



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Newhaven Town Council Office, 18, Fort Road, Newhaven on **Tuesday 9th December 2025 at 8:20pm.**

PRESENT: Councillors Mark Wardle
James Harrison
Jessa Chapman
Julie Carr
Steve Saunders
Shaun Boniface

ALSO ATTENDING: Stephen Honey, Executive Officer
Alison Campbell, Responsible Finance Officer

PPF021/25 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.

PPF022/25 **APOLOGIES FOR ABSENCE.**

Cllr. Macleod

PPF023/25 **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 declared.

PPF024/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 21st October 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

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

PPF025/25 **PETITIONS/PUBLIC QUESTIONS.**

None.

PPF026/25 TO CONSIDER THE DRAFT 2026/27 BUDGET AND RECOMMEND THE SAME TO THE NEXT SCHEDULED FULL COUNCIL MEETING.

Following discussion, it was

PROPOSED by Cllr. Harrison that it be requested that any unused lines in the budget report be marked in red for Full Council to agree that they be removed and that 300.4084 (Councillor - Out of Pocket Expenses) be amended to £500.

This was,

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

RESOLVED that it be requested that any unused lines in the budget report be marked in red for Full Council to agree that they be removed and that line 300.4084 (Councillor - Out of Pocket Expenses) be amended to £500.

PPF027/25 NEWHAVEN MATTERS PUBLICATION – DISCUSSION ITEM

The Executive Officer advised the Committee that he had received an offer from two local groups who have experience in producing the District News newsletter for Lewes District Council and running many events within Newhaven & Lewes. They suggested that they could produce the quarterly Newhaven Matters magazine, thereby freeing up the newly installed Communications & Events Officer to concentrate on new events for the Council. This could either be a one-off “trial” or an on-going basis.

Following discussion, it was

PROPOSED by Cllr Boniface that the Council should continue to produce the magazine in-house due to the cost implications of out-sourcing and the well-received proposals for Newhaven Matters from the Communications & Events officer.

This was,

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

RESOLVED that the Council continue to produce the magazine in-house due to the cost implications of out-sourcing and the well-received proposals for Newhaven Matters from the Communications & Events officer.

PPF028/25 BUDGET REPORT TO OCTOBER 30th NOVEMBER 2025.

Noted.

There being no further business, the Meeting was closed at 21:26 HRS.

Date:

Chair:.....



NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

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

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Email: admin@newhaventowncouncil.gov.uk

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

Date: 24th February 2026

Report Contact: Executive Officer

Subject: **Lewes District Citizen's advice request for an SLA**

1. The purpose of this report is to seek the council's approval to implement a Service Level Agreement between Newhaven Town Council and Lewes District Citizen's Advice.

Background.

2. Lewes District Citizen's Advice have previously received funding from Newhaven Town Council from at least 2008 up until 2023 through various Community Partnership grants.
3. Cllr Jan Woodling (external representative) reported to the Council on 13th January 2026 that the local branch of Citizens Advice is situated in Newhaven but survives mainly from Lewes District Council grants and funding from surrounding Town Councils, but not Newhaven.
4. Sarah Archer (Lewes District Citizen's Advice CEO) met with Officers to ascertain whether funding could be re-started and suggested an SLA (which is how they receive funding from Peacehaven and Seaford town councils). They have supplied a "case for support" document (see Appendix A)

Finance

5. Should members decide to agree to the implementation of an SLA (see draft in Appendix B), the amount due (£10,000 per annum requested for three years (2026-2028)) would need to be paid from the General Reserves and an EMR would need to be established for the final two years.

Recommendation

6. That the Committee informs the Executive Officer as to whether they wish to accede to the request of Lewes District Citizen's Advice. If the amount that the committee agrees is above the £7,500 threshold that they can authorise, this will be brought before the next Full Council meeting for authorisation.



**Lewes
District**

LDCA request for SLA Case for support to NTC

January 2026

Our work in Newhaven in 2025

402 Newhaven residents supported

With 1122 different issues

Over £118,000 was secured for people in income gains and debts written off. In addition to bringing people out of hardships and poverty, this is also money circulating in the local economy.

64% of the people we supported were disabled or had long term health conditions, illustrating that we support some of the most vulnerable people in our community.

Benefits, charitable support and housing were the three most common areas where people required support.

1/5th of the total number of people we supported across all of Lewes District in 2025 were Newhaven residents.

Our work in Newhaven in 2025

Key Statistics

Lewes District (member)

02/01/2025 23/12/2025

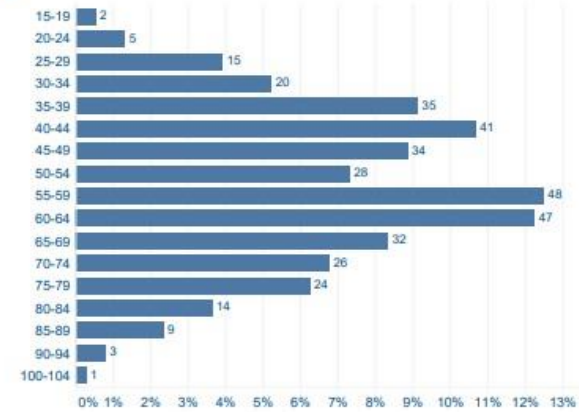
Summary

Clients	402
Quick client contacts	
Issues	1,122
Activities	1,163
Cases	561
Outcomes	
Income gain	£110,432
Re-imburements, services, loans	£0
Other	£8,340

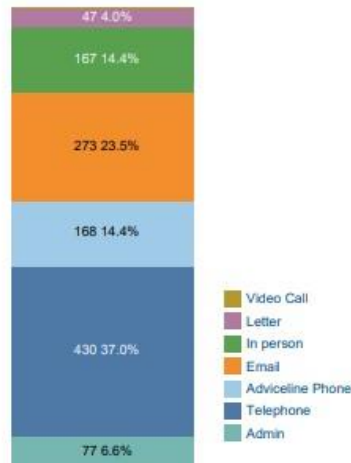
Issues

Issues	Clients
Benefits & tax credits	335
Benefits Universal Credit	125
Charitable Support & Food Ban..	187
Consumer goods & services	23
Debt	50
Employment	50
Financial services & capability	12
GVA & Hate Crime	5
Health & community care	28
Housing	154
Immigration & asylum	3
Legal	39
Relationships & family	53
Tax	7
Travel & transport	12
Utilities & communications	39
Grand Total	1,122

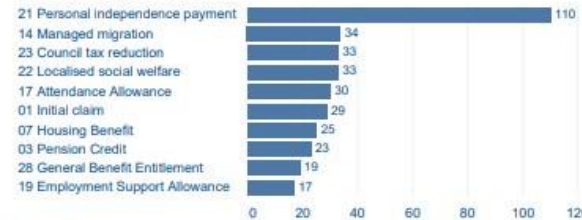
Age



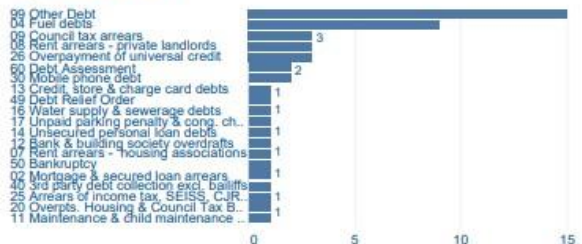
Channel



Top benefit issues



Top debt issues



Gender



Disability / Long-term health



Ethnicity



Our work in Newhaven in 2025



- Our main hub office is in Newhaven, operating three days a week (Tuesday-Thursday).
- Our advice line is run from Newhaven by our trained team of volunteer advisors. Operational days often bring 20-25 staff and volunteers into the town, supporting increased footfall and spending.
- We are running a weekly drop in ‘digital inclusion advice session’ from our Newhaven office every Friday from January-March 2026. We will be supplying some eligible Newhaven residents with free Chromebooks, mobiles and annual data allowance (enabled from a recent successful funding bid from the Cabinet Office).
- In addition to our advice volunteers, we also have a wider team of experts that support people in need. This includes; 3 welfare benefit caseworkers, a specialist housing advisor, 2 autism advisors, outreach advisors- all supported by our supervisors and Advice Services Manager.
- We run periodic autism advice service drop ins from our Newhaven office.
- Much of our welfare benefit application support is delivered from our Newhaven office.
- We have strong links with local Newhaven organisations such as the Baptist Church foodbank, and we hold regular meetings in the Hillcrest.



Our experience, accreditation and governance

- We are currently a team of 42 volunteers, 7 trustees & 16 part-time staff enabling us to deliver 58 adviser days per week.
- We have 275 years of Citizens Advice experience between us. 10 of our team have been with us for 10 years or more.
- We are AQS accredited in three categories; general advice, welfare benefits and disability. We are the only local organisation with this level of accreditation and expertise.
- We undergo a three-year audit by National Citizens Advice. Assessment areas include; governance, operations, people management, finance, strategy and planning, risk management and compliance, research and campaigns, EDI and of course, our advice and case work accreditation. In 2025 we passed all 54 individual scoring areas within the evidence portfolio, and our work was described as 'gold standard'.
- We are registered with the FCA and Fundraising Regulator and have been awarded as a social impact supplier on the NHS procurement hub.
- 2025 marked long service awards for 4 volunteers (3 of whom have given over 10 years and one over 5 years).
- Our Autism Advice Service received a national award in November 2025 for its work in championing equality, diversity and inclusion.



Value of our volunteers and running local awareness campaigns

Our remarkable volunteer advisers and trustees donated over 12,000 hours in 2025. This is added value on top of the costs of running the organisation.

Value of activities and improved outcomes		
Value of time donated	Value (£)	Stakeholder
Volunteering time	261,999	Local Citizens Advice office
Skill development and employability		
Gaining employment more quickly	12,772	Economy
Receiving a higher wage due to being more skilled	954	Economy
Health and wellbeing		
Increased life satisfaction	49,655	Volunteers
Improved mental health	18,808	NHS
TOTAL	344,188	

“ I honestly do not know if and definitely how we would have survived without you ”

Could you pay less for Utilities?

1.6 million households miss out on water discounts and up to 8.4 million miss cheaper broadband deals - £2.7 billion of help left unclaimed every year!

What is a social tariff?

A special lower rate for water, broadband or mobile. If you receive a benefit that depends on your income (means tested) for example, Universal Credit, Pension Credit or ESA, you could qualify.

Broadband & Mobile

- Check Ofcom's list at <https://www.ofcom.org.uk/>
- Or call Ofcom: 0300 123 3000 / 020 7981 3000
- Already with a provider? Ask them about their social tariff and how to switch.

WATER

- Every company in England & Wales offers a social tariff.
- Southern Water: 0800 027 0363
- South East Water: 0800 952 4000
- Or visit the Consumer Council for Water website <https://www.ccw.org.uk/>

ENERGY

There's no national tariff yet, but suppliers run their own help schemes.

- Example: EDF support line 03330 069 950. Call yours and ask what's available.

Need a hand?

Contact Lewes District Citizens Advice on freephone 0808 278 2892 (Option 4)

or Via the website <https://www.lewesdistrictca.org.uk>

We may be able to help with applications and energy bills if you are struggling.

Our funders



- Lewes District Council- £190,000 per year
- Peacehaven TC- £15,000 per year 26/27 (was £13,000)
- Lewes TC- £8,000 per year (+ additional £2000)
- Seaford TC- £6,500 per year
- Telscombe TC-£4,240 per year

Other current or recent funders include;

- Big Lottery
- Chalk Cliff Trust
- Assert
- ESCC
- Awards for All
- Sussex Community Foundation
- The Lawson Trust
- The Next Foundation
- The local Rotary clubs
- Local events and fundraising activities

Reducing costs

In order to mitigate continuing funding shortfalls, in 2025 we committed to a staff restructure, where we were able to avoid redundancies but only due to two teams of staff agreeing to reduce their hours. This secured vital cost savings but has impacted on our capacity through reduced staffing hours.

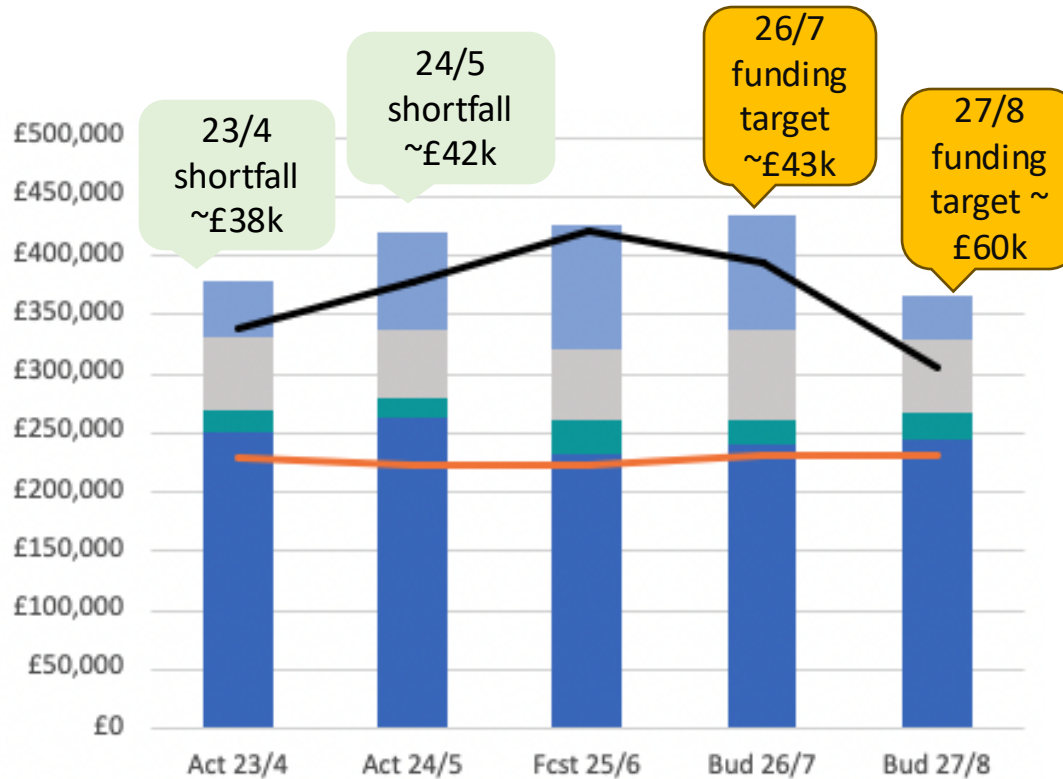
We also requested and received additional support from LDC in waiving our rent for 12 months. This was an essential aspect in helping to manage our deficit.

We continue to monitor all our wider costs, services and contracts and without making further reductions in our primary purpose i.e. service delivery, we can make no further cost savings.



Finances

- salary & related (project)
- office & premises
- staff/volunteer costs & governance
- salary & related
- core council grants
- total adjusted income (*)



Restructured in 25/6 to align costs with income

Local council grants have remained almost static since 2021. Project funding is a variable depending on the duration and value of each project as can be seen in the pale blue bar here. Government schemes also fluctuate e.g. Household Support Fund will end in Mar 26 and how its replacement will be managed is yet to be decided.

Costs increased substantially in 23/4 due to inflation & increased staffing costs (inc NI increases), resulting in shortfalls of ~£40k in both 23/4 & 24/5. It was decided to cut staff costs and fix salary increases to 2% in 25/6 to align costs with income.

However, continuing inflation, one-off costs to prepare for cyber essentials and the unknowns regarding future project funding are pushing our fundraising targets back up to £43k for 26/7 and £60k for 27/8. This is to retain the status quo whilst our ambition would be to increase services to more closely meet the need. We must secure additional income to safeguard service delivery.

(*) adjusted to show income in the year it is designated for (i.e. matched to cost)



Our request to Newhaven Town Council

A three-year SLA to support our work with Newhaven residents

- We are requesting that NTC consider funding of £30,000 over a three-year SLA at £10,000 per year.

Each year:

- £10,000 could help fund a welfare benefits caseworker
- £10,000 could pay towards hours for our Specialist Housing Advisor (currently only has funding in place until Dec 26 and this role will be lost entirely without additional funding)
- £10,000 could help us with the unavoidable increased costs we face due to our urgent need to obtain Cyber Essentials and Cyber Essentials Plus. The total cost of us attaining this certification has been costed at over £20,000. Part of these costs is our need to buy a further 20 refurbished laptops at £500 per device (as our devices are not fit for purpose and need replacing). Having cyber essentials is becoming a standard requirement for many funders, government contracts and will soon be part of the requirement for our membership to the national Citizens Advice network.
- £10,000 would help us reduce our gap between income and expenditure and help us to avoid reducing our capacity to deliver services and support. We are already a lean organisation that relies heavily on volunteers to help deliver services. Our biggest cost is staff - without securing more funding we will need to restructure further, which will reduce our capacity in supporting people who need us.



**Lewes
District**

Reporting and evidence

Each year we will

- Support a minimum of 400 Newhaven residents
- With at least 1,000 differing issues
- For a £10,000 grant, this equates to a cost of £25 for each resident supported or £10 for each individual issue advised on
- At least 50% of the people that we will support will have long term health conditions or disabilities

Evidencing and reporting

- We will report quarterly to the Town Council.
- We will provide key stats for our work in Newhaven and a case study from a local resident.
- We will provide annual statistics on our work, to give a broad overview of our work and our impact and the value we bring from the grant.
- We will report on the income generation we gain and debts written off to residents
- We will ensure that we advertise the support of Newhaven Town Council across our platforms and in our annual report.

Our values



To be a local charity that promotes a fairer Lewes District, where its people have access to free, impartial and accredited advice and support to enable our community to thrive and flourish

GRANT FUNDING AGREEMENT
BETWEEN
Newhaven TOWN COUNCIL
AND
LEWES DISTRICT CITIZEN'S ADVICE

You should read these Terms and Conditions carefully. Failure to comply with these Terms and Conditions could put the Grant Funding and any future grant or other funding at risk and may result in action being taken to recover any monies already given.

Interpretation:

- “the Agreement”** includes and incorporates these Terms and Conditions;
- “Data Protection Legislation”** means
- (i) the UK General Data Protection Regulations (UK GDPR) and any applicable national implementing laws as amended from time to time;
 - (ii) the Data Protection Act 2018 (DPA 2018) to the extent that it relates to processing of personal data and privacy;
 - (iii) all applicable laws about the processing of personal data and privacy
- “Grant Funding”** mean those grant funds which shall become payable by Newhaven Town Council to the Provider for the provision of the Services in accordance with the Agreement;

“Grant Funding Term”	subject to earlier termination, the term during which Agreement will remain in force;
“Services”	means the purposes for which the Grant Funding is being awarded;
“The Town Council”	means Newhaven Town Council of 18 Fort Road Newhaven East Sussex BN9 9QE
“The Provider”	means Lewes District Citizens Advice, 15-19 Chapel Street, Newhaven, BN9 9PN;

1 General

- 1.1 The Grant Funding shall be used solely towards financing the Services in accordance with the Agreement.
- 1.2 Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.
- 1.3 The Grant Funding Payment made under this Agreement shall void the Provider from being able to apply under the Town Council's Discretionary Grants Scheme for additional funding over and above that within this Agreement.

2 Obligations of The Provider

- 2.1 The Provider shall secure the delivery of the Services and ensure that at all times the Services are delivered in accordance with these Terms and Conditions.
- 2.2 The **Services** to be delivered which define the purpose of the Grant Funding are:
 - 2.2.1 Delivering a hybrid model of support services using a combination of pre-booked in-person appointments (at Newhaven sites), remote telephone and email support to the residents of Newhaven.

This includes specialist benefits and debt guidance and access to any other projects targeted at specific groups..

- 2.3 The Provider agrees with the following **reporting arrangements** to ensure eligibility for the following year's grant funding:
 - 2.3.1 Half yearly performance figures to the Town Council reflecting both district wide activity and also a dashboard specific to Newhaven.
 - 2.3.2 The Town Council's Outside Body Representative for the Provider will be invited to two Provider Board meetings as an observer (no voting rights).
 - 2.3.3 Presentation for the Town Council's Annual Town Meeting (the Newhaven Town Forum)
 - 2.3.4 Annually, the accounts of the Provider, are submitted to the Town Council to indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate.
- 2.4 The Provider will notify the Town Council, in writing within 10 working days if there is a material change to any of the following of its documents:
 - 2.4.1 Its written set of rules, constitution, or other governing document;
 - 2.4.2 Its Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
 - 2.4.3 A copy of the organisation's Public Liability Insurance to the value of at least £10 million.
 - 2.4.4 A policy to ensure the safeguarding of children or vulnerable adults (where appropriate).
- 2.5 The Provider must notify the Town Council, in writing within 10 working days if there is any material change affecting finances, activities, how the Provider will assess the effectiveness of the Services provided or other factors stated in the Agreement.

- 2.5 The Provider shall comply with all statutory requirements and other laws and regulations relating to the Services and its development and operation including without limitation all relevant health, safety and employment laws and regulations.
- 2.6 The Provider shall ensure that it has all necessary consents, (this includes any approval consent, profile check, exemption, licence or permission from any governmental or other authority or any person required by law), or otherwise for the Provider to provide the Services.
- 2.7 The Provider shall ensure that any publicity relating to the Services will be accurate in its content and will recognise the financial support of the Town Council through the relevant use of the Town Council logo, as provided.

3 Obligation of Newhaven Town Council ———

- 3.1 In consideration of the Provider providing the Services under the Agreement, Newhaven Town Council shall pay to the Provider the Grant Funding in accordance with the terms of the Agreement.

4 Grant Funding Term

- 4.1 The term of this Agreement (the “Grant Funding Term”) will begin on the date of this Agreement and will remain in force for a period of three years, ending on, subject to earlier termination as provided in this Agreement.
- 4.2 The Term may be extended with the written consent of the Parties.

5 Grant Funding Payment

- 5.1 The Grant Funding is an annual amount of £.....
- 5.2 Wherever possible, payment will be made by bank transfer from the Town Council to the Provider byof each year of the Grant Funding Term within this Agreement.
- 5.3 If payment is to be delayed or an alternative means of payment is required, the Town Council will notify the Provider of the expected delay length and reasons in writing, as soon as practicably possible.
- 5.4 The Provider will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Provider will

indemnify the Town Council in respect of any such payments required to be made by the Town Council.

- 5.5. The Provider will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

6 Withholding or Repayment of Grant Funding

- 6.1 Where there is a breach of these Terms and Conditions by the Provider, including the Services not having been provided in accordance with these Terms and Conditions with the Town Council's prior agreement, and without prejudice to Newhaven Town Council's other rights and remedies, Newhaven Town Council may at its discretion reduce, suspend and or withhold the payment of the Grant Funding or require repayment of the Grant Funding in full (or in Newhaven Town Council's absolute discretion in part), on demand.
- 6.2 The Provider shall promptly repay to Newhaven Town Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where the Grant Funding has been paid in error before all conditions attaching to the Agreement have been complied with by the Provider.
- 6.3 The Provider must repay any unspent element of this Funding if it is not used for the purpose for which it was intended upon receiving notice from Newhaven Town Council.

7 Termination

- 7.1 Newhaven Town Council may terminate the Agreement and any Grant Funding payments immediately on giving the Provider three months' written notice should it be required to do so by financial restraints or for any other reason.
- 7.2 Upon termination of this Agreement by the Town Council, any Grant Funding payment made for that year shall not be repayable by the Provider, save for where the Terms and Conditions of this Agreement have been breached by the Provider.

8 Records and Compliance

- 8.1 The Provider shall ensure that they maintain full and proper insurance policies relevant to the Provider's activities and shall when requested by Newhaven Town Council provide full evidence of such insurance on demand.

9 Indemnity

- 9.1 The Provider acknowledges that Newhaven Town Council's extent of involvement in the Services is restricted to providing grant funds to assist the Provider to put the Services into practice. The Provider shall be solely liable for its personnel, the lawful performance of the Services and (without limitation) all claims, demands, damage and proceedings which may arise.
- 9.2 The Provider shall indemnify and hold Newhaven Town Council, its employees, agents, officers or sub-contractors harmless with respect to all losses and all other liabilities such as but not limited to liabilities or losses arising from or incurred by reason of the actions and/or omissions of the Provider in relation to the project, the non-fulfilment of obligations of the Provider under this Agreement or its obligations to third parties.
- 9.3 Newhaven Town Council accepts no liability for any consequences, whether direct or indirect, that may come about from the Provider running their business, the use of the Grant Funding or from withdrawal of the Grant Funding.

10 Assignment

- 10.1 The rights and obligations under the Agreement are personal to the Provider and are not assignable.

11 Contract (Rights of Third Parties) Act 1999

- 11.1 None of the provisions of the Agreement are intended to or will operate to confer any benefit pursuant to the Contract (Rights of Third Parties) Act 1999 on a person who is not named as a party to the Agreement.

12 Force Majeure

12.1 Newhaven Town Council reserves the right to defer the date for performance of, or payment of, the Grant Funding, or terminate any agreement with the Provider, if Newhaven Town Council, or the Provider is prevented from, or delayed in, carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including strikes, lockouts or other industrial disputes (whether involving the workforce of Newhaven Town Council or any other party), failure of a utility service or transport network, act of God, plague or epidemic, war, riot, civil commotion, terrorist activities, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

13 Waiver

13.1 Failure to exercise, or any delay in exercising, any right or remedy provided under this Agreement or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

14 Governing Law

14.1 The Agreement shall be governed by and construed in accordance with English Law.

14.2 This grant document and any dispute or claim in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales (including non-contractual disputes or claims)

15 Variation

15.1 Newhaven Town Council may (acting reasonably) amend the Agreement at any time, as long as Newhaven Town Council informs the Provider within a reasonable period thereafter of the variation. No variation of the Agreement or of any of the documents referred to in it shall be varied by the Provider unless Newhaven Town Council agrees it in writing.

16 No Partnership or Agency

16.1 Nothing in the Agreement shall be deemed to create a partnership or agency relationship between the Provider and Newhaven Town Council or be deemed to authorise either party to incur liabilities or obligations on behalf of or in the

name of the other and for the avoidance of doubt Newhaven Town Council shall

not be liable to pay wages, redundancy payments, salary, sickness pay or holiday allowances in respect of the Provider.

- 16.2 The Parties acknowledge that this Agreement is non-exclusive and that the Provider will be free, during and after the Term, to other grant funding or other funding from third parties for the provision of services similar to the Services.

17 Confidentiality

- 17.1 Both parties will keep undisclosed, secret and confidential all intellectual property rights, know-how, other business, technical or commercial information disclosed to it by the other party as a result of this Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorise in writing or save to the extent that the disclosure of the same is required by law.
- 17.2 The Provider acknowledges that the Town Council is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) and the Provider notes and acknowledges the FOIA, the EIR and the Local Government Transparency Code under section 45 and 46 of the FOIA.
- 17.3 This Clause shall remain in full force and effect notwithstanding any termination of the Agreement.

18 Data Protection

- 18.1 The Provider shall (and shall procure that they) comply with any notification requirements under Data Protection Legislation, and both Parties will duly observe and comply with all their obligations under the requirements of Data Protection Legislation, which arise in connection with the Agreement.
- 18.2 The Provider shall not provide the Town Council, including its Outside Body Representative, with any personal or confidential data relating to or coming from the Services provided.

19 Entire Agreement

- 19.1 It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

By signing and submitting the Agreement both Parties are agreeing to the Terms and Conditions of the Agreement.

SIGNED ON BEHALF OF Newhaven Town Council:

[TOWN CLERK]

SIGNED ON BEHALF OF LEWES DISTRICT CITIZEN'S ADVICE:

[SARAH ARCHER, CHIEF EXECUTIVE OFFICER]



NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

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: 24th February 2026

Report Contact: Executive Officer

Subject: **Havens Community Hub request for an SLA**

1. The purpose of this report is to seek the council's approval to implement a Service Level Agreement between Newhaven Town Council and Havens Community Hub.

Background.

2. Paula Woolven (CEO of Havens Community Hub) made a presentation to Newhaven Town Council on 27th January 2026 requesting support in the manner of an on-going SLA to help fund a support service for rough sleepers in Newhaven.

Finance

3. Should members decide to agree to the implementation of an SLA (see draft in Appendix A), the amount due (£15,000 per annum requested for three years (2026-2028)) would need to be paid from the General Reserves and an EMR would need to be established for the final two years.

Recommendation

4. That the Committee informs the Executive Officer as to whether they wish to accede to the request of Havens Community Hub. If the amount that the committee agrees is above the £7,500 threshold that they can authorise, this will be brought before the next Full Council meeting for authorisation.



NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

TOWN COUNCIL OFFICES
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Tel: (01273) 516100

Email: admin@newhaventowncouncil.gov.uk

To: Promotion, Partnership & Finance Committee **Agenda Item 7.**

Date: 24th February 2026

Report contact: Executive Officer.

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 budgets allow.

Background.

2. The current round (second of two) of Small & Large Grant Applications was opened at the beginning of January 2026 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 15th 2026.
3. A total of 16 applications were received prior to the published deadline.

5 Small Grant Applications
11 Large Grant Applications
4. 3 of the small grant applications were found to be ineligible due to missing/incorrect documentation and 2 were eligible and achieved the scoring threshold
5. Of the large grant applications, 5 were found to be ineligible due to missing/incorrect documentation, 4 were partly eligible but didn't achieve the scoring threshold and of the 2 eligible applications only 1 reached the scoring threshold
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. A breakdown of scored assessments can be found at **Appendix 2.**

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, Executive Officer 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.

Small & Large						
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	Score Total	Successful Score Threshold	Comments
Denton & Newhaven Guides	Raising money for Guides to attend Olave 26 Camp	£500.00	Y	17	15	
Newhaven District Rangers	Raising money for Rangers to attend Olave 26 Camp	£500.00	Y	17	15	
3rd Newhaven Scout Group	Safety equipment for a permanent training space	£2,138.54	Y	24	23	
Newhaven & District Model Railway Club	Purchase of IT equipment	£1,000.00	Y/N	19	23	Under threshold
Newhaven Cricket Club	Purchase of a BOLA Bowling Machine	£1,000.00	Y	21	23	Under threshold
Ouse Valley Morris	Development & purchase of costumes, kit and props	£1,800.00	Y/N	21	23	Under threshold
Newhaven Tennis Club	To connect the club to the mains electricity grid & a portable toilet	£3,000.00	Y/N	19	23	Under threshold / Maintenance?
Hospitable Environment	To support the "Emerging Sussex" open call exhibition and development programme	£3,000.00	Y/N	21	23	Under threshold

Total Sought **£12,938.54**

360.4215 Grant Aid
Balance at 19/02/26 **£ 20,000.00**

Table 1

Small Grants (£0-£500)

10. Denton & Newhaven Guides.

This is a long-established well known voluntary group that is seeking to secure **£500** for the purpose of financing attendance of 13+ girls aged 10 to 14 at the Olave 26 camp. Olave camps are the County international camps involving Guides and Girl Scouts from around the world for a week long camp.

Officers have scored the application as achieving **17 points** which means that this Small Grant application is deemed as successful.

11. Newhaven District Rangers

This is a long-established well known voluntary group that is seeking to secure **£500** for the purpose of financing attendance of 6+ girls aged 14 to 18 at the Olave 26 camp. Olave camps are the County international camps involving Guides and Girl Scouts from around the world for a week long camp.

Officers have scored the application as achieving **17 points** which means that this Small Grant application is deemed as successful.

Large Grants (£501-3000)

12. 3rd Newhaven Scout Group

This is a well established (now in its 80th year) voluntary group that provides opportunities for children aged 4-14 to develop skills, confidence and resilience. They are seeking a grant to finance the purchase safety equipment to establish a safe, permanent training space in Newhaven for archery sessions.

Officers have scored the application as achieving **24 points** which means that this Large Grant application is deemed as successful.

13. Newhaven & District Model Railway Club

Long established local model railway club and support group looking to fund purchase of IT equipment.

Officers have scored the application as achieving **19 points** which means that this Large Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy.

14. Newhaven Cricket Club

A local cricket club that has serves the Newhaven community for many years and is looking for funds to purchase a bowling machine.

Officers have scored the application as achieving **21 points** which means that this Large Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy.

15. Ouse Valley Morris

Newhaven based morris dancing group who require funding to Develop & purchase of costumes, kit and props.

Officers have scored the application as achieving **21 points** which means that this Large Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy.

16. **Newhaven Tennis Club**

An established tennis club in Newhaven that requires funding to upgrade their facilities by connecting the club to the mains electricity grid and install a portable toilet

Officers have scored the application as achieving **19 points** which means that this Large Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy.

17. **Hospitable Environment**

Hospitable Environment are a arts & wellbeing organisation that have put on many arts events in recent years. They require funding to support the “Emerging Sussex” exhibition and development programme.

Officers have scored the application as achieving **21 points** which means that this Large Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy. Please note that there appears to be a number of payments to art groups that may be considered to be operating costs within their application.

Finance.

18. 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 **£20,000** for the remainder of FY 25/26. Based upon the amounts sought in those eligible applications (Small & Large), no budgetary constraints are anticipated.

Recommendations.

That the Committee:

1. Advises the Executive Officer which applications they would like to fund
2. Instructs the RFO to make those payments with immediate effect.



NEWHAVEN TOWN COUNCIL

Application for a SMALL Grant (Up to and including £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 office on 01273 516100

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£500
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Section 1. Your Organisation

Name of your organisation	Denton & Newhaven Guides
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Address	[REDACTED]
---------	------------

Telephone no:	[REDACTED]
---------------	------------

Email address:	[REDACTED]
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Please can you give us a description of your organisation.

Part of Girlguiding for girls aged 10 to 14.

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.

Our group meet weekly, on Thursday evenings, during term time as well as enjoying day trips and camps.

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

As part of our weekly meetings we work on the Guide programme, completing challenges and activities to earn badges on themes such as communication, making change and leadership.

Specific activities from the last 12 months include:

- Completing the Love Rugby challenge, this included a fun evening with Seaford Rugby Club.
- Summer camp in the New Forest, from start to finish this was a real adventure for our young members. From the journey (three trains and a four mile hike each way) to our time spent exploring the forest and enjoying nature, the girls were enjoying new experiences and learning to be considerate and understanding of each other.
- Completed the KSS Mission, a challenge set by Girlguiding London and South East England and the Kent Sussex and Surrey Air Ambulance charity, the girls learned about the air ambulance, where to find defibs in our community and how to help in an emergency.
- We spent a day learning photography skills and completed the photography badge.
- We took part in our County Circle Line Challenge day in London. We had to visit as many stations as we could to complete challenges and find landmarks and get enough points to earn a badge.
- We've learned to build and cook on fires, tried whittling, made butter, made banoffee pie, played rounders, and lots more.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Excepted*
What is your Registered Charity Number?	*Girlguiding units have full charitable status but are exempted from registration in accordance with the Charities Act 2011 by virtue of the Charities (Exceptions of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations 1961 (SI 1961 No 1044).		
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 aged 10 to 14.		
Where is your organisation based and who owns the building?	We hold our weekly meetings at the Hillcrest Centre. We hire the room from the Hillcrest Community Centre Group.		
How many Newhaven residents are likely to benefit from this grant?	We currently have 27 members.		
What age group(s) are likely to benefit?	10 to 14 year olds.		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, termly.		
If so, how much?	£35.		

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)

We are currently raising money for Guides to attend Olave 26. Olave camps are our County international camps, Guides and Girl Scouts from around the world are invited to join us for a week long camp. It is a

special opportunity to meet and get to know girls from different countries and experience their cultures. Olave camps are usually held every 4-5 years, although this time it will be 7 years (planning was delayed because of Covid), so it is an experience girls usually only get one opportunity for in their time as a Guide.

The cost of the camp is £500, and we have given ourselves a target of raising 50% to make it more affordable and help as many girls as possible take part.

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

Girls aged 10 to 14 who are members of our group.

We currently have 13 signed up to attend Olave 26, but applications are still open so this could increase.

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

Attending Olave 26 will give Guides the opportunity to camp with Guides from across Sussex East and our guests from around the world.

As well as meeting new people and getting to experience different cultures, the Guides will take part in a full programme of activities based on the camp theme, Explore. They will explore different activity zones and try a range of activities from abseiling to yoga.

A large scale camp is also a great place for girls to develop life skills. In a safe and secure environment with the support of their leaders they will learn and develop skills such as independence, teamwork, communication, resilience and problem solving.

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

The camp is being organised and run by volunteers, working to a budget prepared by the event team.

Where necessary trained instructors and experts are paid to run activities and deliver sessions, but most will be done by our volunteers.

It is anticipated over 250 volunteers from across our County will be at camp, including 9 from Newhaven who have already committed to being there.

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

This would help support the young people in Newhaven. Contributing positively to both their physical and mental wellbeing.

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

By giving the girls a positive experience, they will talk about and share this with their family, friends and other social groups. The support of our community is shared and positively promotes our town.

When out and about we often engage with members of the public who are keen to find out what we are up to and where we are from. We are always keen to represent Newhaven and share what we do.

This grant application must be for an activity/project not previously 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?	£500
If the grant forms part of a larger project, what is its total estimated cost?	Currently 13 Guides signed up to attend camp, so aiming to raise £3,250.
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	If we do not meet the target we have set ourselves, we will have to ask parents to make a bigger contribution towards the camp fee. We know that for some families this will be very difficult.
What are your main sources of income?	Members pay subscription fees, but additional activities are paid separately. We claim gift aid on the membership subscriptions.
What other bodies have you applied to for grants?	<p>For this project/activity?</p> <p>None.</p> <p>For general support with other projects/activities?</p> <p>None.</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 held a disco which raised £439.26 and our gift aid claim from 2024 was £586.55.</p> <p>Plans are in place for a bingo evening (autumn) and an activity day (spring). This years gift aid claim will go towards this.</p> <p>One of our volunteers works for a company who offer a match-give donation scheme, which we will apply for after one of the fundraising events.</p>
How much money have you raised from these fundraising activities in the same period?	£1025.81

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 organisation's 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 documents duly authorised and adopted.	Governed by Girlguiding https://www.girlguiding.org.uk/information-for-volunteers/policies/
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	Denton & Newhaven Guides
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	<p>Our membership subscription to Girlguiding is paid in February, so we save a portion of the termly fees through the year to pay this.</p> <p>The balance in the account at the end of 2024, included deposits for summer camp 2025 that parents had paid in and were held for camp expenses the following year.</p> <p>Also, our gift aid saved towards Olave 26.</p> <p>Our 2025 accounts are currently being audited so not available just yet.</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's 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	Guide Leader
Contact address	[REDACTED]
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	12 January 2026
Signature Two	[REDACTED]
Name	[REDACTED]
Position in organisation	Guide Leader
Contact address	[REDACTED]
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	12 January 2026



NEWHAVEN TOWN COUNCIL

Application for a SMALL Grant (Up to and including £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 office on 01273 516100

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£500
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Section 1. Your Organisation

Name of your organisation

Newhaven District Rangers

Address

Telephone no:

Email address:

Please can you give us a description of your organisation.

Part of Girlguiding for girls aged 14 to 18.

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.

Our group meet weekly, on Monday evenings, during term time as well as enjoying day trips and camps

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

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.

Specific activities from the last 12 months include:

- Summer camp in the New Forest, from start to finish this was a real adventure for our young members. From the journey (three trains and a four mile hike each way) to our time spent exploring the forest and enjoying nature, the girls were enjoying new experiences and learning to be considerate and understanding of each other. The Rangers took on the challenge of navigating and leading the way on the hikes in the forest.

<ul style="list-style-type: none"> We took part in our County Circle Line Challenge day in London. We had to visit as many stations as we could to complete challenges and find landmarks and get enough points to earn a badge. Several of our member are also Young Leaders, helping at Rainbow, Brownie and Guides units. They help to plan and deliver activities and are working towards (some very nearly completed) the Young Leader Qualification. It's wonderful to see 16 and 17 year olds volunteering their time as well as enjoying their own activities, and to see the next generation of Leaders grow. Most of the group took part in the Brighton Pride parade, representing Girlguiding Sussex East to promote Girlguiding as an inclusive organisation. The girls love to be outdoors and over the summer time were often out and about in Newhaven on a scavenger hunt or photo challenge. We've also had campfire and cooking evenings, crafts, quizzes and movie nights too. 			
Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Excepted*
What is your Registered Charity Number?	*Girlguiding units have full charitable status but are exempted from registration in accordance with the Charities Act 2011 by virtue of the Charities (Exceptions of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations 1961 (SI 1961 No 1044).		
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 aged 14 to 18.		
Where is your organisation based and who owns the building?	We hold our weekly meetings at the Hillcrest Centre. We hire the room from the Hillcrest Community Centre Group.		
How many Newhaven residents are likely to benefit from this grant?	We currently have 12 members.		
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?	£35.		
Section 2. Justification for Grant Funding <i>Please note that this section forms part of our assessment.</i>			
How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points) We are currently raising money for Rangers to attend Olave 26. Olave camps are our County international camps, Girl Guides and Girl Scouts from around the world are invited to join us for a week long camp. It is a special opportunity to meet and get to know girls from different countries and experience their cultures. Olave camps are usually held every 4-5 years, although this time it will be 7 years (planning was delayed because of Covid), so it is a special experience. The cost of the camp is £500, and we have given ourselves a target of raising 50% to make it more affordable and help as many girls as possible take part.			

What sections of the community in Newhaven will benefit from the grant? (3 points)	
Girls aged 14 to 18 who are members of our group. We currently have 6 signed up to attend Olave 26, but applications are still open so this could increase.	
How will your organisation, its members and/or your users benefit from this grant? (3 points)	
Attending Olave 26 will give Rangers the opportunity to camp with Guides and Rangers from across Sussex East and our guests from around the world. As well as meeting new people and getting to experience different cultures, the Rangers will take part in a full programme of activities based on the camp theme, Explore. They will explore different activity zones and try a range of activities from abseiling to yoga. A large scale camp is also a great place for girls to develop life skills. In a safe and secure environment with the support of their leaders they will learn and develop skills such as independence, teamwork, communication, resilience and problem solving.	
How will your use of this grant deliver 'Value for Money'? (5 points)	
The camp is being organised and run by volunteers, working to a budget prepared by the event team. Where necessary trained instructors and experts are paid to run activities and deliver sessions, but most will be done by our volunteers. It is anticipated over 250 volunteers from across our County will be at camp, including 9 from Newhaven who have already committed to being there.	
How do the activities and actions resulting from this grant align with the current priorities of Newhaven Town Council? (4 points)	
This would help support the young people in Newhaven. Contributing positively to both their physical and mental wellbeing.	
How will this grant assist in promoting Newhaven Town? (3 points)	
By giving the girls a positive experience, they will talk about and share this with their family, friends and other social groups. The support of our community is shared and positively promotes our town. When out and about we often engage with members of the public who are keen to find out what we are up and where we are from. We are always keen to represent Newhaven and share what we do.	
This grant application must be for an activity/project not previously 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?	£500

<p>If the grant forms part of a larger project, what is its total estimated cost?</p>	<p>Currently 6 Rangers signed up to attend camp, so aiming to raise £1500.</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>If we do not meet the target we have set ourselves, we will have to ask parents to make a bigger contribution towards the camp fee. We know that for some families this will be very difficult.</p>
<p>What are your main sources of income?</p>	<p>Members pay subscription fees, but additional activities are paid separately. We claim gift aid on the membership subscriptions.</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>The Rangers have helped organise an activity day which raised £410.47. We also have some gift aid money saved for this, £75.03.</p> <p>This years gift aid claim will go towards this.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>£485.50</p>

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 organisation's 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 documents duly authorised and adopted.	Governed by Girlguiding https://www.girlguiding.org.uk/information-for-volunteers/policies/
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
<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>Our membership subscription to Girlguiding is paid in February, so we save a portion of the termly fees through the year to pay this.</p> <p>The balance in the account at the end of 2024, included deposits for summer camp 2025 that parents had paid in and were held for camp expenses the following year.</p> <p>Also, some money already raised and saved towards Olave 26.</p> <p>Our 2025 accounts are currently being audited so not available just yet.</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	
<p>The information we ask for on this form is in order to fully assess your grant application.</p> <p>By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.</p> <p>This information may be used for publicity purposes if the grant is awarded.</p>	
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's 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	Ranger Leader
Contact address	[REDACTED]
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	12 January 2026
Signature Two	[REDACTED]
Name	[REDACTED]
Position in organisation	Ranger Leader
Contact address	[REDACTED]
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	12 January 2026



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 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 office on 01273 516100.

CLOSING DATE MONDAY 13th FEBRUARY 2026 at 09.00

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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£2,138.54
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Section 1. Your Organisation			
Name of your organisation	3 rd Newhaven Scout Group		
Address	Fort Road Recreation Ground, Newhaven		
Telephone no:	██████████	Email address:	████████████████████
Please can you give us a description of your organisation.			
<p>The 3rd Newhaven Scout Group, now in its 80th year, is run entirely by local volunteers. We provide opportunities for children aged 4–14 to develop skills, confidence, and resilience through adventurous activities and badge work covering everything from astronomy to water sports. We help connect the children to the local community and build a supportive network by getting involved in a range of local events, including attending Remembrance Day and raising money for the RNLI and Royal British Legion. Children learn to look after their local environment, getting involved in litter picks.</p>			
Please can you tell us about the activities or events your organisation has organised in the last 12 months.			
<p>In the last 12 months we have delivered a balanced programme of activities, from life skills (road safety, cooking, woodworking) to adventurous experiences (archery and tomahawk throwing).</p> <p>We've connected with Glyndebourne, with some of their singers putting on a workshop for all the children to experience and perform opera. In the summer, we took all sections kayaking at Piddinghoe Pond. For our Christmas celebrations, we took children to the panto at Eastbourne, and ice skating in Brighton. We regularly take the children hiking, building skills in navigation, self-sufficiency, independence and teamwork. We also hold camps at points during the year, usually for 2 nights, building their connections and sense of self.</p>			

All the activities we provide encourage teamwork, responsibility, and personal growth. We plan them to be as inclusive as possible, ensuring that no matter age, ability, or financial situation, as many children as possible are able to benefit.

Currently, although we have our own archery equipment and leaders are trained, the more adventurous sessions we provide like archery require us travel to Hailsham and hire a venue. Public transport is not an option, and combined with hire, this limits access and increases costs.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	289022		
Are you a national charitable organisation with a local branch that benefits residents?	Yes		
Can anyone join your organisation?	Any young person can join, and anyone can volunteer as a helper or leader.		
If not, why not?			
Where is your organisation based and who owns the building?	Fort Road Recreation Ground, Newhaven We have a lease with Lewes District council until 2038		
How many Newhaven residents are likely to benefit from this grant?	We currently have around 80 – 100 young people and volunteers in the group.		
What age group(s) are likely to benefit?	4-14 year for young people and from 18+ for volunteers		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, termly (3 terms per year)		
If so, how much?	£42		

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)

A former scout leader left a bequest to the group and this was used to fund the purchase of archery equipment (bows, arrows and accessories), and training for leaders. We use the equipment to provide archery sessions for our young members, but have to travel to hire a range at Hailsham in order to do this, as we don't have the safety equipment (targets, safety netting, barrier systems) to provide these sessions within Newhaven.

We are now seeking funding to purchase the necessary safety equipment to establish a safe, permanent training space in Newhaven. At present, our members must travel to Hailsham (a 90-120 minute round trip) to access

facilities. There is no public transport to the venue, and we have to pay a fee of £44 (90 mins, max 12 children) to hire the range, creating real barriers for families without cars and adding significant cost.

By using this grant to create a local facility, we will:

- Reduce transport and financial barriers, making adventurous activities more inclusive and accessible.
- Enable regular sessions in Newhaven, benefiting over 80 children and 20+ volunteers.
- Provide a sustainable long-term resource, with equipment expected to last 10+ years.
- Extend use beyond the Scout Group by offering activities at community events, benefitting the wider town.

This project is both an investment in young people and in a sustainable community resource.

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

This project will benefit a wide cross-section of Newhaven's community:

- **Children and young people (aged 4–14):** Over 80 members will gain regular access to adventurous activities close to home.
- **Adult volunteers (18+):** More than 20 leaders will benefit from training and leadership opportunities, as well as reduced travel demands.
- **Families:** Lower costs and local access will make participation easier, especially for households without cars.
- **The wider community:** By offering taster sessions at local fetes and community events, we will provide opportunities for all residents to try archery in a safe, inclusive environment.

This project is designed to benefit not only our members but the wider Newhaven community.

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

This grant will provide significant benefits to both our young members and the wider group.

Archery is a unique activity that offers children and young people an alternative to traditional team sports such as football. It provides an inclusive environment where every participant can progress at their own pace, focusing on self-improvement and building confidence through setting and achieving personal goals. The sport promotes concentration, patience, and resilience, while encouraging young people to spend time outdoors and develop a lifelong healthy hobby. Archery is both social and accessible - it can be enjoyed by children of all abilities - and its values of respect, discipline, and fair play align closely with the ethos of Scouting. For those who may not feel drawn to mainstream sports, archery offers a positive, exciting, and rewarding outlet that builds both physical and mental wellbeing.

For our 80+ children and young people, it will mean regular access to safe, a safe adventurous activity without the need for long and costly travel. Archery builds confidence, teamwork, and resilience; while giving young people an experience, they may not otherwise have access to. Local access will ensure all children, regardless of background, can participate.

Our adult volunteers will benefit by being able to deliver these activities locally, saving travel time and expenses, and by gaining new skills through training and activity leadership, and more opportunities to support young people in the town.

The group as a whole will benefit from having its own equipment, strengthening independence and reducing reliance on external providers, lowered ongoing costs, strengthening our long-term sustainability, and allowing us to extend opportunities to more young people in the future.

In addition, by bringing adventurous activities into Newhaven, we will create opportunities to engage families and the wider community, enhancing the visibility and impact of the Scout Group within the town. Community taster events will raise awareness of positive opportunities for young people, building community pride and connection.

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

This project represents excellent value for money:

Longevity: Equipment has a 10+ year lifespan, serving hundreds of young people over the next decade.

Cost savings: By reducing reliance on distant facilities, we will save money on both travel, and venue hire.

With our own range, we'd love to hold monthly "all sections" days, where the whole group can come and participate. It is not logistically possible to hold these at our current venue due to the distance and time involved, and limits on participants.

However, if we were to hold these at our current venue, they would need to be held across two days (12 children per 90 minute session, 4 sessions per day) and the estimated monthly cost would be:

- Group costs:
 - Venue hire £308
 - Leader travel costs estimated at £30 2 hours in total travel time
(2x return trips to Hailsham, £14 fuel plus wear and tear)
- Parental costs:
 - Travel – by car, assume 2 children per car (we encourage lift sharing) £600 cost to parents (have not calculated costs for public transport, the trip takes around 2 hours – 2 buses and 15min walk along A22 bypass – or taxi)
 - Typical cost to parents from the group for the session: £4

If we have our own safety equipment and local training range costs are estimated at:

- Group costs:
 - Venue hire – in negotiation, possibly little to no cost in exchange for sessions
 - Leader travel costs – minimal to none
- Parental costs:
 - Child travel – minimal to none
 - Typical cost to parents from the group for the session: £0
- **Wider benefit:** Equipment will be used not only by Scouts but also for community engagement at fetes and events, maximising impact.
- **Sustainability:** Local provision reduces environmental costs (fewer car journeys) and keeps activity within Newhaven.

The long-term, multi-generational benefits to young people, families, and the wider community make this a highly cost-effective investment.

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

Our project directly supports the Council's priorities in the following ways:

- Meeting the needs of children and young people: The grant will provide 80+ Newhaven children and young people (aged 4–14) with safe, local access to adventurous activities such as archery.

This removes barriers of cost and transport, making these opportunities accessible to all, regardless of background.

- **Active involvement of local people:** Our Scout Group is run entirely by volunteers from Newhaven, and this project will give them further opportunities to train, lead, and deliver activities. In addition, we plan to use the equipment at community events, offering local residents the chance to take part in taster sessions.
- **Promoting equality of opportunity and opposing discrimination:** By removing the need for long-distance travel and high activity costs, we will ensure that children from all financial backgrounds can take part. Our policy of inclusion means any child or adult can join, and no one is excluded because of circumstance.
- **Open and accountable:** As a registered charity with a strong safeguarding and equality framework, we are transparent in how funds are used. The equipment will be logged, maintained, and made available for wider community use at events, ensuring accountability for this investment.
- **Environmentally, socially, and economically sustainable development:** By creating a local training space, we will cut down significantly on car journeys to Hailsham (a 60-minute round trip), reducing carbon emissions. The equipment has a 10+ year lifespan, ensuring long-term value and sustainability for the community.
- **Representing and promoting Newhaven:** By showcasing adventurous activities at fetes and events, we will highlight the positive opportunities available for Newhaven's young people, strengthening pride in the town and promoting its vibrancy.

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

This project will showcase Newhaven as a town that invests in its young people and provides high-quality, inclusive opportunities for them to thrive. By establishing a local archery range, we will create a facility that reflects Newhaven's commitment to innovation, sustainability, and community wellbeing.

We will actively promote Newhaven through:

- **Community events and fetes:** Offering archery taster sessions at local festivals will attract families and visitors, strengthening Newhaven's reputation as a town with exciting, accessible activities.
- **Positive visibility:** Local young people demonstrating their skills at events will show the town in a vibrant, forward-looking light, celebrating youth achievement and volunteer commitment.
- **Partnership working:** We will collaborate with local schools, groups, and service clubs to widen participation, positioning Newhaven as a hub for safe, adventurous opportunities for all.
- **Sustainability and pride:** Providing a long-term resource within the town reduces travel out of Newhaven, keeping activity and investment local, and fostering pride in community facilities.

In this way, the grant will not only enhance opportunities for local children but also strengthen Newhaven's identity as a supportive, inclusive, and forward-thinking town.

This grant application must be for an activity/project not previously 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?	£2,138.54
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?	If the grant does not cover the full cost, we will meet the shortfall through a combination of ongoing fundraising and targeted applications to local organisations. Our newly established fundraising team has already begun planning events such as quiz nights, sponsored challenges, and community stalls, alongside approaches to local service clubs. We will also explore small grant opportunities and matched funding schemes. This proactive, mixed approach ensures the project will be fully funded without delay and remains financially sustainable long-term.
What are your main sources of income?	Our primary source of income is membership subscriptions (£42 per term), which sustain our weekly programme by covering essential running costs such as hall utilities, and basic materials. In addition, we receive occasional donations from parents, local residents, and supporters. While these income streams keep the group operational, they do not provide sufficient capacity to fund larger projects or specialist equipment such as archery safety resources - which is why this grant is vital.
What other bodies have you applied to for grants?	<p>For this project/activity?</p> <p>None to date - this is our first formal application for this specific project.</p> <p>For general support with other projects/activities?</p> <p>We are exploring additional opportunities with local charitable organisations. In addition, we have set up an Easyfundraising account, which allows parents, volunteers, and supporters to raise money for the group at no extra cost when shopping online. While this provides small but steady contributions, it also demonstrates our commitment to making use of accessible, sustainable fundraising platforms alongside traditional methods.</p> <p>While approaches to local charitable organisations are at an early stage, these, along with our easyfundraising account demonstrate our commitment to building a diverse funding base.</p>
How much money have these bodies awarded you?	Nothing to date

<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 the past year, we have taken proactive steps to rebuild our fundraising capacity following the disruption caused by COVID. We established a new fundraising team, which has already organised activities including a stall at the Newhaven Lifeboat Fete. These efforts not only raised funds (over £350 this year) but also strengthened our presence at community events, helping us connect with residents and showcase the positive impact of Scouting.</p> <p>We have also set up an Easyfundraising account, which generates ongoing donations at no extra cost to supporters when they shop online. While the amounts raised so far are modest, it provides a sustainable, long-term income stream and demonstrates our commitment to using a mix of innovative and traditional fundraising methods.</p> <p>We have also been applying to community funding opportunities, for example Spar, Screwfix, and the Coop Community Fund.</p> <p>Together, these activities contribute to the sustainability of the group and support larger projects such as the establishment of a local archery range.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>£350</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 documents duly authorised and adopted.	X
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.	X
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.	X
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.	X
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	X
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	X
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	X

Section 5. Banking Details	
Account Name	3 rd Newhaven Scout Group
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>Our accounts currently show a balance of approximately £10,500 in our main account and approx. £2,100 in a separate account.</p> <p>The £2,100 is restricted funds held for a specific activity, which cannot be used for other purposes. The remaining £10,500 represents our operating reserves, which cover ongoing running costs such as utilities, insurance, equipment maintenance, and programme delivery for over 80 young people.</p> <p>As a charity run entirely by volunteers, it is vital that we hold reserves to ensure financial stability, manage unexpected costs, and guarantee that weekly sessions can continue uninterrupted. These funds are therefore not available to cover the cost of this new archery project, which is why we are seeking external support through this grant.</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?	Yes
Please state who that is and their relationship to you.	████████████████████ ████████████████████
Data Protection Statement	
<p>The information we ask for on this form is in order to fully assess your grant application.</p> <p>By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.</p>	

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

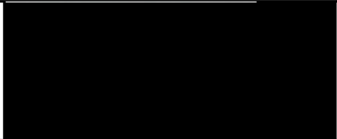








**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council's 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	Cub Scout Leader
Contact address	
Contact email	
Contact phone number	
Date	08/02/2026
Signature Two	
Name	
Position in organisation	Group Lead Volunteer
Contact address	
Contact email	
Contact phone number	

Date	09/02/2026
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NEWHAVEN TOWN COUNCIL

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

This form is to be used for Large 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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£1000
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Section 1. Your Organisation

Name of your organisation

Newhaven & District Model Railway Club

Address

[REDACTED]

Telephone no:

[REDACTED]

Email address:

[REDACTED]

Please can you give us a description of your organisation.

Established in 1959, Newhaven & District Model railway Club are a voluntary run charity which promotes and embraces all that is valued in the world of model railways, in an inclusive, diverse and genuinely friendly, safe environment within the community, with opportunities to learn new skills like design preparation, construction of scale model layouts which comes with their associated educational experiences to include carpentry, electronics, soldering and exhibition and event planning.

In addition to these, the invaluable team work brings social interaction, vital for mental wellbeing, to be assisted by a discussion/listening area to encourage further group or individual communication. This boosts confidence and awareness, creating a sense of belonging, offering purpose, where people can share their stories, knowledge and ideas for personal growth.

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

We attended the two day Bluebell Railway Exhibition in June with our well known layout Making tracks which is an interactive layout encouraging people to do various manoeuvres on our layout in order to receive a certificate ad badge for competency and also took along our shop to raise our own funds.

We also attended the Tinkers Park Exhibition in August with our Making tracks layout and shop too.

We ran our own successful Exhibition in November taking some of our own layouts, our shop and invited guest layouts to exhibit too. We had some really great feedback from people attending who have asked us to do another exhibition soon. We also did a raffle with some lovely donations from various people which raised much needed funds too.

We attended and exhibited at the Brighton Model Railway Club Exhibition with two member layouts.

To end the year, we also had a Christmas Party for members and guests with a raffle also.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	1183560		
Are you a national charitable organisation with a local branch that benefits residents?	No		
Can anyone join your organisation?	Yes, however under 18's or vulnerable persons will need to be accompanied.		
If not, why not?	N/A		
Where is your organisation based and who owns the building?	Newhaven Heatherside Business Park and our Landlords are Bevan Funnell		
How many Newhaven residents are likely to benefit from this grant?	We currently have 32 members and 5 support volunteers plus anyone who joins or attends our exhibitions or fundraising events.		
What age group(s) are likely to benefit?	All ages		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes		
If so, how much?	£15 monthly		

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 club is about to imminently extend our clubhouse, as our member numbers have increased in the last 3 months with 6 new members and more visitors expressing an interest to join us. We have 5 new projects in various stages of completion and getting component parts is expensive and can sometimes come with lengthy delays in obtaining these.

We currently have an old laptop for various tasks including administration and planning, but this is now needing to be upgraded. Unfortunately it is too old and now needs to be replaced, our printer has come to the end of it's life and is now broken which needs replacing, which would lower printing costs for flyers, labels, newsletters and many other tasks and to keep costs down for components, whether this be for building layouts, repairs to locomotives, tenders or carriages we would like to purchase a 3d printer too.

If we were able to purchase these, it would also enable us to be able to print and design components ourselves, lowering costs and would also give another opportunity for members to learn more new skills. These items would also make exhibition tasks a lot easier with planning, plus advertising would be lower costs too.

Please see attached spreadsheet with costs.

We would also be able to be interactive with people that attend our exhibitions being able to show them what we get up to, what we have done and what we can do, plus bring us into a new digital era moving our club forwards.

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

All of our members and helpers and as many of the public who would like to see what we do and can do, to include the young, mature and all with diverse needs. We normally have over 300 people that attend our exhibitions just locally.

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

With the replacement of our laptop and printer and the addition of a 3D printer, we will be able to do our planning projects more efficiently, this will reduce costs for the club as previously mentioned. We would be able to print our own plans, flyers, newsletters etc and also by being able to print 3D component parts, this would really help with the completion of our projects.

With new equipment and the addition of a 3D printer, we will also be able to train more members to use these, giving them additional new skills.

With the existing club house about to be extended, we would have a dedicated area for planning and printing with the new equipment, allowing for more people to learn.

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

For us, the value for money would be:

- . An investment to enable further skills for our members
- . Reduce our outgoing costs for purchases and services
- . We would reduce our fuel costs or travel costs being able to print for ourselves
- . It would reduce research time trying to find component parts
- . Reduce hours of production for many tasks and enable admin tasks to be completed quicker

		Amazon	Currys	Argos	Ebay	Flashforge
Laptop	Laptop - AMD Ryzen 7 8845HS, 16GB, 1TB SSD, NVIDIA GeForce RTX 4060, 16" WUXGA 165Hz, Windows 11	£1,099.00				
	Lenovo LOQ 15.6 Laptop AMD Ryzen 7, Windows 11	£1,789.51				
	ASUS TUF A16 FA608PM 16.0" WUXGA 165Hz Laptop (AMD Ryzen 9-7940HX, NVIDIA GeForce RTX 5070 Graphics, 32GB RAM, 1TB	£1,479.99				
Printer	HP LaserJet Pro MFP 3302fdw Laser Printer	£318.99 with 34% discount	£479.99	£479.99		
3D Printer	Flashforge Adventurer 5X 3D Printer with Multi-Color Printing, Customize with IFS, AD5X Multi-Material/Full-auto leveling 3D Printer	£309.00 with 23% discount			£315.00	£339.00
Filament Refills	Various Flashforge Colours £14.49 each (8)	£115.92				

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

We would be able to reduce our carbon footprint by not using fuel or having to travel.

We would have less recycling due to packaging of items we currently receive.

We would also only be using the amount of materials needed rather than having to get multiples of items or printing only the amount we require, again reducing wastage.

We would be able to offer new skills to our existing younger, older and vulnerable members within our own premises and this would also give us the opportunity to advertise that we are able to do these things at our club, which would appeal to even more of the local community. These would be able to be taught by current members who already have the skills to teach these.

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

We are known to be an inclusive, versatile friendly club and we often refer to Newhaven Town, local businesses and the Council in conversations regarding help we have had with our events in the past and we have also been lucky enough to meet Councillors at our events, which is always really appreciated and is often the talk of an event and in discussions by members too.

Our information flyers will always include the Newhaven Town Council Logo and if we advertise, we always would want to use the Newhaven Town Council logo on these too.

Having the new equipment, would mean we could get the word out on our social media that we have been lucky enough as a small members club, to be supported by Newhaven Town Council also. The power of social media has been a positive for us.

Also, conversations we have as members with our guests, visitors and the businesses we use and with enquiries, being able to refer to Newhaven Town, the Council and the Councillors is always such an amazing positive but we also promote the good rail and road links too.

This grant application must be for an activity/project not previously 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 been lucky enough to have received contributions to two event grants for our exhibitions, one being in September 2025 and one in September 2024 but we have not applied for a normal grant for help before.

Section 3. Financial Information& Fundraising Activities

Specific amount of Grant Aid sought with this application?	£1000
If the grant forms part of a larger project, what is its total estimated cost?	N/A

<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 have earmarked reserves for the extension of the clubhouse but we would advise our members that we may need to apply for another source of funding before we were able to purchase the replacement items.</p> <p>We have a further Exhibition at the end of May which would help towards any shortfall there may be and another in June.</p>
<p>What are your main sources of income?</p>	<p>Monthly subs and income from entry donations to our shows or sales of our own second hand items which are often refurbished too.</p>
<p>What other bodies have you applied to for grants?</p>	<p>For this project/activity?</p> <p>We have not applied to any other bodies at this time.</p> <p>For general support with other projects/activities?</p> <p>We have usually managed to raise most of our own funds, so have not applied to anyone else for anything in the past, apart from our Event Grants with Newhaven Town Council.</p>
<p>How much money have these bodies awarded you?</p>	<p>£890 & £1160 = £2050</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>Bluebell Railway Exhibition selling used/nearly new items. Raising £1145</p> <p>Tinkers Park Exhibition selling used/nearly new items. Raising £536</p> <p>Newhaven & District Model Railway Club Exhibition selling new/used items, selling refreshments and also selling raffle tickets for our raffle on the day. Raising £2231</p> <p>Christmas Party with raffle. Raising £100</p> <p>By doing the events we do, this enables us to continue our general running of the club with very little to spare. This money is used to top-up the members contributions to cover our overheads and purchase items used in running the club.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>£4012</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 documents duly authorised and adopted.	√
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 organisation's 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.	√

Section 5. Banking Details

Account Name	Newhaven & Dist Model Railway
Name of Bank/Building Society	[REDACTED]
Sort Code	[REDACTED]
- -Account No	[REDACTED]
Bank mandate rules (How many signatories)	Two 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 three months running costs in our bank account in case of an emergency. We currently also have money in our account to pay for our end of year accountant fees which are due soon and also funds for exhibition costs to be paid in advance before May 2026.

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.	Although no relation or close friend, our Chair is Alison Campbell

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's 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	PRESIDENT, TRUSTEE, TREASURER.
Contact address	[REDACTED]
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	11-2-2026.
Signature Two	
Name	[REDACTED]
Position in organisation	SECRETARY
Contact address	[REDACTED] NEWHAVEN
Contact email	[REDACTED]
Contact phone number	[REDACTED]
Date	11/2/26.



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 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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 2026 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£1000
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Section 1. Your Organisation

Name of your organisation	Newhaven Cricket Club		
Address	[REDACTED]		
Telephone no:	[REDACTED]	Email address:	[REDACTED]

Please can you give us a description of your organisation.

Newhaven Cricket Club is a local amateur sports club giving opportunities to play cricket to young & old, boys & girls, men & women in the Newhaven area for the whole community. Our youngest junior member is 6 & our oldest adult member is 75. For Business Rates purposes we are a Community Amateur Sports Club (CASC) i.e. a Not For Profit Organisation.

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

- 1) Adult indoor coaching sessions are run weekly from February to April for over 16 year olds.
- 2) Adult outdoor coaching sessions are run weekly from May to August.
- 3) League matches are played weekly from the first Saturday in May until the first Saturday in September.
- 4) Junior outdoor coaching sessions are run weekly from the first week of May until the second week of July.
- 5) Junior matches are played on Sunday mornings, usually fortnightly, from May to July.
- 6) Junior outdoor coaching sessions are run weekly in the summer holidays from the last week of July until the last week of August.
- 7) Fundraising events are run quarterly from April to October.
- 8) Our Annual Presentation Evening for our junior & adult members is held in September.
- 9) Our Annual General Meeting is held in November.

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		
If not, why not?	N/A		
Where is your organisation based and who owns the building?	Newhaven Cricket Pavilion, Fort Road Recreation Ground, Fort Road, Newhaven, East Sussex, BN9 9EL. The Cricket Pavilion is owned by Lewes District Council but is leased to Newhaven Cricket Club on a 15 year lease.		
How many Newhaven residents are likely to benefit from this grant?	Newhaven Cricket Club currently have 98 members of which 66 are Newhaven residents and all members, junior & senior, will benefit from the grant.		
What age group(s) are likely to benefit?	From 6 to 75.		
Do your members pay subscription fees? (weekly/monthly/annually)	Adult members pay £50 per year plus £10 per week Match Fees. Juniors are free.		
If so, how much?	As above.		

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 purchase a BOLA Bowling Machine for £2538; £1000 from a Newhaven Town Council Grant, £500 from a James Daniels Memorial Fund donation & £1038 from Newhaven Cricket Club funds. The Bowling Machine provides consistent, controlled & repeatable deliveries allowing the balls to be delivered at the same speed, line & length every time to give batters of all ages the opportunity to have a meaningful & safe coaching session. The machine is easy to use and will benefit junior & senior players of all abilities as it can be set up for a basic or challenging practice session. It can be used indoors in a sportshall or outside on a grass practice area so it provides flexibility & value for money by being able to be used in different settings. It can also be set up to send balls up into the air for catching practice providing another coaching option.

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

The sections of the community in Newhaven that will benefit from the grant are as follows:
 (i) Children aged 6 to 16, including those youngsters with neurodiverse & behavioural issues, as they will appreciate from the structure of the coaching sessions & be excited at using a new coaching aid. (ii) Adults (men & women) aged 17 to 59, especially those who are new to cricket who will receive a better quality coaching session because of the safe & consistent balls bowled to them so as to improve their batting skills. (iii) Older adults (men & women) aged 60 to 80 and those who have mobility issues who we will be encouraging to take part in new Walking Cricket practice sessions from May 2026.

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

The Bowling Machine will be used at our Junior Coaching Sessions by our qualified coaches to improve childrens batting skills by way of more balls being bowled to them in a safe & consistent way thereby, the youngsters being able to receive a greater number of hittable balls to develop their skills & improving their confidence rather than the current method of the children bowling to each other. The children will also have their own inner self-worth increased as they will feel excited about a cricket club investing in equipment that will improve their development.

The Bowling Machine will be used at all of our adult practice sessions as it can be used both indoors in a sportshall at our pre-season indoor practice sessions and outside at our ground for our weekly sessions during the cricket season. The machine is flexible because although it will mainly be used to improve batting skills, it can also be set up to provide catching practice drills by sending balls up into the air at various heights & speeds to improve skills & build confidence.

It will also be used to improve batting & catching skills at our new Walking Cricket practice sessions starting in May 2026 when we will be encouraging the over 60's & also adults with mobility issues in the local area to come along to our fun weekly cricket sessions.

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

The 'Value for Money' will be provided by using the Bowling Machine at our Junior, Adult & Walking Cricket Sessions all year round both indoors & outside. The machine comes with a 5 year parts guarantee and regular maintenance of the machine will give it a 20+ year usage. A feedback form will be sent on-line to all members & coaches who will use the Bowling Machine seeking their input into it's effectiveness as an improvement to coaching sessions.

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

This grant will enable Newhaven Cricket Club to focus on the needs of children & young people and improving community facilities both of which are priorities of Newhaven Town Council by providing enjoyable practice sessions for youngsters in the local area. The aim of the grant will be to improve participation & promote equality by encouraging those from all Socio-economic backgrounds to attend our coaching sessions, thereby increasing the numbers attending. In the Newhaven Town Council Business Plan 2025-2030 it states the Council will promote residents having a good quality of life, encourage healthy living and for residents to have good quality recreational facilities. If the grant is approved the improved quality of the coaching sessions Newhaven Cricket Club will be able to provide will enable it to meet its own & the Council's priorities.

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

The grant will assist in promoting Newhaven Town by improving the facilities provided by Newhaven Cricket Club, thereby showing the town is 'On the Up' and not using tired, old & damaged equipment. With the increased housing in the area adults & children new to the area require a range of clubs to join and improved facilities to be proud of.

This grant application must be for an activity/project not previously 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 November 2024 Newhaven Town Council agreed to a grant of £340 towards the purchase of junior cricket bats for Newhaven Cricket Club.

In November 2022 Newhaven Town Council agreed to a grant of £290 towards the replacement of the battery & pads for our existing defibrillator.




Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application?	£1000
If the grant forms part of a larger project, what is its total estimated cost?	£2538
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 grant will be used to purchase a BOLA Bowling Machine for £2538; £1000 from a Newhaven Town Council Grant, £500 from a James Daniels Memorial Fund donation & £1038 from Newhaven Cricket Club funds.
What are your main sources of income?	Members subscriptions, sponsorship & grants
What other bodies have you applied to for grants?	For this project/activity? None For general support with other projects/activities? The Housing Project Charity, Peacehaven
How much money have these bodies awarded you?	£350 approved for the purchase of cricket balls for adult & junior matches
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)	Newhaven Cricket Club run a monthly 50 Club draw with members paying £5 per month by Standing Order.
How much money have you raised from these fundraising activities in the same period?	£1500 was raised in the last 12 months from the 50 Club & a proportion of these funds are being used for our contribution of £1038 towards the overall sum.

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><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing documents duly authorised and adopted.</p>	<p>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>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>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>Part of the Club Constitution</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>N/A</p>
<p>A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.</p>	<p>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>A feedback form will be sent on-line to all members & coaches who will use the Bowling Machine to seek their input into it's effectiveness as an improvement to coaching sessions</p>

Section 5. Banking Details

Account Name	Newhaven Cricket Club
Name of Bank/Building Society	
Sort Code	
Account No	
Bank mandate rules (How many signatories)	2 signatories (Treasurer plus 1 other)
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 club has a policy of keeping a minimum of £1000 in it's Bank account on the 1 st January each year to cover expenditure in the months of January to March before Members subscriptions start to be received in April.

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.


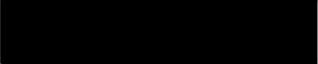

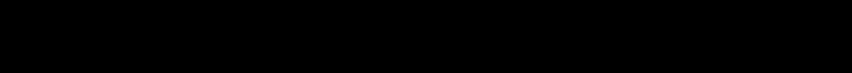

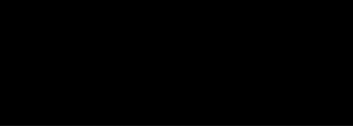
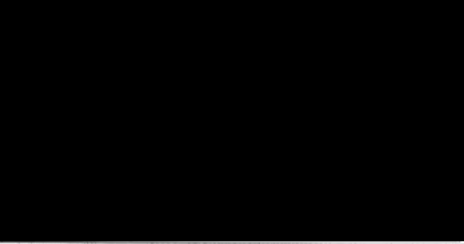
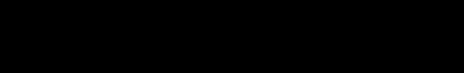

**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council's 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	5/1/26
Signature Two	
Name	
Position in organisation	Treasurer
Contact address	
Contact email	
Contact phone number	
Date	5/1/26



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 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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£1800
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Section 1. Your Organisation

Name of your organisation

Ouse Valley Morris

Address

Telephone no:

Email address:

Please can you give us a description of your organisation.

We are a new, mixed Morris side dancing Cotswold traditions in Newhaven and surrounding areas. We aim to be at the heart of our community by joining in and also by making our own events. We bring an alternative edge to animate issues and campaigns and use street theatre to enliven and win audiences to our causes.
We are a community group, not for profit, and have agreed a constitution that unites our membership.

After a community meeting of about 50 local people on 13th January 2025 we formally decided to become a side. Since then we have practised and trained every Monday, starting off in the upstairs room at the Old Ship on the High Street, then moving to Riverside Hall when our membership grew. We currently have 38 members, all local, most of whom have never done Morris dancing before.

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

Morris dancing is complex and takes the average dancer a year or two to learn. Nevertheless, we have still organised and participated in several events in and around Newhaven in addition to our weekly practice. Most of these events have been informal or preparatory to the development of our full performance programme which we hope to roll out from 2026 onwards.

20th March 2025: Our first ever dance out for Spring Equinox with family and friends at West Beach car park. We followed this with folk singing at the Hope Inn.
 5th May 2025: Dance on Newhaven High Street for Mayday.
 18th May 2025: A coppicing and stick making day, where some of our members gathered and prepared sticks for dancing.
 26th May 2025: Last year we organised a community walk along the Ouse from Newhaven to Rodmell at the end of May.
 5th June 2025: Dance in Brighton with Brighton Morris men and Ditchling Morris.
 16th June 2025: Dancing outside the Ship, Newhaven, for Sussex Day.
 21st June 2025: We danced on the cliff at Newhaven Fort at sunrise for the summer Solstice.
 5th July 2025: Dancing at Ouse Valley Folk festival at the Sidings.
 14th July 2025: Dancing and folk singing at the Hope Inn, Newhaven.
 2nd August 2025: "Up with the Larks" at Rottingdean Windmill.
 16th September 2025: Dancing with Cuckoos Nest and Knots of May at the Trevor Arms, Glynde.
 21st September 2025: Coat of Hopes – dancing in the Coat of Hopes to Newhaven on East Beach.
 4th October 2025: The Worm Forgives the Plough – an arts salon at Marine Workshops.
 1st November 2025: Stand up to Racism march in Newhaven.
 30th November 2025: Hakuna Matata 1st Birthday Party.
 15th December 2025: Christmas event, dancing and singing Christmas carols at the Ship, Newhaven.
 21st December 2025: Winter Solstice – dancing and singing at the Hope Inn.
 10th January 2026: Hurstpierpoint Wassail with Brighton Folk choir.

Is your organisation a voluntary group?	Yes.	Is your organisation a registered charity?	No.
What is your Registered Charity Number?	NA		
Are you a national charitable organisation with a local branch that benefits residents?	NA		
Can anyone join your organisation?	Yes, everyone over 16.		
If not, why not?	We are not currently set up for facilitating younger people.		
Where is your organisation based and who owns the building?	We currently practise at Riverside Hall which is run by Mencap.		
How many Newhaven residents are likely to benefit from this grant?	Around 200 people directly involved in our activities, and a further 3000-4000 as audience members.		
What age group(s) are likely to benefit?	The majority people primarily involved in our activity are aged 35-49, and the second largest group will be 50-69. Because several members have young families there will be a number of children and young people benefitting. We are aiming to run workshops at local schools and scouting organisations.		
Do your members pay subscription fees? (weekly/monthly/annually)	Yes they pay an annual subscription.		
If so, how much?	£55 per year.		

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)

This grant will contribute to building a unique identity for Ouse Valley Morris, allowing us to develop costumes and kit as well as props necessary for street theatre, celebrating our folk culture in open and inclusive ways.

All Morris groups have a recognisable kit that is worn for dancing, generally made from a combination of bought and made items. They also dance with hankies, sticks and wear bells on the legs for percussion. Many groups have more than one kit, used at different performances (as with theatrical groups). Our initial kit consists of a smock handmade by one of our members, hankies, ribbons and sticks, which have been made for the existing dancers over the last year. However, as a new group we do not yet have the necessary income from our subscriptions or from donations at events to provide all of the above to our new members who have joined over the past year. We have a team working on development of animal costumes for use in our performances, but we cannot yet afford the necessary materials to make these which is hindering our development. We will use the grant to meet this need, thus enabling us to fulfil our aim of becoming a street theatre group promoting campaigns and issues aligned to Newhaven and the wider Ouse Valley. Specifically, we will use the grant as follows:

- a) £400 to equip our newest members with a smock and ribbons so that everyone has the same base kit.
- b) £300 for materials to create costumes for a shoal of Grey Mulletts (a feature of the River Ouse which we plan to celebrate in our dances). <https://www.bbc.co.uk/programmes/p03wwztx>
- c) £800 for materials to develop our next range of kit during 2026, including further development of large animal costumes or puppets to add to the theatrical element of our performance.
- d) £300 towards bell pads. These are made of leather (or vegan substitute) with brass bells and worn on each leg. Bell pads are complex and time consuming to make, and the raw materials alone for our group will cost approximately £950. We plan to ask members for a substantial contribution for their bell pads but we would use the grant to subsidise the cost for those on low incomes.

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

We see Ouse Valley Morris as playing a role in the regeneration of Newhaven, and in bridging the gap between the older established communities of the town and more recent incomers. We will be providing events for the whole town with visible and attractive PR for Newhaven.

Once we have the range of kit and costumes outlined in this application, we will offer Ouse Valley Morris to perform at events organised or sponsored by the town, including the Council and other local organisations whose aims and aspirations match our own. We will also perform in the wider Ouse Valley and beyond, thus raising the profile of Newhaven as a focus for creative performance.

We will prioritise events that help to promote regeneration, diversity, Newhaven's heritage as a fishing community and a channel port, and the town's increasing importance as a tourism and cultural hub.

We would therefore expect our audiences to be drawn from a large range of socioeconomic groups. This will include young families attending events in the daytime, or adults who are visiting pubs in the evening. We hope to deliver workshops for local schools and youth groups (such as the Scouts) which would benefit children and young people in Newhaven, delivering expert teaching of a traditional dance to the community.

We plan to use local makers and artisans for any kit and costume items that we are unable to make between our members.

Local businesses such as pubs and cafes will benefit from the increased footfall at our events, and of us raising the profile of Newhaven. We will prioritise using organisations and establishments based in Newhaven for our practices, meetings and for hosting our own events wherever possible. We hold our general and committee meetings at the Ship, and hosted a carols evening there in December 2025. This brings in several of our members from nearby towns who would not otherwise be coming to Newhaven. We currently rent the Riverside MenCap hall for our weekly practices.

This grant will hopefully provide the basis for us to grow and amplify this in years to come.

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

This will help us keep our subscriptions money for our practise space in which to dance regularly and increase our repertoire, while keeping membership premiums affordable.

It will help us to fund our large expenditures, for example the bell pads, which are a vital part of Morris dancing, and improve our costumes.

Our members benefit from the regular exercise of practising every Monday, and the sense of community and belonging from being on the side. Morris is a very joyful pastime and contributes to a profound sense of wellbeing!

If we are able to make a larger impact at our performances and have a more professional set up, it will raise the profile of Ouse Valley Morris and increase the potential for future collaborations and events.

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

We have carefully selected our financial priorities for the next year in order to identify what kind of expenditure will have the maximum impact.

A number of our members are experienced makers and involved in creative industries, and they will be giving their time for free, meaning we will have professionally made costumes for only the cost of the materials. For the making of the bell pads, we have enlisted the help of Malcom Smale who is a veteran dancer and bell pad maker from Brighton. He has kindly given his time for free, enabling us to make the pads ourselves. We therefore have the ability to make a moderate amount of money go a really long way. The kit and costume will be used for years to come for many events. The bells for example, although a large initial outlay, could easily be in use for 20 to 30 years. Our Grey Mullet celebration will be an annual event using the same costumes year after year which we hope will be enjoyed by Newhaven and Ouse Valley residents.

We are able to run on our current model, supporting our activity through a small annual subscription, but a small investment would significantly amplify our work and our reach by providing costumes, props and kit. This will help draw audiences in and build a wider base to support our dancing.

Our foreperson (dance leader) is an experienced dancer of over 30 years and works as a music teacher in schools. Likewise our lead musician has decades of experience of the art form both as a dancer and musician. This means that when we are able to offer workshops for school and youth groups we will be delivering expert teaching of traditional choreography to young people of the town.

Almost all of the 15 or so events we currently have planned in Newhaven and further afield will be free for the public to attend, meaning this investment can be enjoyed again and again, giving excellent value for money.

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

The activities of Ouse Valley Morris, supported by this grant, align well with the Neighbourhood Plan vision statement which aims for the town centre to be a focus for community life. In regularly dancing on the High Street and other Newhaven destinations we are adding vibrancy and spirit to the town. We have danced several times outside the Ship Hotel and performed at Hakuna Matata's first birthday party. This particularly fits with objective 1, "encouraging a diversity of uses in the town centre" and objective 3, "improving the town's attraction for tourism, arts and culture". Having good quality, bold and creative costumes will increase our impact, encouraging people to come and enjoy our town.

Our group has a strong connection to the local environment in keeping with objective 5 from the Neighbourhood Plan, focusing on natural environment and biodiversity. We celebrate the local geography and ecosystems such as dancing on the cliffs at sunrise for the summer solstice, or celebrating the mullet murmuration. We feel rooted in the natural environment which is why we are named after the Ouse Valley. Our activities are also relevant to the Newhaven Economic Plan which aims for a vibrant, inclusive town, with an outstanding quality of life that is enjoyed by everyone.

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

Ouse Valley Morris are one of the largest sides in the county and we have already gained a good reputation amongst other Morris sides. We have plans for events in Newhaven where sides from elsewhere in Sussex will join us to dance around the town, bringing in visitors who would not otherwise be here.

When we dance further afield we proudly announce who we are and where we're from, increasing the already growing sentiment that Newhaven is a vibrant and creative place.

With an expanded kit and costume we will make an even greater impact when we perform.

This grant application must be for an activity/project not previously 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?	£1800
If the grant forms part of a larger project, what is its total estimated cost?	NA
If the value of this grant application does not meet the full cost of the project, how do you propose to meet the shortfall?	NA
What are your main sources of income?	Members' subscriptions.
What other bodies have you applied to for grants?	For this project/activity? None For general support with other projects/activities? None, but we plan to use this as a springboard to apply for funding from other bodies.
How much money have these bodies awarded you?	NA
Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the	As a new organisation with no previous history, we have not carried out active fund-raising: our income to date has been almost all from member subscriptions, apart from one donation of £325 from a supporter and another of £5. Our members were paying £5 per session up to September 2025, but from the September 25 AGM on our subscription is an annual £55. This amount covers the basic cost of hall hire and maintenance of our existing kit.

<p>grant being applied for? (4 points)</p>	<p>As we develop our full public programme we will supplement this by seeking donations at our events, by considering charging for our performances at specific events (especially for private or corporate events or team-building workshops, rather than community events), and by seeking further grant applications from appropriate organisations. This is a committee priority for 2026/27.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>Members subscriptions since September 2025: £1945.33 Members subscriptions November 2024-August 2025: £2206.50 Donations £325.</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 documents duly authorised and adopted.</p>	<p>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>See next page and bank statement attached.</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>Please see accounts 24 25 OVM and accounts Sept 2025 to January 2026.</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>See constitution.</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>NA</p>
<p>A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.</p>	<p>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>See attached "Ouse Valley Morris Newhaven Town Council Funding application evaluation plan"</p>

Section 5. Banking Details

Account Name	Ouse Valley Morris
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.	Our current balance of £2592.31 represents what is left of the yearly subs that were paid from October 2026 and the balance transferred from last years' subs. This will cover our hall hire from December 2026 to September which is approximately £1560. We also plan to purchase t-shirts to be sold back to members, and there will be some other kit items that need to be paid for such as hankies. We need to have a small safety buffer in case of unexpected costs and as a springboard for next years activities before the 2026-7 subs are paid.

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
Please state who that is and their relationship to you.	James Harrison is the son in law of one of our members and stands organisers, Jenny Horscraft.

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.

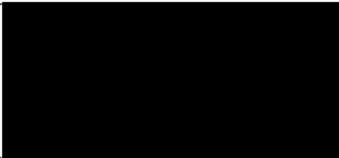




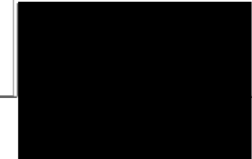
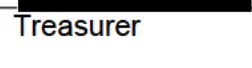



Signatures authorising this application from your group (Two people must sign this form)

We have read and understood the terms and criteria of Newhaven Town Council's 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	Chairperson
Contact address	
Contact email	
Contact phone number	
Date	15/02/2026
Signature Two	
Name	
Position in organisation	Treasurer
Contact address	
Contact email	
Contact phone number	
Date	15/02/2026



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 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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	3000
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Section 1. Your Organisation			
Name of your organisation	Newhaven Tennis Club		
Address	Newhaven Tennis Club [REDACTED]		
Telephone no:	[REDACTED]	Email address:	[REDACTED]
Please can you give us a description of your organisation.			
<p>Newhaven Tennis Club is located in the coastal town of Newhaven, surrounded by Castle Hill nature reserve where a variety of wildlife abounds. The club was formed in 1936 and has remained a popular destination for tennis players young and old. We have two LTA trained and fully insured coaches who are keen to help improve your tennis skills.</p>			

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

Over the past 12 months, our organisation has delivered a wide range of activities to support both our members and the wider community. In addition to providing regular coaching sessions, tournaments, and opportunities for casual play, we have organised several free community tennis events to encourage wider participation.

We delivered a free six-week women's tennis course led by an LTA Level 3 coach, as well as free tennis sessions for children to help introduce young people to the sport. We also hosted a number of family fun days to create welcoming, inclusive opportunities for people of all ages and abilities to get involved.

We are committed to making tennis an inclusive and affordable activity for everyone. To support this, we heavily subsidise junior memberships to ensure that cost is not a barrier to participation.

Is your organisation a voluntary group?	Yes	Is your organisation a registered charity?	No
What is your Registered Charity Number?	NA		
Are you a national charitable organisation with a local branch that benefits residents?	NA		
Can anyone join your organisation?	Yes		
If not, why not?			
Where is your organisation based and who owns the building?	Court farm Newhaven, Leased from Lewes council		
How many Newhaven residents are likely to benefit from this grant?	We have a ~100 members from the Newhaven area, our free sessions are always over subscribed and have a waiting list for the women's sessions		

What age group(s) are likely to benefit?	All
Do your members pay subscription fees? (weekly/monthly/annually)	Yes, there is an annual fee.
If so, how much?	Please see attached Membership fees

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 Tennis Club has seen very limited investment in its facilities over a number of years. As a result, the club's infrastructure has fallen behind that of other local clubs and currently lacks some very basic amenities.

At present, there is no mains electricity supply on site. A small solar panel, installed by one of our members, charges a car battery which is used to power our ball machine when weather conditions allow. However, this is unreliable and severely limits what we can offer. The lack of electricity also means we have no floodlighting, restricting play to daylight hours only and significantly reducing court availability, particularly during autumn and winter months. In addition, there are currently no toilet facilities on site.

We have received a formal quotation from UK Power Networks for £8,269 to connect the club to the mains electricity grid. A qualified electrician within our membership has generously offered to undertake the electrical installation work at cost price (estimated at approximately £3,000 for materials only). This will include installing the meter cupboard and consumer unit, running cabling to the clubhouse, installing internal lighting and sockets, and fitting external floodlights. It will also include running exterior cabling around the perimeter of the grounds to support the floodlighting system. All necessary groundworks, including digging and constructing the concrete base for the meter cupboard, will be completed free of charge by club volunteers.

In addition, we plan to purchase a fully compliant recirculating portable toilet (approximately £800 + VAT), as recommended by the servicing company we intend to use. This will provide a safe and practical solution to the current absence of toilet facilities.

While we have worked hard to raise the majority of the funds required for these two projects, proceeding without grant support will significantly reduce our sinking fund. As a small tennis club, our largest long-term expense is court resurfacing. The court was last repainted in 2021 at a cost of £5,656.67, and it will require full resurfacing within the next few years, with estimated costs of £10,000–£15,000. Protecting our sinking fund is therefore essential to ensure the long-term sustainability of the club.

Installing electricity, floodlighting and toilet facilities will deliver substantial benefits. Floodlights will extend playing hours into the evening, increasing court capacity and enabling us to expand community tennis sessions. On-site toilet facilities will be particularly beneficial for children's sessions, as the nearest public toilets (at the football club or Fort Road Recreation Ground) are often closed. Having facilities on site will improve safeguarding, convenience and accessibility.

Finally, access to electricity will allow us to provide hot and cold drinks and create a more welcoming environment for members and visitors. Improved facilities will make the club more attractive to potential new members and enable us to host inter-club competitions and events, further strengthening our role within the local community.

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

The grant will benefit a wide range of people within the Newhaven community.

Our junior members and children attending coaching sessions will particularly benefit from improved facilities, especially the addition of on-site toilet provision and extended playing hours through floodlighting. These improvements will enhance safeguarding, comfort and accessibility for young players and their families.

Women and girls will continue to benefit from our targeted initiatives, such as beginner courses and inclusive coaching sessions, which will be strengthened by increased court availability and improved amenities.

Working adults and families will benefit from extended evening access to the courts, allowing those who cannot play during daytime hours to participate. Floodlighting will make tennis more accessible during the autumn and winter months when daylight hours are limited.

We also host free community tennis sessions and family fun days, which are open to all residents. Improved facilities will enable us to expand these sessions and make them more comfortable and welcoming for participants.

As an inclusive and affordable club, we heavily subsidise junior memberships and aim to remove financial barriers to participation. The upgraded facilities will help ensure that people of all ages, backgrounds and abilities in Newhaven can access tennis in a safe, welcoming and sustainable environment.

Overall, the grant will strengthen our ability to serve the wider Newhaven community by improving accessibility, increasing participation opportunities, and supporting the long-term sustainability of the club.

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

This grant will have a significant and long-lasting impact on our organisation, our members and the wider community who use our facilities.

For the organisation, installing mains electricity and toilet facilities will modernise our infrastructure and address long-standing limitations that have restricted growth. Floodlighting will extend playable hours throughout the year, particularly during autumn and winter, enabling us to increase court capacity, expand coaching programmes, and host more organised sessions and competitions. This will strengthen the club's sustainability and future development.

For our members, the improvements will greatly enhance the overall playing experience. Extended evening access will benefit working adults and young people who are unable to attend during

daylight hours. Access to lighting, power and basic amenities will create a safer, more comfortable and more welcoming environment for all users.

Junior members and families will particularly benefit from the addition of on-site toilet facilities, improving convenience, safeguarding and accessibility during coaching sessions and events. The ability to provide hot and cold drinks will also improve the social aspect of the club and encourage greater community engagement.

For our wider users and community participants, the improvements will allow us to increase the number of free and low-cost sessions we deliver, including children's coaching, women's beginner courses and community tennis events. Increased capacity and improved facilities will help remove barriers to participation and support our commitment to keeping tennis inclusive and affordable in Newhaven.

Overall, the grant will enable us to improve access, increase participation, enhance safeguarding and ensure the long-term sustainability of the club for the benefit of the whole community.

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

This project represents excellent value for money because it delivers long-term, essential infrastructure improvements at a significantly reduced cost through volunteer contribution and in-kind support.

We have secured a competitive quote of £8,269 from UK Power Networks to connect the club to the mains electricity supply. A qualified electrician within our membership has generously offered to carry out all internal and external electrical installation work at cost price (approximately £3,000 for materials only). This represents a substantial saving compared to commercial contractor rates. In addition, all groundwork, including excavation and construction of the concrete base for the meter cupboard, will be completed by club volunteers at no cost.

The portable toilet solution we have identified is a cost-effective, fully compliant model recommended by our servicing provider, ensuring suitability while avoiding unnecessary expense. The improvements funded by the grant will provide long-term benefits rather than short-term or one-off activity. Installing electricity and floodlighting will permanently extend playable hours, increasing court capacity year after year without additional major investment. This will enable us to generate modest additional income through increased membership and court use, helping to sustain the club and reduce reliance on future grant funding.

By combining grant funding with volunteer labour, in-kind expertise, and funds already raised by the club, we are maximising the impact of every pound invested. The project strengthens the club's infrastructure, supports community participation, and secures the long-term sustainability of a valued local facility — all at a relatively modest overall cost.

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

The activities and improvements delivered through this grant closely align with Newhaven Town Council's values, long-term vision and strategic objectives.

Firstly, the project supports the Council's commitment to representing and promoting the interests of Newhaven and all its people. By improving essential infrastructure at Newhaven Tennis Club — including electricity, floodlighting and toilet facilities — we are strengthening a valued local community asset that serves residents of all ages and backgrounds.

The project pays particular attention to the needs of children and young people, directly reflecting one of the Council's stated principles. Our junior coaching sessions and free children's tennis activities will significantly benefit from on-site toilet provision and extended playing hours. These improvements enhance safeguarding, accessibility and overall experience for young participants and their families.

The grant also promotes equality of opportunity and opposes discrimination by reducing barriers to participation. We are committed to keeping tennis affordable through heavily subsidised junior memberships and free community sessions. Improved facilities will allow us to expand inclusive activities, including women's beginner courses and family events, ensuring broader access to sport and recreation.

In terms of the Town Council's Vision for Newhaven, the project contributes to the objective that residents should enjoy a good quality of life, with access to a range of good quality recreational facilities and open spaces. By modernising the club's infrastructure, we are enhancing the quality and usability of an existing recreational facility, increasing year-round access and supporting healthy living within the town.

The installation of floodlighting increases the effective use of existing open space without requiring new development, aligning with sustainable growth principles. The use of volunteer labour and in-kind professional expertise demonstrates environmentally, socially and economically sound practice — maximising community benefit while minimising financial and environmental impact.

The project also supports the Strategic Objective of "Providing Activities for Residents and Visitors of All Ages." Extended court hours and improved amenities will enable us to increase community sessions, host inter-club events and strengthen Newhaven's recreational offer for both residents and visitors.

Finally, by improving the long-term sustainability of the club, the project contributes to maintaining and enhancing the town's physical and community environment. A well-maintained, accessible sports facility supports social cohesion, health outcomes and civic pride — all of which underpin the Council's broader regeneration and quality-of-life ambitions.

Overall, the grant will directly contribute to the Town Council's goals of inclusivity, sustainability, community wellbeing and the provision of quality facilities for residents of Newhaven.

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

This grant will help promote Newhaven Town by strengthening and modernising a valued community sports facility that serves both residents and visitors.

By installing electricity and floodlighting, we will be able to extend playing hours and host more organised activities, including inter-club matches, tournaments and community events. This will bring visiting players, families and supporters into Newhaven, increasing footfall and contributing in a small but meaningful way to the local economy through use of local shops, cafés and services.

Improved facilities, including on-site toilets and basic amenities, will allow us to present the club — and the town — in a more positive and professional light when welcoming visitors from other clubs and organisations. A well-maintained, accessible sports venue reflects positively on Newhaven as a town that values health, wellbeing and community participation.

The project also supports Newhaven’s reputation as a place that encourages active lifestyles and provides quality recreational opportunities. By expanding free and low-cost tennis sessions, women’s courses, junior coaching and family events, we help showcase Newhaven as an inclusive and community-focused seaside town.

In the longer term, enhanced facilities will enable us to grow participation, strengthen partnerships and host more events, positioning Newhaven as an attractive location for grassroots sport within the wider district.

Overall, the grant will help ensure that Newhaven Tennis Club remains a welcoming and sustainable community asset that contributes positively to the town’s image, vibrancy and sense of civic pride.

This grant application must be for an activity/project not previously 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 applicable

Section 3. Financial Information & Fundraising Activities

<p>Specific amount of Grant Aid sought with this application?</p>	<p>£3000</p>
<p>If the grant forms part of a larger project, what is its total estimated cost?</p>	<p>~£12000</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>Club Funds</p>
<p>What are your main sources of income?</p>	<p>Club Membership, grants,</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? House Project to subsidise Jnr membership Barclays for promotion of ladies tennis</p>

<p>How much money have these bodies awarded you?</p>	<p>£2000 from the house project, £1000 from barclays</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>NA – our members already contribute to the maintenance of the club, painting the clubhouse, weeding, mowing the grounds, painting fences, running the committee, doing the accounts etc, we are aware many of our members have limited financial funds,</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>NA</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><i>Please tick to show that the document is attached</i></p>
<p>A current written set of rules, constitution or other governing documents 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 organisation's 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 Tennis Club
Name of Bank/Building Society	██████████
Sort Code	██████████
Account No	██████████
Bank mandate rules (How many signatories)	Any two signatures from authorized people must sign together (Ether: ██████████)
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.	Contains the sinking fund for renewal of the court surface, as well as the aforementioned infrastructure upgrades

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.	NA

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's 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	Chairman
Contact address	
Contact email	
Contact phone number	
Date	11-02-26
Signature Two	
Name	
Position in organisation	Secretary
Contact address	
Contact email	
Contact phone number	
Date	11-02-26



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 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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£3000
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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:	[REDACTED]	Email addresses: hello@hospitableenvironment.com [REDACTED]
	Please can you give us a description of your organisation.		
	<p>Hospitable Environment CIC is a socially engaged arts & wellbeing organisation based in Newhaven. We bring people together using creativity and food to explore what it takes to build resilient, connected and sustainable communities.</p> <p>Hospitable Environment was established in September 2021 as an artists collective creating art installations for the Tidemills Project. From there, it grew to become a regular series of events and an important community hub, formally becoming a Community Interest Company in December 2022. HE has hosted more than 70 events, festivals, exhibitions and workshops in Newhaven since, inviting thousands of local people of all ages and backgrounds to come together in celebration of our town and its unique culture.</p> <p>Hospitable Environment CIC is run by Ellie J-B an Artist & Therapeutic Counsellor registered with British Association of Counselling and Psychotherapy , and Lizzie a Creative Producer, Communications Specialist & Maker. Both live and work in the town and love Newhaven.</p>		
	Please can you tell us about the activities or events your organisation has organised in the last 12 months.		

In our fourth year in Newhaven, Hospitable Environment continued with a diverse programme of community events, summarised below:

Design a Bench competition for Fort Road Rec - two winning designs by local residents were chosen from an HE-run competition for the community garden as part of the Fort Road Rec re-development. These will be installed later this year.

St Brigit's Day - February 2025 - a community celebration of the start of Spring, including children's art workshops, a shared community lunch and story telling.

Dawn Chorus Breakfast Walk - Festival of Ideas / Brighton Festival. A sunrise forest walk on International Dawn Chorus Day, leading to a shared breakfast.

The People's Picturehouse: Community Screening of Arcadia (in collaboration with Toad Lickers Collective) celebrating UK folk traditions, at the Hillcrest Centre.

DJ School - free DJ workshop for young people aged 16-25 years with a paid set at an open evening event. Part of the Bruce Asbestos youth & community engagement programme at the Marine Workshops.

Sussex Women Supper Club - Marilyn Stafford. Talk about the pioneering, late Sussex photographer Marilyn Stafford, at the Hillcrest Centre.

Bruce Asbestos - New Pop Max. Paid Work Experience and Invigilator Training programme for Young People aged 19-25 in partnership with Look Again and Talent Accelerator.

New Pop Max - Soup & Social. A free, shared community meal and late gallery opening of the Bruce Asbestos exhibition.

This Coastal Town - a free and open drama workshop exploring social issues facing coastal communities, with members of the Newhaven community and researchers from the University of Sussex.

Woven Threads Symposium: University of Sussex - part of the organising team for this day, exploring the overlaps between culture, community and place.

Soupe et Social - A free community picnic and game of petanque on the West Quay to celebrate 200 years of the ferry connection with France.

Free Form: Leap then Look - Launch Party. Free community party for families at the Sidings.

Free Form: Leap Then Look - Artists Talk. A free artist's talk about the Free Form installation with the fabricating artists at the BN9 Studio.

Soup & Social - Ferry Tales - a free community meal and talk from Dr Jenny Flood celebrating 200 years of the Newhaven / Dieppe ferry connection.

Creative workshops for Emerging Sussex with Team Udso. Open youth workshops inviting young artists to create sculptures for the Emerging Sussex Artwave exhibition.

Emerging Sussex 2025 - Hold On Tight - (pilot) - an open call exhibition for young artists aged 16-15 from across Sussex, with free inclusion in an exhibition held at the BN9 Studio in the Marine Workshops during Artwave 2025. More than 80 young artists participated for free in this inclusive show, which attracted more than 800 visitors.

Paid work experience for young adults in exhibition curation and invigilation for Emerging Sussex, in partnership with Talent Accelerator

Collaborative prizes for Emerging Sussex participants, including workshops, exhibitions, mentoring opportunities and memberships with a variety of creative organisations in Sussex.

	<p>The People's Picturehouse: free community screening of Ebb & Flow. An artist's film about Newhaven.</p> <p>The People's Picturehouse: a free community screening of Blue Has No Borders. A film about community cohesion and immigration in Folkestone.</p> <p>Creative Newhaven Christmas Party - a free Christmas Party for friends and associates of the creative community in Newhaven, friends of the town, and exhibitors at the BN9 Studio.</p>			
	Is your organisation a voluntary group?	No	Is your organisation a registered charity?	No, we are a CIC
	What is your Registered Charity Number?	We are a Community Interest Company number 14542343		
	Are you a national charitable organisation with a local branch that benefits residents?	No		
	Can anyone join your organisation?	No		
	If not, why not?	We are not a membership organisation, but our events are mainly free and open to everyone		
	Where is your organisation based and who owns the building?	Our studio base is at the Hillcrest, and our events take place around Newhaven (and sometimes beyond), both indoors and outdoors.		
	How many Newhaven residents are likely to benefit from this grant?	Minimum of 70 direct participants (we partner with Seahaven Academy and local schools and colleges) and upwards of 800 visitors		
	What age group(s) are likely to benefit?	14 - 25 year olds exhibiting, plus visitors of all ages.		
	Do your members pay subscription fees? (weekly/monthly/annually)	No - most of our events are free to participate in.		
	If so, how much?	0		
	<p>Section 2. Justification for Grant Funding <i>Please note that this section forms part of our assessment.</i></p>			
	<p>How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)</p>			

	<p>The grant will be used to support the delivery of the second Emerging Sussex, a young artists open call exhibition and development programme led by Hospitable Environment CIC and taking place during Artwave 2026.</p> <p>The project was developed in 2025 in response to identified gaps in access to professional creative opportunities for young people aged 14–25, particularly those facing financial, geographic, or confidence-related barriers.</p> <p>The grant will be used to enable free and inclusive participation while ensuring high-quality, safe, and professional delivery. Funding will be used to cover exhibition costs, and contribute to artist and facilitator fees, workshop materials, and mentoring, supporting skills development and progression into the creative industries. The grant will also contribute to paid work experience for young people in exhibition installation, invigilation, and management.</p> <p>By investing in creative development and public-facing exhibition opportunities, the grant ensures lasting impact for young people, strengthens Newhaven’s cultural profile, and delivers a high-value, community-focused cultural programme.</p>
	<p>What sections of the community in Newhaven will benefit from the grant? (3 points)</p> <p>The grant will benefit a wide range of community groups within Newhaven.</p> <p>Young creatives aged 14–25 are the primary beneficiaries, with direct participation in the Emerging Sussex open call exhibition. We work closely with Seahaven Academy and local schools and colleges, creating a direct progression route for students studying Art, Design and Design Technology, and offering opportunities for their work to be publicly showcased beyond the school environment.</p> <p>Participating young artists will also benefit from free skills-building workshops, mentoring, and paid exhibition roles, led by local creative organisations, supporting confidence, employability, and creative progression. These will be free to join with BN9 residents being given priority.</p> <p>Collaborations with local Newhaven-based creative and arts groups strengthen the creative community in the town. These organisations will run workshops, and award prizes including mentoring and further courses for exhibitors. We would love for NTC to award a prize as one of our major supporters.</p> <p>The wider Newhaven community and district will benefit through free public access to the exhibition at the Marine Workshops during the Artwave Festival (September 2026), including evening social events, increasing cultural activity, visibility of young people’s creativity, and community connection across the town and district.</p> <p>High profile inclusion in the district-wide Artwave Festival brings publicity and press, further celebrating Newhaven as an exciting, creative and cultural destination that invests in its young people.</p> <p>Emerging Sussex is helping to put Newhaven on the map for early-career artists and young creative talent. In 2025 we had over 35 Sussex-wide schools, colleges and Universities represented in the show, bringing hundreds of visitors including the young exhibitors and their families to the town.</p>
	<p>How will your organisation, its members and/or your users benefit from this grant? (3 points)</p>

	<p>This grant will enable Hospitable Environment CIC to build on the success of Emerging Sussex 2025 and expand opportunities for young people in Newhaven (BN9) to take part in creative workshops, mentoring, and exhibition opportunities during Artwave 2026. By removing financial barriers, the grant allows more local young people to participate meaningfully in high-quality cultural activity.</p> <p>Through connecting young creatives with local creative organisations, artists, and employers, the project supports self-development, confidence building, and employability, helping participants develop clearer pathways into the creative industries. Paid roles, volunteering, and skills-based workshops benefit users directly while strengthening the organisation’s youth-led, inclusive delivery model.</p> <p>For the organisation and wider community, being a flagship Artwave event attracts hundreds of visitors to Newhaven, raising the town’s profile as a vibrant creative destination. This increased footfall benefits local businesses, strengthens cultural partnerships, and supports Hospitable Environment’s long-term sustainability and impact in Newhaven.</p> <p>We value collaboration in all our projects, strengthening creative connections and building community. Our partners in Emerging Sussex include Sussex-wide and Newhaven-based businesses;</p> <p>Artwave - Lewes District Talent Accelerator - Sussex-wide Cement Art Studios - Newhaven UDSO workshop - Newhaven Sussex Contemporary - Sussex-wide Newhaven Art Projects - Newhaven Toad Lickers - Brighton Towner - Eastbourne Charleston - Lewes Eastbourne Studio Pottery - Eastbourne Seawhites - Sussex-wide</p>
	<p>How will your use of this grant deliver ‘Value for Money’? (5 points)</p> <p>Our use of this grant will deliver strong Value for Money by maximising impact, learning, and long-term benefit while ensuring efficient and responsible use of resources.</p> <p>The grant supports multiple outcomes from a single investment, including a public exhibition, creative workshops, skills development, paid work experience, and volunteering opportunities. This integrated approach ensures activities reinforce one another, increasing impact without duplication. With 70+ young artists participating and 800 - 1,000+ public visitors, the project achieves high engagement relative to cost.</p> <p>Value for money is strengthened through partnership-led delivery, with local authorities, education providers, cultural organisations, and venues contributing expertise, promotion, and space, much of it provided in-kind or at reduced cost.</p> <p>The project is rooted in asset-based community development (ABCD), recognising young people, local creativity, and cultural spaces as strengths. National research consistently shows that ABCD approaches improve wellbeing, reduce isolation, strengthen social connections, and increase community resilience, particularly when arts and culture are embedded locally. Evidence from national creative health findings highlights the role of cultural participation in improving mental health, confidence, and civic pride.</p> <p>Robust qualitative and quantitative evaluation methods will capture impact, including feedback forms, attendance data, and reflective surveys. Hospitable Environment’s partnerships with University of Sussex, University of Brighton, and East Sussex Public</p>

	<p>Health, including participation in Research Ready Communities project over 2026, help to build our evidence-based evaluation of creative health outcomes in Newhaven.</p> <p>By prioritising skills development, employability, and progression, and operating as a repeatable annual model, the project ensures learning and impact grow year-on-year, delivering sustained value for young people and the wider Newhaven community.</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>The activities supported by this grant strongly align with the current priorities of Newhaven Town Council and contribute to Newhaven being a vibrant, inclusive, and sustainable place to live and work. Holding a Sussex-wide young artists exhibition and programme in the town raises Newhaven’s cultural profile, showcasing it as a centre for emerging creativity. By basing delivery in Newhaven, the project brings new audiences, partners, and opportunities into the area.</p> <p>The exhibition’s inclusion within the Artwave Festival represents and promotes the interests of Newhaven and its people, providing high-quality cultural activity for residents and visitors of all ages. By placing the needs, voices, and aspirations of young people aged 14–25 at the centre of the programme, the project ensures that young residents are visible, valued, and actively supported within the town’s cultural life. Young people are actively involved in shaping the programme, including decision-making through a Youth Board.</p> <p>The exhibition is free to enter, with access supported through a wide network of schools, clubs, and community organisations, promoting equality of opportunity and opposing discrimination. Hosting a district-wide arts festival exhibition in a landmark Newhaven building, the Marine Workshops, helps to promote the town as a creative destination and contributes to creating and maintaining a pleasant place to live and work.</p> <p>By basing delivery in Newhaven, the project brings new audiences, partners, and opportunities into the area, increasing footfall and strengthening local connections. The programme supports skills development and employability in the creative industries, facilitating economic opportunities for young people and local creatives alike. The UK creative industries employ approximately 2.4 million people, contributing £124 billion in GVA (2023) and it is growing and these opportunities support BN9 young people to gain knowledge and experience of the creative sector.</p> <p>Overall, the project aligns strongly with Newhaven Town Council’s priorities by delivering inclusive, youth-focused, socially and economically sustainable cultural activity that enhances community life and builds Newhaven’s profile as a vibrant, forward-looking town.</p> <p>The project promotes equality of opportunity by removing financial barriers, providing access support, and delivering trauma-informed, safeguarded practice in line with Equality & Inclusion policies.</p> <p>By offering free cultural activities for residents and visitors of all ages, the exhibition contributes to a pleasant place to live and work, enhances community facilities, and animates public and cultural spaces. It supports economic opportunities through paid roles, skills development, and increased footfall for local businesses, while delivering socially and economically sustainable development that strengthens Newhaven’s creative industries and community life.</p>
	<p>How will this grant assist in promoting Newhaven Town? (3 points)</p>

	<p>This grant will assist in promoting Newhaven Town by positioning it as a vibrant, creative destination for young people, families, and cultural audiences across Sussex.</p> <p>Emerging Sussex 2025 attracted hundreds of young people, their families, teachers, and mentors to Newhaven through a widely promoted Sussex-wide open call and high-profile exhibition within Artwave. As a flagship youth-focused event in a festival of over 160 venues, Emerging Sussex drew exceptional engagement, with visitors describing it as <i>“the best Artwave exhibition”</i> they had visited. The project generated local and regional press coverage, including print, TV, and radio, significantly raising Newhaven’s visibility. Emerging Sussex featured prominently in the Artwave promotion and publicity, with a high-profile position in the 20,000 brochures that are circulated, in social media, and on the website which has more than 50,000 visits.</p> <p>Public feedback was overwhelmingly positive, with visitors praising the quality, creativity, and ambition of the work and describing the exhibition as <i>“uplifting, hopeful, and powerful.”</i> This response demonstrates how the project positively shaped perceptions of Newhaven as a place that values young people, creativity, and cultural excellence.</p> <p>Participant feedback further reinforces this impact, with prize-winning artists highlighting the professional opportunities and encouragement gained through the exhibition. By hosting a Sussex-wide cultural programme in a landmark Newhaven venue, the grant supports tourism, increases footfall, strengthens the town’s cultural reputation, and promotes Newhaven as a forward-looking hub for emerging artists and creative opportunity.</p> <p>The exhibition was hugely popular with visitors who were overwhelmingly positive in their feedback, leaving a wall of colourful notes that captured the emotional impact of the exhibition. Words such as “fantastic”, “inspiring”, “utterly incredible”, and “the best art I’ve ever seen”. Many praised the “terrific creativity” and “beautiful work” on display, as well as the “great mix of styles, ideas, and expression.”</p> <p>There was a strong sense of being “blown away by the young talent,” with encouragement to “never stop creating” and “keep shining your bright lights.” The show was described as “uplifting, hopeful, and powerful,” with one visitor summing it up: “The future of art is in safe hands.” This outpouring of support highlighted just how valued and necessary such a platform is for young creatives in Sussex.</p> <p>Participant Response</p> <p>“Thank you all for the amazing opportunity, this has been a fabulous experience and I can’t wait to explore pottery!! So, thank you for the prize, Eastbourne Studio Pottery, I am so happy you liked my piece and can't wait to explore this medium! Thank you all again and I hope to speak soon! “ Eloise aged 15, winner of Eastbourne Studio Pottery Prize.</p> <p>“Thank you so much Ellie, Lizzie and Nick for the feedback and kind words it means a lot. I am really excited to work with all of you in the future and you’ve all inspired me to keep creating. “ Eddie aged 20, winner of Towner Prize</p>
	<p>This grant application must be for an activity/project not previously 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>Our Pineapple People programme for kids 2024/25 programme was funded by NTC -</p> <ul style="list-style-type: none"> • Stencil-making, printing and zine-making workshops for young people alongside the Look Again Supergraphics Festival

- Artist's talk and workshop with Paris 68 (one of the mural trail artists)
- Free Pineapple People places to the screening of *Faces Places*
- Kid's cookery workshops in the run-up to Lammas. Young people helped us to prepare the food for and host the community gathering that saw 200+ people gather to make bread and pizzas together at the Hillcrest
- Bench design competition for Fort Road Rec, including workshops at our International Pineapple Day Pizza Night and a Soup & Social. 100+ children took part in the competition with particular support from Seahaven Academy. Alfie Sinclair's winning design will be installed later this year
- Field trip for a group of local children to Eastbourne Studio Pottery to participate in a community workshop & subsequent exhibition at the Towner gallery
- Weekend creative workshops for children and young people to participate in our People's Plan for Newhaven. We invited them to dream big about their ideas for the future of Newhaven and add their models to the map.
- Intergenerational DJ school
- Free kids making workshops and storytelling at our 3rd Birthday Soup & Social for Brigid's Day in February 2025
- Invigilation Training Course teaching young adults the skills required to invigilate an exhibition and how to engage with the public
- With the support of Talent Accelerator, we were able to pay young adults to invigilate in the Bruce Asbestos exhibition at the Marine Workshops, and to help run the Look Again Youth Collective Workshops.

Section 3. Financial Information & Fundraising Activities

Specific amount of Grant Aid sought with this application? £3000 towards Emerging Sussex Open Call -Skills Building

If the grant forms part of a larger project, what is its total estimated cost? NTC funds will go towards £4420 Emerging Sussex (Skills Building Programme for 14yrs-25yrs priority given to BN9 residents)

Talent Accelerator - Working in Creative Industries	1 day	TA		380	380
Cement Arts Workshop	1 day	Cement		380	380
UDSO workshop	1 day	UDSO			380
Sussex Contemporary - The Business of Art workshop	1 day	SC			380
Newhaven Art Projects - Contemporary painting workshop	1 day	NAP			380
Hospitable Environment	1 day	HE			380
Talent Accelerator - working in creative industries	1 day				380
Toad Lickers	1 day				380
Towner - Field Trip	1 day			in kind	0
Charleston -	1 day			in kind	0
Hastings Contemporary	1 day			in kind	0
Flatlands	1 day			in kind	0
Venue Hire	6 days			100	600
Workshop hospitality	50 x 12				300
Field trip travel	120 x 4				480

Total project budget: £14,000

Rates of pay are reflected by the Artist Union guidelines.
<https://www.artistsunionengland.org.uk/rates-of-pay/>

If the value of this grant application does not meet the full cost of the project, how do you propose to We have applied for additional funding to meet the costs of the exhibition from the Enjoolata Foundation.

We will seek additional funding for Emerging Sussex from Newhaven Enterprise Zone, Chalk Cliff Trust and Talent Accelerator.

	meet the shortfall?	The project is structured in sections, allowing us to prioritise core delivery if full funding is not secured. If additional funding is not obtained, the exhibition will take place; however, the wider skills-building workshops and wraparound professional development programme will not be delivered.
	What are your main sources of income?	Grant income Commissioned projects and events Training Research Consultancy Ticket sales,
	What other bodies have you applied to for grants?	<p>For this project/activity?</p> <p>Enjoolata Foundation grant Talent Accelerator Chalk Cliff Trust Newhaven Enterprise Zone</p> <p>For general support with other projects/activities?</p> <p>Commissions from: University of Sussex CoLab Creative Newhaven/Towner Talent Accelerator - workshops & work experience Look Again Newhaven Lewes District Council Brighton Festival/UoS East Sussex Public Health. Other income strands include, Ticket income (events) Public speaking (UoS), Creative Workshops, Consultancy (Public Health / UoS) Training and Workshops (UoS Evaluation), Donations</p>
	How much money have these bodies awarded you?	No confirmed funding yet Pending decisions from Enjoolata (Meeting taken place on 13/02/25 they said they love the project and will confirm the funding application in March) Chalk Cliff Trust NEZ
	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 used our 2025 grant from Enjoolata Foundation along with match funding from BN9 grant to fund the 2025 pilot Emerging Sussex. This did not cover the cost of our time, or core organisational costs, which we gave in kind.</p> <p>We are currently fundraising for Emerging Sussex 2026 and have applied for grants to Enjoolata Foundation (£5000) and Chalk Cliff Trust (£3000). We will also be applying to Newhaven Enterprise Zone (£3000).</p>
	How much money have you raised	

	from these fundraising activities in the same period?	<p>Overall, our organisational income for the 2024-2025 financial year was approximately £30000. This was raised through grant income, commissioned training and research projects, donations and sales.</p> <p>£15000 commissioned work (research, training and symposium) £1000 donations £10000 grant income £2800 sales (tickets etc)</p>
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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 documents duly authorised and adopted.	Yes
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
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.	We attach our 2024 annual accounts. Our financial year is 31st December, so our 2025 annual accounts are currently being prepared.
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
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 organisation's current Public Liability Insurance to a minimum of £5 million in cover.	Yes
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	Yes

Section 5. Banking Details

Account Name	Hospitable Environment CIC		
Name of Bank/Building Society	[REDACTED]		
Sort Code	[REDACTED]		
Account No	[REDACTED]		
Bank mandate rules (How many signatories)	Two		
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 funds in our organisational bank account set aside for our 2026 core and running costs, including rent, insurance, subscriptions 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's 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	13/02/26
Signature Two	
Name	
Position in organisation	Director
Contact address	
Contact email	
Contact phone number	
Date	13/02/26

Small													
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	Criteria 1 The application clearly specifies how the Grant will be used (2 points)	Criteria 2 The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	Criteria 3 The application identifies the benefits to the applicant organisation, its members or service users (3 points)	Criteria 4 The application identifies how the Grant will deliver 'Value for Money', (5 points)	Criteria 5 The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	Criteria 6 The application identifies how the Grant would assist in promoting Newhaven (3 points)	Criteria 7 The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	Criteria 8 The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Total	Successful Score Threshold
Denton & Newhaven Guides	Raising money for Guides to attend Olave 26 Camp	£500.00	Y	2	2	3	2	3	2	3	2	17	15
Newhaven District Rangers	Raising money for Rangers to attend Olave 26 Camp	£500.00	Y	2	2	3	2	3	2	3	1	17	15
Meeching Amateur Dramatics	Purchase of curtains and stage	£500.00	N	2	1	2	2	1	2	3	2	14	15
Newhaven Bowling Club	To create a new community bowling event	£500.00	N	0	2	1	1	2	2	1	1	8	15
Baby Bank & Beyond CIC	To purchase essentials for low income families	£500.00	N	0	0	0	0	0	0	0	0	0	15
Large													
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	Criteria 1 The application clearly specifies how the Grant will be used (2 points)	Criteria 2 The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	Criteria 3 The application identifies the benefits to the applicant organisation, its members or service users (3 points)	Criteria 4 The application identifies how the Grant will deliver 'Value for Money', (5 points)	Criteria 5 The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	Criteria 6 The application identifies how the Grant would assist in promoting Newhaven (3 points)	Criteria 7 The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	Criteria 8 The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Total	Successful Score Threshold
Action Against Abuse	Salary costs for additional Manager hours	£2,957.78	N	0	0	0	0	0	0	0	0	0	23
Just Friends	Events & Salary Costs	£3,000.00	N	2	3	3	2	3	1	1	0	15	23
Newhaven Cricket Club	Purchase of a BOLA Bowling Machine	£1,000.00	Y	2	3	3	4	4	1	3	2	21	23
3rd Newhaven Scout Group	Safety equipment for a permanent training space	£2,138.54	Y	2	3	3	5	4	2	3	2	24	23
Newhaven & District Model Railway Club	Purchase of IT equipment	£1,000.00	Y/N	2	2	3	4	1	2	3	2	19	23
Ouse Valley Morris	Development & purchase of costumes, kit and props	£1,800.00	Y/N	2	3	3	4	3	3	3	1	21	23
Press Play Films CIC	Funding for the Newhaven Community Kitchen Project	£2,999.00	N	0	0	0	0	0	0	0	0	0	23
Newhaven Tennis Club	To connect the club to the mains electricity grid & a portable toilet	£3,000.00	Y/N	2	3	3	4	3	2	3	0	19	23
Sailhaven	Purchase of electronic equipment & mooring fees	£3,000.00	N	0	0	0	0	0	0	0	0	0	23
Hospitable Environment	To support the "Emerging Sussex" open call exhibition and development programme	£3,000.00	Y/N	2	3	3	4	3	3	3	2	21	23
Newhaven Young Peoples Forum	Funding of Newhaven Youth Wellbeing Café (one year)	£3,000.00	N	1	2	2	2	2	1	2	2	12	23

	Denton Hall	Eastside Hall	Lewes Rd Hall	Meeching Hall	Totals
2025-2026 Projected					
Utilities	£4,221	£6,330	£2,638	£5,714	£18,903
Repairs	£2,249	£3,296	£1,245	£15,167	£21,957
Rates	£2,470	£1,248	£873	£2,046	£6,637
Total Outgoing	£8,940	£10,874	£4,756	£22,927	£47,497
Projected Total Income 25-26	£19,750	£9,732	£3,494	£14,001	£46,977
Total Income 24-25	£15,816	£8,844	£6,853	£14,072	£45,585
Projected Total Profit 25-26	£10,810	-£1,142	-£1,262	-£8,926	-£520
Total Profit 24-25	£4,260	-£8,758	-£3,001	-£2,268	-£9,767
Projected Income 26-27	£17,152	£10,024	£3,760	£15,215	£46,151
Projected Outgoing 26-27	£11,005	£9,677	£6,466	£12,276	£39,424
Projected Profit 26-27	£6,147	£347	-£2,706	£2,939	£6,727
Projected Profit with 10% Reduction of Hall Hire Fees 26-27	£4,431	-£656	-£3,082	£1,417	£2,110

Appendix 1



NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

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: 24th February 2026

Report contact: Executive Officer.

Subject: Community Partnership 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 budgets allow.

Background.

2. The current round (second of two) of Community Partnership Grant Applications was opened at the beginning of January 2026 with an electronic copy of the DGAP and Application Forms placed on the NTC Website. The deadline for submissions was February 15th 2026.
3. A total of 9 applications were received prior to the published deadline.
4. Of the large 9 Community Partnership Grant applications, 7 were found to be ineligible due to missing/incorrect documentation/incorrect grant applied for, 1 was partly eligible but didn't achieve the scoring threshold and 1 was eligible and reached the scoring threshold
5. 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.
6. A breakdown of scored assessments can be found at **Appendix 2.**

Synopsis and Scoring of Eligible Applications.

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

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

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

Community Partnership						
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	Score Total	Successful Score Threshold	Comments
CTLA	Training & enhanced DBS for all staff	£6,286.51	Y	27	27	Operating Expenses?
Age UK East Sussex	To support the creation of a new mezzanine floor	£10,000.00	Y/N	21	27	Is mezzanine eligible?

Total Sought **£16,286.51**

360.4226 Grant Aid Balance at 15/02/26 **£ 20,000.00**

Table 1

Community Partnership Grants (£3001-£10,000)

9. CTLA

CTLA operates a Dial-a-Ride service within the Havens but require extra funding for training and enhanced DBS's for all staff.

Officers have scored the application as achieving **27 points** which means that this Community Partnership Grant application is deemed as successful. However members should note that this could be considered to be operating expenses.

10. Age UK East Sussex

Age UK are a well-known, national charity who support the elderly committee. They require funding to help create a new mezzanine floor.

Officers have scored the application as achieving **21 points** which means that this Community Partnership Grant application is deemed as un-successful, however members are at liberty to fund this application should they deem it worthy.

Finance.

11. At present there is one budget expenditure line for Community Partnership Discretionary Grant awards (**360.4215 Grant Aid**) which currently has a balance of **£20,000** for the remainder of FY 25/26. Based upon the amounts sought in those eligible applications, no budgetary constraints are anticipated.

Recommendations.

That the Committee:

1. Advises the Executive Officer which applications they would like to fund
2. Instructs the RFO to make those payments after consideration at the next Full Council meeting.

Community Partnership				Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9		
Applicant	Purpose of Funding Requested	Total funding sought £	Eligibility	The application clearly specifies how the Grant will be used (2 points)	The application identifies what sections of, or communities in Newhaven will benefit from the Grant (3 points)	The application identifies the benefits to the applicant organisation, its members or service users (3 points)	The application identifies how the Grant will deliver 'Value for Money', (5 points)	The application outlines how the activities and actions resultant of the grant are aligned with the current priorities of Newhaven Town Council (4 points)	The application identifies how the Grant would assist in promoting Newhaven (3 points)	The application is for a grant facilitating an activity/project not previously funded by the council (3 points)	The application clearly evidences its own fund raising activities over the preceding twelve months and how these contribute to the grant being applied for (4 points)	Financial Assessment. 'Current Ratio' & 'Debt to Equity Ratio' where applicable. (4 points)	Total	Successful Score Threshold
LYT Productions	Delivery of a feature-length Sussex Bonfire documentary.	£10,000.00	N	0	0	0	0	0	0	0	0		0	27
SCDA	Applying on behalf of Newhaven Youth Partnership	£10,000.00	N	0	0	0	0	0	0	0	0		0	27
CTLA	Training & enhanced DBS for all staff	£6,286.51	Y	2	3	3	4	2	3	3	4	3	27	27
Culture Connect Project CIC	To deliver the Soul & Strings music workshops	£7,246.00	N	0	0	0	0	0	0	0	0		0	27
Everybody's Havens	To deliver a structured community cohesion programme in Newhaven	£5,000.00	N	0	0	0	0	0	0	0	0		0	27
Newhaven Arts Projects CIC	To deliver the "Who are We?" project through practical workshops and exhibition	£7,200.00	N	0	0	0	0	0	0	0	0		0	27
Haven Young Creatives - A Different Light	To fund Harbour Lights	£10,000.00	N	0	0	0	0	0	0	0	0	1		27
Age UK East Sussex	To support the creation of a new mezzanine floor	£10,000.00	Y/N	2	2	3	3	4	2	3	2	4	25	27
Lewes District Churches HOMELINK	To support vulnerable people with essential household items	£10,000.00	N	0	0	0	0	0	0	0	0		0	27



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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:

£6286.51

Section 1. Your Organisation

Name of your organisation	CTLA – Community Transport for the Lewes Area		
Address	Hillcrest Community Centre, Hillcrest Road, Newhaven, East Sussex, BN9 9EA		
Telephone no:	██████████	Email address:	██████████

Please can you give us a description of your organisation.

CTLA - Community transport for the Lewes Area, is an award-winning charity, supporting individuals of all ages to live independent lives, reducing social isolation and loneliness, which in turn assists the government foundations of building stronger communities. Our fleet of 16 fully accessible minibuses provide a wide range of services enabling all within the communities of Newhaven and surrounding areas to access local health care facilities, shopping centres, Schools and school clubs, medical appointments, whether this be at their GP surgery, local hospital, or other clinical venues. We help residents stay connected with their friends and other support systems, keeping people socially engaged in their lifestyles while maintaining their dignity and avoiding loneliness and social isolation, despite any impairments to personal mobility or underlying health conditions.

CTLA also support the Flexi Bus services led by East Sussex County Council which provides fully accessible minibus services to isolated communities further afield, giving individuals/communities easier access to amenities locally and in neighbouring towns. Individuals using this service can access Newhaven Train station or even travel further afield.

CTLA is an independent charity, which does not receive any statutory funding and relies on winning grant bids, contributions through service user fares, contracts won through competitive tendering and in-house fundraising, to support all costs incurred in the running of its activities and services.

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

CTLA continues to operate its 4 Dial-a-Ride services within East Sussex, offering residents from East Saltdean, Telscombe, Peacehaven, Newhaven, Lewes, Seaford, Eastbourne and surrounding areas fully accessible door-to-door travel. Although Covid-19 variants continue to affect our communities, some of our more vulnerable residents continue to be cautious of socialising, gradually our membership and service usage has continued to grow, and although membership is not quite back to pre-covid levels, we have seen a 20% rise in our new memberships and a 40% rise in usage of our Dial-a-ride services. Our website page was updated in October 2025 with a fresh new look and is now easier to navigate making it easier to access our services. We have also re-instated our advertising in the Peacehaven Magazine, Newhaven matters and Seaford Scene enabling our service information reach as many people in our communities as possible.

Our Travel Club excursions continue to increase in popularity, with organised group excursions to further afield garden centres and restaurants. Our Eastbourne Airbourne cream tea trip is always fully booked along with restaurants like The British Queen and The Smugglers Inn at Pevensey. In December, The View – Seaford, hosted our Travel Club yearly Christmas dinner and bingo get-together. The day was a great success all round and a good time was had by all. Local schools and Nurseries benefitted from our group hire services for student school trips.

Fundraising continues to be a big part of CTLA life. We have continued with online sales and inhouse raffles, alongside our 100-club monthly draw, which has seen many of our CTLA and Travel club members welcoming a monitory win. Earlier in the year we organised a cake bake for Breast cancer and a savoury bake for prostate cancer, raising over £100 individually for each charity while also raising awareness.

CTLA also supported Newhaven RNLI with their summer & Christmas fairs by providing a shuttle bus from Newhaven town to the designated venues. Although Denton challenge 2025 was a washout, we look forward to supporting them this year with our presents. We also enjoyed being part of Peacehaven Big Park fair where our football activity and Bear naming raffle was a big success, accelerating fundraising and advertising for our services.

During the Covid -19 pandemic, membership, ridership and usage of our services suffered badly. 2022-2023 and 2023-2024 saw a slight recovery in service usage and memberships started to rise again as patrons became more confident in returning to social lives outside of their home environments.

2024-2025 saw our highest rise in new members (post Covid-19) for our Dial-a-ride services across all 4 schemes operated throughout East Sussex including the 4Towns Dial-a-ride. 2025-2026 been a successful year for CTLA. With new advertising in all local magazines, an overhaul of the CTLA website and a new fresh logo on every CTLA vehicle giving our transport a new fresh look, we saw a 30% increase in our membership take-up across all our services.

Is your organisation a voluntary group?	No	Is your organisation a registered charity?	Yes
What is your Registered Charity Number?	1110215		
Are you a national charitable organisation with a local branch that benefits residents?	No- Local Charity		
Can anyone join your organisation?	Yes		
If not, why not?	N/A		
Where is your organisation based and who owns the building?	Hillcrest Community Centre, Owned by Hillcrest Partnership – Charity No 1070198		
How many Newhaven residents are likely to benefit from this grant?	All Newhaven residents meeting CTLA's Membership Criteria (set by Central Government) can benefit from this grant.		
What age group(s) are likely to benefit?	All ages are eligible		
Do your members pay subscription fees? (weekly/monthly/annually)	Subscription to CTLA is free		
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)

CTLA's 4 Towns Dial-a-Ride service meets the need and demand for responsive door to door transport, across the coastal stretch from East Saltdean to Seaford and connecting with inland villages such as Piddinghoe and Rodmell. Our School Transport services meet the needs of many local children with specific individual needs who rely on our services to transport them to and from school. Due to County updating their stipulations for Home to school Transport Staff CTLA are required to use the Enhanced DBS update service. All CTLA office staff, PA's and drivers are now required to have a full and enhanced DBS, Have First-aid training, Epilepsy Training, Eppie Pen training, Peg Training and be Disability awareness trained.

All drivers must be MIDAS Trained and all need to have a Photo ID Pass before they can support on any of our Home to school transport services. For safety reasons and transport recognition all staff require a CTLA logo High Viz' that must be worn in the yard and on the school services. All these requirements must be kept up to date and renewed regularly. The cost of these requirements alone for 2026 - 2027 based on our present staff, is £6286.51

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

CTLA's services are designed to support Newhaven residents who face challenges accessing public transport. This includes vulnerable individuals with mobility or health issues, those isolated due to geographical location or lack of transport options and those temporarily transport-deprived individuals due to injury, illness, or impaired mobility.

Membership is free and open to all Newhaven residents meeting the criteria, and usage is open to anyone with difficulty accessing public transport.

After a decline during the COVID pandemic, CTLA's membership and usage are steadily recovering.

Key statistics include:

2023-2024: Slight increase in usage of the community DAR across all DAR areas:

2024-2025: Steady growth of new memberships and usage of Newhaven & Peacehaven DAR, with increasing bookings for our Travel club service.

2025-2026: Our strongest year for new members, with 168 DAR service members, 43 Travel club members. 34 of these members are Newhaven residents.

Ridership is approaching pre-Covid levels, with further growth expected upon acquisition of an additional vehicle.

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

The grant will enable CTLA to:

- Cover 2026-2027 training costs for staff, ensuring compliance with County stipulations.
- Renew photo passes and issue new high-viz uniforms, enhancing our professional image.
- Fund DBS checks, maintaining the safety and security of our service users.
- Allocate surplus funds towards purchasing a new mini-bus, increasing capacity to support the growing demand for our services.

By supporting these essential costs, the grant will help CTLA:

- Maintain high standards of service and safety.
- Enhance our visibility and community presence with a refreshed brand image.
- Expand our services to meet the needs of more residents in Newhaven and surrounding areas, promoting independence and community engagement.

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

Training and staff uniform are key components of our operational support infrastructure that enable CTLA to function effectively to its best abilities.

Having all PA staff and drivers trained to their highest levels for all needs of our service users' means we should always have cover with fully knowledgeable crew who are able to step in for last minute staff absences. This enables all our services to continue with as little disruptions or cancellations as possible. It also gives all our transport users whether they are using CTLA DAR services or the home to school services the peace of mind that they are in good hands with support staff who are trained to deal with any eventually that may arise.

To keep Training costs as low as possible, training sessions are often booked in groups, and we try to do on the premises to save cost on venue bookings. Re-using the same trainer has initiated a cheaper rate of training costs which with over 50 members of staff can be quite costly. For the basic training needs for 2026-2027 training costs are £3,633.50, new uniform Hi viz for each staff member is £614.31, the enhanced DBS update service is £864, and the staff passes are £448.00. These amounts are based on present staff members but may fluctuate a little higher if new staff join CTLA or other training is required.

Supporting CTLA's physical infrastructure in this way enables funds to be freed up for essential components such as a new vehicle that can support the 4Towns service and the Non-emergency Patient Transport. This grant also supports inadvertently the 4 Towns Dial-a-Ride service and our Travel club which benefits many Newhaven residents and its surrounding areas. With Government costs continuing to rise CTLA can only continue to offer a low fare service, which is affordable for all users, if we gain much needed grant support from our local town councils.

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

CTLA is actively pursuing bids for greener, eco-friendly vehicles to replace our existing fleet over a period of years. The Newhaven Neighbourhood Plan states the importance of encouraging transport solutions that "support the reduction of greenhouse gases and reduce congestion". It also recognises the need to ensure that any future "development which generates significant amounts of movement should provide a travel plan to ensure that safe, healthy and sustainable travel options form part of any new development". With that in mind CTLA recognises that the demand for the services that we offer will be greater and this together with addressing the reduction of congestion upon our roads, through our Dial-A-Ride service contributes towards achievement of the goals of the Neighbourhood plan.

The Neighbourhood Plan acknowledges that road-based traffic air pollution (exacerbated by the heavily congested A259 trunk road passing through the town) is a major challenge and the Town Council and its partners are charged with trying to improve air quality. The transport services offered by CTLA are multi-occupancy using 16 seat minibuses so encouraging travel by the Dial-a-Ride service as opposed to lower occupancy taxis and private cars is a greener alternative to meeting the travel needs of local people.

Our services not only support individual's independence but also contributes to the town's overall well-being, reducing social isolation and promoting community engagement. By supporting our funding, the Council would be investing in the very fabric of Newhaven's community, ensuring that CTLA can continue to provide reliable, accessible transport options for those who need them most.

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

By supporting the bid Newhaven Town Council is: -

Contributing towards a healthy staff infrastructure that CTLA can continue to be proud of. Making sure all their staff are trained to their highest of abilities, so that all those using our services get the full care and attention they deserve, whilst also falling in line with local County Council contract guidelines.

Helping people who do not have access to a car and find it difficult to use conventional public transport through impaired personal mobility or underlying health conditions gain better access to goods and services within the town.

Helping older and more vulnerable persons to live more independent and fulfilling lives, contributing towards better social equality by promoting "access for all".

Reducing social isolation and loneliness and the linked deterioration in health by helping fewer mobile people gain access to and contribute towards a more sustainable local economy and a more vibrant community.

Helping the most vulnerable and elderly to travel again as we learn to live with the post-Covid pandemic and therefore generating income for local businesses rather than encouraging global mail order home delivery companies to further extract revenue from the local economy.

Assisting with the reduction of missed healthcare appointments due to lack of accessible transport and the reducing availability of local patient transport provision.

Each of these points provide evidence to each of our residents that the Town Council is investing in sustainable, low-cost services that promote the quality of wellbeing, social support and accessibility of services within the Newhaven town/boundary.

This grant application must be for an activity/project not previously 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 has been a key part of our community for many years, and we are proud to be a vital community transport charity based in the town. However, we note that CTLA have not received any grant funding from Newhaven Town Council for over 5 years. Given the essential services we provide to residents, particularly vulnerable young and elderly individuals, we are respectfully requesting consideration of our funding application.

Our services not only support individual's independence but also contributes to the town's overall well-being, reducing social isolation and promoting community engagement. By supporting our funding, the Council would be investing in the very fabric of Newhaven's community, ensuring that CTLA can continue to provide reliable, accessible transport options for those who need them most.

Section 3. Financial Information & Fundraising Activities

<p>Specific amount of Grant Aid sought with this application?</p>	<p>£6286.51</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>These costs will only vary if a new member of staff joins CTLA as they will need to participate in the full training requirements stipulated by County and CTLA staff Infrastructure. Any shortfall can be met from Revenue received from our service users on the bus, fundraising activities and revenue from cross-subsidy obtained from home to school contracts operated on behalf of East Sussex County Council.</p>
<p>What are your main sources of income?</p>	<p>Contracted services for competitive tendered routes from East Sussex County Council, On-Bus Revenue, In-house fundraising, successful grant applications. CTLA is not in receipt of any statutory government funding.</p>
<p>What other bodies have you applied to for grants?</p>	<p>For this project/activity?</p> <p>None</p> <p>For general support with other projects/activities?</p> <p>Peacehaven Town Council Telscombe Town council Lewes Town Council (LTC) Lewes District Council (LDC) National Lottery Community fund</p>

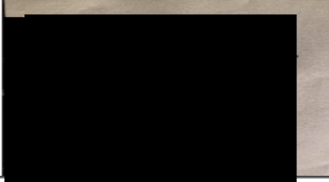



<p>How much money have these bodies awarded you?</p>	<p>LDC £8660.00</p> <p>TTC £4040.00</p> <p>TTC £216.00</p> <p>PTC £6825.00</p> <p>NLCF £9500.00</p>
<p>Please provide information of any fundraising activities you have carried out in the last year and how do these contribute to the grant being applied for. (4 points)</p>	<p>In the last year we have continued with our 100 Club, which is drawn monthly. This is a public lottery so is open to all CTLA members, staff and local communities.</p> <p>We have had sweet and savoury bake sales to raise funds and recognition for Breast cancer and prostate cancer.</p> <p>We have had a car boot stall which also helps with advertising of our services. Had online sales, organised and participated with a stall at local community fairs and held in-house raffles.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>Inhouse online sales £50.00</p> <p>Raffles £175.00</p> <p>100 club £1705.00</p> <p>Peacehaven Fair £100.00</p> <p>Car boot sale £85.00</p> <p>Bake sales – £324.92</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 documents 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.	Please see explanation on email
A copy of the organisation's 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	Community Transport for the Lewes Area trading as CTLA
Name of Bank/Building Society	██████████
Sort Code	██████
Account No	██████████
Bank mandate rules (How many signatories)	Two 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.	<p>We maintain a small reserve, in common with all other responsibly run not for profit groups. Which is a “buffer” against exceptional but foreseeable costs of operating transport services, such as a major vehicle component failure – e.g. gearbox or engine failure, to ensure that we can afford remedial action in a swift and timely manner to maintain the service when such occasions do occur.</p> <p>Our bank account balance does fluctuate from time to time due to the timing and value of some of the high-cost contracts we operate on behalf of East Sussex County Council, however over the course of an average year, the charity does not make huge surpluses. Any operating surpluses are always re-invested to increase the scope of activities to benefit CTLA members. A major challenge and draw on our finances in the next couple of years will be the need to focus on the renewal of our fleet to encompass green fuel technology, in line with government legislation and local authority and community aspirations.</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?	Yes/No
Please state who that is and their relationship to you	
Data Protection Statement	
<p>The information we ask for on this form is in order to fully assess your grant application.</p> <p>By submitting this application, you are consenting to us sharing appropriate information on this application with employees and elected members of Newhaven Town Council.</p> <p>This information may be used for publicity purposes if the grant is awarded.</p>	
Signatures authorising this application from your group (Two people must sign this form)	
<p>We have read and understood the terms and criteria of Newhaven Town Council's Discretionary Grant Application Policy and Guidelines.</p> <p>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.</p> <p>We will keep full records of all receipts relating to expenditure and will provide them to Newhaven Town Council where required.</p> <p>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.</p>	
Signature One	
Name	
Position in organisation	Fundraising organiser/CSA
Contact address	Hillcrest Community Centre, Hillcrest Road, Newhaven, BN9 9EA
Contact email	
Contact phone number	
Date	12/02/2026

Signature Two	
Signature Two	
Name	
Position in organisation	General Manager
Contact address	Hillcrest Community Centre, Hillcrest Road, Newhaven, BN9 9EA
Contact email	
Contact phone number	
Date	12/02/2026



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 office on 01273 516100.

CLOSING DATE SUNDAY 15th FEBRUARY 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: Newhaven Town Council, 18 Fort Road, Newhaven, East Sussex BN9 9QE.

Please specify Grant Amount Applied For:	£10 000
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Section 1. Your Organisation

Name of your organisation

Age UK East Sussex

Address

Telephone no:

Email address:

Please can you give us a description of your organisation.

Age UK East Sussex is a registered charity working to improve the quality of later life for older people across the county.

Through our Newhaven Donation Centre, we provide affordable furniture and household goods, employment and volunteering opportunities, and a sustainable social enterprise model that directly supports older people and vulnerable residents in Newhaven and the surrounding area.

The Newhaven Donation Centre operates at significant local scale, supporting an average of 8,359 people per quarter, with at least 80% coming from the Newhaven, Peacehaven and Seaford area, and is supported by 49 local volunteers contributing over 2,700 hours each quarter.

Income generated through our retail and donation activities is reinvested into frontline services, helping to reduce isolation, improve wellbeing, and support people to live independently for longer in and around Newhaven

The Newhaven Donation Centre is a key community resource for Newhaven, supporting first-time homeowners, people on low incomes, and those in transition by providing essential household items at affordable prices.

Importantly, our donation centre saves the local authority a significant amount of costs as we receive, process and recycle, resell or reuse over 12 tonnes of donated goods per week of household goods, furniture, clothing and bric a brac that would otherwise be destined for landfill.

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

Our charitable services are provided to the community of Newhaven and the surrounding area. These include our extensive Information, advice and support team. The majority of our work here is supporting older people with the cost-of-living crisis, completing benefits checks for them, applying for attendance allowance and blue badge applications. These are highly in demand, and we currently have a 4 week wait for an appointment.

In addition to our Information team our befriending team supports older people in the area who need help staying connected to the community and making new friends. We provide a 12 week volunteer partner who works with the older person to achieve agreed outcomes around socialisation and community integration.

Our social prescribing teams work in local NHS surgeries to support patients with non-medical matters. Many older people turn to their GP for a range of support which GP's are not able to provide. Similar to our information team, our social prescriber will work with a client to assist with matters around the cost of living, home care, mental health and wellbeing.

Alongside these charitable services our Newhaven Donation Centre hosts community events including a Halloween event and a bake sale on VE day. There was also a "Meet Santa" Christmas Grotto for local families. The inclusive event welcomed children from across Newhaven, offering a free gift to every child, alongside tombola and refreshments. Delivered by staff and local volunteers, the event raised over £700 for Age UK East Sussex, with all proceeds reinvested into charitable services, and reinforced the Centre's role as a welcoming community hub.

Is your organisation a voluntary group?	no	Is your organisation a registered charity?	yes
What is your Registered Charity Number?	1139470		
Are you a national charitable organisation with a local branch that benefits residents?	We are an East Sussex charity with a donation centre in Newhaven		
Can anyone join your organisation?	Anyone can use our Newhaven Centre. Anyone over 50 can access our Age UK East Sussex services		
If not, why not?	N/A		
Where is your organisation based and who owns the building?	Units D1 and E Ranalah Trade Park, New Road, Newhaven, BN9 0EH. We have a long-term lease on the premises.		
How many Newhaven residents are likely to benefit from this grant?	Over 30 000 people a year		
What age group(s) are likely to benefit?	A broad demographic including families and elderly people and those on low incomes.		
Do your members pay subscription fees? (weekly/monthly/annually)	no		

If so, how much?	N/A
<p>Section 2. Justification for Grant Funding <i>Please note that this section forms part of our assessment.</i></p>	
<p>How will the grant be used? Explain in detail the background, purpose and how the grant will be utilised. (2 points)</p> <p>We are applying for a Newhaven Community Partnership Grant of £10,000 to support the creation of a new mezzanine floor within the second building of the Age UK East Sussex Newhaven Donation Centre.</p> <p>In 2025, the Newhaven Donation Centre supported an average of 8,359 customer transactions per quarter, with at least 80% of customers coming from Newhaven, Peacehaven and Seaford, serving a broad cross-section of the local population including older people, families, and those on low incomes.</p> <p>The building is currently operating at full capacity, supporting an average of 23 house clearances and 153 furniture collections per quarter. The installation of a mezzanine floor would increase usable floor space by approximately a third, allowing us to expand our recycling and retail operations and strengthen the sustainability of our social enterprise.</p> <p>The grant will contribute towards construction and associated works, enabling us to unlock additional space that directly supports the local community, sustainable income generation and environmental impact.</p>	
<p>What sections of the community in Newhaven will benefit from the grant? (3 points)</p> <p>The Newhaven Donation Centre serves an extremely broad demographic. Key user groups include older people aged over 65 (including individuals and couples downsizing or living alone), young families establishing or expanding households, and families on or below the poverty line seeking affordable household goods due to financial constraints. At least 80% of customers live within the Newhaven, Peacehaven and Seaford area, ensuring the benefits of this project are strongly local.</p> <p>The project will benefit a wide range of Newhaven residents, including:</p> <ul style="list-style-type: none"> • Older people who rely on Age UK East Sussex services for support, connection, and wellbeing. Age UK East Sussex provides a wide range of locally-focussed services that benefit older people and their carers, including free accredited Information & Advice support on issues such as benefits, housing, health, social care and accessing local services; SCAMS events, a Telephone Befriending service to help reduce isolation for those aged over 55; and Social Prescribing, working with GP practices to connect older people with local activities, support and wellbeing services. • People on low incomes, first-time homeowners, and individuals or families in transition who access affordable furniture and household goods from the Newhaven Donation Centre • Local residents seeking volunteering, training, and employment opportunities • The wider Newhaven community through reduced waste, increased recycling, and environmental benefit <p>Strengthening the financial sustainability of the Donation Centre will enable ongoing reinvestment into Age UK East Sussex services, securing long-term benefits for current and future service users in Newhaven and across East Sussex.</p>	
<p>How will your organisation, its members and/or your users benefit from this grant? (3 points)</p> <p>The additional space created by the mezzanine floor will allow us to:</p> <ul style="list-style-type: none"> • Increase capacity and generate additional unrestricted income • Expand recycling and reuse activity, reducing waste and disposal costs • Improve operational efficiency and storage, enabling better use of donated goods 	

This additional space will also create new volunteering and employment opportunities, including skills development.

We currently employ 8 paid staff at the Newhaven Donation Centre, many of whom are local residents. The additional space will support staff by improving working conditions, reducing pressure on existing storage and processing areas, and enabling roles to be developed more sustainably.

We currently have 49 volunteers contributing an average of 2,732 hours per quarter. These include young people gaining work experience and confidence, individuals with learning support needs, and people volunteering to reduce loneliness, anxiety and depression or rebuild confidence following caring responsibilities, retirement, or gaps in employment.

Our volunteers consistently describe the positive impact on their wellbeing and sense of belonging. One volunteer shared that volunteering helped them “meet people and be part of the society I am living in.” Others highlight how volunteering supports major life transitions. A retired volunteer described it as “very pleasant to work with other people again, but without the pressure of necessity — and knowing that I’m helping others at the same time.” Another volunteer returning after a long period of caring and a significant gap in her CV said volunteering was “the best way to start again,” helping her rebuild confidence, routine and social connection.

In these ways, the additional space will strengthen the wellbeing of staff, volunteers and users alike, while increasing the Centre’s capacity to serve local residents. By improving efficiency, sustainability and income generation, the project will secure the long-term viability of the Newhaven Donation Centre and enable the continued delivery of high-quality, accessible services for the Newhaven community.

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

The grant will contribute to a one-off capital investment that creates lasting infrastructure with long-term benefits. By increasing capacity at an already high-performing site, the mezzanine floor will enable increased income generation, expanded recycling activity, and reduced reliance on future grant funding.

Value for money will be ensured through robust project management and financial controls. All works will be subject to competitive procurement, with a minimum of three quotes obtained for construction and associated works. The project will be overseen by experienced staff, with clear budgets, timelines, and monitoring in place to ensure delivery on time and within budget.

The expanded space will also enable us to increase volunteering opportunities for local residents, providing meaningful roles, skills development, while strengthening community involvement in the Donation Centre.

The new mezzanine floor will utilise currently unused vertical space within the building, maximising existing assets and increasing operational capacity at minimal additional infrastructure cost, delivering long-term financial sustainability and greater community benefit from the same footprint.

In addition, the Newhaven Donation Centre processes an average of 12 tonnes of donated goods per week, with approximately 80% resold and reused. This prevents an estimated 125 tonnes per quarter from entering landfill, significantly reducing environmental impact and contributing to avoided waste disposal costs that would otherwise fall to local authorities.

In this way, a £10,000 investment will help unlock a £60,000 project, delivering long-term social, environmental, and economic value for Newhaven residents.

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

This project aligns strongly with Newhaven Town Council’s priorities around:

• Supporting an active and sustainable community

The Donation Centre is a popular community hub in Newhaven, welcoming people from the town and surrounding areas. We are open seven days a week and are a well-used destination — not just for purchasing affordable items, but for getting involved, connecting with others and building friendships.

• Promoting social inclusion and reducing isolation

The Donation Centre is a social enterprise focused on supporting people from the local community. Our volunteering provides meaningful opportunities for connection, contribution and inclusion. Through our work experience support for people who are currently unemployed, we help to develop skills and confidence, improving employability and future prospects. The team also runs community events such as our Christmas Meet Santa event and a Fashion Show, bringing people together in a welcoming and accessible environment.

• Encouraging environmental responsibility and waste reduction

The Donation Centre provides the local community with an invaluable resource to recycle furniture, clothing and household items. Our team aims to recycle, reuse or resell up to 80% of all donations, diverting approximately 125 tonnes per quarter from the council’s landfill facilities.

• Strengthening local organisations that deliver direct benefit to residents

By investing in infrastructure that supports both community services and environmental sustainability, this project strengthens a trusted local organisation and contributes to Newhaven’s long-term resilience and wellbeing for residents.

The scale of activity already delivered through the Newhaven Donation Centre demonstrates the impact of investing in proven local infrastructure that supports residents, volunteers and the environment.

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

The [Newhaven Donation Centre](#) is a visible and well-used community asset that attracts residents from across the town and surrounding area. Expanding the Centre will enhance its role as a positive example of social enterprise, reuse, and community support.

The Centre brings regular footfall into Newhaven and demonstrates the town’s commitment to sustainability, inclusion and practical community action, reinforcing a positive image of Newhaven as a place that supports residents at all stages of life.

The Centre also has a very active Social Media presence, with over 3.3k followers <https://www.facebook.com/AUKESNewhavenFurnitureWarehouse/>, is recommended by 90% of people, and provides a regular positive promotion of Newhaven, its community spirit, and the reuse and recycling ethos.

By investing in this project, Newhaven Town Council will be publicly associated with a high-impact local facility that delivers social, environmental and economic benefits for the town.

We will acknowledge Newhaven Town Council’s support through on-site signage, publicity materials, and appropriate communications, highlighting the Council’s role in supporting sustainable community infrastructure.

This grant application must be for an activity/project not previously 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 application is for a new capital project not previously funded by Newhaven Town Council.

Section 3. Financial Information & Fundraising Activities

£10 000

<p>Specific amount of Grant Aid sought with this application?</p>	
<p>If the grant forms part of a larger project, what is its total estimated cost?</p>	<p>The total cost of the project is estimated at around £60 000, including:</p> <ul style="list-style-type: none"> • £30 000 to construct the mezzanine floor and two staircases • £10 000 to upgrade electrical works and fire safety systems and redecorating • £20 000 to add accessible lifts (through specialist accessibility funding)
<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>The remaining funding will be met through a combination of Age UK East Sussex reserves and applications to other grant funders, such as ASDA, BnQ, Lewes and District Council, Veolia Fund and Newhaven Enterprise</p>
<p>What are your main sources of income?</p>	<p>Self-earned income through our retail operations, fundraising donations, grants and local authority contracts</p>
<p>What other bodies have you applied to for grants?</p>	<p>For this project/activity? We also plan to apply to Lewes and District Council, Veolia Fund and Newhaven Enterprise, as well as Barnwood Trust and Motability Foundation for funding for accessible lifts.</p> <p>For general support with other projects/activities? Please see attached spreadsheet “Other Funders” for a list of our Age UK East Sussex funders and awards for this current year.</p>
<p>How much money have these bodies awarded you?</p>	<p>Please see the same “Other Funders” spreadsheet for the amounts they have given us and what the money is restricted for, for this current year.</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>Our charity raises the majority of its funds via our social enterprises. These include traditional charity shops, Furniture warehouses, office lets and room hire. This area aims to cover the core costs of the charities work.</p> <p>In addition, we benefit from a small number of legacies, grant fundraising and public sector contracts to provide services contracted by the council and the NHS.</p> <p>This Christmas we launched our first fundraising appeal to support the substantial need for our attendance allowance and blue badge application services. This was a traditional donation appeal through outlets and online. Our teams also carried out fundraising events and activities, such as the Newhaven Donation Centre Santa sleigh which visited families and delighted children over several nights in and around Newhaven.</p>
<p>How much money have you raised from these fundraising activities in the same period?</p>	<p>Our accounts show full details of income and expenditure across the organisation but for the purposes of answering this question, funds available after costs from all our income generating activities, which includes traditional fundraising</p> <p>Surplus from retail after costs was £262,581 (all applied to cover core charity costs) Grants income £389,134 (this is restricted funding for other projects) Legacy income £13,937</p>

	Donations £36,705 (applied to fund our Information and Advice team)
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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 documents duly authorised and adopted.	yes
A current business or service plan ideally with a yearly timeline of objectives.	yes
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 – see details below and bank statement 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.	Yes
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
In the case of a grant for infrastructure/equipment maintenance and/or improvement purposes, a minimum of three estimates for the work/equipment specified.	yes
A copy of the organisation's current Public Liability Insurance to a minimum of £5 million in cover.	yes
Details of how the organisation will assess the effectiveness of the activity/project and where 'value for money' has been achieved.	yes

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	Age UK East Sussex
Name of Bank/Building Society	██████████
Sort Code	██████
Account No	██████████
Bank mandate rules (How many signatories)	2
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.	Age UK East Sussex has a mix of income sources to fund its services, and underperformance in any of these could put service delivery at risk. For this reason, the Board maintains a formal Reserves Policy to ensure core operations can continue for three to six months if funding difficulties arise, allowing time to secure new funding, support service users to transition, or manage an orderly wind-down if necessary.

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.

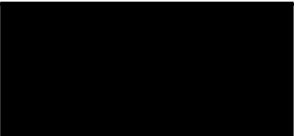




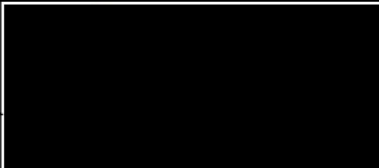



**Signatures authorising this application from your group
(Two people must sign this form)**

We have read and understood the terms and criteria of Newhaven Town Council's 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	Chief Executive
Contact address	
Contact email	
Contact phone number	
Date	13/02/26
Signature Two	
Name	
Position in organisation	Business and Operations Director
Contact address	
Contact email	
Contact phone number	
Date	13/02/26



NEWHAVEN TOWN COUNCIL

Alison Campbell
Responsible Finance Officer

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

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

To: Promotion, Partnership & Finance **Agenda Item 9.**

Date: 24th February 2026

Report Contact: Responsible Finance Officer

Subject: **Hall Hire - Fees for the Financial Year 2026-27**

The purpose of this report is to request council consideration of amendments to previously agreed Hall Hire Fees & Charges for 26/27 which have been requested by Norcross Dance School.

Background

1. The fees for this service have already been considered previously on the 16th September 2025 and agreed for the next Financial Year (26/27) in order to aid the development of that year's budget/precept.
2. All regular users of all of our halls were advised of the new hall hire fees on the 23rd September 2025, which would come into effect from April 2026. We received responses from other regular hall hirers which were all very understanding and accepting, especially the regular users of Denton & Mount Pleasant Hall which were aware that they had not received a significant increase in excess of 10 years.
3. Councillors will already be acutely aware of the current economic situation within the UK and the pressures still being felt by residents, community groups, and local businesses of which effectively the Town Council is one.

Social Centre/Hall Rental Fees

4. As part of the review of our Halls, officers previously looked at our Hall usage and expenditure for a 12 month period from September 2024 – August 2025. Officers have now revised the projected figures for 2025/26 and also projected profit for 2026/27 with a 10% reduction to the previously agreed 2026/27 fees for hall hire and these can be seen at **Appendix 1**.
5. A comparative table of current (2025/26) and previously agreed 2026/27 fees and revised reduction of 10% proposed Fees & Charges for 2026/27 can be seen at **Appendix 2**. These fees include VAT (20%) and would be effective from April 1st 2026.
6. By way of comparisons, please see current rates including VAT for other halls to hire on the following page at Table 1.

Hall	Hourly Charges		Facilities
Hillcrest Centre - Small Room	£18 8am-9pm	£38.40 Weekends - 9am-10pm	Excludes Kitchen
Hillcrest Centre - Main Hall	£21.60	£38.40 Weekends - 9am-10pm	Excludes Kitchen
Seaford Baptist Church - Small Room	£21.50		
Seaford Baptist Church - Large Hall	£35.00		
South Heighton Village Hall	£12.00		No Parking
South Heighton Village Hall - Business	£15.00		No Parking
Mencap	From £20.00		No Parking
SCDA - Small Room	£23.50 - 9am-6pm	£30.00 Weekends	Excludes Kitchen
Peacehaven Town Council	From £12.00		Additional Fees

Table 1

Recommendations:

1. That the proposed revised Social Centre/Hall rental rates reduced by 10% as detailed at Appendix 2 are implemented on April 1st 2026.
2. That the amended Children and Adult Party rate be implemented detailed at appendix 2 be implemented on April 1st 2026.

**Possible Revised Social Centre
Fees & Charges 1st April 2026 - 31st MARCH 2027**

HALL	Voluntary/Charity Organisations			Casual Users			Business Users		
	£ per hour inc VAT			£ per hour inc VAT			£ per hour inc VAT		
	25/26	Proposed	New proposal	25/26	Proposed	New proposal	25/26	Proposed	New proposal
MEECHING HALL - MAIN HALL (Maximum of 110 people) 1st April 2026 to 31st March 2027	18.60	25.90	23.30	36.60	37.00	33.30	18.60	29.60	26.60
MEECHING HALL - COMMITTEE ROOMS (Maximum of 30 people) 1st April 2026 to 31st March 2027	11.60	14.00	12.60	19.60	20.00	18.00	11.60	16.00	14.40
DENTON & MOUNT PLEASANT SOCIAL CENTRE (Maximum of 100 people) 1st April 2026 to 31st March 2027	14.30	24.50	22.05	36.60	35.00	31.50	14.30	28.00	25.20
EAST SIDE SOCIAL CENTRE & LEWES ROAD HALL (Maximum of 60 people) 1st April 2026 to 31st March 2027	12.60	19.60	17.60	29.25	28.00	25.20	12.60	22.40	20.15

NOTE

For all users a £50 cash damage deposit is payable on collection of keys.

Children and Adults Parties = Four Hours Flat Rate Total £90 - **Amend to £120.00**

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700				0
4015 Repairs and Maintenance	0	176	0	(176)		(176)	0.0%	
4218 Partnership Cont/Event Support	13,272	5,499	12,000	6,501	67	6,434	46.4%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	514	2,500	1,986		1,986	20.6%	
Regeneration & Strategic Dev :- Indirect Expenditure	16,915	6,189	16,500	10,311	67	10,244	37.9%	0
Net Income over Expenditure	(16,915)	(6,189)	(13,800)	(7,611)				
<u>101 Administration & Office Costs</u>								
1050 Miscellaneous Income	0	331	0	(331)			0.0%	
1176 Precept Received	595,380	672,430	672,430	0			100.0%	
1190 Interest Received	14,740	14,361	15,400	1,039			93.3%	
Administration & Office Costs :- Income	610,120	687,122	687,830	708			99.9%	0
4012 Business Rates	0	3,842	4,368	526		526	88.0%	
4014 Utilities, Elec/Water/Sew/Fire	13,220	7,531	12,000	4,469		4,469	62.8%	
4015 Repairs and Maintenance	10,796	15,417	3,492	(11,925)		(11,925)	441.5%	3,586
4017 IT Support	14,651	17,288	19,894	2,606		2,606	86.9%	
4021 Communications	2,841	1,711	2,000	289		289	85.6%	
4022 General Office Costs	7,725	9,283	6,349	(2,934)		(2,934)	146.2%	
4023 Printing & Stationery	4,222	4,031	4,350	319		319	92.7%	
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	679	800	121		121	84.9%	
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	95,225	88,765	(6,460)	0	(6,460)	107.3%	3,586
Net Income over Expenditure	511,470	591,897	599,065	7,168				
6000 plus Transfer from EMR	10,411	3,586	0	(3,586)				
Movement to/(from) Gen Reserve	521,881	595,483	599,065	3,582				

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Staff Costs</u>								
4000 Salaries	136,105	158,129	180,767	22,638		22,638	87.5%	
4001 National Insurance & Pension	94,104	46,999	56,670	9,671		9,671	82.9%	
4002 Staff Overtime	0	72	10,000	9,928		9,928	0.7%	
4006 NTC Van	0	9,953	4,800	(5,153)		(5,153)	207.3%	
4007 Subsistence	0	0	200	200		200	0.0%	
4008 Travel	3,133	1,353	2,000	647		647	67.6%	
4009 Payroll Costs	723	733	876	143		143	83.7%	
4010 Training Staff & Councillors	2,204	1,894	3,000	1,106		1,106	63.1%	
4013 Employment Law/Health & Safety	7,890	5,881	7,300	1,419		1,419	80.6%	
4153 PPE	0	688	0	(688)		(688)	0.0%	
Staff Costs :- Indirect Expenditure	244,159	225,702	265,613	39,911	0	39,911	85.0%	0
Net Expenditure	(244,159)	(225,702)	(265,613)	(39,911)				
<u>150 Cemetery-Building & Grounds</u>								
1152 Excl Right of Burial Full Grav	16,395	25,139	15,000	(10,139)			167.6%	
1153 Excl Right of Burial Ashes Plo	1,415	566	4,000	3,434			14.2%	
1154 Burial Single Depth	18,810	5,940	18,000	12,060			33.0%	
1155 Burial Double Depth	3,852	14,124	13,400	(724)			105.4%	
1156 Burial Triple Depth	3,450	0	1,674	1,674			0.0%	
1157 Burial/Scattering of Ashes	5,130	4,055	7,880	3,825			51.5%	
1158 Memorial Permits	8,511	6,644	8,695	2,051			76.4%	
Cemetery-Building & Grounds :- Income	57,563	56,468	68,649	12,181			82.3%	0
4012 Business Rates	0	4,034	4,000	(34)		(34)	100.9%	
4014 Utilities, Elec/Water/Sew/Fire	60	54	1,058	1,004		1,004	5.1%	
4015 Repairs and Maintenance	5,865	5,960	5,000	(960)		(960)	119.2%	2,305
4016 Grounds Maintenance	92,131	91,456	123,809	32,353	2,400	29,953	75.8%	
4150 Consumables	1	101	0	(101)		(101)	0.0%	
Cemetery-Building & Grounds :- Indirect Expenditure	98,058	101,605	133,867	32,262	2,400	29,862	77.7%	2,305
Net Income over Expenditure	(40,495)	(45,137)	(65,218)	(20,081)				
6000 plus Transfer from EMR	0	2,305	0	(2,305)				
Movement to/(from) Gen Reserve	(40,495)	(42,832)	(65,218)	(22,386)				
<u>201 Denton Social Centre</u>								
1010 Hall Hire Charges	15,737	14,748	11,640	(3,108)			126.7%	
Denton Social Centre :- Income	15,737	14,748	11,640	(3,108)			126.7%	0

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Business Rates	0	2,470	3,227	757		757	76.5%	
4014 Utilities, Elec/Water/Sew/Fire	2,573	4,163	2,877	(1,286)		(1,286)	144.7%	
4015 Repairs and Maintenance	7,893	4,099	3,174	(925)		(925)	129.1%	
4150 Consumables	125	223	260	37		37	85.8%	
Denton Social Centre :- Indirect Expenditure	10,590	10,956	9,538	(1,418)	0	(1,418)	114.9%	0
Net Income over Expenditure	5,147	3,792	2,102	(1,690)				
6000 plus Transfer from EMR	3,369	0	0	0				
Movement to/(from) Gen Reserve	8,515	3,792	2,102	(1,690)				
<u>202 East Side Social Centre</u>								
1010 Hall Hire Charges	9,759	8,189	9,442	1,253			86.7%	
East Side Social Centre :- Income	9,759	8,189	9,442	1,253			86.7%	0
4012 Business Rates	0	1,248	1,407	160		160	88.7%	
4014 Utilities, Elec/Water/Sew/Fire	4,177	4,813	2,893	(1,920)		(1,920)	166.4%	
4015 Repairs and Maintenance	3,085	4,667	1,900	(2,767)		(2,767)	245.6%	
4150 Consumables	0	99	0	(99)		(99)	0.0%	
East Side Social Centre :- Indirect Expenditure	7,262	10,826	6,200	(4,626)	0	(4,626)	174.6%	0
Net Income over Expenditure	2,497	(2,638)	3,242	5,880				
<u>203 Lewes Road Social Centre</u>								
1010 Hall Hire Charges	3,851	6,590	2,600	(3,990)			253.5%	
Lewes Road Social Centre :- Income	3,851	6,590	2,600	(3,990)			253.5%	0
4012 Business Rates	0	873	1,089	216		216	80.2%	
4014 Utilities, Elec/Water/Sew/Fire	2,570	2,924	4,160	1,236		1,236	70.3%	
4015 Repairs and Maintenance	4,956	5,525	1,850	(3,675)		(3,675)	298.6%	
4150 Consumables	0	228	260	32		32	87.6%	
Lewes Road Social Centre :- Indirect Expenditure	7,526	9,550	7,359	(2,191)	0	(2,191)	129.8%	0
Net Income over Expenditure	(3,675)	(2,960)	(4,759)	(1,799)				
<u>204 Meeching Hall</u>								
1010 Hall Hire Charges	11,661	13,369	9,418	(3,951)			142.0%	
Meeching Hall :- Income	11,661	13,369	9,418	(3,951)			142.0%	0
4012 Business Rates	0	2,046	2,433	387		387	84.1%	
4014 Utilities, Elec/Water/Sew/Fire	13,403	8,058	8,751	693		693	92.1%	
4015 Repairs and Maintenance	8,583	3,964	4,000	36	786	(750)	118.8%	
4021 Communications	204	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Consumables	4	269	260	(9)		(9)	103.7%	
4218 Partnership Cont/Event Support	0	89	0	(89)		(89)	0.0%	
Meeching Hall :- Indirect Expenditure	22,194	14,427	16,194	1,767	786	981	93.9%	0
Net Income over Expenditure	(10,533)	(1,057)	(6,776)	(5,719)				
300 Community Engagement & Promoti								
1169 Mayoral Event/Promotion	0	356	0	(356)			0.0%	
1170 Newsletter - Advert Income	1,392	775	1,000	225			77.5%	
Community Engagement & Promoti :- Income	1,392	1,131	1,000	(131)			113.1%	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	16	500	484		484	3.2%	
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%	
4224 Town Crier	20	0	150	150		150	0.0%	
Community Engagement & Promoti :- Indirect Expenditure	37,500	32,835	35,850	3,015	0	3,015	91.6%	0
Net Income over Expenditure	(36,109)	(31,704)	(34,850)	(3,146)				
301 Community Services								
1151 Memorial Slat on Bench	1,041	254	2,300	2,046			11.1%	
1160 Allotment Income Cemetery	1,547	1,925	1,638	(287)			117.5%	
1175 Grass Verge Income	2,454	0	3,200	3,200			0.0%	
1178 Misc Income	915	1,000	0	(1,000)			0.0%	
Community Services :- Income	5,957	3,179	7,138	3,959			44.5%	0
4014 Utilities, Elec/Water/Sew/Fire	267	2,085	0	(2,085)		(2,085)	0.0%	
4015 Repairs and Maintenance	0	48	0	(48)		(48)	0.0%	
4200 CCTV Maintenance/Operating	15,441	1,696	5,500	3,804		3,804	30.8%	
4201 Dog Bins/Emptying	0	0	1,000	1,000		1,000	0.0%	
4202 Defibrillator Elec/Pads	0	490	2,100	1,610		1,610	23.3%	
4210 Christmas Lights	19,562	18,187	25,000	6,813		6,813	72.7%	
4213 Grass Verge Expenditure	16,668	14,854	16,931	2,077		2,077	87.7%	
4230 Play Areas	4,913	124,229	7,000	(117,229)	6,308	(123,537)	1864.8%	113,750
4234 Environmental Enhancements	11,125	12,809	10,000	(2,809)		(2,809)	128.1%	1,090
4235 Amenity Areas	21,844	18,260	19,000	740		740	96.1%	
4236 Allotments	1,456	15,083	7,000	(8,083)		(8,083)	215.5%	

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4241 Town Centre Planters	1,807	0	6,900	6,900		6,900	0.0%	
4248 Business Asset Management	24,629	44,486	0	(44,486)		(44,486)	0.0%	44,486
4500 Professional Fees	920	4,130	2,000	(2,130)		(2,130)	206.5%	3,230
4510 Tree Work	6,832	12,716	9,000	(3,716)	1,500	(5,216)	158.0%	
4511 Tree Wardens	3,078	2,470	3,600	1,130		1,130	68.6%	
4512 Banners on Riverside	2,770	2,695	5,500	2,805		2,805	49.0%	
Community Services :- Indirect Expenditure	131,312	274,237	120,531	(153,706)	7,808	(161,513)	234.0%	162,556
Net Income over Expenditure	(125,355)	(271,057)	(113,393)	157,664				
6000 plus Transfer from EMR	39,724	162,556	0	(162,556)				
Movement to/(from) Gen Reserve	(85,631)	(108,502)	(113,393)	(4,891)				
<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	6,207	30,000	23,793		23,793	20.7%	
Support and Services :- Indirect Expenditure	85,219	33,203	100,000	66,797	0	66,797	33.2%	0
Net Expenditure	(85,219)	(33,203)	(100,000)	(66,797)				
6000 plus Transfer from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(80,219)	(33,203)	(100,000)	(66,797)				
<u>800 Full Council</u>								
1172 CIL Income	0	90,936	0	(90,936)			0.0%	
1181 Town Deal Fund	0	231,520	0	(231,520)			0.0%	
Full Council :- Income	0	322,457	0	(322,457)				0
4096 CIL Expenditure	0	663	0	(663)		(663)	0.0%	
4097 EastSide Rec - Town Deal	0	301,436	0	(301,436)		(301,436)	0.0%	137,511
Full Council :- Indirect Expenditure	0	302,098	0	(302,098)	0	(302,098)		137,511
Net Income over Expenditure	0	20,358	0	(20,358)				
6000 plus Transfer from EMR	0	137,511	0	(137,511)				
Movement to/(from) Gen Reserve	0	157,870	0	(157,870)				
<u>901 Earmarked Reserves</u>								
1172 CIL Income	35,300	0	0	0			0.0%	
Earmarked Reserves :- Income	35,300	0	0	0				0
9034 Towns Deal - East Side Project	28,526	13,189	0	(13,189)		(13,189)	0.0%	

Detailed Income & Expenditure by Budget Heading 19/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9035 Towns Deal - 1st Floor Library	82,001	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	110,527	13,189	0	(13,189)	0	(13,189)		0
Net Income over Expenditure	(75,227)	(13,189)	0	13,189				
6000 plus Transfer from EMR	91,683	0	0	0				
Movement to/(from) Gen Reserve	16,456	(13,189)	0	13,189				
Grand Totals:- Income	751,339	1,113,253	800,417	(312,836)			139.1%	
Expenditure	869,912	1,130,041	800,417	(329,624)	11,061	(340,685)	142.6%	
Net Income over Expenditure	(118,573)	(16,788)	0	16,788				
plus Transfer from EMR	150,187	305,958	0	(305,958)				
Movement to/(from) Gen Reserve	31,614	289,170	0	(289,170)				