

For Council: 9 June 2025 APPENDIX 2

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Monday 2 June 2025

PRESENT: Councillors C Ball (Chair), J Christie, K Farrelly, P Knight, J Marshall and R Yardley.

APOLOGIES: Councillors H Ashton, D Baker and A Hughes.

*Copies of applications for funding as detailed in these minutes are available
to all members on request to the Town Clerk*

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

Cllr A Hughes declared an interest in absentia, having made comments regarding the CIL application for Lichfield Waterworks Trust (LWT) to the Chair prior to the meeting that were discussed at the meeting; Cllr Hughes is a member of LWT.

2. **MINUTES AND MATTERS ARISING**

RESOLVED: *That the minutes Grants Committee meeting held on 24 February 2025 be confirmed as a correct record [Minutes adopted by Council on 10 March 2025]*

3. **GENERAL REVENUE GRANTS – 2025/26 BALANCES**

It was noted that £18,860 remains in the 2025/26 General Grant fund.

4. **GENERAL REVENUE GRANT – FORM AND POLICY REVIEW**

The Committee considered the Policy and amended Grant Application Form. The Form had been updated to include a question as to which (if any) of the stated priorities of the Committee any given application met, and for this to be briefly explained. There had also been some minor changes to layout and wording, but the material content of the form remained as previously approved. In considering the Grant Award Policy the Committee decided that:

- The priorities of the Committee as shown in the Grants Form be included in the Policy
- Amendments to the 'Amount of Grant Award' section to more accurately reflect the amount of grant the Committee wished to prioritise and to more accurately reflect the average amount of grant given (increase from £500 to £750)
- Correction of typographical error in final paragraph
- Amend the policy to reflect the current number of City Councillors (increasing from the stated 28 to 29).

It was further agreed that an agenda item be added to the next meeting of the Committee to consider the stated priorities of the Committee.

RESOLVED: *That the amended Grants Application form be approved.*

RECOMMENDATION TO COUNCIL: *That the amended Grant Policy (Appendix A to these minutes) be adopted.*

5. **GENERAL REVENUE GRANT REQUEST – LICHFIELD SOCIETY OF ARTISTS (£500)**

The Committee considered the grant application to assist with funding insurance costs, exhibition equipment and learning sessions.

RECOMMENDATION TO COUNCIL: *That a grant of £500 be made to Lichfield Society of Artists.*

6. GENERAL REVENUE GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC (£3,000)

The Committee considered the grant application to provide places at their summer sports camps. Concerns were raised about the potential use of funds, notably:

- The Impact Report provided that set out the use of the previous grant referred to participants from outside the City boundary
- The relationship between the CIC who are bidding for the funding and the commercial arm of the company that runs the facility, notably whether the CIC is charged full price by the commercial arm for the places that are being funded by the grant.

It was agreed that the application would be supported subject to satisfactory information on the above points being provided.

RECOMMENDATION TO COUNCIL:

1. *That a grant of up to £3,000 be made to Lichfield Community Sports Club CIC, **subject to** satisfactory responses to the queries set out above.*
2. *Delegated authority be given to the Town Clerk in consultation with the Chair of the Grants Advisory Committee to progress the request for information as set out above, to determine whether the response received is satisfactory, and to finalise the final grant award (up to the requested £3,000).*

7. GENERAL REVENUE GRANT REQUEST – LIBERTY JAMBOREE (£1,714)

The Committee considered the grant application to fund 10 places on Liberty Jamboree's multi sports, Football, arts and youth club activities for neurodiverse and SEND members of the community during school holidays. The Committee, while strongly supporting the application and its aims, felt that a breakdown of the grant request was required to fully understand how the monies are to be allocated.

RECOMMENDATION TO COUNCIL:

1. *That a grant of £1,714 be made to Liberty Jamboree, **subject to** a satisfactory breakdown of the grant request being provided.*
2. *Delegated authority be given to the Town Clerk in consultation with the Chair of the Grants Advisory Committee to progress the request for information as set out above and to determine whether the response received is satisfactory.*

8. 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 £30,419. A discussion regarding the allocation of CIL led to a request that an item be added to the agenda for the next meeting of the Committee to discuss the possibilities of providing some guidance to applicants as to the kind of CIL projects that the Committee would wish to consider, possibly through some form of guidance note or policy

RESOLVED:

1. *That the report be noted.*
2. *That an item be added to the agenda for the next meeting to consider a possible CIL guidance note/policy to inform applicants as to submissions that may be more favourably considered.*

9. CIL REQUEST – LICHFIELD WATERWORKS TRUST (£11,000)

The Committee considered this application which had originally been submitted as part of the general grants round considered in February 2025. At the time, the Committee felt this would be more appropriate for a CIL allocation. The CIL request is for replacement of the aged lighting in the Victorian building. The amount requested corresponds to a quotation received for this work by the Trust.

Following discussion, it was agreed that a recommendation to part-fund the project would be made.

RECOMMENDATION TO COUNCIL: That a CIL allocation of £5,500 (50% of the submitted bid) be made to part-fund new lighting at Sandfields Pumping Station.

10. CIL REQUEST – DARWIN HALL (£6,960)

Members considered the Town Clerk's agenda report regarding the provision additional solar panels to Darwin Hall Community Centre. Members noted that Council and approved the provision in principle at its April meeting, subject to conditions being met.

RECOMMENDATION TO COUNCIL: That a CIL allocation of £6,960 be made to provide additional solar panels and associated ancillaries to Darwin Hall.

11. CIL REQUEST – LICHFIELD POLICE

Cllr J Marshall outlined discussions held to date in regard to a possible funding bid to support the work of the Police, particularly in North Lichfield. The proposal is at a very early stage and an application may be submitted in due course.

RESOLVED: That the report be noted.

12. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with ongoing CIL funded projects. The Chair asked that Five Spires Academy be contacted prior to the next meeting to establish whether they had managed to secure the remainder of the funding for the classroom project

RESOLVED: That the report be noted.

13. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate suggested dates during September, with a date to be finalised based on responses to that email; the meeting to be held via 'Zoom'.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.13PM**

Grants Advisory Committee Minutes 2 June 2025: APPENDIX A

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

CITY COUNCIL PRIORITIES

Particular weight will be given to applications that demonstrate one or more of the council's priorities:

- Address issues around the cost of living crisis
- Tackle climate change and support actions towards achieving net zero
- Promote inclusivity across the city (e.g. benefit disadvantaged and marginalised groups)
- Support and meet the needs of young people

AMOUNT OF GRANT AWARD

Due to the level of available funding, the council is minded to support applications for smaller grants, and priority will therefore be given to grants of approximately £750 or below. 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 mid-January each year. Application forms are available from the City Council's website or 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 29 Councillors. The Committee usually meets 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 by post 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 usually be paid by Bank Transfer.

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.

Policy Adopted: 23 April 2018

Dates for Review:

February 2019 – July 2024: No material amendments

June 2025:

- The priorities of the Committee as shown in the Grants Form added to the Policy (p2)
- Amendments to the 'Amount of Grant Award' section to more accurately reflect the amount of grant the Committee wished to prioritise (increase from £500 to £750)
- Correction of typographical errors
- Amendment to reflect the current number of City Councillors