



Haverhill
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 14th March 2023 at 7.00pm

Present: Mayor B Davidson
Councillor J Burns (Chair)
Councillor A Brown
Councillor P Hanlon
Councillor A Luccarini
Councillor M Marks
Councillor D Smith (Vice-Chair)
Councillor L Smith

Apologies: Councillor P Firman
Councillor J Mason
Councillor D Roach

In Attendance: Colin Poole, Town Clerk
Daniel Schumann, Creative Director

Welcome:
The Chairman welcomed everyone to the meeting.

MINUTES

		ACTION
LC23 /013	<u>Apologies for Absence</u> The above apologies were noted.	
LC23 /014	<u>Declarations of Interest and requests for Dispensation</u> None	
LC23 /015	<u>Minutes of the Last Meeting</u> It was proposed by Councillor P Hanlon, seconded by Councillor L Smith, that the minutes of the meeting held 10 th January 2023 be agreed as a true record. RESOLVED	
LC23 /016	<u>Progress on actions arising from the minutes not on the agenda</u> None.	

LC23 /017	<p><u>Public Forum</u> No members of the public were present.</p>	
LC23 /018	<p><u>Reports From Officers (attached – Appendix 1)</u></p> <p>a) Creative Director and Art Centre Report Daniel Schumann referred the meeting to his previously circulated report. Members reported favourable feedback on recent shows, particularly <i>The Dreamcoat Stars</i>.</p> <p>In answer to a question raised with a councillor by a member of the public regarding the similarity of genre of shows being booked, the Creative Director explained that there was an element of truth in the observation, but there was still not a broad range of product on offer to bring to the Arts Centre a varied programme of quality shows. Whilst a more varied programme might be offered, it would mean deliberately booking second-rate acts just to achieve an arbitrary ‘mix’, and his view was it was better to bring to Haverhill residents high quality shows such as <i>The Dreamcoat Stars</i>.</p> <p>In answer to a question regarding the timescale for bringing forward plans for the proposed extension to the rear of the Arts Centre, the Creative Director advised the architect had been at the Arts Centre earlier in the day and he anticipated he would be able to report more at the next meeting.</p> <p>b) Youth Skills Manager Report Councillors expressed admiration for the continued amazing work by Karen Chapple and her team, in turning around the life chances of young people. The case studies were always a highlight of her reports. Councillors equally praised the “Donate a Prom Outfit” initiative and her continued success in finding project funding for her work. The meeting expressed their thanks for her continued good work.</p> <p>c) Zone Manager Report Councillors expressed their thanks for the good job being done by Sandra at the Zone and with her team of youth workers out in the community. The meeting noted the support given for families struggling with fuel bills, through the opportunity funded by the Winter Fund, to come to the Zone, with free entrance and a hot meal and drink. This is through referral by schools identifying families in need. Councillors asked how many individual attendances the 17x families represented.</p> <p>Councillors note the ongoing issues with the battery on the On The Spot Van and endorsed the proposals for addressing it.</p> <p>d) Event Manager Report Councillors welcomed the report by Sara Marsh, Event Manager and noted that recruitment for a Marketing Officer was struggling to recruit. In reference to the proposal for an ‘indoor market’ to act as an incubator unit, Members asked whether the retail unit referred to in the report was the</p>	<p>Zone Manager</p> <p>Clerk</p>

	<p>same premises as previously discussed, as there was an extant planning application for it to be converted. Councillor Luccarini observed that Felixstowe Council had recently started an indoor market and, incidentally, done more work on pedestrianisation of their main shopping street. The Clerk advised he was visiting that town council in April and would ask about these.</p>	Clerk
<p>LC23 /019</p>	<p><u>Coronation Event Grants</u></p> <p>Extended discussion and debate took place over the original proposals by the Civic Events Working Party on how Haverhill Town Council should support the community marking the Coronation. The meeting noted that the King had expressed a desire to avoid big set-piece events such as bonfires and focus on small community-scale events. The Clerk advised that due to time constraints managers were implementing the decisions of the working party and he had brought forward for approval a grant scheme to financially support local street parties in line with the recommendations of the working party that the council encourages local communities to come together.</p> <p>The Mayor proposed that grants should not be given to organisers of individual street parties as those that have successfully organised them in the past financed these themselves and can do so again this time. He was concerned those unable to afford to organise a street party would not be capable of successfully organising one, even with funding. Instead, he proposed that the council organises a picnic on the recreation ground on the Sunday, for people to bring their own picnic.</p> <p>It was proposed by Councillor A Luccarini, seconded by Councillor B Davidson, that the council does not go ahead with the Coronation Event Grant Scheme but investigates staffing a family picnic with entertainment on Sunday 7th May.</p> <p>RESOLVED</p> <p>Cllr M Marks offered her services to volunteer in the kiosk. Mayor B Davidson advised the church was organising a coronation service on the Sunday morning.</p>	
<p>LC23 /020</p>	<p><u>Review of Main Grant Scheme</u></p> <p>The meeting considered the proposals made by Councillors Burns, Davidson and Marks in relation to the main grant scheme. These were intended to address the issue of increasingly large grant requests, which had become unsustainable. The aim was to reduce the average grant made and reduce the singular reliance some applicants appeared to have on town council funding, rather than seek funds elsewhere or become financially self-supporting.</p> <p>Whilst some of the proposals were rejected, the majority were accepted with amendments (Revised policy attached - appendix 2).</p>	

	<p>It was proposed by Councillor A Luccarini, seconded by Councillor D Smith, that the proposed changes, as amended, be recommended to full council for adoption.</p> <p>RESOLVED</p> <p>The meeting thanked Councillors Burns, Davidson and Marks for their work on this.</p>	
LC23 /021	<p><u>Grant Recipient Reports</u></p> <p>None received</p>	
LC23 /022	<p><u>Working Party Reports</u></p> <p>a) Civic Events Working Party: With the exception of matters concerning marking the Coronation discussed at LC23/019, it was proposed by Councillor A Luccarini, seconded by Councillor D Smith to adopt the minutes of the meeting of the Civic Events Working Party held 16th January 2023, the recommendations contained therein and the terms of reference.</p> <p>RESOLVED</p> <p>b) Community Events Working Party: It was proposed by Councillor A Luccarini, seconded by Councillor M Marks to adopt the minutes of the meeting of the Community Events Working Party held 23rd January 2023, the recommendations contained therein and the terms of reference.</p> <p>RESOLVED</p>	
LC23 /023	<p><u>Date of Next Meeting</u></p> <p>Tuesday, 16 May 2023</p>	
LC23 /012	<p><u>Closure</u></p> <p>The Chairman declared the meeting closed at 8.40pm.</p>	

Signed

Chairman

Date

Appendices:

Appendix 1 Managers' Reports

Appendix 2 Revised Grant Making Policy

Appendix 1: Managers' Reports

a) Creative Director and Arts Centre

Box Office Update

Our recent sell out successes include:

- The Little Mix Show (Tribute)
- The Elton John Show (Tribute)
- The Take That Experience (Tribute)
- We Three Kings of Rock 'n' Roll

Shows that sold well (but didn't quite sell out) include:

- Tony Stockwell
- Simon Evans
- The Fureys
- Jon Boden and the Remnant Kings

Cinema: There have not been many significant new releases so far this year, but we are told better times are coming! The only real success was *I Wanna Dance with Somebody* which did well with 76 attendees. The Live Broadcasts are continuing to achieve respectable numbers, even for less mainstream and more challenging content. Success stories include: *The Crucible* (41) and *The Barber of Seville* (54).

Dementia Screenings continue to go well. The Watch in the Warm Scheme has ended as the funding for this came to an end.

Programming

The Spring brochure has been designed and delivered. Highlights include:

- The Dreamcoat Stars
- The Fureys
- Liza Goddard and Robert Powell
- Clare Teal
- Joe Stilgoe and Liza Pulman
- The D-Day Darlings

We also have our FAMILY FUN FESTIVAL and the launch of a new Jazz Club in partnership with Hannah Horton – The Swinging Cat.

We have some very high-profile new acts confirmed for the autumn already, including a return visit from The Three Degrees and a date with both The Beautiful South and with East 17.

Love Literature

Since the last report we have held our LOVE LITERATURE FESTIVAL. This was a mini literature festival and included a visit by former Children's Laureate Anne Fine. This was a sold-out event with the following Primary Schools attending for free:

- Westfield Primary Academy
- New Cangle Community Primary School
- St Felix Roman Catholic Primary School

Coupals Primary Academy were also due to attend, but cancelled at the very last moment, which was a huge shame but unavoidable.

We also ran a free illustration workshop attended by 30 children and, in partnership with GET SUFFOLK READING, gave away lots of books.

Lastly, as part of the mini festival, we transformed the HAC studio into a gallery space and hosted an exhibition called '*Quentin Blake: Book Covers*'. It was rather a coup to get this rarely seen collection from The Quentin Blake Centre, and our HAC staff (led by Sara Marsh) did a fantastic job transforming the space.

At the time of writing this report:

- Approximately 350 school children have been to the exhibition for a school visit or a workshop (more if you count the Anne Fine visitors);
- An average of 20 visitors a day have visited the exhibition, including out of town visitors who found out through coverage in Velvet magazine. The furthest afield came from USA!

All feedback has been very positive. It is also a useful 'proof of concept' when thinking about the future development of HAC.

Funding Applications

I am working on a funding application to the Police and Crime Commissioner Fund for a variety of diversionary youth arts activities for hard-to-reach young people and young people at risk of offending. The application also includes a theatre project in Haverhill Primary Schools focussing on knife crime education.

We have also applied to the Suffolk Community Foundation Culture Fund for some funding for workshops for young people at the Arts Centre.

Norfolk and Suffolk Culture Board

I did not get a place on the Norfolk and Suffolk Culture Board. However, I did attend a meeting of the Norfolk and Suffolk Culture Board Summit Working Party which enabled me to feed into topics covered by their next summit.

Arts Centre Development Project

We have now received a quote from Whitworth Architects to refresh the previous work and move the project to the next stage. More information will be provided to Council once the work commences.

Dan Schumann

March 2023

b) Youth Skills Manager

Well-Being Hub Funded by the National Lottery

- Total sessions 22 held at The Zone.
- Total individual participants 110 (Different young people have attended)
- Cumulative total attendances of 487.
- Average young people attending per session 22.

The lottery funding will be spent by April 2023; we are keen to secure further funding, to ensure this project can continue. We have applied to Community Action Suffolk for £4,226.67. We want to ensure that twice a week young people of upper school age will benefit from a safe place to be. Enjoying various activities that promote the feel-good factor, whilst building relationships with peers and staff. Some positive meaningful conversations are being had and signposting to other services is working well.

The Next Generation Project

We met up and secured the delivery in Haverhill of the Next Generation Project. Training will take place at the Zone over 5 weeks, where young people of upper school age will get to taste some sessions that are linked to health and social care careers. Delivered by Care Careers Suffolk they will include, communication, values and teamwork, Makaton, First Aid and nutrition. We will refer young people to this course and support them in the sessions. Youth from the wellbeing hub, who have shared they have an interest in the care industry, have been signed up amongst others.

Well-Being Hub Cangle / Riverside

We delivered 6 well-being sessions at the Cangle Supported Housing. We worked with 10 residents, who have now signed up for our service and will benefit from the various offers of support available from the youth skills department.

Donate a Prom Outfit

Supporting families with the pressure of the cost-of-living crisis and promoting accessibility to entertainment. We have asked the public to donate prom wear, suits, and dresses for Haverhill upper school students. We have collected a range of recycled gowns/suits. Young people who are identified by the schools as in need will be able to choose an outfit to wear to their prom. We are investigating the possibility of offering hair and make-up services too. Goody bags with make-up have been secured. We have agreed to work with both upper schools, Reach and Matilda Rose to pull on our collective strengths. We will have a stall on the Green Market on the 22nd of April encouraging donation drop-offs.

Adult Signpost

Our 6-week project that started in January 2023 with Reach has now finished; it was a great success. We gained the following press coverage.

“REACH has teamed up with Haverhill Youth Skills, run by Haverhill Town Council, to bring vital knowledge in the twin areas of cooking and budgeting to young adults in the adult signposting group. The aim is to give young people the basic knowledge of how to get the best value from the money they earn when, in the future, they may be responsible for running households.”

Branding

I met with Sara Marsh to look at rebranding our service to ensure that we,

- Unify the wide and varied services we offer.
- That the town council receives recognition and the credit due for our services.
- Give marketing communication consistency, and professionalism and provide ready-made oven-baked marketing assets, so staff can promote our offer at short notice.
- Save time and resources by avoiding repeated re-invention of the wheel.

We will ask for feedback from young people and the families we work with, once initial ideas are developed. Ideally, we would like to start using new materials by the new financial year. Our service is well used and respected, but not always easily recognised as being funded by Haverhill Town Council. I would like to re-launch our service once materials are agreed upon, so our community understands the services that their precept is paying towards.

Suffolk Community Chest

We were successful in our application for funding from the Community Chest Grant Scheme 2023-24; it was approved for £11,620.

Which breaks down to,

- Activity = £75/session x 60 sessions = **£4,500**
- Socialisation and visit to Arts Centre **£2,200**.
- Session snacks = £10/session = £10/session x 60 sessions = **£600**
- 2 staff at £12 per hour = £24/session x 3 hours = £72/session x 60 sessions = **£4,320**

We were granted this money by successfully stating how our Signpost Projects effectively contribute towards Suffolk County Council's Families and Communities strategy.

We explained how our Signpost Projects, Toddler and Me, Junior Signpost, and Adult Signpost focus on early intervention for young people and families. Working with individuals and young families that are socially isolated and those that are struggling to take their next steps. We support them to deal with poor mental health, social anxiety, and social isolation. We are often involved with young people and families for extended periods. We will ensure that milestones are hit and matched up to their agreed goals. We mentor and support them on a 1-2-1 basis. Our long-term aim is to improve their wellbeing so they can move into work, volunteering and/or education. This pot of £11,620 will allow our projects to run for 6 months. With funding already secured from Suffolk Mental Health for £8,402, our Signpost Projects will have sufficient money to run throughout 2023-2024.

Tackling Poverty, Food and Wellbeing Fund

We were successful in our grant application for £2,514.00 from Suffolk County Council. This will allow us to work with young people and encourage positive life skills and improve wellbeing whilst tackling isolation and building confidence. We will run 10 sessions out of the community kitchen, our clients will plan meals, cost them up and then batch-cook food to take home, for themselves and their families. We will ask West Suffolk College in Haverhill to deliver some small, bite-sized lessons based on nutrition, a balanced diet, and further budgeting. Our clients will receive a slow cooker and many new skills on completion of this 10-week course.

Case Study

- October 2022. R is 17 years of age. A social worker referred R as she was trying to put things in place to occupy R for when she left the hospital where she had been for over 6 months, due to poor mental health and an eating disorder. I met R with her dad, she was shy but keen to work with us, she felt she needed to meet other young people like herself, she felt isolated and lonely and didn't want her mental health to be negatively impacted because of these feelings. She started off having 1-2-1 mentoring sessions, and we drafted a CV, although R didn't feel ready to look for work at this time.
- November 2022 R attended Walk and Talk, R built relationships with others. She felt more confident and agreed to attend Adult Signpost. She passed Safeguarding Training.
- December 2022 R carried out work experience with the youth skills department 2 days a week.
- January 2022 We arranged work experience in another location, and we still supported her to do this.
- February 2022 R is released from her eating disorder clinic, she has been supported by them for 6 years, and they are happy she is now managing sufficiently. R is offered her first part-time job upon completion of her work experience. She accepted and is eager to start in March.

Feedback from R's father:

"Karen and her team have pulled R from a care environment and moved her on and showed her that she can have a normal life and meet people and build friendships. This was such an important link when she left intensive support and important in her recovery, it is such a great service."

Feedback from R:

"Working with Karen has improved my confidence and self-esteem. When I started meeting up with Karen I was very scared and isolated, with no friends or interests. I am now in a social group chatting to people and achieving so much more. I know for the first time what it's like to live in the real world, and it has shown me that it isn't as scary as I thought. Thank you so much."

Karen Chapple

March 2023

c) Zone Manager and Lead Youth Worker March 2023

Staffing – We will be saying goodbye to a member of our Zone Team, RF, at the end of the month. She will be missed. She will be moving on to a job that fits in better with the family but has shown interest in youth work while working at the Zone and is undertaking some youth work training. We have had a work experience young person passed on by the Youth Skills Team. She is working well, and we hope to be able to offer her some paid hours to cover for holidays and sickness. We have not been able to recruit a person who can cover for Shift Leader position so another advert has been put out.

Training –Safeguarding training has been undertaken by some staff at The Zone and others are registering for another date that has become available.

The Zone – Parties at The Zone have continued to go well with good feedback and some customers have chosen to have private hire for their party.

Puddlebrook Primary School visited us at Christmas and have booked another visit to have the children occupied while they hold their parents' consultations at The Zone.

Special Educational Needs Disabilities (SEND) group held every other Monday continues to be supported and regularly having maximum of 35 attending with good feedback. We have funding to run this group till March 2024. Within this funding we offer a SEND Youth session in the school holidays.

We continue to work as Literacy Champions with Suzanne from Get Suffolk Reading supporting events and getting fresh top ups of books and magazines for adults and children. We have just had World Book Day and Suzanne, the Mayor and Nan Eshelby, a local author and illustrator came to visit. Nan read with the children and talked to them and their parents about her books and how we can help wildlife.

Toddler and Me (Signpost group) meet most Thursdays at The Zone and some of the members of the group now have the confidence to come down out of group. We will also be seeing a new group on a Friday.

We have had 17 families so far use their free vouchers at The Zone from the Winter Provision Funding. The families get free entrance and a hot meal and drink. We are in contact with the schools to ensure the vouchers given out to all the families get used by the deadline of 31st March.

Funding – We applied for funding to allow us to continue the 1-2-1 counselling delivered by Room4 at The Zone and when needed at Room4 own venue. The funding is directed mainly in the response of the stabbing in January and to work with young people affected by this terrible event. We continue to look for funders from other areas as this 1-2-1 counselling is a much needed provision and not only helps the young person receiving the counselling but family and friends of this young person.

Funding was received from Tim Passmore in light of the same tragic event which paid for additional detached youth work sessions in town.

Youth Work – 1-2-1 counselling – This continues and thank you everybody who has made this possible.

Pride Alliance Group – Our youth workers continue to visit Castle Manor for an hour on a Wednesday to meet with Rebecca Neal and support staff with young people to discuss matters regarding LGQBT+. The group asked for a Pride flag to be flown during Pride History Month,

which thanks to Haverhill Town Council has been flying on the Market Square and when removed will be homed at The Zone. The group were really pleased to be listened to, thank you.

Detached Youth Work – We aim to go out once or twice a week. Seeing familiar faces and meeting new ones. Building on relationships is key and the amount of engagement will depend on the young people out on any one session and whether they want to or have time to engage with us. We continue to work with the police, residents, and other professionals to enable us to provide the best service possible to the young people.

Funding was received from Tim Passmore to allow for some extra sessions out on detached for youth workers to talk with young people regarding the fatal stabbing that took the life of a young person in Haverhill. Not an easy subject to discuss and a report has been written for Tim Passmore, but youth workers found most young people not openly discussing the incident; this could be they are still processing what has happened or they didn't feel comfortable in the street to talk about it. We were also told that they had been asked not to talk about it due to it being an ongoing investigation and the use of social media had not helped this. Different projects are being discussed regarding knife crime to enable our young people to make the right choices and support them as they do this.

SEND Youth Night – These sessions are usually held during the holidays. They are well attended by parents, young people and some older siblings.

Wellbeing Youth Hub – Going very well. Thursdays are usually the busiest session with our limit of young people being reached. Funding is being sought to continue after April. Karen from Youth Skills will go into more detail on her report.

On Spot Van – Has not been out in Haverhill due to youth workers working on foot and at the Wellbeing Hub. It was used to support a pre-planned Youth Fair in Newmarket where it was received well. We are hopeful that staffing availability will increase and ensure the van is out once a week. On Spot van has just passed its MOT and has had a faulty battery replaced under guarantee.

Art Project - Funding is being sought to work with young people ages 12-18 to create community artwork this summer in the Chalkstone area. Youth workers will be working with Haverhill Town Council the police, young people, members of the Community Centre, artists to produce some artwork on the Chalkstone Community Centre as they have been experiencing negative graffiti, it is also private property and we are hopeful to get permission to use it. Also because of it's proximity to the incident that happened in Strasburg Square. Thank you to Councillor Roach who has offered funding.

Volunteers – We have had interest of a couple of people wanting to volunteer regarding youth work and wanting to access training. A meeting was held in the New Year and conversations have taken place since. Due to other commitments, they may not be available at the moment, but interest has still been shown to keep them in the loop. Another qualified youth worker has volunteered and has been to visit the Well-being Hub and been out on detached with a youth worker and is looking for some paid hours to work within our team and she has the experience we require. Talks to take place.

Thank you for your continued support.

Sandra Linnane

March 2023

d) Projects Manager

i. Urban Frame Mutiny in Colour

Joint marketing between the three venues started. Launch in What's On West Suffolk, print and banners to be delivered shortly. Video coming soon.

Dates for diary. June 1st official tri-venue launch at The National Horse Racing Museum to which press and TV will be invited

PR campaign by PR matters started, coverage in Group Travel World, Velvet, Folk Features and more.

Some pieces chosen (Swoon, Pure Evil, Hirst, Banksy) HAC team will visit John Brandler Galleries in March / April.

Extensive outreach programme planned for summer but partly dependent on the success of funding application to Suffolk Community Foundation.

ii. Green Markets

April: Buzz street performance and bee craft workshop booked, many thanks to Councillors for funding this.

Bug Hotels workshop

Stalls including Castle Camps Honey, Nan Eshelby, giveaways from Anglian Water and more

iii. Indoor market / incubator

Met with Menta who are keen to provide business training

Met landlord and viewed unit internally

Space for approx. 15 units (3m by 2.3m) with branded interior (funded by WSC)

Monthly rental: competitively priced @ £250 (market checked)

Discussion needed in terms of the rental contract. Six-month trial?

Discussion needed in terms of agreements between HTC and traders

iv. Other community events

Booking and admin for attractions started.

Met with community leaders for Chalkstone and Clements Fun Days

CAMRA are keen to run a beer festival but a suitable date is required, so this may be for late 2023 or in 2024.

v. General Marketing matters

Changing email marketing platform to Dot Digital which is integrated with Spektrix and so offers potential for automated customer journeys and SMS

Working with Youth Skills Manager to develop a cohesive identity for the wide-ranging youth services on offer.

New Marketing Officer: only one application was received prior to the first deadline. The post has been re-advertised.

vi. Other projects

Working with Arts Centre Manager on a knife crime / street art project. In talks with the Chalkstone Community Centre, other community partners, our Youth Work and Youth Skills also involved.

Sara Marsh

Projects Manager

Appendix 2: Revised Grant Making Policy

1 Introduction & Policy Statement

- 1.1 Haverhill Town Council recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need, generosity and accountability.
- 1.2 Haverhill Town Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to their area or any part of it or all or some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred. Whilst this Council gives grants under the General Power of Competence, it follows the rules for s137 as good practice.
- 1.3 Grant requests usually far exceed the funds the Council can earmark for this purpose when setting a budget for the year. *Grant funding by Haverhill Town Council is dependent upon available funds. Before any grant application is considered the council will receive a report of spend to date in the financial year and the current balance.*
- 1.4 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that finite resources are distributed fairly.

2. Principles

- 2.1 Recipients of previous grants should not assume that they will be awarded a grant in future years. Grants will be awarded on the basis of the criteria and assessment process set out in this policy as amended from time to time.
- 2.2 Grants are awarded at the discretion of the Council.
- 2.3 The Council reserves the right to select one or more themes for grant-giving from time to time, which may mean previously successful applicants/applications do not qualify whilst a theme is in place.
- 2.4 *For funding requests over £1,000, we will require applicants to demonstrate they have attempted to attract funding from other sources, including match- and in-kind funding, wherever possible.*

3. Eligibility Criteria

- 3.1 Grants will only be awarded to organisations or partnerships which demonstrate that they:
- a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds
 - b) Have, in the opinion of the Council, sound governance arrangements.
 - c) Have, in the opinion of the Council, sound financial management.
 - d) Represent good value for money.
 - e) Have, in the opinion of the Council, sufficient ability to deliver the outcomes anticipated.
 - f) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions.
 - g) Provide significant benefit for a meaningful number of people in Haverhill
 - h) Qualify under any theme applicable at the time
- 3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.
- 3.3 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Haverhill.
- 3.4 The Council will NOT fund:
- a) Applications that do not meet the eligibility criteria described in sections 3.1-3.3
 - b) Applications for causes that fall outside the remit of parish councils to fund (e.g. promotion of a religion, or works to a church)

4. Application and Determination Process

- 4.1 Information about grants is available on the Council Website.
- 4.2 ***The maximum grant that the Leisure and Community Committee can approve is £2,000. Grant applications for sums exceeding £2,000 will be referred to Full Council.***
- 4.3 Grant applications can be submitted at any time, to be determined at the next scheduled Leisure and Community Committee. ***Grants are made on a first-come first-served basis and groups are encouraged to apply early in the financial year.***
- 4.4 Original applications are available on file for scrutiny by any Councillor. The Town Clerk will provide ***copies*** of the applications for members of the Leisure and Community Committee prior to each approval meeting. Visits to applicants' organisations may be arranged via the Town Clerk.

- 4.5 All organisations in receipt of grants will be required to provide feedback on the benefits that the grant funding has made to the project at least once during the year (or when the project has completed, if within 12 months).

5. Supporting documentation required

- 5.1 On the application form, confirmation will be required that the following items are available for inspection if required.
- a) Aims of the organisation /Constitution / Memoranda and Articles / Terms of Reference
 - b) Equality and Diversity policies
 - c) Insurance documentation valid for the relevant period
- 5.2 The application itself must contain the following information:
- a) Names and addresses of key contact
 - b) Names of Chairman, Secretary & Treasurer (must be provided if applicable)
 - c) Names of bank signatories (minimum 2)
 - d) Location of activities
 - e) Number of clients/members served (where relevant)
 - f) Description of service/activity provided, project or event to be supported
 - g) Reason for application with details of how the grant will be used
 - h) How much funding being applied for
 - i) How the grant will benefit the town and people of Haverhill
 - j) Details of any previous financial assistance from the Council in the last 3 years
 - k) Other sources of funding for the same purpose, whether secured or unsecured
 - l) Latest audited or certified accounts (must not be more than 18 months old). If you do NOT have these, please state on the application
 - m) How Council support will be acknowledged/publicised

6. The eligibility of applications will be assessed against the following criteria:

- 6.1 If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level and returned a grant report in good time.
- 6.2 Applicants must answer all the questions on the application form.
- 6.3 Applications must demonstrate direct benefit to the inhabitants of Haverhill.
- 6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Haverhill.
- 6.5 Feedback on individual grant applications may be given on request to the organisation concerned.

7. Multi-year funding agreements

~~7.1 Organisations which are beneficiaries of Council grant funding may be invited to enter into three year funding agreements. This will assist the Council in the management of its grants budget and the organisation concerned in its forward planning.~~

~~a) Service level Agreements may be offered in return for providing a service to the Council~~

~~b) 3 year Discretionary Grants may be offered to enable long term planning.~~

~~7.2 Such beneficiaries, in addition to completion of the annual report, may, at the discretion of the committee, be invited to make a presentation to the committee and /or take part in a question and answer session so that the Committee is fully acquainted with their work.~~

~~7.3 The Council will not make any automatic allowance for inflation, but will instead set the grant level at the same amount for the three year period.~~

7. Conditions for giving grants

7.1 The Council reserves the right to retain funds awarded and incur expenditure directly on behalf of the grant recipient. (e.g. to facilitate recovery of VAT, or where the applicant cannot satisfy financial requirements set out in section 5.2

7.2 Minor changes in how the grant is used may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.

7.3 Records must be kept showing how the grant has been spent.

7.4 Grants are strictly for the current financial year.

7.5 Any funds not utilised for the original purpose must be offered back to the Council.

- **Addendum: Applicant form: Section C Part C. After “public authority funding”, add “including West Suffolk Council and Suffolk County locality budgets and community chest funding.”**