

22 June 2023.

To: Councillors Chris Hood, Sam Dibas, Phil Barnett, Sarah Slack, Billy Drummond and David Marsh

Substitutes: Alistair Bounds, Martha Vickers, Meg Thomas, Vaughan Miller, Elizabeth O'Keeffe, Steve Masters

Also: All Members for information

Dear Councillor

You are required to attend a meeting of the **Grants Sub-Committee** to be held at **7.30 pm on Thursday 29 June in the Elsie Kimber Room, Town Hall, Newbury.**

The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. **Apologies for absence**
2. **Election of Chairperson and Deputy Chairperson**
3. **Declarations of interest and dispensations**
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
4. **Minutes (Appendix 1)**
To formally approve the minutes of a meeting of the Grants Sub-Committee held on 23 March 2023.
5. **Terms of Reference for the Grants Subcommittee. (Appendix 2)**
To Note the Terms of Reference for the Grants Subcommittee.

6. Grant Aid Criteria (Appendix 3)

To Note the criteria for the award of grant Aid

7. Match Funding Agreement 2023-24 (Appendix 4)

To Note that this year's Agreement provides match funding up to £25,000.

8. Authorising Payments (Appendix 5)

To Authorise Council officers to pay grants via The Good Exchange

9. Terms and Conditions for payment of grant Aid via The Good Exchange (Appendix 6)

To Approve payment of Grant Aid in accordance with the Terms and Conditions of The Good Exchange.

10. Award of Grant Aid (Appendix 7)

10.1 To Consider the list of applications for Grant Aid from projects registered on The Good Exchange 12 November 2022 to 11 June 2023 that fulfil the Council's Grant Criteria.

10.2 To Resolve to award Grant Aid to the successful applications in line with the Council's criteria for Grant Aid.

(* for further information on any project listed on Appendix 7, please go to TheGoodExchange.com and enter the Application ID. in the search box)

APPENDIX 1.

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 4.00 pm on Tuesday 7 March 2023 in the Council Chamber, Town Hall, Newbury.

Present: Councillors Gary Norman, Chairman; David Marsh, and Andy Moore.

In Attendance: Hugh Peacocke, Chief Executive Officer

14. Apologies for absence

Councillor Martin Colston

15. Declarations of interest and dispensations

The Chief Executive Officer declared that Councillor David Marsh is a member of West Berkshire Council and that he has a general dispensation to discuss any matters relating to the business of that Council.

16. Minutes

Proposed: Councillor Gary Norman

Seconded: Councillor David Marsh

Resolved: That the minutes of the meeting of the Grants Sub-Committee held on 21 November 2022 be approved as a correct record and signed by the Chairperson.

17. Questions and petitions from members of the public

There were none.

18. Members' questions and petitions

There were none.

19. Award of Grant Aid

Members noted that the Council had £5,000 in this year's budget for grants towards projects registered on The Good Exchange and £4,378.52 of match funding left this year from The Good Exchange.

The subcommittee reviewed the Council's criteria for awarding grants and then considered the applications registered on The Good Exchange.

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities.

Proposed: Councillor Gary Norman

Seconded: Councillor David Marsh

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

Project No.	Name of Organiser	Project	NTC Award	Match Funding (The Good Exchange)	Total value
19895	Fair Close Centre	Radiator upgrade/energy efficiency plan	962.75	962.75	1,925.50
19886	The Corn Exchange (Newbury) Trust	Wildlife Photographer of the Year 58 Exhibition - Workshops for Schools	962.75	962.75	1,925.50
19814	Home-Start West Berkshire	Baby Bank 2022-2023	962.75	962.75	1,925.50
19812	Community Youth Project	Equipment replacement	780.25	158.77	939.02
19741	Mencap West Berkshire	Rainwater collection and re-use	1,331.50	1331.50	2,663.00
		Total	5,000	4,378.52	9,378.52

There being no further business the Chairperson declared the meeting closed at 4.50 pm.

Chairperson:

Date:

Newbury Town Council
Grants Subcommittee, 29 June 2023.

Terms of Reference, Grants Subcommittee:

31.5 Grants Sub-Committee

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

This is referred to hereafter as 'grant aid' and is to be awarded in accordance with the criteria approved by the Council.

The Council is also a funding body on The Good Exchange, the funding portal run by Greenham Trust and administers its Grants Scheme via the Good Exchange web portal.

Applications may be made at any time but will next be considered at a time publicised by the Town Council. The Subcommittee will consider all valid applications created on The Good Exchange web portal between the last closing date for applications and the new closing date. No application will be considered twice. Applications must meet the Newbury Town Council Grant Aid Criteria published on The Good Exchange web portal.

(a) The Sub-Committee normally meets twice a year, in summer and winter each year. After grants have been awarded a press release will be issued and letters sent to successful applicants. The summer meeting will have the full grant aid budget available and thus the scheduled winter meeting will only take place if the complete budget is not allocated.

(b) Grant Aid is to be allocated on merit regardless of whether it is for a capital project or not. The allocated money is not to be split between capital and small grants.

(c) Grant aid will be advertised in the local press and to arts and leisure organisations via the Council's web site www.newbury.gov.uk and on The Good Exchange.

(d) In all cases the selection process will be based on a two-part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.

(e) Where necessary, the Committee may resolve to convene in 'Part 2 / confidential mode' (See Standing Order 13) in order to consider confidential information relating to the applicants. Sub-Committee members will have the option of studying applications and supporting material, such as accounts and other financial information, between the first and second parts. If agreed, the two parts can be combined into one meeting, or treated as two separate meetings.

31.6 Donations, Grants and Contributions to Third parties and Outside Bodies.

31.6.1 Any proposal to donate to a third-party organisation, for each of one or several years, shall require a written presentation to the Council by that organisation followed by a resolution by the Council. The resolution shall specify the sum to be donated and its purpose and shall apply for only one year unless otherwise stated. The Council may request further information and may direct that the presentation is heard by a particular Committee or Sub-Committee. Alternatively, the Council shall be at liberty to refuse to receive such a presentation.

31.6.2 In the case that the Council has approved a donation to a third-party organisation for more than one year, that organisation shall be invited to make a presentation to the Council towards the end of each year, which shall be subject to a resolution of approval by the Council. Should that invitation not be accepted, or the presentation not be approved, no further donation shall be made to that organisation without a further resolution by the Council under Standing Order 31.6.1.

NEWBURY TOWN COUNCIL

CRITERIA FOR GRANT AID

Priority will be given to organisations which:

- Are based within the boundary of Newbury Town Council or which serve wholly or mainly the residents of Newbury.
- Would give benefit to the greatest number and range of Newbury town residents.
- Provide a benefit for the wider community beyond progressing the interest of its members.
- Have made an effort to raise funds themselves and are not reliant on donations to fund the total project
- Show a commitment to sustainability.
- Show a commitment to equality and diversity

In addition

- Grants will not be awarded to bodies for activities which are statutorily funded.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to organisations seeking capital or one-off funding, rather than ongoing revenue support

CRITERIA FOR SHORT-LISTING

- Application to the Good Exchange is complete and all required documentation received by the deadline
- Application assessed against the above criteria.
- Short-listed applicants **MAY BE** invited to attend the scheduled Grant Sub-Committee meeting to make a short presentation and answer questions from Members of the Grant Sub-Committee.

Match Funding Agreement 2023/24

Date: 15 June 2023

Parties:

Greenham Trust Ltd - referred to as 'GT'

Newbury Town Council – referred to as 'NTC'

Background

GT has agreed to match fund NTC with grants made to applications (registered on the fundraising website www.thegoodexchange.com) on a 1:1 basis within both organisations' geographic area of operation and eligibility criteria in the financial year 2023/24 up to a maximum of £25,000.

NTC Responsibilities

1. NTC will agree to remain a registered funder on www.thegoodexchange.com and will register the details of its funding scheme grant round on the platform.
2. Upon allocation of grant awards, NTC shall provide GT with a signed and approved shortlist of applications which they intend to fund, clearly indicating the total amount of grant funding intended for each application. This list should include application number, applicant name, project title and amount awarded and be accompanied by proof of payment.
3. The signed and approved shortlist of applications should be sent to GT by authorised persons prior to any funding offers being submitted on The Good Exchange.
4. If any grant awards are changed, the revised grant figures will need to be authorised by NTC and an updated signed list shall be sent to GT.
4. Pay funds into the Greenham Trust Donations Account (Sort code 20-59-22 and a/c 63743454) to be administered and distributed by GT during the financial year 2023-24. This can be paid in tranches as and when the grants are committed by NTC rather than one single payment. Payment can be made by BACS. Onward payment will then be made of NTC's grants to grant applicants (registered on www.thegoodexchange.com) who NTC have approved to fund in their grant round.

GT Responsibilities

1. Upon receipt of a signed and approved list of grant awards from NTC and confirmation of transfer of funds, GT will match the grants on a 1:1 basis up to £25,000 per financial year, subject to the following conditions:
 - a. The application being funded falls under GT's Memorandum and Articles of Association and its eligibility criteria for grant funding.
 - b. The matched funding grant awarded by GT will not exceed the funding requirement for the project.
 - c. The applicant has completed evaluation reports for previous projects funded by GT.

Greenham Trust Ltd

Liberty House,
The Enterprise Centre,
Greenham Business Park,
Thatcham, Berkshire RG19 6HS

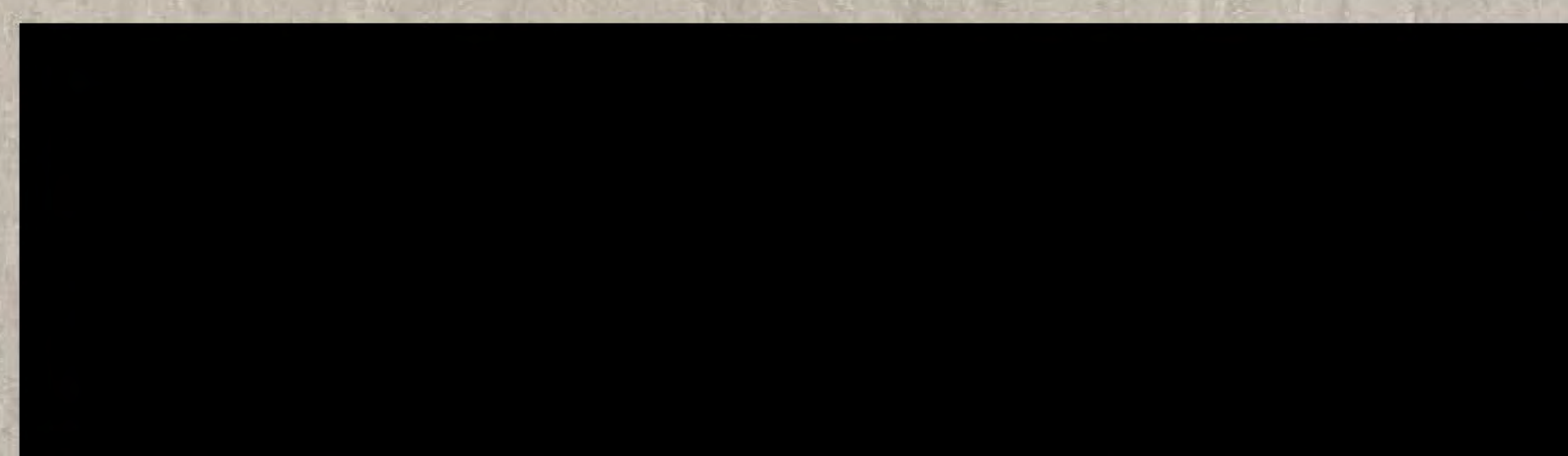
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VAT Registered No. 642272650
Charity Registered No. 1062762
Registered Office: Liberty House,
The Enterprise Centre,
Greenham Business Park,
Thatcham, Berkshire RG19 6HS

2. GT retains the right not to match fund an application which it deems not to be appropriate.

This agreement is subject to annual review by the parties in March each year.

Signed on behalf of
Greenham Trust Ltd



Date: 15 June 2023

Name & Position: C Boulton, Chief Executive

Signed on behalf of
Newbury Town Council



Date:

19 JUNE 2023.

Name & Position: HUGH PEACOCKE, CEO.

NEWBURY TOWN COUNCIL

Authorisation to make payments for Grant Aid via The Good Exchange

Subject to:

1. Compliance with eh council's requirements under Financial Regulations and
2. Approval by the Gants Subcommittee,

The following officers are hereby authorised to make payments for Grant Aid via The Good Exchange:

- A. Hugh Peacocke, Chief executive Officer
- B. Margaret Gore, Senior Accounts Officer
- C. Liz Manship, Finance and Corporate Services Manager.

Signed: _____
Chairman,
Grants Subcommittee

Date: 29th June 2023.

Newbury Town Council

Grants Subcommittee, 29 June 2023.

Terms and Conditions of grants administered via The Good Exchange:

As a result of the due diligence changes we have had to make when administering external grant funding via The Good Exchange we have had to account for the changes in our Match Funding Agreement. Apologies for the inconvenience but can you sign and return the agreement please and then we can authorise the Newbury Town Council match funding for 2023-2024.

Also if you can send me (via email) written authorisation that the council is happy for you and Margaret to administer grants via The Good Exchange please? When the grants sub-committee has agreed their grants next week if you can send me a PDF of the grant amounts with the Applicant name, Application Name, Application Reference Number and Proposed Grant Amount I can check the fundraising balances of all of the projects the council wants to fund to ensure there is sufficient amounts to award your grants and also Greenham Trust match funding.

Once confirmed I will send you a DocuSign document and when I receive it signed I can make the awards to the applicants with the bespoke terms and conditions. Once they have signed and returned them we can approve the grant payments.

Apologies for the extra work. Anti Money Laundering regulations mean we have to enhance our due diligence.

I do have an update on some changes we are making to the way Greenham Trust administers external grant funding via The Good Exchange which is important to note. If you can confirm you are happy to proceed with please that would be great.

Following on from the board's decision to manage grant payments and donations awarded via The Good Exchange through Greenham Trust's account, we are continuing to enhance our due diligence processes to help protect our funding partners and ourselves and to ensure best practice.

As part of this process, we are proposing to make some key changes to the way external grants are awarded via The Good Exchange. Don't worry, there will not be any change to the way the grants are paid (either into the Trust or out to the applicants).

We will now require:

- *Signed written authorisation from the council that you have authority to distribute grants to Greenham Trust via The Good Exchange*
- *You to send a PDF containing a list of grants to be awarded per grant round*
- *Greenham Trust will send you a Docusign document for you to sign confirming that these are the grants to be awarded by Greenham Trust on your behalf via The Good Exchange*
- *If there are any changes to grants amounts awarded before payment then we will need to reauthorise with a separate Docusign document.*
- *Because Greenham Trust is distributing the funds on your behalf we will need to include our own terms and conditions of funding for each grant awarded which will clearly state that Greenham Trust is administering the grant on behalf of Newbury Town Council. The Terms and Conditions will have to be agreed by the applicant before payment can be made. We will share a copy of the terms and conditions for all grants you award via The Good Exchange. These have to be bespoke Terms and Conditions and uploaded separately for each grant awarded because they need to state:*
 - o *'Greenham Trust has been designated as the administrator of the grant received by [applicant name] on behalf of the third-party funder [Newbury Town Council]. Greenham Trust will be responsible for overseeing the management and disbursement of this directed donation as outlined in the grant agreement below.'*
 - o *Grant Amount*
 - o *Grant Round or Scheme*
 - o *Application Name*
 - o *The Good Exchange Application Reference Number*

As part of the service we will be happy to manage applicant Monitoring and Evaluation reports for each of your grants so you can review impact information and actual applicant spend against your funding. These are normally produced six months after the project. We will of course share all of these with you.

Also please can you confirm if you are happy to upload the required bespoke terms and conditions for each grant awarded (see attached for a template). If there are any problems with this or any of the above I am very happy to discuss this with you. I would also be more than happy to upload the terms and conditions (if you are happy with the wording) when I make the grant awards on your behalf.

If you have any questions at all please don't hesitate to ask.

Application ID	Organisation name	Project title	Date Submitted	Date of Expiry	Total cost of project	Amount sought	Balance
20086	West Berks Foodbank	Hungry Holidays Cost of Living Application	11/06/2023	13/06/2024	20,000.00	20,000.00	20,000.00
20093	Eight Bells for Mental Health	Gardening for Mental Wellbeing	11/06/2023	13/06/2024	1,800.00	1,800.00	1,800.00
20092	Fair Close Centre (Age Concern, Newbury & District)	Men's Shed Woodwork Classes	11/06/2023	13/06/2024	4,783.28	4,783.28	4,783.28
20065	Newbury Community Apple Day	Newbury Community Apple Day 2023	09/06/2023	01/08/2023	696.67	468.43	468.43
20089	Fair Close Centre (Age Concern, Newbury & District)	Essential IT upgrade	09/06/2023	13/06/2024	4,627.10	4,627.10	4,627.10
20075	Newbury Cricket Club	Newbury CC - Pitch & Practice Area Improvements	30/05/2023	31/05/2024	35,000.00	35,000.00	35,000.00
20074	Kennet District Scouts	Support for Ukrainian Young People in Scouting	27/05/2023	31/05/2024	2,320.00	2,320.00	2,320.00
20070	Home-Start West Berkshire	Family Summer Outing 2023	24/05/2023	25/05/2024	1,201.98	1,201.98	1,201.98
20053	Berkshire Youth	Greenham and North Hampshire Youth Project	22/05/2023	30/05/2024	270,000.00	90,000.00	90,000.00
20038	Pelican Cancer Foundation	Enabling people with Bowel Cancer live well for longer	22/05/2023	23/06/2024	80,000.00	77,000.00	17,600.00
20051	Citizens Advice West Berkshire	Ask us West Berkshire Citizen Advice	22/05/2023	25/05/2024	12,551.64	12,551.64	12,551.64
20066	1st Wash Common Scout Group	Wash Common Community Festival	20/05/2023	25/05/2024	1,140.00	838.00	838.00
20036	West Berkshire Homeless (Newbury Area)	Changing Lives	15/05/2023	16/05/2024	24,700.00	24,700.00	13,325.00
19779	Newbury Soup Kitchen	Newbury Soup Kitchen Day to Day Running Costs 2023-	05/05/2023	31/05/2024	40,019.93	40,019.93	34,683.93
20021	Berkshire Youth	Saving Lives: Berkshire Youth AED Training for young people, the public and our community-based team	24/04/2023	11/05/2024	1,907.95	1,907.95	1,907.95
20008	St John's Church Newbury	St John's Church and Community: Essential Running Costs 2023	02/04/2023	06/04/2024	20,885.30	20,885.30	19,204.05
20005	West Berkshire Mencap	West Berkshire Mencap Security Systems	31/03/2023	06/04/2024	8,150.00	8,150.00	4,580.00
19966	The Watermill Theatre	Communities Thriving Through Culture 2023/24	23/03/2023	28/03/2024	3,612,761.00	326,000.00	326,000.00
19904	Newbury Friends of the Earth	Lockdown Woods 2023 -24	21/03/2023	22/03/2024	1,787.76	1,587.76	565.26
19986	Kimbers Almshouses	Replacing roofing felt on Kimbers Almshouses plus PV installation	21/03/2023	28/03/2024	62,000.00	37,000.00	32,000.00
19729	Canal & River Trust	Newbury Towpath Improvements, Hambridge Road to Bulls Lock, Kennet & Avon Canal	15/03/2023	22/03/2024	396,207.47	316,207.47	316,207.47
19965	Educafe CIC	My Wellbeing Club	14/03/2023	21/04/2023	10,800.00	10,800.00	8,300.00
19821	Newbury Weekly News	Newbury Weekly News Over 80s Parcel Fund 2023	07/03/2023	07/03/2024	25,500.00	25,500.00	20,500.00
19863	Friends of Wash Common Library	Running Costs 2023 to 2024	06/03/2023	07/03/2024	5,564.11	5,564.11	1,099.11
Application ID	Organisation name	Project title	Date Submitted	Date of Expiry	Total cost of project	Amount sought	Balance
19896	Newbury Street Pastors	Part Time Administrator Salary 2023	22/02/2023	28/02/2024	5,100.00	5,100.00	671.58
19913	Dingley's Promise (Dingley Family and Specialist Early Years Centres)	Supporting Communication of Early Years children with SEND	15/02/2023	15/02/2024	5,752.08	5,752.08	2,252.08

19917	Recovery In Mind	Recovery in Mind Core Costs for 2023-2024	07/02/2023	23/02/2024	18,705.00	12,705.00	11,205.00
19919	Green Machine Tech Hub CIC	Computers for the needy	07/02/2023	09/02/2024	10,000.00	10,000.00	5,500.00
19908	All Yours Period Box C.I.C	West Berkshire Period Boxes	07/02/2023	09/02/2024	10,038.00	10,038.00	4,279.25
19726	Educafe CIC	Yoga, Meditation and Mindfulness Program for Teens (12-18yrs)	31/01/2023	09/02/2024	7,000.00	7,000.00	5,042.50
19846	City Arts Newbury	Essential electricity supply upgrade + work to enable year-round+ multi purpose community usage	03/01/2023	11/01/2024	24,914.61	24,914.61	19,914.61
19844	Greenham Control Tower Ltd	A warmer welcome at the Greenham Common Control	23/12/2022	23/12/2023	14,200.00	14,200.00	3,546.25
19819	St John and St Nicolas Federation of Schools	Creative therapies for children impacted by significant trauma	06/12/2022	14/12/2023	3,960.00	2,460.00	2,460.00
19427	Community Youth Project	CYP Youth Work in Greenham and Surrounding Areas - 2022-2025	07/03/2022	31/03/2025	286,841.00	266,841.00	107,341.00
19421	Eight Bells for Mental Health	Core funding of running costs including additional staff and projects. 2022-2025	18/02/2022	31/03/2025	269,000.00	269,000.00	193,772.83