

## For Council: 24 July 2023 APPENDIX 2

### Lichfield City Council

#### Minutes of the Meeting of the Grants Advisory Committee held in the Moulton Room, Guildhall at 6.00pm on Thursday 13 July 2023

**PRESENT:** Councillors C Ball (Chair), H Ashton, D Baker, M Field, S Schafer, E Strain and R Yardley.

**IN ATTENDANCE:** Councillor D Robertson (Leader of the Council)

**APOLOGIES:** Councillors J Christie and K Farrelly.

#### 1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

When submitting pre-meeting comments to the Chair (submitted in lieu of attendance) Cllr J Christie declared an interest in the Darwin Park lighting proposals (minute 13), as a member of Darwin Park Community Association. Cllr Christie has a valid dispensation in place to speak on such matters and acknowledged this in his email correspondence.

#### 2. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on 4 April 2023 and the minutes of the meeting of the Grants Advisory Committee held on 13 February 2023, be confirmed as a correct record.*

#### 3. MATTERS ARISING

None.

#### 4. CIL AND GENERAL GRANT MONIES – OVERVIEW

Members considered the brief agenda report which set out the two funding streams to be considered by this newly amalgamated committee.

**RESOLVED:** *That the report be noted.*

#### 5. TERMS OF REFERENCE

Members considered the draft terms of reference for the Committee. The Terms include a request for delegated authority to allow the Committee to award free use of council facilities in certain circumstances.

**RECOMMENDATION TO COUNCIL:** *That the draft Terms of Reference (Appendix A to these Minutes) be adopted.*

#### 6. GENERAL REVENUE GRANT – GRANT AWARD POLICY AND APPLICATION FORM

Members considered the draft Grant Awards Policy and the updated Grant Application form. Notable updates included the addition of emphasis on set priorities including the cost of living crisis, climate change, inclusivity and young people.

Councillor Ball read out Councillor Christie's comments requesting that the Grant Application form be updated to reflect that payments are now made by Bank transfer and not cheque.

Councillor Ashton noted that if a grant is awarded over £2,000 then a written report is required to explain what the monies have been used for. Councillor Ashton suggested that those awarded with such a grant may be asked to present their report in person at the Annual Town Meeting.

**RECOMMENDATION TO COUNCIL:** *That the revised Grant Award Policy and application form be adopted (Appendix B and C to these minutes respectively).*

**7. GENERAL REVENUE GRANT – 2023/24 BALANCES**

Members considered the agenda report which set out the current balances in the General Grants Fund. (£16,989).

**RESOLVED: That the report be noted.**

**8. GENERAL REVENUE GRANT – ALLOCATION OF RESERVES TO SUPPORT SUMMER PROJECTS**

Members considered the Town Clerks report at agenda Appendix 2. The proposal is to allocate up to £10,000 of the Council's Grants Reserve to support summer activities for children and families.

**RECOMMENDATION TO COUNCIL:**

- a) *Delegated authority be given to the Town Clerk in consultation with the Chair and Deputy Chair of the City Council's Grants Committee and Group Leaders, to consider and approve (or reject) grants to organisations seeking to provide summer activities for families and/or children within the City.*
- b) *The grant requested must be via a duly completed LCC Grants application form, be compliant with LCC's adopted Grants Policy, and be to a maximum individual value of £2,000.*
- c) *Further authority is granted to the aforementioned role holders to exceed this limit only in the case where a community organisation is seeking a grant to provide additional staffing resources to support a coordinated effort to offer such provision alongside one or more partner organisations or authorities.*
- d) *Approval of any grant shall be by majority vote.*
- e) *Total grants awarded under this delegated authority not to exceed £10,000.*
- f) *That given the short timescales both Officers and Councillors publicise the scheme.*

**9. CIL MONIES RECEIVED, COMMITTED AND FORECAST**

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £52,650.

Councillor Baker asked that Officers write to the Canal Trust requesting an update on the use of CIL monies which has been allocated to them, specifically regarding the works to Lock 23.

**RESOLVED: That the report be noted.**

**10. CIL - CITY CENTRE PLAQUES - UPDATE**

Members considered the agenda report, noting that the 'Three Crowns' plaque on Breadmarket Street, and the 'Old Schoolmasters House' and 'Friary Wall' plaques on St John St have been restored. Five further bronze plaques remain to be restored in order to complete the restorations as set out in the Civic Society's 2021 report.

**RESOLVED: That the report be noted.**

**11. CIL - FRANCIS BARBER/ANNA SEWARD PLAQUES**

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques; the Barber plaque being now installed, and the proposal for a Seward plaque rejected by the Cathedral Facilities Advisory Committee with alternative locations now being sought.

**RESOLVED: That the report be noted.**

**12. CIL ALLOCATION UPDATES**

The agenda report gave updates regarding ongoing and recently completed CIL projects, including the CCTV and fire alarm at Boley Park Community Hall, infrastructure improvements to allotment sites and Footway lighting at Cross Keys.

**RESOLVED:** *That the report be noted.*

**13. CIL REQUEST – ADDITIONAL FOOTPATH LIGHTING, DARWIN PARK**

Members considered the Deputy Town Clerk's report at agenda Appendix 4 and agreed in principle to the provision of additional footpath lighting on Darwin Park and agreed to defer a recommendation to Council until more definite costs could be determined. .

**RESOLVED:** *That the report be noted, and the Deputy Town Clerk carry out further investigation to determine the cost implications.*

**14. CIL REQUEST – PEDESTRIAN PATHWAY, EASTERN AVENUE**

Members considered the Town Clerk's report at agenda Appendix 5 and agreed in principle to support the request for CIL monies up to the value of £12,000 on the understanding that any further costs be met by the Sports Club.

**RECOMMENDATION TO COUNCIL:**

- a) *That up to £12,000 of CIL monies be allocated to the Pedestrian Pathway on Eastern Avenue on the understanding that any further costs be met by the Sports Club.*
- b) *That Officers investigate the possibility of the Sports Club leasing the footpath from the City Council for a 'peppercorn' rent.*
- c) *That Officers confirm all legal duties are fulfilled by Staffordshire County Council.*

**15. CIL REQUEST – ROWLEY PLAQUE**

Members considered the Town Clerk's report at agenda Appendix 6 and deferred a recommendation to Council pending further information from the applicant regarding Rowley's links to Lichfield.

**RESOLVED:** *That the report be noted and the Deputy Town Clerk request further information from the applicant.*

**16. ACTION PLAN UPDATE**

The Committee considered the action plan; the updated document is included at **ENCLOSURE 1** to these Minutes.

**RESOLVED:** *That the update be noted.*

**17. DATE AND TIME OF NEXT MEETING**

Wednesday 22 November at 6.00pm

*[Absent members to confirm their preference for in person or Zoom meetings]*

## 18. ANY OTHER BUSINESS

### TWINNING GRANT REQUEST

Members considered a grant application which had been received from the Nick Dewhurst band for the sum of £300 towards the cost of a twinning visit to Limburg in August 2023.

***RECOMMENDATION TO COUNCIL: That £300 be granted to the Nick Dewhurst band towards the costs of a Twinning Visit to Limburg in August 2023.***

### LICHFIELD LITTER LEGENDS GRANT REQUEST

Members considered a grant application which had been received from Lichfield Litter Legends for the sum of £2,500 to facilitate a “Be Proud of Your Community” event.

***RECOMMENDATION TO COUNCIL: That £2,500 be granted to Lichfield Litter Legends to facilitate a “Be Proud of Your Community” event.***

***[Copies of the application forms relating to the above grants are available to all members on request to the Deputy Town Clerk]***

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 7.17PM**

## **GRANTS ADVISORY COMMITTEE 13 July 2023 APPENDIX A**

### **TERMS OF REFERENCE – GRANTS ADVISORY COMMITTEE**

#### **1. DESIGNATION**

Grants Advisory Committee

#### **1. MEMBERSHIP**

The Committee to consist of a maximum of nine Councillors with cross-party representation. Membership (including Chair and Deputy Chair) to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning, new appointments to be confirmed by resolution of the City Council.

#### **3. OBJECTIVES AS RELATED TO CIL/NEIGHBOURHOOD PLAN**

1. To meet as needed in order to consider, discuss and make recommendations to Council on awarding funding for applications from the Community Infrastructure Levy (CIL) that the Council is awarded via LDC
2. Oversee the implementation of the LCNP
3. Ensure that CIL monies are appropriately applied for and received
4. To consult and engage with the community while having regard to the LCNP
5. Advise Council as and when the LCNP appears to require amendment and to oversee that process subject to Council resolution
6. To disseminate information regarding its activities to the residents of the City
7. In conjunction with the City Council's Planning Committee, to ensure that the priorities within the LCNP are conveyed as appropriate to other bodies such as the District and County Councils, developers etc
8. To be the most appropriate contact point for consultees, the public and other interested parties in relation to the LCNP and the City Council's implementation of the document.

#### **4. GRANTS ADVISORY COMMITTEE OBJECTIVES AS RELATED TO GENERAL LCC REVENUE FUND GRANTS**

1. To meet once per year, usually in February, to review, discuss and make recommendations to Council for awards of grants to applicants via the City Council's revenue grants fund
2. To consider other grant applications from time to time as appropriate and make recommendations to council
3. Contribute towards a vibrant and active community in the Parish of Lichfield City
4. Acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
5. To award grants in compliance with the framework set out in the adopted Grant Award Policy via the appropriate legislation. The City Council holds the general Power of Competence at the time of preparing these Terms of Reference
6. To consider the Grant Award Policy at regular intervals and make recommendations to Council for change/improvement.
7. Provide benefits to the City commensurate with expenditure

## **5. DECISION MAKING AND GOVERNANCE**

Particular weight will be given to those applications for projects/activities where funding can be awarded via the appropriate legislation and demonstrate one or more of the following community benefits (listed in no particular order):

1. address issues around the cost of living crisis.
2. tackle climate change and support actions towards achieving net zero.
3. promote inclusivity across the City (e.g. benefit disadvantaged and marginalised groups).
4. support and meet the needs of young people.

### **5a Delegated Authority to allow free use of City Council Facilities**

It has previously fallen to council to award reduced rate/free use of council facilities, and this was very rarely given. Through adoption of the Grants Committee meeting minutes of 5 February 2009, council resolved that from 1 April 2010 no further free use of Guildhall be granted and that applicants be advised to apply for a monetary grant instead. This has since expanded to all requests for free use of council facilities.

Organisations are asked to apply for a grant in the sum of the invoice raised, and on approval of the grant (if given), the cost of hire is refunded. This works well in some ways, ensuring that any requests for such use come before council and are then – if approved – funded via the grants budget. This promotes transparency and helps to ensure all applications are treated in the same manner.

However, it can also be unduly restrictive, particularly when dealing with longstanding partners, other local authorities, or requests submitted with a short timescale until the event itself. The process is also administratively burdensome, especially when dealing with other public bodies. These terms of reference, once adopted by Council, therefore allow the Grants Committee to consider and decide upon any requests for reduced rate/free use of Council facilities where the following applies:

- It is convenient or conducive to do so, for example a meeting of the Grants Committee is taking place within a more appropriate timeframe than a full council meeting to consider such a request
- The request for reduced rate/free use is received from a body that does not wish to raise income from that reduced rate/free use OR is a charitable body
- The loss of income to the council from the reduced rate/free use if granted is not more than £300
- The reduced rate/free use if granted is provided for the instance/s requested only and does not imply or guarantee the same outcome if similar applications are made in the future.
- The meeting of the Committee where such matters are considered complies with all other relevant Standing Orders (is quorate, majority vote etc).

These Terms of Reference do not preclude such a matter coming before full council in the first instance if it is more logistically and/or administratively appropriate to do so.

All recommendations of the Grants Advisory Committee to be subject to confirmation by resolution of the City Council, with the exception of those resulting from 5a above. Meetings will be governed by the City Council's Standing Orders.

## **6. CONDUCT OF BUSINESS**

Meetings to be open to the press and public (who may be excluded by resolution in appropriate circumstances).

The Committee to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Minutes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. All Minutes to be submitted for consideration by the City Council at the earliest opportunity.

#### **7. BUDGET AND FUNDING**

The cost incurred in servicing this committee will be met by general council funding, but there is no further specific budget allocated.

#### **8. TASK AND FINISH GROUPS**

The Committee may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of the Committee and all decisions subject to confirmation by the Grants Advisory Committee and subsequent council resolution.

#### **9. CONDUCT**

All members of the Committee or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

#### **10. CHANGES TO TERMS OF REFERENCE**

Recommendations for changes to these terms of reference can be made by the Committee by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

#### **11. DISSOLUTION**

Recommendation for dissolution can be made by resolution of the Committee and is subject to confirmation by resolution of the City Council. The Committee can be dissolved by resolution of the City Council without prior recommendations for such action by the Committee.

## GRANTS ADVISORY COMMITTEE 13 July 2023 APPENDIX B

### LICHFIELD CITY COUNCIL GRANT AWARD POLICY

#### AIMS OF THIS POLICY

- Contribute towards a vibrant and active community in the Parish of Lichfield City
- Acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
- Provide a framework by which applications are considered in order to promote transparency and fairness in the grant awarding process
- Provide benefits to the City commensurate with expenditure

#### DEFINITION OF A GRANT

A grant is as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award. The Council is not and cannot be required to award any grant to any group, organisation, and must not give any grant to an individual.

#### POWER TO AWARD GRANTS

The City Council must have a legal power or duty before it can incur any expenditure. Parish Councils have a number of powers which enable them to make grants to local organisations including:

- Section 19 of the Local Government (Miscellaneous Provision) Act 1976 confers wide powers on a Local Council concerning recreation facilities, whether inside or outside its area, including powers to provide grants to others who provide such facilities.
- Section 145 of the Local Government Act 1972 enables a parish council to contribute to expenses associated with dancing, the theatre, bands, knowledge and practice of arts and crafts and associated refreshments, programmes and advertising
- The Local Government Act 1972, Section 142 and the Local Government and Housing Act 1989 confers wide powers on Local Councils to make grants to advice and assistance agencies
- Section 137 of the Local Government Act 1972 allows Local Councils to make grants to voluntary bodies where no specific grant-making power exists in other legislation. Such grants are subject to additional controls including expenditure limits set by the Secretary of State and based on the number of electors in the Parish. Grants made under this power must be recorded by separate account. The Council must also be satisfied that the expenditure is proportional to the benefit to the Parish.
- Powers conferred to qualifying Parish Councils under the 'General power of Competence'.

## **AVAILABILITY OF GRANT FUNDING**

The level of funding for grant aid is dependent on the Council's overall financial position and the choices it makes when allocating its resources. There is no compulsion upon the Council to provide any grant funding in any given financial year.

## **WHO CAN APPLY?**

Local voluntary organisations, community groups and sports/recreational clubs based within the City can apply. Eligible groups will usually be expected to meet the following criteria:

- A non-profit making body or one where accrued monies are recycled for the benefit of the Parish
- Based in the Parish and operate for the benefit of the residents of the Parish
- Have a constitution, set of rules or documented objectives
- Have a bank account and appropriate financial controls in place

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

## **WHAT CAN THE GRANT BE USED FOR?**

Grants can be used for capital or revenue expenditure but only for the purpose specified in the grant application.

Capital expenditure – eg. land and buildings

Revenue expenditure – eg. insurance, heat and light

## **AMOUNT OF GRANT AWARD**

Due to the level of available funding, the majority of grants will be relatively small (below £500) due to the City Council's desire to accommodate as many worth applications as possible. Larger grants are available but the City Council reserves the right to attach greater conditions to such an award as it deems appropriate.

## **DEADLINES FOR SUBMISSION OF GRANT APPLICATIONS**

Application forms should be submitted by the deadline, usually the first week of January each year. Application forms are available from the City Council's website at uor from the City Council's Offices at Donegal House, Bore St, Lichfield, WS13 6LU, telephone 01543 250011

## **EVALUATION OF GRANT APPLICATIONS**

Applications for grant funding will be considered in the first instance by the City Council's Grants Advisory Committee which consists of nine of the City Council's 28 Councillors. The Committee usually meetings in February of each year to make recommendations to Council regarding the amount (if any) of grant to be provided to those who have applied. The final decision on grant award is then made by the City Council at its March meeting.

The Council will only award a grant to eligible groups which:

- Have clear plans for the grant and the organisation
- Achieve quality and provide an effective service and/or benefit to members of the community
- Be able to demonstrate that the funding has been used for the purpose it was awarded

For larger grants and in addition to the above:

- Undertake monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed in the following areas to achieve value for money:

- Level of service and quality
- Financial management and the need for a Council grant
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication of delivery

In addition, the following criteria will be used to assess applications:

- The completeness and accuracy of the application form
- Whether the organisation is based in Lichfield City and serves a significant proportion of parish residents
- The nature of the benefit it provides to residents and who it is benefitting
- The impact on the community as a whole and its target demographic (if any) if the organisation were unable to continue due to lack of funds
- The possibility of more appropriate sources of funding
- Performance in regard to City Council requests for progress reports etc. following receipt of previous grants

Decision making will be on the basis of the information provided in the completed application form and fulfilling the requirements of this document.

Notwithstanding these guidelines, the City Council will exercise its discretion to consider each individual application. If a prospective applicant is uncertain as to whether they may qualify for financial assistance, further advice is available from City Council officers at Donegal House, Bore St, Lichfield WS13 6LU or 01543 250011.

The City Council appreciates that the fixed deadline may result in some worthy causes not being eligible for funding due to timing. For this reason, some funds from the Grant Aid budget are held for the remainder of the year to allow the City Council to support such events or causes that may emerge prior to the next round of grant awards. In such circumstances the grant application will be considered by the City Council at its next appropriate meeting following receipt of a qualifying application. The application should be put in writing for the attention of the Town Clerk and deposited at the City Council's offices at Donegal House, Bore St, Lichfield WS13 6LU. The amount of grant awarded in such circumstances will not normally exceed £300.

## **PERFORMANCE MANAGEMENT**

The Council recognises that Performance management is an important means of showing that public money is spent the right way and achieves best value. In the allocation of funds, there

will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

### **RISK MANAGEMENT**

There are associated risks involved with providing funding support. Voluntary and Community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

### **ACCEPTANCE OF A GRANT AWARD**

As a condition of grant award and at the discretion of the City Council, the recipient will provide a report for presentation to the Council or the following Annual Town Meeting outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved. The City Council may select a percentage of organisations who have been awarded a grant each year to provide this report; selected organisations will be notified of the requirement in good time, and certainly no less than two months prior to the Council or Annual Town Meeting at which the report is to be presented.

In any event, if a grant **exceeds £2,000** the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

Acceptance of the grant award also places the following conditions upon the Body to whom the grant has been awarded. The Body;

- Agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit
- Will be accountable for funds and will provide a receipt
- Will sign a disclaimer releasing the Council from any responsibility for the event or activity as appropriate
- Will comply with all prevailing legal and statutory requirements relevant to its activities
- Acknowledges that the grant does not imply or constitute any employer/employee relationship
- Will acknowledge the financial support from the Council in publicity

Failure to comply with these conditions will be considered in any future grant application.

### **RECEIPT OF GRANT AWARD**

Those bodies who successfully apply for a grant will be notified as soon as possible following the meeting of the City Council at which grant allocation is considered (usually the March meeting in any given year)

Grants will be paid by Bank Transfer. Those recipients receiving a grant which exceeds £2,000 will be required to submit a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought the community. Recipients may also be asked to present their report in person at the Annual Town Meeting in June.

### **PUBLICATION OF GRANT AWARD**

The names of bodies who have been awarded a grant and the amount of that grant will be a matter of public record, both in the Minutes of the Meeting of the Grants Advisory Committee and subsequent Council meeting. The name of the Body and the amount of grant awarded for the current and previous four financial years is also published on the City Council's website in the interests of transparency.

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Policy Adopted: 23 April 2018

Dates for Review:

February 2019 - 2023: No material amendments

July 2023: Reference to payment by cheque updated to bank transfer, clarification on reporting requirements at Annual Town Meeting.

## GRANTS ADVISORY COMMITTEE 13 July 2023 APPENDIX C

### Lichfield City Council Grants to Organisations - Application Form

Particular weight will be given to those applications for projects/activities where funding can be awarded via the appropriate legislation and demonstrate one or more of the following community benefits (listed in no particular order)

1. address issues around the cost-of-living crisis.
2. tackle climate change and support actions towards achieving net zero.
3. promote inclusivity across the City (e.g. benefit disadvantaged and marginalised groups).
4. support and meet the needs of young people.

If you wish to apply for reduced rate/free use of any LCC facilities, please contact the Town Clerk in the first instance: [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk) with the subject heading 'Grant Request'.

#### Contact Details for Your Organisation

Name of Organisation		
Contact Person	Name	
	Position	
	Address	
	Post Code	
	Telephone	
	Email	

#### About your organisation

Briefly describe the role of your organisation and the work it undertakes for the benefit of the residents of the City of Lichfield. (Maximum 400 Words)

If you believe completing this section within the word limit would be detrimental to your application, please contact the City Council for further guidance.

NB

\*Applications are only eligible from organisations whose work is of benefit to the residents of Lichfield City.

\*It is preferred that organisations applying have been in existence for at least 12 months

## Tell us who benefits from the work of your organisation

How many residents of Lichfield City are members of your organisation?		
Approximately how many citizens of Lichfield City <u>benefit directly</u> from the services of your organisation?		
Tell us about the grant you are seeking		
Do you pay a subscription or franchise fee to a higher body outside Lichfield?	<p><b>Yes/No</b></p> <p>If Yes, please provide details of the Higher Body together with the annual amount paid.</p>	
How much grant are you seeking?	£	
Give itemised and specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.		
Give details of any grants received from other sources in the past 2 years (date and amount of grant)		
Where did you find out about the grants available from the City Council?		
<b>Financial Details</b>		
Please give the name (i.e., the payee) of the bank account to which any grant awarded should be made payable		
Please supply Bank details of the account to which any grant awarded should be paid.	<b>Account Name</b>	
	<b>Sort Code</b>	
	<b>Account Number</b>	

## Financial Summary

All applicants must complete the form below to provide a short financial statement of their organisation's accounts which includes details of all balances held.

**PLEASE DO NOT SUBMIT AUDITED ACCOUNTS**

Name of Organisation:

Receipts and Payments for the year ending \_\_\_\_\_ :

RECEIPTS	Amount	PAYMENTS	Amount
Subscriptions		Employees	
Donations		Professional fees	
Grant aid		Volunteers' expenses	
Fundraising events (give details)		Energy charges	
		Rent/Rates	
		Equipment	
		Telephone/postage	
		Insurance	
Other (give details)		Other (give details)	
<b>3. TOTAL RECEIPTS</b>		<b>6. TOTAL PAYMENTS</b>	
<b>4. Opening Balance at / /</b>		<b>7. Closing Balance at / /</b>	
<b>5. Total of box 3 + box 4</b>		<b>8. Total of box 6 + box 7</b>	

**NOTE:**

1. The total in box 5 should be the same as the total in box 8.
2. The date given in box 7 should be the same as the date for the 'year ending' as detailed above

## DECLARATION

*I declare that the information given on this Application Form is true to the best of my knowledge and belief.*

*Please tick this box to confirm you have read the City Council's Grant Award policy.*

A copy of the policy can be obtained from the City Council offices, by email to [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk) or downloaded from our website at [https://www.lichfield.gov.uk/Grants\\_1191.aspx](https://www.lichfield.gov.uk/Grants_1191.aspx).

*Signed:*

*Position in Organisation:*

*Date:*

**Completed forms should be returned by *XXXXXXXX* to:**

**Lichfield City Council  
Donegal House  
Bore Street  
Lichfield  
WS13 6LU**

**Or email: [administration@lichfield.gov.uk](mailto:administration@lichfield.gov.uk)**

**ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES**

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report at Agenda item 10	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	As previously reported, the installation of the workroom is dependent on the scheduling of the Birthplace yard works. Budget for those works has now been approved in the LCC R&R schedule for 23/24,.	Work is due to start in July 2023
Signs in the City Centre indicating walking direction to named carparks.	The Town Clerk met with District Council Officers who confirm that the City Council will be consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City.	Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed
Stowe Pool Lighting	Members are asked to note the update at Agenda item 8	The new lamppost has been ordered with a lead time of approx. 6 – 8 weeks.
City Council Bus Shelters/ Advertising	All the City Council Bus Shelters have now been refurbished.	The new advertising has now been installed in five of the City Councils 14 bus shelters.
Information Boards Stowe Pool	Following a request from LDC the NPIWP made a recommendation to Council to allocate £9,555 of CIL for the installation of three new information boards around Stowe Pool	LDC officers report that they are in discussions with the Friends of Lichfield Historic parks as to the content. The Johnson society have also agreed to fund a fourth board providing information about Johnsons Willow. <b>Chased for updates 5.5 &amp; 22.6</b>