

Minutes of the Grants Sub-Committee held on 7 November 2011 in the Committee Room, Old Abbey House, Abingdon.

Present:

Cllr Jeanette Halliday
Cllr Monica Lovatt Chairman
Cllr Hermann Matheson
Cllr Penny McDougall Vice Chairman
Cllr Andrew Todd
Mayor of Abingdon-ex officio

In Attendance

Mrs Sandra Hill Deputy Town Clerk

9 **Apologies**

Apologies were received from the Leader of the Council, Cllr Sandy Lovatt, and Cllrs Melville and Nobes.

10 **Declarations of Interest**

Cllr Monica Lovatt declared a personal interest in agenda item 5 – Abingdon-on-Thames Chamber of Commerce as her husband is a member. She also declared a personal and prejudicial interest in agenda item 6 as she is a member of the Abingdon in Bloom Sub-Committee.

11 **Minutes**

It was reported that the Finance & General Purposes Committee had awarded the South Abingdon Community Led Plan £1,000 from the Community Fund.

Resolved to sign as a correct record the minutes of the last meeting held on 5 September 2011.

12 **Correspondence**

Members noted thank you letters from Abingdon Music Trust, South & Vale Carers Centre, St Edmunds Football Club, Sunningwell School of Art and Trinity.

The Mayor of Abingdon, Cllr Michael Badcock, joined the meeting the time being 6.10pm

13 **Grant Aid Applications**

Name of Applicant	Reason for the grant application	Previous grants received in last five years	Grant Requested	Grants RECOMMENDED Notes and conditions
Abingdon Concert Band	Assist with costs towards hire of Guildhall,	2007 - £300 2008 - £300 2009 - £250	£400	£400

	conductor's fee, guest presenter's fee, lighting, publicity and new music for concert in 2012.	2010 - £250		
Abingdon Carnegie Forum	Costs towards the hire of the Guildhall for the six Abingdon secondary schools (three state and three independent) who are competing in the Carnegie Forum.	2010 - £500	£500	Deputy Town Clerk to enquire why schools' are unable to host Forum, and to be re-submitted to the next meeting in January 2012. Resolved at Finance & General Purposes Comm on 15 November 2011, the Carnegie Forum should be awarded £500.
Abingdon-on-Thames Chamber of Commerce	Costs towards the Christmas Activities	None	£700	£500 (see note below)
<p>Resolved that the Deputy Town Clerk contact the Chamber of Commerce to ascertain what the project is, for which the grant is being sought. It was also resolved that delegation be given to the Chairman, in consultation with the Deputy Town Clerk, to decide whether a grant should be awarded, and if so, the maximum sum awarded should be £500.</p> <p>The Chamber of Commerce confirmed that the grant would be used to help finance all the Christmas activities that the Chamber is hosting over the Christmas period. They intend to be self-financing in the future.</p> <p>The Deputy Town Clerk and the Chairman recommend that the Chamber of Commerce be awarded £500.</p>				
Abingdon Partnership 2012 French Exchange to Argentan. (Larkmead, John Mason and Fitzharrys)	To host a farewell party by means of a Bowling Party for students from Abingdon's Twin Town of Argentan, along with students from the three Abingdon Secondary Schools.	Carnegie Forum 2010 - £500 (three state secondary schools form part of the Forum) John Mason 2010 - £500 to purchase Samba Drum Kit. Larkmead (as part of the Abingdon Arts	£479.65	Unsuccessful. The sub-committee agreed that funding for a Bowling Party was not an appropriate use of the grant.

		Festival) Community Tapestry 2010 - £500		
Abingdon Performance Arts Group	Abingdon Arts Festival	2010 - £500	£1,000	£750

The Mayor of Abingdon, Cllr Michael Badcock, left the meeting the time being 6.25pm

14 **Environmental Projects Grant Applications**

The application below was received from the Town Clerk, Abingdon Town Council.

Cllr Monica Lovatt declared a personal and prejudicial interest as she is a member of the Abingdon in Bloom Sub Committee, and left the meeting whilst this item was being discussed.

For many years, the Town Council worked in partnership with the Abingdon Joint Environmental Trust (and therefore the District Council), to provide floral displays in Abingdon. The JET provided a contribution, which was towards the costs of watering the displays. The grant awarded for 2010/11 was £1,600.

With the future arrangements for environmental grants being discussed earlier this year, a grant was not applied for but the work to provide floral displays, which improves the environment of the town centre and assists in the work on town centre vitality, took place. There were many positive comments regarding how attractive the floral displays were this year.

*The spending against the Abingdon in Bloom budget for the year to date is £20,344 and a **sum of £1,680 is applied for towards the costs of the floral displays**, a modest increase to take account of the costs of providing the blooms.*

RECOMMENDED that £1,680 be awarded to Abingdon Town Council for costs towards the 2011 floral display.

Note: this would also be subject to approval by Abingdon Councillors from the Vale of White Horse District Council.

15 **Environmental Projects Grant**

(i) Notes to Applicants and Conditions Attached to Grant Offers.

At the September meeting of the Grants Sub-Committee it was agreed that scheme's previous criteria, criteria that formed part of this year's transfer agreement between the town council and district council and suggested new criteria be pulled together to form revised editions for the Environmental, Historic Buildings and Shop Front Grants.

The meeting carefully looked through each criteria highlighting minor text amendments. They **resolved** that the major changes should be:

- That two estimates should be submitted, and not as previously quoted - one estimate.

*It was **resolved** at Finance & General Purposes Committee on 15 November 2011 that a proviso should be added to say:*

One estimate would be accepted if the work is being carried out by the owner/proprietor

- That Historic Buildings Grant should not normally exceed 20% of the total cost of the work, or £1,500 whichever is the lesser. (The Vale of White Horse District Council, as part of the transfer agreement, has already also imposed this criteria for the Environmental Grant Criteria).
- That the Shop Front Grant should not normally exceed 33% of the total cost of the work, or £1,500 whichever is the lesser.
- Environmental and Historic Buildings Grants (only)
That the grant would be committed for a period of two years from the date on the Conditions Attached to Grant Offers. If the grant is not claimed within this period, it will be assumed that it is no longer required. In exceptional circumstances the grant may be extended. A request should be made to Abingdon Town Council's Grants Sub-Committee stating the reasons for the extension, and the proposed period of the extension (the maximum allowed for an extension is one year). The request should be made three months prior to the grant's expiry date.

Shop Front Grants – as above – except the committal period would be for one year.

(ii) Leaflet for Shop Fronts

Members noted the revised leaflet making a few design and minor text amendments. In discussing the leaflet the meeting sought ideas how the scheme could be widely promoted.

Resolved that a full page should be devoted to the scheme in the Spring Town Crier, and that Finance & General Purposes be consulted for further suggestions.

(iii) Use of Specialist and Professional Services

This item is being carried forward for the next meeting of the Communications Sub-Committee on 9 January 2012.

(iv) Environmental Projects Grant Title

The Environmental Projects Grant was formerly known as the Joint Environmental Trust (JET) until the transfer of administration from the district council to the town council earlier this year.

The meeting agreed that the Joint Environmental Trust's name and its work are well known in Abingdon, they also took into account that the town council and district council currently make an annual financial contribution of £5,000 each.

Resolved that the scheme should remain as the Joint Environmental Trust (JET), and that the sub-committee would keep this under review should the circumstances change in the future.

(v) Current Balances

Questions were raised regarding JET funding for work to improve Bath Street (Stratton Way end). It was **resolved** that this would be investigated and the findings would be reported to the next meeting in January 2012.

Members noted the outstanding commitments and current balance.

16 **Date of Next Meetings**

Resolved to note future meeting dates for the municipal year 2011/2012

6pm Mon 9 January 2012
6pm Mon 27 February 2012

There being no further business the meeting rose at 7.50pm

Signed Date