



Minutes of the Meeting of the Community Grants Committee held in the Council Chamber at Arms Everytne House on Thursday, 23 February 2017 at **6.00 pm**

Present

Councillors: J R Potts (Chair), O Potts (Vice-Chair), A Cartie, A Gibbs-Barton, M Parker

Also in Attendance: Councillor R Parker

Officers:

J Hughes, Town Clerk
A McCabe, Office Manager
M Hawthorne, Committee Clerk

No	
1	APOLOGIES FOR ABSENCE Councillors: K Ellis
2	DISCLOSURES OF INTERESTS AND GRANTS OF DISPENSATION None.
3	MINUTES FROM THE MEETING OF THE COMMUNITY GRANTS COMMITTEE HELD ON 3 NOVEMBER 2016 Committee agreed to ADOPT the minutes.
3.1	MATTERS ARISING Minute No 3.1 Amendments to Minutes It was confirmed that a note has been placed on the website advising that "minutes are draft until agreed by Full Council".

4.	COMMUNITY FUNDING POLICY 2017/2018 & COMMUNITY FUNDING APPLICATION FORM
4.1	Application Form The Committee considered the amended application form and agreed this should be implemented. A revised version will be placed on BTC website. Councillor Parker suggested that paperwork relating to successful applicants should be retained for two years, so Committee can see how the money has been spent. This was agreed. The Office Manager confirmed that letters sent to successful applicants contain information stating that they could be asked to provide evidence about how the money was spent.
4.2	Policy Document Councillors' proposals must be approved by the Chair and Vice Chair of the Community Grants Committee and the Town Clerk. They can be made at any time during the financial year and any remaining allowance of £100 or over may be carried over to the next financial year with prior approval. Approval must be sought by 31 December in that year so that provision can be made in the following year's budget. Committee agreed that any amount under £100 will be written off. Applications must be in by the advertised closing dates and the Committee will meet in February, July and October (dates to be confirmed). There was a discussion about what is deemed to be a community centre and the Chair explained that there is no legal definition. It is the view of the Committee that applications will only be considered from organisations within the Blyth area. The Chair commented that the form states grants will be paid by cheque and suggested payments could also be made via money transfer. Committee agreed to this. Committee agreed to policy with the proposed amendments. This will be placed on the BTC website.

5	DATE AND TIME OF NEXT MEETING The next meeting of the Community Grants Committee will be held in July 2017, 6.30 pm (date to be confirmed) in the Council Chamber.
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MEMBERS OF THE COMMUNITY GRANTS COMMITTEE

Councillors:

J R Potts (Chair)

O Potts (Vice-Chair)

A Cartie

B Elliott

K Ellis

A Gibbs-Barton

M Parker

K Nisbet

A Turnbull