

## **AGENDA ITEM 5**

**Notes** from the **Meeting** of the **Grants Panel** held on **Tuesday 21<sup>st</sup> November 2023** at **6.00pm** in the **Council Chamber, Drake Road, Tavistock.**

In attendance – Councillors N Martin, J Moody, Mrs B Moody, T Munro, B Smith and P Ward

Town Clerk and Assistant to the Town Clerk

### **1. APPOINTMENT OF A CHAIRMAN**

A nomination was received for Councillor B Smith to be appointed as Chairman of the Grants Panel for 2023, which was duly seconded. There being no other nomination received, it was;

RESOLVED THAT Councillor B Smith be appointed as Chairman.

### **2. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor A Hutton.

### **3. DECLARATIONS OF INTEREST**

The importance of Declaring an Interest in an organisation of which a Councillor either has an affiliation, or was involved in any activities delivered by the applicant organisation, was stressed.

The following Declarations of Interest had been received prior to the meeting, which had meant that the following Councillors had not scored those particular applications.

The average score for each application had been calculated on the basis of those Councillors who had not Declared an Interest;

- Councillor N Martin Declared an Interest in the applications submitted by Tavistock Library, Tavistock Area Support Services (TASS) and West Devon Community Voluntary Service (WD CVS) by virtue of working relationships with the applicant organisations;
- Councillor A Hutton Declared an Interest in the applications submitted by The Mary Budding Trust and The Lions Club of Tavistock CIO by virtue of a family connection to the first application above, and membership of the second organisation;
- Councillor T Munro Declared an Interest in the application submitted by The Lions Club of Tavistock CIO by virtue of membership of the applicant organisation;
- Councillor B Smith Declared an Interest in the application submitted by The Lions Club of Tavistock CIO by virtue of membership of the applicant organisation;

- Councillor P Ward Declared an Interest in the applications submitted by Make a Difference and Tavihelps by virtue of the first application being the Mayor's Charity during his previous tenure, and being a volunteer with the second organisation.

At the meeting the following Declarations of Interest were received;

- Councillors Mrs B Moody and J Moody both Declared an Interest in the application submitted by Tavi Fringe, by virtue of having previously taken part in productions delivered by the organisation.

In view of this, the scores they had previously submitted were removed from the overall scoring, and the average score achieved was recalculated.

#### **4. TO REVIEW THE AVERAGE SCORES FOR THE GRANT APPLICATIONS RECEIVED**

The Grants Panel members had previously assessed the applications received by the deadline of 1<sup>st</sup> November 2023, with the average score having been collated for each.

During the discussion reference was made to;

- that the total amount requested amounted to £ 30, 087, against a Grants Budget of £ 20,000 which would mean that not every applicant would be able to receive the full amount requested;
- that the Council was not obliged to allocate the full budget available, and it may also decide to withhold some funding in case an urgent application was received at a later date;
- that the current scoring matrix had not provided an adequate spread of scores which made assessment difficult. The current process would need to be followed this year, however a review of it was considered beneficial prior to the 2024 Grant Application allocation period;
- if consideration should be given to removing Citizen's Advice from the grant application process, and instead allocate a fixed sum each year;
- that the Council would need to determine the aims and objectives it had for providing Grant funding, and what it hoped to achieve by this;
- that a review might include a preference for small, local groups and organisations which it was felt benefitted the most, and who often asked for the smallest amounts, with those groups also having fewer opportunities to access grant funding elsewhere;
- if more emphasis should be given to those organisations applying for project funding, rather than running costs;

- that a previous Council decision had been to allocate 20% of the available budget to Citizens' Advice, thereby removing £ 4,000 from the budget, leaving £ 16,000 to allocate to other organisations;
- that those groups who would not be receiving the full amount requested could approach their Borough Councillor to see if any funding was available from those Councillors' 'Locality Budgets'.

Various methods of allocating the available funding were brought forward, however it was suggested that allocations should take place on the following basis;

Average scores	Allocation of funding
More than 14 points	The amount requested up to a maximum of £ 1,500
Between 12 and 14 points	The amount requested up to a maximum of £ 750
Under 12 points	The amount requested up to a maximum of £ 500

RECOMMENDED THAT Tavistock Town Council;

1. agree to remove those funding requests which required 'in kind' funding (i.e. use of Town Council facilities, such as the Town Hall, as requested by Junior Life Skills and Tavistock Heritage Trust) from the budget allocations, to free up £ 1, 250 of funding for other applicants\*. To acknowledge the work of The New Tavistock Youth Café\*\* with young people in the town, it was proposed that this amount be added to the allocation amount received based on the scoring of its application;
2. allocate Grant funding as follows, based on the scoring matrix as shown above;

	Organisation	Average score	Amount requested	Amount allocated
1	Citizens' Advice	11.80	£ 4, 000.00	£ 4, 000.00
2	Tavi Fringe	13.66	£ 460.00	£ 460.00
3	Tavistock Carers' Group	9.80	£ 650.00	£ 500.00
4	Debt Advice Tavistock	13.80	£ 500.00	£ 500.00
5	Tavistock Library	14.50	£ 240.00	£ 240.00
6	Tavistock Area Support Services (TASS)	14.25	£ 3, 580.60	£ 1, 500.00
7	Tavistock Cricket Club	11.20	£ 479.99	£ 479.99
8	Make a Difference	14.50	£ 2, 000.00	£ 1, 500.00
9	Mary Budding Trust	12.75	£ 1, 500.00	£ 750.00
10	Catalyst (Tavistock)	11.40	£ 1, 000.00	£ 500.00

11	Junior Life Skills*	12.80	£ 566.00	£ 0.00
12	Tavistock Scrapstore	14.20	£ 1, 000.00	£ 1, 000.00
13	West Devon CVS	13.25	£ 891.00	£ 750.00
14	Dartmoor Search & Rescue Team – Tavistock	15.80	£ 1, 000.00	£ 1, 000.00
15	NAS West Devon Autistic Women’s Group	12.40	£ 789.00	£ 750.00
16	The New Tavistock Youth Café**	13.00	£ 5, 000.00	£ 1, 500.00
17	Tavihelps	13.75	£ 1, 150.00	£ 750.00
18	Tavistock Amateur Boxing Club	12.80	£ 2, 690.31	£ 750.00
19	The Lions Club of Tavistock CIO	12.50	£ 1, 090.10	£ 750.00
20	Tavistock Heritage Trust*	13.40	£ 1, 500.00	£ 0.00
Total allocated				£ 17, 679.99

3. agree that the Grants Panel would reconvene in the New Year, to review the current scoring process and bring forward a more robust scoring process for the 2024 Grant Applications via the Budget & Policy Committee.

**5. DATE OF NEXT MEETING**

Tuesday 23<sup>rd</sup> January 2024, at 6pm, in the Council Chamber.

The Meeting ended at 7.25pm.

Chairman .....

Date.....