community Hub	Awarded £2100

PPF072/25 TO CONSIDER AND APPROVE A NUMBER OF COMMUNITY PARTNERSHIP FUNDING APPLICATIONS – REPORT BY THE TOWN CLERK

The Executive Officer summarised the Town Clerk's report and following discussion, the committee:

RESOLVED that the following grants be rejected as per officer's recommendations following scoring per the DGAP and members review of the applications:

Homelink	Ineligible as not a Newhaven based organisation.
Family Support Work	Ineligible as not a Newhaven based organisation & funds to be used as operating costs.
Mencap	Ineligible as funds to be used for building maintenance.
Develop Outdoors CIC	application scored 20 which was sufficient to secure a partial Community Partnership Grant award. However, members considered the application to be unclear and following further discussion of this matter, it was unanimously

RESOLVED that no award be made to Develop Outdoors CIC. Members requested that should they wish to apply during the next grant window that they do so with more clarity on how and where in Newhaven they would be sited and how Newhaven residents would benefit.

Cllr J Carr also requested that Officers should advise HomeLink, Family Support and Mencap that whilst they could not approve an award, they do support their aims.

PPF073/25 TO CONSIDER AND APPROVE AN EVENT FUNDING APPLICATION

The Executive Officer summarised the Town Clerk's report and also advised members that it was difficult to ascertain the exact status of Denton Community Challenge (charity or otherwise), and that the applicant requested that should an award be approved, the monies be paid to an organisation different from the applicant (James Daniels Memorial Fund).

Following discussion, the committee unanimously

RESOLVED that the grant be approved in full i.e.: **£500** but that Denton Community Challenge would need to clarify their status for any future applications and that the grant could only be paid to the applicant, in this case Denton Community Challenge.

PPF074/25 TO CONSIDER AND ADOPT A DRAFT EVENTS APPLICATION POLICY – REPORT BY THE TOWN CLERK.

The Executive Officer summarised the Town Clerk’s report and following discussion, the committee unanimously:

RESOLVED to make an alteration to clause 1.6 by removing, “...within the boundaries of Newhaven Town.” Members also requested that the Town Clerk ensure that this change did not affect/alter the meaning of any other clause.

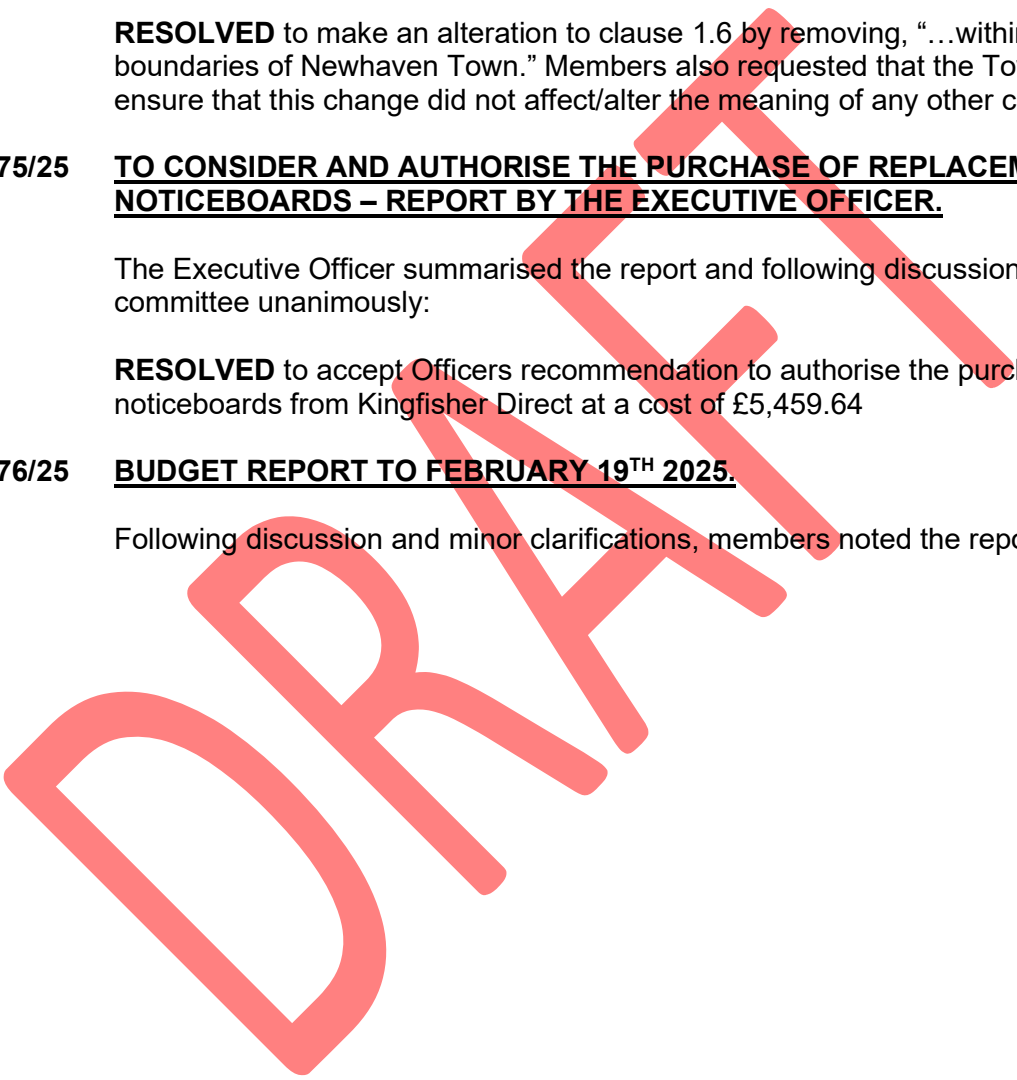
PPF075/25 TO CONSIDER AND AUTHORISE THE PURCHASE OF REPLACEMENT NOTICEBOARDS – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer summarised the report and following discussion, the committee unanimously:

RESOLVED to accept Officers recommendation to authorise the purchase of 9 new noticeboards from Kingfisher Direct at a cost of £5,459.64

PPF076/25 BUDGET REPORT TO FEBRUARY 19TH 2025.

Following discussion and minor clarifications, members noted the report.



There being no further business, the Meeting was closed at 21:08 HRS.

Date: **Chair**.....



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: 25th March 2025

Report Contact: Town Clerk

Subject: **Event Funding Applications**

1. The purpose of this report is to request that councillors consider the following Event Funding Application and instruct the RFO accordingly.
 - i) 'Bruce Asbestos Exhibition': (April – June 2025) £1300
Presentation from Charlotte Parsons
 - ii) 'One Tree – Many Roots: (Multiple Events) £5000
Presentation from Jennifer Arhinful
2. Redacted copies of both applications can be seen at **Appendix 1.**

The Applications

3. **'Bruce Asbestos Exhibition'**
'Look Again Newhaven' in conjunction with Towner Eastbourne and Lewes District Council aim to bring an exhibition of work by the contemporary artist 'Bruce Asbestos' to Marine Workshops this Spring.

The artist has exhibited widely around the world, and the Marine Workshops exhibition is concurrent with his commission for Tate Modern which will occupy the Turbine Hall from 5th-21st April 2025. The exhibition is a bold and colourful mix of epic inflatables and paintings, for audiences to engage with contemporary art in a playful way.

It is anticipated that the exhibition will have a positive effect on the community via school visits, pre-school visits, community engagement and a host of workshops.

With this funding, 'Look Again Newhaven' aims to provide free creative drop-in community engagement activities for all visitors together with x2 free family friendly art / craft workshops to be held on Saturdays during the exhibition (19th April to 7th June) using local (one Newhaven artist is already signed up) arts and craft practitioners.

The total cost of the event(s) is £25K and 'Look Again Newhaven' are looking to secure **£1300** in Event Funding.

4. **'One Tree – Many Roots'**

This application is made by Culture Connect Project CIC to enable a range of events designed to bring together people from all walks of life and cultures to celebrate global diversity, promote cultural education, and reduce racism by breaking down barriers.

The events are suitable for all ages and free to attend and aim to provide uplifting experiences and interactive workshops, including cultural dance and art forms, music, and drumming, which offer new cultural experiences.

The applicant is already in receipt of £19,840 from the National Lottery, however a revised costing of the project has been necessary due to unexpected increases in venue costs across Sussex along with travel/childcare/food/refreshment costs for volunteers and workshop facilitator fees.

The now total cost of the project is £24,780, and Culture Project CIC are looking to secure **£5000** in Event Funding.

Finance

5. At this point in the current FY (2024/25), there exists a balance of **£17,060¹** in the *360.42 18 Partnership Cont/Event Support* budget line.
6. Members should be aware that where they consider an application to be successful, they are not obliged to award the full funding sought.
7. **Recommendation:**
That the committee resolves whether or not they wish to make awards to these Event Applications and instructs the RFO accordingly.

¹ Minus a £500.00 unshown commitment for a previously resolved Events Application award. (£16,560).

5. Report - Events Applications - Appendix 1.



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:	Free family workshops and community engagement - part of the Bruce Asbestos exhibition
Date(s) of Event:	19th April to 7th June
Amount of funding sought:	£1,300
Description of Event:	<p>'Look Again Newhave' are thrilled to be working with Towner Eastbourne and Lewes District Council to bring an exhibition of work by contemporary artist Bruce Asbestos to Marine Workshops this Spring. The artist has exhibited widely around the world, and the Marine Workshops exhibition is concurrent with his commission for Tate Modern which will occupy the Turbine Hall from 5th-21st April - so it's a real coup for the town!</p> <p>The exhibition is a bold and colourful mix of epic inflatables and paintings, guaranteed to amuse and inspire people of all ages - with a family friendly focus. The artwork is joyful and invites audiences, even those new to galleries, to engage with contemporary art in a playful way.</p> <p>We want the exhibition to continue to put Newhaven 'on the map' as a visitor and cultural destination and have a positive affect on the community via school visits, pre school visits, community engagement and a host of workshops.</p> <p>We are applying for this money to deliver:</p> <p>FREE creative drop-in community engagement activities for all visitors to the exhibition to enjoy. (The last exhibition by Bruce Asbestos attracted 6,000 visitors and we hope to achieve similar numbers.)</p> <p>2 x FREE family friendly art / craft workshops to be held on Saturdays during the exhibition (19th April to 7th June) using local (one Newhaven artist is already signed up) arts and craft practitioners.</p>
What are you hoping to achieve from this event?	<p>We want to provide families, young people and older visitors! - from any demographic - high quality free art education. The recent 'Arts and Minds' campaign has called for more opportunities for children from low-income families to take part in arts activities due to the positive effects this has on further education, social mobility and wellbeing. (from study by Cultural Learning Alliance). Recent cuts in schools show the arts to massively under funded and we want to offer additional resources to the community.</p> <p>Key to the exhibition planning was being able to show the local community that the Marine Workshops gallery is a space for Newhaven residents to explore and play. We hope that the whole event will continue to promote Newhaven as a great place to visit, live and work. We have already arranged sponsorship so that the exhibition will be free-to-visit so we hope that the exhibition will attract lots of visitors.</p>

Who will benefit from this event?

We are hoping that as many people as possible can be inspired by this major cultural event and have the chance to get creative. The last exhibition by Bruce Asbestos attracted 6,000 visitors and we hope to achieve similar numbers. Our mural festival last year was well received and attracted visitors from Newhaven and further afield - we already have a social media following and other channels for comms via Lewes District Council and Towner Eastbourne.

Financial information:

What is the total cost of the event?

Approx £25,000

Please provide a breakdown of how this has been calculated.
Please be specific.
i.e. Equipment hire £x, Staff Time £x.
Where possible, please provide quotes.

DROP IN WORKSHOPS - £300 (each) TOTAL £600:

- 1 key staff member to develop and prepare the event and be lead the activity
- + 1 support staff to assistant during the activity
- Art materials
- Insurance
- DBS checks

ADMIN & MARKETING TOTAL £250:

- facebook and Instagram posts
- Design and print of poster of events (A5)
- Design and print of poster of events for the exhibition space and Marine workshops entrance
- admin to brief art educators, arrange suitable space, risk assessment and set up online tickets
- Website updates for events

DROP IN ART ACTIVITIES TOTAL £450

- Art educator to develop and prepare the activity + top up the materials during the exhibition
- Art materials
- 'gallery' space constructed to show people's work
- Printed instruction sheets (A4)
- We are also trying to secure a space in the town to show the work produced by people in the town (TBC)

How much money do you already have in place for this event?

Funding Body

Amount Applied For

have in place for this event?	Towner Eastbourne	In kind - gallery rental and artist fee
	LDC	In kind - promotion of exhibitions (press campaign, social media campaign and print items)
	LDC	Look Again website
	Sylvania Lighting	£500 sponsorship
	Port	£500 sponsorship
	L&S Print	In kind - print and signage
	Abyss Brewing	Private view drinks
	Much Ado Books	£1200 sponship

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

Date(s) of Event:		
How successful was this event? Please include approx. number of attendees and how it impacted the local community.		
Financial information:		
Total cost of the event	£	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase		
Funding sources:	Funding body	Amount Awarded

Does your organisation have its own bank account? (we cannot pay grants to an individual)	
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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 ofLook Again Newhaven
.....
(organisation)

Address:Marine Workshops, Railways Quay, Newhaven, BN9
0ER.....
.....

.....
.....

Position in organisation:co-Director..... Date:14th March
2025.....

Alternative contact for organisation:

Name:
.....
(please print)

If successful, Cheque payable to:
Tide Bank Account, ID: Look Again, ACC: 23953682, SORT:
04-06-05.....

Please return your form, together with any additional information you would like to submit to: admin@newhaventowncouncil.gov.uk

or Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE



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:	Various events in Newhaven throughout the year
Date(s) of Event:	Various
Amount of funding sought:	£5000
<p>Description of Event: PROJECT NAME – ONE TREE, MANY ROOTS.</p> <p>Our vibrant uplifting events bring together people from all walks of life and cultures to celebrate global diversity, promote cultural education, and reduce racism by breaking down barriers. They are suitable for all ages and free to attend.</p> <p>We aim to build and strengthen our multicultural community by providing uplifting experiences and interactive workshops, including cultural dance and art forms, music, and drumming, which offer new experiences and help to combat stereotypes about different cultures.</p> <p>We will also engage with the refugee community and are planning an event to celebrate Refugee Awareness Month in June.</p> <p>We will offer dance workshops such as Bhangra, Bollywood, African, Palestinian Dabke, and much more. Plus themed arts & crafts activities, related to the cultural focus of each event.</p> <p>We will also showcase cultural cuisine for the community to try. Our events bring in approximately 200 people each time now, proving this is very much needed in the Newhaven area.</p>	
<p>What are you hoping to achieve from this event?</p> <p>Cultural Celebration: To create a vibrant environment where diverse cultures can be showcased and appreciated through performances, food, and art.</p> <p>Community Building: To strengthen connections within our multicultural community, fostering friendships and understanding among participants from different backgrounds.</p> <p>Education and Awareness: To educate attendees about various cultures, traditions, and the experiences of refugees, thereby promoting cultural sensitivity and awareness.</p> <p>Reduction of Racism: To combat stereotypes and prejudices by facilitating meaningful interactions between different cultural groups and encouraging open dialogue.</p> <p>Support for Refugees: To amplify the voices and stories of the refugee community and celebrate their contributions, particularly during Refugee Awareness Month.</p> <p>Engagement in Interactive Experiences: To offer hands-on workshops and activities that allow</p>	

participants to engage with diverse cultural practices, promoting interest and appreciation for other cultures.

Positive Impact: To uplift the community by providing enjoyable experiences that inspire empathy and understanding among attendees.

These goals together can help create a more inclusive and harmonious community while celebrating the richness of cultural diversity.

Who will benefit?

Our proposed events will provide significant cultural arts experiences, benefiting a wide range of participants within the community. The following groups stand to gain from our initiatives:

Families: Families will have the opportunity to introduce their children to cultural arts at little or no cost. This initiative is designed to foster a lifelong appreciation for the arts and enhance family bonding through shared experiences.

Children and Young People: Engaging in creative activities will support the artistic and cognitive development of young participants. These experiences can build confidence, enhance social skills, and provide valuable avenues for personal expression.

Seniors: Older adults will also benefit significantly from opportunities for social interaction, mental stimulation, and the joy of creative expression. Our workshops aim to alleviate feelings of isolation and promote active community participation.

Low-Income Individuals: Individuals from low-income backgrounds will have access to cultural arts programming that may otherwise be financially inaccessible. By bridging cultural and economic divides, we can ensure that everyone has the opportunity to engage with global art forms and their local community in a positive uplifting way, improving mental health outcomes and happiness levels.

Artists and Educators: Local diverse artists and educators will benefit from increased exposure and valuable experience. These events will provide a platform for them to connect with potential students and collaborators, enriching their own practices and contributions to the community.

The Community as a Whole: By fostering inclusivity and accessibility to all ages and socioeconomic backgrounds, our events will strengthen community ties and cultivate a greater appreciation for the arts across the region.

Local Organisations: Partnerships with local nonprofits and community organisations focusing on cultural development will enhance our outreach efforts and extend the impact of our events. Collaborating with these organisations will further our mission of promoting the arts within the community.

Our events serve as a vital resource for cultural enrichment, education, and community building. By making cultural art forms accessible to everyone, regardless of age or financial capacity, we aim to create lasting positive impacts within our community.

Financial information:	
What is the total cost of the event?	£24,780
<p>Please provide a breakdown of how this has been calculated.</p> <p>Please be specific. i.e. Equipment hire £x, Staff Time £x. Where possible, please provide quotes.</p>	<p>The National Lottery Awards for All have awarded us £19,840 for 18 months of monthly events. They go up to 20K. We are grateful for this support; however, it has become evident that our original budget is no longer sustainable. Our events have rapidly grown in size and popularity, and we now have over 20 event volunteers actively contributing to the project, from various areas of East Sussex. Unfortunately, venue costs have risen unexpectedly, along with travel/childcare/food/refreshment costs for volunteers and workshop facilitator fees.</p> <p>Given these increased expenses, the original budget we received from The National Lottery is proving to be insufficient. To ensure the sustainability of the project and continue serving our community effectively, we are requesting an additional £5,000 to cover these increased costs.</p> <p>Original Budget from The National Lottery:</p> <ul style="list-style-type: none"> - Venue Hire - Community Centres (18 events): £3,150 - Arts and Crafts Materials (18 events): £900 - Cultural Food (18 events): £1,800 - Marketing Costs: £480 - Workshop Facilitators (18 events): £3,600 - Project Manager (24 months): £4,800 - Administrative Support (24 months): £2,400 - Contingency Fund: £1,000 - Event Support - Sessional Staff (18 events): £1,350 - Volunteer Expenses (18 events): £360 <p>Total Cost of Project: £19,840</p> <p>Revised Budget with Additional £5,000:</p> <ul style="list-style-type: none"> - Venue Hire - Community Centres (18 events): £5,850 - Arts and Crafts Materials (18 events): £900 - Cultural Food (18 events): £1,800 - Marketing Costs: £480 - Workshop Facilitators (18 events): £5,400 - Project Manager (24 months): £4,800 - Administrative Support (24 months): £2,400 - Contingency Fund: £1,000 - Event Support - Sessional Staff (18 events): £2,250 - Volunteer Expenses (18 events): £900 <p>Total Revised Cost of Project: £24,780</p> <p>To maintain the successful growth of our community events and ensure they remain accessible, we urgently seek an additional £5,000. This funding will allow us to cover the rising costs of venue hire, workshop facilitation, and volunteer support while continuing to provide valuable cultural arts programming for our wonderful community.</p>

How much money do you already have in place for this event?	Funding Body	Amount Applied For
	National Lottery Awards for All	£19,840

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

Date(s) of Event:	Various – monthly events from April 2025 to Feb 2027	
<p>How successful was this event? Please include approx. number of attendees and how it impacted the local community.</p> <p>The most recent event attracted approximately 294 attendees, marking a significant achievement in our outreach efforts. Feedback from participants has been overwhelmingly positive, with many expressing a strong desire for similar events to be held regularly. Attendees reported feeling a sense of belonging, which has fostered new friendships and connections within the community. This has effectively reduced feelings of social isolation and contributed to improved mental health outcomes for many individuals. Furthermore, the event has served as a platform for promoting inclusivity and understanding, helping to combat racism and fostering a more harmonious community. Overall, the event has been uplifting for the entire local community, encouraging engagement and collaboration among diverse groups.</p>		
Financial information:		
Total cost of the event	£24,780	
Breakdown of expenditure: i.e. Equipment hire £x, Staff Time £x. Where possible please provide receipts/proof of purchase	<p>Revised Budget with Additional £5,000:</p> <ul style="list-style-type: none"> - Venue Hire - Community Centres (18 events): £5,850 - Arts and Crafts Materials (18 events): £900 - Cultural Food (18 events): £1,800 - Marketing Costs: £480 - Workshop Facilitators (18 events): £5,400 - Project Manager (24 months): £4,800 - Administrative Support (24 months): £2,400 - Contingency Fund: £1,000 - Event Support - Sessional Staff (18 events): £2,250 - Volunteer Expenses (18 events): £900 <p>Total Revised Cost of Project - Reflecting Increased Costs: £24,780</p>	
Funding sources:	Funding body	Amount Awarded

	National Lottery Awards for All	£19,840
Does your organisation have its own bank account? (we cannot pay grants to an individual)		Yes – COOP CIC Account


Declaration

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

Signed  (please print)

On behalf ofCULTURE CONNECT PROJECT CIC.....
(organisation)



Telephone: ....... email: ..Cultureconnectproject@gmail.com...

Position in organisation: ...Director..... Date: ...14/3/25.....

Alternative contact for organisation:

Name: .....
(please print)

If successful, Cheque payable to: ...CULTURE CONNECT PROJECT CIC

Please return your form, together with any additional information you would like to submit to:
admin@newhaventowncouncil.gov.uk
or 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 6.**

Date: 25th March 2025

Report Contact: Town Clerk

Subject: **Amended 2nd Draft Event Funding Application Policy**

1. The purpose of this report is to request committee consideration and recommendation of the second iteration of an Event Funding Application Policy for ratification at Full Council.
2. The draft Event Grant Application Policy (together with a template application form) was submitted to this committee on February 25th 2025, and the committee resolved that paragraph 1.6 of the draft policy be amended to provide a greater geographic area for proposed Event Grant Application venues to be eligible.
3. The amended paragraph within the policy can be seen at Appendix A. It proposes that locations/venues within a 2-mile radius from the control tower mast located on the West Pier Fig. 1 below. Such a radius will encompass Centenary Park in Peacehaven, The Salts Recreation Ground in Seaford and The Ponds Caravan Park to the north of South Heighton.

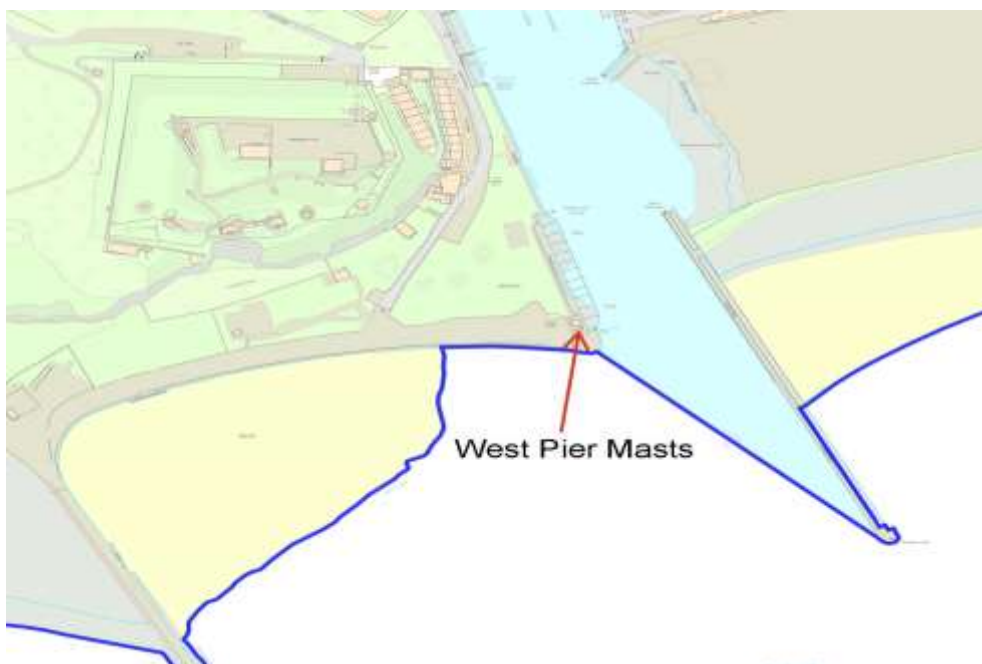


Fig. 1

4. At the time of writing this report, officers do not anticipate any specific issues that may arise which might compromise this provision. As such, committee members are reminded that these awards remain at the sole discretion of the Town Council, this policy, like others, providing a framework for transparency and parity of consideration.
5. Event applications can still continue to be made by groups both within and outside of the Newhaven Town Boundary, but on the basis that the Event actually takes place within the newly proposed area.
6. All other aspects of the draft Policy continue to remain unchanged.
7. **Recommendation:**
That following its consideration of this amended draft Event Funding Application Policy, the committee resolves to recommend the same for adoption and ratification at the next available Full Council meeting.

6. Report - Appendix A



Newhaven Town Council

Event Grant Application Policy

1. How does this Policy operate?

- 1.1 Newhaven Town council is funded only by its residents and therefore has finite funds available to assist organisations providing events for Newhaven residents and potential outside visitors.
- 1.2 Through this policy, the Council remains fully committed to ensuring that any Event Grant can tangibly support the Town in remaining an active, vibrant and sustainable community.
- 1.3 In general terms, the council defines an 'Event' as a planned and organised occasion, such as a social activity, sports event or specific activity such as a dog show, theatrical play or music concert, which can be open to the general public free of charge or on a pay to attend basis.
- 1.4 The Event can be on a single day or over multiple days and/or a combination single or multiple days over a given period.
- 1.5 An Event Grant can be awarded for any amount up to a maximum of £10,000, however available council budgets will dictate the amount of any grant awarded to a successful applicant.
- 1.6 The Event Grant applied for must be for an event which takes place within a 2 mile radius¹ the boundaries of Newhaven Town and be of a demonstrable benefit for the benefit of to the Towns residents, or a specific community therein. It must also be on a specific date(s) and/or for a specific period of time.

2 Who can apply?

- 2.1 Applications from Commercial entities, businesses, political groups/parties, or individuals will not be considered.
- 2.2 Applications may be made by the following types of organisations.

¹ Measured from the Control Tower Mast of the West Pier at Google Co-ordinates 50°46'54.4"N 0°03'25.6"E

- i. Charitable and non-profit making organisations established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and for the benefit of Newhaven residents and surrounding communities.
- ii. Any club/association/charity/sports club serving a specific section of the community or the community as a whole. A more socially inclusive group will likely be more successful in their application.

2.3 There will be certain conditions attached to the award of each Event Grant.

- i. Support from Newhaven Town Council through the award of an Event Grant must be acknowledged appropriately on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- ii. Funding cannot be used for any activity that may be party-political by way of intention, use or presentation, or to propagate a religion or belief.
- iii. An Event Grant received cannot be 'gifted' to or used to subsidise or aid the activities of another group or organisation in any way. Where this is subsequently found to be the case the council will require return of all grant monies awarded and reserves the right to take appropriate legal action to secure the same.
- iv. An Event Grant can only be used for the purpose stated on the application.
- v. An Event Grant must be fully used within 12 months of the date of the grant payment and documentation of the spend may be required.
- vi. Where appropriate, to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place, usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.
- vii. It remains the sole responsibility of the applicant for the grant or their agent or parent organisation to secure all relevant licenses and documentary permissions pertaining to the actual event and its intended location. E.g. Landowner Permissions, Alcohol and Performance Licences and any legislative requirements e.g. Martyn's Law.
- viii. Where any such event is to be held on land owned or leased to Newhaven Town Council, then all aforementioned documentation together with all Risk Assessments and Public Liability Insurance of at least £5Million must be included in the application.

3 Application Requirements.

- 3.1 The decision to award any grant rests with the Promotion, Partnership & Finance Committee, with those Event Applications in excess of £7500 requiring further

consideration and authorisation by the Full Town Council. The decision by either the PP&F Committee and/or the Full Council is final and there is no 'appeal process'.

- 3.2 An Event Grant Application must be made on the correct (and latest version) application form and be in the name of the organisation to which the grant is to be awarded with all relevant details completed.
- 3.3 All eligible applications will be assessed on their individual merits against clear and consistent criteria, though any award made may not necessarily be for the full amount applied for.
- 3.4 Applications must be accompanied by any and all supporting documentation, and can be submitted at any time, though will only be considered at the next scheduled meeting of the Promotion, Partnership & Finance Committee, and subsequent Full Council meeting (where applicable).
- 3.5 Irrespective of an Event Grant application being deemed successful by the Promotion, Partnership & Finance Committee (or Full Council), or the existence of sufficient council budgets, the Committee or Council are not obliged to make an award to the monetary value stated on the application form.
- 3.6 Where an Event Grant application has been deemed successful, but the Council has insufficient budget to make an award either in full or part, the applicant will be encouraged to resubmit their application in the following financial year.
- 3.7 Only one application can be made in each Financial Year.
- 3.8 Applications from any group or organisation who have an outstanding loan with or who are financially indebted to the Council will not be considered.
- 3.9 Applications concerning an Event already delivered (in its entirety or otherwise) will not be considered.
- 3.10 Where there is a large shortfall between the value of funding applied for and the total event cost, then that application is unlikely to be successful.
- 3.11 Where an Event Grant has been awarded and the money has not been spent in total, then any remaining monies must be returned to the council. The applicant should retain all bona fide receipts as proof of funding spent.
- 3.12 Should the applicant organisation disband or merge with another prior to the Event, the council may ask for return of all or part of the monies.

4 Required Supporting Documentation.

- 4.1 The following documents are to be submitted in support of all Event Applications

- i) Either a set of annual accounts and/or the organisations bank statements for the previous 12 months,
- ii) A current written set of rules, constitution or other governing document duly authorised and adopted,
- iii) Details of a Bank Account held in the name of the applicant organisation. In the case of a public event, a copy of the organisations current Public Liability Insurance to a minimum of £5 million in cover,
- iv) An Equalities and/or Equal Opportunities Policy either as separate documents or encompassed by their constitution or other governing document.

5 Scoring Criteria.

5.1 Following the receipt of an Event Application and all required supporting documentation, it will be scored and assessed by the Town Clerk, Responsible Finance Officer and Administration & Finance Officer using the following criteria (scoring anything from zero to five points per criterion)

- i) What do you hope to achieve from this event, what are the outcomes that demonstrate 'success'?
(5 points)
- ii) What sections of, or communities in Newhaven will benefit from this Event and how?
(5 points)
- iii) The application identifies a detailed breakdown of costs for the Event and the amount of funding applied for is ideally less than 60% of the total cost,
(5 points)
- iv) The application identifies a range of successful fund-raising activities over the 12 months prior to application.
(5 points)
- v) The application illustrates an active consideration and contribution towards sustainability and the environment through its delivery.
(5 points)

The total number of points that can be scored is 25. Applications scoring less than 20 points will be judged as 'unsuccessful'.

5.2 The scores for each application together with a copy of the application will then be reported to the next scheduled Promotion, Partnership & Finance Committee for their consideration and final decision.

6 The Grants Process.

- 6.1 Event Grant applications (and all supporting documents) can be submitted electronically to admin@newhaventowncouncil.gov.uk or by hard copy (paper) to the council offices at 18 Fort Road, Newhaven, East Sussex. BN9 9QE.
- 6.2 All applications together with their supporting documentation must be received in their entirety (e.g. one email or one envelope) before they are placed before the next scheduled meeting of the Promotion, Partnership & Finance Committee.
- 6.3 The Town Council does not accept any responsibilities for any losses or delays in delivery of any application and its supporting documentation.
- 6.4 Payment of grants will be by BACs to the organisation specified on the application form.

7 Awarding Grants and Publicity.

- 7.1 Where an Event Grant is awarded, the Council may wish to have the Mayor and the Chairman of the P, P&F Committee present the applicant organisation their award and have photographs taken for subsequent press release. Representatives of these organisations may be required to provide a presentation to the next annual Town Meeting on how they have used the grant.

Date of policy & procedure:

Approving committee:

Date of committee meeting:

Supersedes (name of old policy and reference): N/A

Policy version reference:

Policy adopted by Full Council on:

Date for next review:

7. Report - Budget to 190325

19/03/2025

Newhaven Town Council

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Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
Promotion Partnership/Finance									
<u>101 Administration & Office Costs</u>									
1050	Miscellaneous Income	0	339	0	(339)		0.0%		
1176	Precept Received	595,380	672,430	672,430	0		100.0%		
1190	Interest Received	14,740	18,130	15,400	(2,730)		117.7%		
	Administration & Office Costs :- Income	610,120	690,899	687,830	(3,069)		100.4%	0	
4012	Business Rates	0	3,842	4,368	526	526	88.0%		
4014	Utilities, Elec/Water/Sew/Fire	13,220	9,310	12,000	2,690	2,690	77.6%		
4015	Repairs and Maintenance	10,796	15,417	3,492	(11,925)	(11,925)	441.5%	3,586	
4017	IT Support	14,651	18,204	19,894	1,690	1,690	91.5%		
4021	Communications	2,841	2,833	2,000	(833)	(833)	141.6%		
4022	General Office Costs	7,725	9,333	6,349	(2,984)	(2,984)	147.0%		
4023	Printing & Stationery	4,222	4,145	4,350	205	205	95.3%		
4025	Insurance	18,041	18,450	18,100	(350)	(350)	101.9%		
4028	Elections	10,411	0	0	0	0	0.0%		
4057	Audit Fees	2,056	2,249	2,600	351	351	86.5%		
4058	Bank Charges	624	720	800	80	80	90.0%		
4060	Loan Repayments	11,002	11,002	11,002	(0)	(0)	100.0%		
4081	Membership Subscriptions	2,837	3,505	3,545	40	40	98.9%		
4150	Consumables	222	236	265	30	30	88.9%		
	Administration & Office Costs :- Indirect Expenditure	98,649	99,247	88,765	(10,482)	0	(10,482)	111.8%	3,586
	Net Income over Expenditure	511,470	591,652	599,065	7,413				
6000	plus Transfer from EMR	10,411	3,586	0	(3,586)				
	Movement to/(from) Gen Reserve	521,881	595,238	599,065	3,827				
<u>300 Community Engagement & Promoti</u>									
1169	Mayoral Event/Promotion	0	356	0	(356)		0.0%		
1170	Newsletter - Advert Income	1,392	867	1,000	133		86.7%		
	Community Engagement & Promoti :- Income	1,392	1,223	1,000	(223)		122.3%	0	
4024	Publications	31,986	23,788	27,000	3,212	3,212	88.1%		
4030	Advertising - Recruitment	0	2,687	500	(2,187)	(2,187)	537.4%		
4031	Advertising & Publicity	253	5,373	500	(4,873)	(4,873)	1074.6%		
4079	Young Mayors Allowance	0	0	500	500	500	0.0%		
4080	Mayoral Expenses	634	1,854	1,600	(254)	(254)	115.9%		
4082	Hospitality	94	497	600	103	103	82.8%		
4221	Dieppe Raid/Remembrance	4,513	3,993	5,000	1,007	1,007	79.9%		

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Detailed Income & Expenditure by Budget Heading 19/03/2025

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4224 Town Crier	20	0	150	150		150	0.0%	
Community Engagement & Promoti :- Indirect Expenditure	37,500	38,192	35,850	(2,342)	0	(2,342)	106.5%	0
Net Income over Expenditure	(36,109)	(36,969)	(34,850)	2,119				
<u>360 Support and Services</u>								
4215 Grant Aid	6,473	9,056	35,000	25,944		25,944	25.9%	
4218 Partnership Cont/Event Support	36,950	17,940	35,000	17,060		17,060	51.3%	
4226 Community Partnership Grants	41,796	10,387	30,000	19,613		19,613	34.6%	
Support and Services :- Indirect Expenditure	85,219	37,383	100,000	62,617	0	62,617	37.4%	0
Net Expenditure	(85,219)	(37,383)	(100,000)	(62,617)				
6000 plus Transfer from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(80,219)	(37,383)	(100,000)	(62,617)				
Promotion Partnership/Finance :- Income	611,511	692,122	688,830	(3,292)			100.5%	
Expenditure	221,369	174,822	224,615	49,793	0	49,793	77.8%	
Net Income over Expenditure	390,143	517,300	464,215	(53,085)				
plus Transfer from EMR	15,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	405,554	520,886	464,215	(56,671)				
Grand Totals:- Income	611,511	692,122	688,830	(3,292)			100.5%	
Expenditure	221,369	174,822	224,615	49,793	0	49,793	77.8%	
Net Income over Expenditure	390,143	517,300	464,215	(53,085)				
plus Transfer from EMR	15,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	405,554	520,886	464,215	(56,671)				