

## GRANT ADVISORY PANEL

24 August 2011

**Present:** Sandra Garner (Chair)  
Steve Manwaring  
Dick Edwards  
Judith Monk  
Kevin Stower, External Funding Manager, Hastings Borough Council  
Michael Courts, Democratic Services Support Officer, Hastings Borough Council

**Apologies:** Karen Rigby-Faux

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### 1. Welcome & apologies

SG welcomed those present to the meeting.

### 2. Minutes from meeting on 27.7.2011

The Minutes were agreed as a true record of the meeting.

### 3. Matters arising

Since the last meeting SG had met with Virginia Gilbert, Head of Amenities & Leisure at Hastings Borough Council who would be producing a business plan for the Foreshore Trust. At this meeting, SG highlighted the need for the grant process to be an integral part of the plan. SG informed the group that the business plan would be considered at the Charity Committee's meeting on 7.9.2011.

SG had also contacted Councillor Paul Barlow, Chair of the Charity Committee. Councillor Barlow is currently unable to exercise any delegated authority on the Committee's behalf, however this will also be discussed at their meeting on 7.9.2011.

### 4. Application forms

KS had amended the draft application form as advised by the panel at their last meeting and circulated a revised copy in advance of the meeting.

SG noted the need to separate the Foreshore Trust from Hastings Borough Council on the application form; in order to achieve this the phrase "Administered

on behalf of The Foreshore Trust by Hastings Borough Council” was included as well as the charity number for the Foreshore Trust. The Hastings Borough Council logo was removed from the application form and associated documents.

The group added the word ‘technical’ to the following phrase under checklist for enclosures “*where technical deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate) ahead of the deadline*”.

The panel agreed the draft application form, amended as above.

**Action      1) KS to amend the application form as discussed (KS)**

### **5. Application guidance**

KS circulated a revised copy of the application guidance in advance of the meeting to the panel for consideration.

The group approved the ‘decisions advised by’ date of Friday 16 December (latest).

The panel discussed the following amendments;

Under “are there any things that are excluded from funding?” the phrase “activities that are for non charitable purposes” was reinstated.

The phrase “an independent panel drawn from the community with experience of grant giving” was added to point b) of “how are decisions made?” under frequently asked questions.

The group agreed it would be preferable to name KS personally in the guidance notes rather than Hastings Borough Council where possible.

The panel agreed the application guidance and supporting declaration, noting the following documents would be considered by the Charity Committee at their next meeting; grant criteria, grant application form and grant application guidance.

Discussion took place concerning how completed applications would be processed. For the first round of grant distribution the panel agreed KS and his team would remove any applications which were not eligible for grants copies of the remaining applications would then be circulated to the panel. Each member of the panel would be allocated a selection of applications for detailed consideration and scoring, a completed assessment record would be attached to each application. At their meetings, members of the panel would put forward stand-out applications from their allocation for consideration. The remaining applications from each allocation would then be discussed by the whole panel in

more detail. To avoid any conflict of interest arising from this procedure, members of the panel will provide KS with a list of direct conflicts of interest and any areas of nervousness.

SM noted that, in his case, an applicant with membership of HVA would not create a conflict of interest. However, a trustee of HVA or a personal association would give rise to this.

The panel agreed the assessment record provided by KS, operating on a sliding scale of scoring from 0 to 8.

KS noted that, when processing applications, his time would be charged. However, in the interests of the Foreshore Trust costs arising from this would be minimized.

The panel stated their intention to review this process after the first round of grant allocation.

The panel also discussed the service level agreement. KS advised this based largely on HVA methodology and intended to meet the legal requirements associated with grant allocation. The group agreed to remove the Hastings Borough Council logo from this document.

**Action:**

- 1) Panel to forward a list of potential conflicts of interest and areas of nervousness to KS (KS/Panel)**
- 2) KS to consult Jayne Butters, Borough Solicitor, with the panel's recommendation that the contractual agreement outlined in Appendix C of the Service Level Agreement is between the applicant and the Charity Committee.**

## **6. Timetable of grant process**

The panel agreed the following timetable for the first round of grant distribution;

9.9.2011 – advertisement in The Observer newspaper

28.10.2011 – closing date for grant applications. KS to circulate applications to the panel by Monday 14 November for consideration

22.11.2011 – panel meets to discuss applications

30.11.2011 – panel meets to discuss applications

12.12.2011 – Charity Committee

## **7. Advertising and publicity of grant process**

SM agreed to place a trail in the next issue of the HVA Newsletter on the panel's behalf to raise awareness amongst potential applicants.

JM informed the group she had made initial contact with The Observer, with regard to an article about the grants appearing on Friday 9 September. The panel agreed this press release should be issued by Kevin Boorman, Head of Communications and Marketing at Hastings Borough Council.

SM advised the group that a future agenda item could reference post grant publicity as this could influence future rounds of grant allocation. SM also suggested any publicity related to the grants is included with the monitoring procedure.

DE suggested a future agenda item related to cost controls.

Action:           **1) SM to place a trail in the September edition of HVA Newsletter on the panel's behalf (SM)**  
                      **2) JM to forward her contact at The Observer to Kevin Boorman, Head of Communications and Marketing, ahead of an article appearing on Friday 9 September (JM)**

## **8. Any Other Business**

The panel thanked KS for producing the application documents.

## **9. Dates of Next Meeting**

The panel amended the date of its next meeting from 23 November to 22 November.

**22 November 2011- 6.00pm, HVA Jackson Hall, Portland Place**

**30 November 2011- 6.00pm, HVA Jackson Hall, Portland Place**