



7 February 2019

To: Councillors

Desna Allen  
Pete Bishop  
Teresa Hutton  
David Powell

Richard Bambury (Chairman)  
Raj Gill  
Mary Norton

**Community Donations Sub-Committee - Thursday 14 February 2019**

Dear Councillor,

You are summoned to attend a meeting of the Community Donations Sub-Committee to be held at The Town Hall, High Street, and Chippenham on Thursday 14 February 2019 commencing at 4pm for the transaction of the business given in the Agenda attached.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 4pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

**All council meetings are open to the public and press**

#### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

#### **4pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

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## **Agenda**

Community Donations Sub Committee - Thursday 14 February 2019

	<b>Wards Affected</b>	<b>Page No.</b>
<b>1. <u>APOLOGIES FOR ABSENCE</u></b>		
To receive apologies for absence.		
<b>2. <u>NOTIFICATION OF SUBSTITUTION</u></b>		
To receive any notification of substitution made to the Chief Executive.		
<b>3. <u>DECLARATION OF INTEREST</u></b>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.		
Members are reminded to declare any dispensation granted in relation to any relevant matter.		
<b>4. <u>MINUTES</u></b>		
To approve as a correct record and sign the minutes of the meeting held on Thursday 18 October 2018 (previously circulated).		

**5. CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

**6. REQUESTS FOR COMMUNITY DONATIONS**

To receive a report from the Corporate Support Officer to consider requests for Community Donations (copy attached):

- £1,000 Chippenham Male Voice Choir
- £500 Read Easy Melksham
- £708 Wiltshire Sight
- £980 Doorway Wiltshire Ltd

Total requested £3,188.00.

To consider if there are any actions that need to be taken as a result of the information received.

**7. FEEDBACK FROM FORMER GRANT RECIPIENTS**

To receive a report from the Corporate Support Officer with feedback from community organisations in receipt of grants awarded (copy attached).

To consider if there are any actions that need to be taken as a result of the information received.

**8. PRESS RELEASE**

To consider, if necessary, the issue of a press release arising from the meeting.

**9. DATE OF NEXT MEETING**

The date of the next meeting will be Thursday 27 June 2019.

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Community Donations Sub Committee held at the Town Hall, High Street, Chippenham on Thursday 18<sup>th</sup> October 2018 at 4pm.

## COUNCILLORS

**PRESENT:** Richard Bambury (Chairman) Desna Allen  
Teresa Hutton Mary Norton  
David Powell

## OFFICERS

**PRESENT:** Charlotte Starkie (Head of Finance and Administration)  
Liz Evans (Corporate Support Officer)

## PUBLIC

**PRESENT:** Representatives from:  
Chippenham Folk Festival  
Home Start Kennett  
Ivy Wildlife Garden  
Lions Club, Chippenham  
Unity House  
Wiltshire Mind

## PUBLIC QUESTION TIME

There were no written or verbal questions received.

### 13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Peter Bishop and Rajvir Gill.

### 14. NOTIFICATION OF SUBSTITUTION

There were no substitutions

### 15. DECLARATION OF INTEREST

There were no declarations of interest.

### 16. MINUTES

Councillors approved the minutes of the meeting held on 28<sup>th</sup> June 2018 as a true record of the proceedings and they were signed by the Chairman.

### RESOLVED:

That the minutes of 28<sup>th</sup> June 2018 be signed as a true reflection on the meeting.

### 17. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

## **18. REQUESTS FOR COMMUNITY DONATIONS**

The Committee considered the following request for donations:

### **a. Application for £3,000 from Chippenham Folk Festival**

Councillors received information from a representative of the Folk Festival regarding funds to support the Festival for 2019.

#### **RESOLVED:**

That the Chippenham Folk Festival be awarded £1,350 specifically to support the Children's Festival and the School's Day

### **b. Application for £6,795 from Home Start, Kennett**

Councillors considered the application and asked questions of a representative of Home Start Kennet and decided that some areas of the application are not supported but that the costs for DBS checks, venue time and promotion be covered.

#### **RESOLVED:**

That Home Start Kennet be awarded £2,100 specifically to fund DBS checks, venue hire and promotion costs.

### **c. Application for £1,000 from Ivy Wildlife Garden**

Councillors considered the application from a representative of the Ivy Wildlife Garden. They were impressed by the efforts of the volunteers in arranging events as well as producing regular newsletters and supported the application in full.

#### **RESOLVED:**

That the Ivy Wildlife Garden be awarded £1,000

### **d. Application for £230 from Lions Club of Chippenham**

Councillors received an update from a representative of the Lions Club Chippenham and agree to support their application to help with the costs of arranging an auction of promise.

#### **RESOLVED:**

That Lions Club Chippenham be awarded £230.

### **e. Application for £500 from Read Easy Melksham**

Councillors considered this application but as no representative was present and information was scant in the application the request was declined.

**RESOLVED:**

That no award be made to Read Easy Melksham.

**f. Application for £1,121 from Unity House (Alabare Christian Care and Support)**

Councillors considered the application from a representative of Unity House and agreed to support the application for dental support for the full amount.

**RESOLVED:**

That Alabare Christian Care and Support be awarded £1,121.

**g. Application for £1,700 from Wiltshire Mind**

Councillors considered an application from a representative of Wiltshire Mind and agreed to support some elements of the application, for activities, volunteer support and publicity to the value of £450.

**RESOLVED:**

That Wiltshire Mind be awarded £450.

A total of £6,251 was awarded at this meeting. This leaves £7,439.75 for the remaining meeting this financial year.

**19. FEEDBACK FROM FORMER GRANT RECIPIENTS**

- a. Councillors noted the feedback from the recipients of Community Donations previously awarded as presented in the written report.
- b. Councillors also received positive feedback from the representative of Unity House, on the success of the vegetable planter project which is flourishing and providing a social and educational activity for residents.

**RESOLVED:**

That Councillors note the report.

**20. BUDGET PROPOSAL FOR 2019/20 AND BEYOND**

Councillors received a report from the Head of Finance and Administration containing a proposal that the annual budget for the Community Donations Scheme be increased from £20,000 to £24,000 per year and that the remainder of the existing Earmarked Fund (£4,045) be used as revenue expenditure in 2019/20, as per the recommendation in the report.

**RESOLVED:**

That the budget for the Community Donations Scheme be increased from £20,000 to £24,000 and that this recommendation be submitted to the Strategy and Resources Committee for consideration in the council budget for 2019/20.

**21. PRESS RELEASE**

A press release will be issued detailing the awards made.

**22. DATE OF NEXT MEETING**

The date of the next meeting will be Thursday 14<sup>th</sup> February 2019.

The meeting concluded at 4.55pm.

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Signature:

Date:

DRAFT

## Agenda Item 6

### COMMUNITY DONATIONS SUB COMMITTEE: 14 February 2019

#### **Current Financial Position:**

The following applications have been received and the committee is required to make a decision on the awarding of grants based on the current criteria.

The budget for the financial year 2018/2019 is £20,000. This is the final meeting of the three meeting cycle. £6,251 was awarded at the meeting in October 2018, leaving £12,560.25.

**Total grants requested: £3,188.00**

<b>GROUP/ORGANISATION</b>	<b>AMOUNT REQUESTED (£)</b>	<b>REASON FOR REQUESTING DONATION</b>	<b>FINANCIAL INFO. YES/ NO</b>
Chippenham Male Voice Choir	1,000	Assistance towards the total cost of purchasing new uniforms for the choir.	Yes
Read Easy Melksham	500	To provide at least 3 sets of specialised training manuals for 3 Chippenham residents.	Yes
Wiltshire Sight	708	To support the running of monthly Sight Loss support in Chippenham - this application will fund 4 sessions.	Yes
Doorway Wiltshire Ltd	980	To purchase and install 2 new washing machines and 2 tumble dryers at the Salvation Army premises to aid people living on the street or in temporary accommodation to maintain a supply of clean, dry clothes and bedding.	Yes



**HISTORY OF DONATION RECEIVED BY CURRENT APPLICANTS**

<b><u>ORGANISATION</u></b>	<b>2017/2018</b>	<b>2016/2017</b>	<b>2015/2016</b>	<b>2014/2015</b>
	£	£	£	£
Chippenham Male Voice Choir	0	0	0	0
Read Easy Melksham	0	0	0	0
Wiltshire Sight	600	0	0	0
Doorway Wiltshire Ltd	0	0	0	0



## Agenda Item 7

<b>Meeting</b>	Community Donations Sub-Committee
<b>Date</b>	14 February 2019
<b>Report Title</b>	Feedback Received from Grant Recipients
<b>Author</b>	Liz Evans, Corporate Support Officer

### **1.0 PURPOSE OF REPORT**

1.1 For Councillor to receive feedback from former grant recipients.

### **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

2.1 Grant recipients are asked to submit feedback following their grant application.

### **3.0 FEEDBACK FROM PREVIOUS GRANT RECIPIENTS**

#### **3.1 Chippenham Sea Cadets - Grant awarded October 2017 for £500**

We promised to send you some photos of the completed fence not easy to take photos of!! No cadets there as they do not parade in daylight hours this time of year. Apologies for the delay but the original contractor went broke so we had to select another who was more expensive so more fund raising was required!! Thanks to the committee for granting the contribution we received. All now secure!!

Many thanks

Martin Sausins - UMT Chair  
Chippenham Sea Cadets

Photos attached as Appendix A

### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 Receiving feedback from grant recipients will contribute to the following corporate priority:

- i. Corporate Priority 1 - Provide facilities and services which support and develop a well connected town, which promotes health and wellbeing.

## **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 There are no financial implications.

## **7.0 LEGAL IMPLICATIONS**

7.1 There are no legal implications.

## **8.0 RECOMMENDATIONS that**

8.1 Councillors note the report.

Appendix A

