



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

25 May 2022

6.00 PM

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



18 May 2022

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors J Ashington-Carter, C Fletcher, C Hooper, R McLaverty-Head, N Mills, J O'Donnell, J Satterthwaite, A Stitt

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 25 May 2022, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Election of Chairman To elect a Chairman of the Policy and Resources Committee for 2022/23
2.	Election of Vice Chairman To elect a Vice Chairman of the Policy and Resources Committee for 2022/23
3.	Apologies for Absence To receive and note apologies for absence
4.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
5.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 30 March 2022 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
6.	Small grants scheme, 2nd round 2021/22 – resubmission of Malvern Civic Society application <ul style="list-style-type: none">➤ Report PR01/22 to follow
7.	Review of Town Council Grants Scheme <ul style="list-style-type: none">➤ Report PR02/22 to follow

8.	Quarterly Accounts – fourth and final quarter 2021/22 January, February, March 2022 <ul style="list-style-type: none">➤ Report PR03/22 to follow➤ Cash report Ref CR1 January, February, March 2022➤ Internet banking schedules January, February, March 2022
9.	Staffing Matters <ul style="list-style-type: none">➤ Verbal Update
10.	Date and Time of Next Meeting <ul style="list-style-type: none">➤ Wednesday 15 June 2022 at 6.00 pm

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 30 March 2022 at 6.00 pm**

Councillors

C Hooper (Chairman)
L Lambeth (substitute for A Stitt)
D Mead (substitute for C Fletcher)
P Tuthill
D Watkins (substitute for J Ashington-Carter)

Absent

J Ashington-Carter (apologies, substituted D Watkins)
C Fletcher (apologies, substituted D Mead)
R McLaverty-Head (apologies)
N Mills (apologies)
J O'Donnell (apologies)
J Satterthwaite (apologies)
A Stitt (apologies, substituted L Lambeth)

In attendance

Linda Blake - Town Clerk
Louise Wall - Minute Clerk
Chris Lee – representing Let's Make a Change
Chris Bassett – representing Malvern Theatre Players
Mike Burstow – representing MRATHS
Tim Wilkinson – representing Newtown Sports CP FC

48. APOLOGIES FOR ABSENCE

Apologies for absence from the following councillors were **NOTED**:

- J Ashington-Carter – had substituted Cllr D Watkins
- C Fletcher – had substituted D Mead
- R McLaverty-Head
- N Mills
- J O'Donnell
- J Satterthwaite
- A Stitt – had substituted Cllr L Lambeth

48. A DECLARATIONS OF INTEREST

Cllr Clive Hooper – Vice President and past Chairman of Malvern Civic Society

Cllr Paul Tuthill – previous auditor to Malvern Civic Society

49. MINUTES OF PREVIOUS MEETING

The Chairman, Cllr Hooper, queried the name of the new group formed under Minute 41. He believed the agreement had been for a “Policy Review working group” rather than “task and finish group”.

Councillors Tuthill and Watkins also agreed that the minutes of the Policy and Resources Committee meeting held on 10 March 2022 should be approved and

UNADOPTED

adopted as a correct record subject to the change to “working group” under minute 41.

The Town Clerk informed committee that task and finish groups could be set up by committees as these were formed for a short time only to undertake a task and dissolve. If the intention is that the new Policy Review Working Group should meet year on year, a recommendation would need to go to Council, as this had not been done owing to the misunderstanding of the name and long-term nature of this group.

Committee **RECOMMENDED** that a Policy Review Working Group be formed, its purpose being to meet a number of times in each council year, to review, discuss and update council policies.

It was **RESOLVED** that the minutes of the following meeting, subject to the change under minute 41, be approved and adopted as a correct record of the proceedings, to be signed by the Chairman:

- Policy and Resources Committee meeting 10 March 2022.

PUBLIC PARTICIPATION

None.

The Chairman announced that he would be altering the order of business so that agenda item 5 Large Grants Scheme, 2nd Round, 2021/22 would be brought forward. Those present would each be invited to speak ahead of their application being considered.

50. LARGE GRANTS SCHEME, 2ND ROUND 2021/22

Report PR02/22 was received and accepted.

Six qualifying requests for large grants had been received and representatives of each organisation had been invited to attend the meeting to speak in support of their application. Four representatives were in attendance and these applications were considered first.

Let's Make a Change CIC

Chris Lee explained that he had set up Let's Make a Change to help homeless, disadvantaged and vulnerable individuals find employment and regain their confidence, by mending and renovating items that are then sold in the Amaze charity shop in Malvern Link. It was proposed to extend this scheme by offering a handyman service free of charge to elderly people within the area, many of whom were unable to afford to pay tradesmen. The customers would be asked to pay for any materials used. Funding was now required to set up and promote the scheme, buying equipment to enable onsite payments, hi-vis jackets, safety kits and a small trailer to move tools and equipment.

It was **AGREED** to award a grant of £2,387 to Let's Make a Change CIC.

Malvern Radar and Technology History Society (MRATHS)

Mike Burstow attended the meeting and informed members that MRATHS was set up to celebrate Malvern's science heritage and the people behind it, becoming a charity three years ago. An opportunity has arisen to have a small technology

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museum at Great Malvern Station which, through permanent and changing displays, will provide a permanent focus of this history. It will be open initially for three and a half days a week, manned by volunteers. There will be no rent for the first two years, all content will be funded by MRATHS but the grant sought from Malvern Town Council would purchase lighting and display backing boards to a professional standard meeting listed building and safety regulations.

It was **AGREED** to award a grant of £2,400 to Malvern Radar and Technology History Society.

Newtown Sports Cerebral Palsy and Pan Disability Football Club

Tim Wilkinson spoke in support of the football club's grant application. The club had started with six registered players with cerebral palsy, often travelling long distances to play against similar teams. However, after attending the Cerebral Palsy World Cup finals in 2016 and Champions League finals in Cardiff in 2017 numbers had grown to 19 players with a range of conditions and disabilities. Everyone is welcome at the club and of the original players, some are now training to be coaches. The team has been invited to take part in a national football festival in Scotland in June, and whilst adults will pay for their own travel and accommodation, the grant sought would pay for the children's travel costs.

It was **AGREED** to award a grant of £1,500 to Newtown Sports Cerebral Palsy and Pan Disability Football Club.

Malvern Theatre Players

Chris Bassett, Company Manager, explained that Malvern Theatre Players were preparing an outdoor performance of Wind in the Willows. This production was originally planned to take place in the Coach House Theatre but Covid-19 had delayed it twice and to try to avoid further delays, plans were in place to stage the play in Priory Park as part of the summer festivities in Malvern. The theatre company would like to encourage more young people to attend by offering free admission to the play, and the grant would offset the cost of this. The grant claimed would only be equal to the number of tickets for young people given away, at £10 per ticket, up to a limit of £1,400. If demand for tickets exceeds the 140 funded by this grant, Malvern Theatre Players will look to their own resources to fund the extra, as no one is to be turned away.

Committee **AGREED** to award Malvern Theatre Players up to £1,400.

Committee members then discussed the two remaining large grant applications and **AGREED** to award £2,500 to The Chase School and £2,500 to Pride in Malvern.

Summary of large grants awarded	
Let's Make a Change CIC	£2,387
Malvern Radar and Technology History Society (MRATHS)	£2,400
Newtown Sports Cerebral Palsy and Pan Disability Football Club	£1,500
Malvern Theatre Players (up to)	£1,400

UNADOPTED

The Chase School	£2,500
Pride in Malvern	£2,500
Total	£12,687

The Chairman then reverted to the original order of the agenda.

51. SMALL GRANTS SCHEME, 2ND ROUND 2021/22

Report PR01/22 was received and accepted.

Malvern Civic Society

The Civic Society had applied for a small grant of £500. This was deferred to a future meeting as members requested that more information be obtained regarding details of the funding amounts which did not seem to add up and details of how the number of leaflets would be distributed.

Malvern Museum Society

It was **AGREED** to award a small grant of £479.44 to Malvern Museum Society.

52. REVIEW OF EARMARKED RESERVES

Report PR03/22 was received and accepted.

The Town Clerk explained that reserves could be categorised as 'General' or 'Earmarked'. General reserves are held to cushion the impact of uneven cash flows or unexpected events, whilst earmarked reserves are held for a specific purpose. The following suggestions were made to the meeting as additions/releases to the earmarked reserves:

- £2,500 as an addition to the election earmarked funds to continue building reserves ahead of the next full Town Council elections.
- £15,000 to be added into Asset Repair and Development funds for the refurbishment of Rosebank Gardens bus shelters, a project delayed from its original planned date and needing to be carried over into 2022/23.
- A release of £8,000 also from Asset Repair and Development of funds previously earmarked for the refurbishment of Barnards Green bus shelter and no longer required as the project had largely been completed by Town Council staff.

It was **RECOMMENDED** that Council approve the Earmarked Reserves as summarised in the report including the three suggestions and taking reserves to a level of £330,892 on 31 March 2022.

53. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be arranged by mutual agreement.

The meeting finished at 7.40 pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 May 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**SMALL GRANTS SCHEME, 2ND ROUND 2021/22 –
RESUBMISSION OF MALVERN CIVIC SOCIETY APPLICATION**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Policy and Resources Committee is recommended to consider Malvern Civic Society's application for a small grant of £500.

3. Background

3.1. Policy and Resources Committee considered two qualifying requests for donations under the small grants scheme at its meeting on 30 March 2022.

3.2. When considering the application from Malvern Civic Society, committee members felt that more detail was required, and it was agreed to defer the decision and ask for information relating to the funding amounts and details of how the number of leaflets would be distributed.

3.3. The Town Clerk wrote to the Civic Society requesting further information and the response was as follows:

Total cost of project	£1,200
Made up of:	
• MHDC	£500
• Advertising revenue	£200
• Town Council grant	£500

Distribution of the Midsummer Malvern programmes would be approximately 300 to Civic Society members, 800 to the Tourist Information Centre, 400 to participants, 300 to local shops and churches, and 200 to the library.

3.4. A copy of the grant application form, officers' marking scheme, short supporting statement and annual accounts are attached at Appendix A to this report. These provide guidance, but it is the role of the Policy and Resources Committee to review the grant application and to decide whether to award funding.

3.5. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

4. Financial Implications

4.1. The Council set aside a total of £10,000 in its 2021/22 budget, for the payment of small grants. This has been decreased to £5,000 in 2022/23.

- 4.2. Grant awards of £1,390.12 were made during the first round of the 2021/22 scheme with a further £479.44 of funds awarded in March 2022.
- 4.3. Committee can award a full or partial grant to Malvern Civic Society and remain within the allocated budget for 2021/22.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Civic Society
Amount Requested:	£500
Time of Grant Application:	March 2022

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL			3	20	
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				23	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	MALVERN CIVIC SOCIETY
Address:	46 2, ST JAMES'S RD MALVERN WR14 2TS
Nature of organisation and charity registration number (if applicable):	111 7906
VAT registration number (if applicable):	/
Date organisation established:	1958
2. Contact details	
Contact name:	ROGER SUTTON
Position within organisation:	EXEC COMM MEMBER
Address for correspondence:	As above
Daytime telephone:	01624 565 273
Email address:	ROGER.SUTTON@BTINTERNET.COM
3. About your application	
Amount requested:	£ 500
Briefly outline the reason for your application and how the amount requested will be spent:	CONTRIBUTION TOWARDS PRINTING COST OF MIDSUMMER MALVERN PROGRAMME

How will the grant benefit Malvern Town residents/the Malvern Town community?	2000 copies of the program are distributed in the area	
How many residents of Malvern Town will benefit?	ALL	
Have you received any grant funding from the Council in previous years and if so, please detail:	YES - SIMILAR CIRCUMSTANCES	
What is the planned delivery date for the project/activity?	4th June 2022	
What arrangements are in place for the delivery and management of this project?	CIVIC SOCIETY SUB COMMITTEE	
4. Financial information		
Total cost of your project:	£ 1200	
What funding has been secured to date and from where?	£500 from MWD 200 - advertising	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	MATCH FUNDING FROM CIVIC SOCIETY	
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	30-95-41	

Account number:	0007 7239
Account name:	MALVERN CIVIC SOCIETY
6. Supporting information to be included ✓	
Latest available statement of accounts.	
A copy of your organisation's aims and objectives.	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Loise Sutton
Signature:	
Date:	14/2/22

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies



MIDSUMMER MALVERN GRANT APPLICATION 2022

Each year, the Civic Society organises a week of community activities; originally entitled Civic Week, it is now known as Midsummer Malvern. This year it starts on 24th June and runs until 4th July.

The Society encourages local community groups to arrange walks, talks, displays and other events in the week, the proceeds of which are retained by the organisers.

The Society, in addition to publicising the week on its web site, produces two thousand copies of a colour A5 programme which are distributed in the area. In that way, the participating groups benefit from professional publicity free of charge. The programme is also added to the District Council web site

The cost of printing the programme is covered by, in the past, grants from the District and Town Councils and advertising revenue. Bookings for the events are handled centrally using an on-line booking service.

2022 is the twelfth year of Civic Week and over that period, a considerable amount of money has been raised for local groups.

rws/14feb

MALVERN CIVIC SOCIETY registered charity no. 1117906					
Statement of receipts and payments - Year ended 30 September 2021					
Receipts		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
From non charitable activities					
	Donations	45.00		45.00	24804.60
	Bank interest		3.77	3.77	8.40
	Refunds	199.56		199.56	250.00
	Gift Aid refund	0.00		0.00	539.64
From charitable activities					
	Membership subscriptions	3989.50		3989.50	3969.00
	Moody Exhibition sales + sponsorship	1136.00		1136.00	0.00
	Midsummer Malvern events + sales	1365.78		1365.78	0.00
	Heritage Open Days	520.15		520.15	0.00
	Society monthly meetings	0.00		0.00	552.00
	Society outings	1227.00		1227.00	3212.50
	Society publications	70.00		70.00	130.00
	Town Walks	534.95		534.95	633.04
	Friends of Malvern Railways	130.00		130.00	0.00
	Total Receipts	9217.94	3.77	£ 9,221.71	34099.18
Payments					
non charitable					
	Transfer to Current a/c	310.12	1000.00	1310.12	0.00
Payments charitable					
	Insurance + committee expenses	509.39		509.39	328.19
	postage, stationery, printer ink,labels	991.39		991.39	2678.59
	Website & Social media	265.00		265.00	220.00
	MCS programme 2021	592.42		592.42	0.00
	Bandstand	586.00		586.00	0.00
	Society outings including refunds	625.00		625.00	4107.50
	Monthly meetings (speaker + venue)	585.55		585.55	560.00
	Heritage Open Days expenses	78.00		78.00	115.00
	Town Walks	24.00		24.00	85.00
	Heritage plaques	177.60		177.60	57.60
	Subscriptions - Civic Voice	500.00		500.00	500.00
	Midsummer Malvern expenses	2522.99		2522.99	0.00
	Moody Exhibition expenses	2972.60		2972.60	0.00
	Schools Literary Competition 2020	465.87		465.87	200.00
	Friends of Malvern Railways	378.32		378.32	0.00
	Friends of Malvern Cemeteries	500.00		500.00	0.00
	Dudley Brook tree trail (Priory Park)	966.54		966.54	0.00
	Film- Grant Morgan blacksmith	1020.00		1020.00	0.00
	Society donations	540.12		540.12	1000.00
	Awards & Hospitality	0.00		0.00	69.00
	Transfer from Savings a/c	0.00		0.00	891.26
	Gazebo + information boards M L Station	0.00		0.00	3136.14
	TOTAL Payments	14610.91	1000.00	£ 15,610.91	13948.28
	Surplus/(Deficit) for the year	-5392.97	-996.23	-6389.20	20150.90
	Cash in Bank 30/09/2020	7890.74	38105.66	45996.40	25845.50
	Surplus/(Deficit) as at this year end	2497.77	37109.43	£ 39,607.20	45996.40
Reconciliation					
		current a/c	savings a/c		
	Cash in bank : Year end 30/09/2021	2807.89	36799.31	£ 39,607.20	45996.40
AH/ 30/10/2021 1 of 2					

MALVERN CIVIC SOCIETY registered charity no. 1117906					
Statement of receipts and payments - Year ended 30 September 2021					
		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
	Funds Reconciliation				
	Cash in bank 30/09/2020	7890.74	38105.66	45996.40	25845.50
	Surplus/(Deficit) for this year end	-5392.97	-996.23	-6389.20	20150.9
	Cash in bank 30/09/2021	£2,497.77	£37,109.43	£39,607.20	£45,996.40
	Assets (30/09/2021)				
	Bank Current Account			2807.89	7890.74
	Bank Savings Account			36799.31	38105.66
	Cash in hand			0.00	0.00
				£39,607.20	£45,996.40
	Restricted Funds			£37,109.43	£39,151.22
	Unrestricted Funds			£2,497.77	£6,845.18
				£39,607.20	£45,996.40
	Accounts prepared by :				
		Hon. Treasurer		date	
	Accounts approved by :				
		Scrutineer		date	
	<u>Summary of Restricted Funds</u>				
		30/09/2020	receipts	payments transfers	30/09/2021
	Friends of Malvern Railways	9184.13			9184.13
	Friends of Malvern Cemeteries	1112.80			1112.80
	Wilson Memorial	2170.00			2170.00
	Kay Foundation	19897.93			19897.93
	Chesterton Fund	1052.00			1052.00
	Miss Pusey Fund	250.00			250.00
	Dudley Brook Fund	1135.14			1135.14
	Paul Tuthill	8.76			8.76
	John Rayne	1000.00		1000.00	0.00
		35810.76	0.00	1000.00	£34,810.76

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 25 May 2022 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF TOWN COUNCIL'S GRANTS SCHEME

1. Purpose of Report

1.1. For committee discussion.

2. Recommendation

2.1. Policy and Resources Committee is asked to review the Town Council's grants scheme for small grants, large grants and emergency grants as introduced in 2020 and to make any recommendations for changes as committee feels appropriate.

3. Background

3.1. Policy and Resources Committee undertook an in-depth review of the Town Council's grants scheme in June/July 2020. As a result, a number of significant changes were made to improve the scheme. In April 2021, committee reviewed the scheme after its first twelve months and agreed that it should continue for a further twelve months without any changes.

3.2. A review of the scheme is therefore now due based on its effectiveness over a two-year period.

3.3. The current grants scheme guidance notes are attached at Appendix A to this report.

3.4. Officers have reviewed the changes that were made to the scheme in 2020 and have identified eight discussion points:

A. Timing of the scheme

The scheme is now running bi-annually in August/September and February/March.

Discussion point – is twice a year an improvement and are the timings working?

B. Emergency grants

The Special Grants scheme has been removed and replaced with Emergency Grants for Exceptional Circumstances. There has been one emergency grant approved to date to Malvern Hills Foodbank.

Discussion point – are there any comments on this change?

C. Amounts of awards

i. Small grants up to and including £500

ii. Large grants – advisory limit of between £501 and £2,500 unless there is a specific reason to exceed this

Discussion point – do committee members feel that these limits are suitable?

D. Frequency of applications

The current scheme allows an organisation to apply each year with every application to be considered on its merits and therefore the frequency is only relevant if there are pressures on the budgeted funds available.

There are also no definitive rules on whether an organisation can apply once or twice in a single year and perhaps this needs to be clearly stated.

Discussion point – this issue raises its head year after year; do members feel that any additional rules need to be added or are the current rules manageable?

E. Nature of organisation

At present, no organisation is barred from submitting an application, as long as it is not-for-profit and it does not break any grant rules but a number of councillors have raised the issue of funding for schools.

Discussion point – do councillors wish to see any further rules introduced on which organisations can qualify for a grant and if there are any further exclusions?

F. Application forms

The new application forms are attached at Appendix B to this report. The layout having been simplified and improved.

Discussion point – the application forms have been simplified and put into a clearer format, but are there any suggestions for additions or amendments?

G. Assessment of grant applications by Officers

A new assessment form was created for officers to mark an assessment and for use by councillors when deciding an award. These are attached at Appendix C.

Discussion point – the purpose of these forms is to provide useful and succinct information for councillors. Are there any suggestions for how this form can be improved in order to better facilitate decision making?

H. Any other points

Two years of the new scheme have now been completed and Policy and Resources members have assessed and awarded small and large grants in October and March of 2020/21 and 2021/22.

Discussion point - are there any other improvements which would make your role assessing grants easier and facilitate assessment of the grants? Do councillors feel they are given enough relevant information?

- 3.5. Following comments, suggestions and amendments made, an amended grant scheme policy will be drafted by Officers and submitted to the next meeting for final approval.

4. Financial Implications

- 4.1. The annual grants budget for 2022/23 has been set as follows:

- Small grants £5,000
- Large grants £13,000
- Emergency grants – no specific budget, funds to come out of reserves as agreed by Full Council

- 4.2. Grant funding agreed during the second year of the new scheme has been as follows:
- Small grants £2,370
 - Large grants £15,187

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also use the Power of General Competence to award grants.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL GRANTS SCHEME
GUIDANCE NOTES FOR APPLICANTS**

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as ‘the 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 people living and working in the town. The Council’s grants scheme is based on the principles of fairness, responsiveness to local need and ensuring that public money is spent in a responsible manner.
- 1.2. Grant applications are decided against a range of criteria set by the Council. In order for this Council to be able to assess a wide range of very different applications rationally and objectively, it is both necessary and helpful to specify criteria designed to be a general indication of need, but which are not exclusive and can be flexibly applied. The Council expects that individuals and organisations that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.

2. Types of grants

- 2.1. Malvern Town Council’s grants scheme is made up of three categories:

Small grants

These are for amounts up to and including £500 and they are awarded twice a year.

Large grants

These are awarded for amounts above £500 and up to an advisory limit of £2,500. This advisory limit can be exceeded by a very specific reason must be stated.

Emergency grants

This scheme provides assistance to organisations where there is an exceptional need for funding, that could not have been foreseen to fit in with the biennial timetable as immediate or quick action is required. Examples of these would be damage to equipment or property not covered by insurance, action to cover hardship raised by extreme circumstances such as a pandemic or extreme weather, or last-minute loss or withdrawal of other funding for a project.

3. The aims of the grants scheme

- 3.1. The Council’s grants scheme is based on the principle of enabling local community organisations to deliver activities and/or projects to the residents of Malvern.
- 3.2. Malvern Town Council provides grant funding to support the following aims:
- i. To provide direct benefit to the residents of Malvern Town.

- ii. To ensure the provision of voluntary services needed by the Town's residents.
- iii. To enable local people to participate in/benefit from voluntary groups and activities.
- iv. To help Malvern's voluntary groups¹ to improve their effectiveness.
- v. To support organisations that meet the needs of people experiencing social and economic difficulties.
- vi. To improve or enhance the local environment.
- vii. To improve access to services for all sections of the community.
- viii. To improve the quality of life of residents of Malvern Town.

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

- 4.1. The grant form must be fully completed with all of the relevant information supplied at the point of submission.
- 4.2. Organisations must demonstrate that they are run on a voluntary or charitable basis with governance systems and financial management clearly in place.
- 4.3. Applicants must demonstrate direct benefit to the residents of Malvern Town and in the case of large grants this benefit must be of a significant value.
- 4.4. All grants are offered on a one-off basis to support a particular project, event, activity or purchase of equipment. Grants should not be for running costs.
- 4.5. The funding requested must be commensurate with the benefit obtained by the residents of Malvern Town.
- 4.6. Each application will be clearly considered on its merits regardless of prior funding. The frequency of applications will only be considered if there is a demand for grant funding above the budgeted funds for that year.
- 4.7. Applications for projects where the work has already been completed will not be considered.

5. Malvern Town Council will not fund the following:

- a) organisations that do not provide a service to the Malvern community;
- b) individuals;
- c) general appeals;
- d) statutory organisations or the direct replacement of statutory funding;
- e) political groups or activities promoting political beliefs;
- f) religious groups where funding is to be used to promote religious beliefs;
- g) arts and sports projects or animal welfare groups with no community or charitable element;
- h) projects that take place before an application can be decided;
- i) organisations that have a closed or restricted membership;

¹ The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

- j) Malvern Town Council cannot provide funding for maintenance or improvement of property owned by the Church.

6. Criteria for small and large grants

- 6.1. Groups wishing to receive a small or large grant will need to complete the relevant application form and provide the required additional supporting information.
- 6.2. Large grants should provide a significant and wide-reaching benefit to the residents of Malvern Town.
- 6.3. Grants must be spent within one year of being awarded. Any unspent monies left after this time must be returned.
- 6.4. Grants cannot be used to support a group's normal running costs and this includes staffing costs.
- 6.5. Grants can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose.
- 6.6. Organisations must show that there is a dedicated bank account for funds to be paid into. Payments cannot be made into an individual's bank account.
- 6.7. Should for any reason an organisation disband or the project not be completed, the Council may ask for all or part of the monies to be paid back.
- 6.8. Organisations may only submit one application at one time.
- 6.9. Additional grant conditions may also be attached to any funding the Council agrees and these will be set out in the award confirmation letter.
- 6.10. Failure to comply with any conditions attached to a grant may result in a request for the grant to be repaid and may affect future grant assistance.
- 6.11. Grants are awarded at the discretion of the Council and the decision is final.

7. Application and determination process

- 7.1. The small and large grants scheme is run twice during the year, once in August/September and again in February/March.
- 7.2. Applicants are required to complete and return the application form and send with all supporting documentation to arrive no later than 12 noon on the date stated, either by email or in hard copy.
- 7.3. Applicants are required to submit a short statement (as indicated on the grant application form) explaining how the grant will be beneficial to your organisation and to the community or residents of Malvern Town. This statement will be presented to committee to assist in the decision-making process and is essential when evaluating a grant application.

AGENDA ITEM 5
APPENDIX A

- 7.4. Town Council Officers have the right to refuse an application which has been submitted without the required supporting information or an explanation as to why this information has not been supplied by the deadline.
- 7.5. Applications will be evaluated by Town Council Officers and then presented for consideration and decision at the appropriate meeting of Policy and Resources Committee.
- 7.6. The full details of all grant applications will be available on file for scrutiny by any Councillor prior to the meeting. The Town Clerk will provide a summary of the applications for members of the Policy and Resources Committee to consider.
- 7.7. Representatives from the applicants' organisations are encouraged to arrange to make a short presentation in support of their application at the start of the Policy and Resources Committee as indicated on the relevant annual grants timetable on the Town Council's website.
- 7.8. Applicants will be notified of the Council's decision following the relevant Policy and Resources meeting. Those organisations who are notified that their application has been successful must claim their grant by written request as detailed in their award letter.
- 7.9. All organisations in receipt of grants will be required to acknowledge the Town Council's contribution on publicity/printed material.

8. Monitoring and reporting requirements

- 8.1. Groups are expected to provide Malvern Town Council with written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. This information should be submitted in the form of a short report (no more than 500 words), within twelve months of the grant being awarded so that it can be presented to Policy and Resources Committee.

9. Further information

- 9.1. Further information on the Council's Grants Scheme is available at www.malverntowncouncil.org/about-your-council/what-we-do/ or by contacting Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

August 2020

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		

Account number:	
Account name:	
6. Supporting information to be included ✓	
Latest available statement of accounts.	
A copy of your organisation's aims and objectives.	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	
Date:	

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No

Sort code:	
Account number:	
Account name:	
6. Supporting information to be included ✓	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	
A list of those involved in running the organisation, including trustees if appropriate.	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	
A recent bank statement in the name of the organisation.	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
A business plan or other similar document showing future plans for the organisation.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	

**AGENDA ITEM 5
APPENDIX B**

Date:	
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For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
EMERGENCY GRANT APPLICATION FORM**

EMERGENCY GRANTS are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£
Briefly outline the reason for your application and how the amount requested	

will be spent:	
How will the grant benefit Malvern Town residents/the Malvern Town community?	
How many residents of Malvern Town will benefit?	
Have you received any grant funding from the Council in previous years and if so, please detail:	
What is the planned delivery date for the project/activity?	
What arrangements are in place for the delivery and management of this project?	
Please demonstrate how this application qualifies as an emergency grant?	

4. Financial information

Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

5. Bank details

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Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		
Account number:		
Account name:		

6. Supporting information to be included	✓
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A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	
A list of those involved in running the organisation, including trustees if appropriate.	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	
A recent bank statement in the name of the organisation.	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
A business plan or other similar document showing future plans for the organisation.	

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	
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**AGENDA ITEM 5
APPENDIX B**

Signature:	
Date:	

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

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**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	
Amount Requested:	
Time of Grant Application:	

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL					
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	
Amount Requested:	
Time of Grant Application:	

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL					
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

**MALVERN TOWN COUNCIL
EMERGENCY GRANTS MARKING CRITERIA**

Assessment of Emergency grant applications Council is made against the following nine criteria where each item is marked out of five - 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criteria 5 and 9, which are double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
SUB TOTAL					
OVERALL SCORE (OUT OF 55) A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					