

STONE TOWN COUNCIL

Town Clerk

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4 December 2017

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in **St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 12 DECEMBER 2017** at 7:10pm or on the rising of the Environment Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: M. Green (Chair), Mrs E. Mowatt (Vice Chairman), G. Neagus, A. Osgathorpe, M. Shaw, Mrs M. Goodall and M. Williamson

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

4. **Budget 2018-19 – 2020-21**

To consider the report of the Town Clerk (attached)

5. **Review of Grant Terms and Conditions**

To consider the report of the Town Clerk (attached)

6. **Updates on current issues**

- Website
- Outstanding actions listed in the Council handbook
 - Business Continuity Plan

Members of the public are welcomed to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

Stone Town Council – Management Sub-Committee

12th December 2017

Management Sub-Committee Budget 2018-19 to 2020-21

Report of Town Clerk

Introduction

1. The purpose of this report is to determine the level of budget for services under its control that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 23rd January 2018.

Background

2. The General Purposes Committee on 5th December 2017 considered the standstill budget for 2018-19 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. The figures for this Sub-Committee are:

Actual		Budget	Forecast	Budget	Budget	Budget
2016-17		2017-18	2017-18	2018-19	2019-20	2020-21
£		£	£	£	£	£
8,398	Grants	9,200	9,200	9,500	9,800	10,100
123,938	Salaries & Employment Costs	129,600	128,100	138,800	141,600	144,400
3,747	Accommodation	4,200	4,100	4,200	4,200	4,200
7,734	Insurances	8,000	8,200	8,400	8,600	8,800
12,966	Administration	35,000	35,000	18,500	19,000	19,500
900	Audit & Legal Fees	900	1,200	1,200	1,200	1,200
8,494	Town Council Elections	0	0	0	28,000	0
2,871	Allowances - Mayor & Deputy Mayor	3,000	3,000	3,100	3,200	3,300
2,358	Regalia & Presentations	1,500	1,300	500	500	500
294	Civic Dinner & Hospitality	1,000	1,000	1,000	1,000	1,000
1,398	Remembrance Sunday & War Memorials	1,500	2,000	2,000	2,000	2,000
1,501	Miscellaneous	1,700	1,500	1,500	1,500	1,500
-463	Interest	-600	-600	-600	-600	-600
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
162,673	TOTAL	183,500	182,500	176,600	208,500	184,400

4. In respect of the figures above, Members should note:
 - a. The Grants budget is currently unspent. Any sum remaining unspent at the end of the financial year will be rolled-over and added to the budget for spending in 2018-19.

- b. The Salaries and Employment Costs budget for 2018-19 includes the full year cost of the new Caretaker post, and increases in employers' pension contributions following the triennial actuarial review of the Staffordshire pension scheme. Pay awards have been allowed for at 1% per annum (4.4% for living wage). The increase in this budget due to the new caretaker is partly offset by a reduction in the direct Frank Jordan Centre budget where the previous cleaning contract was charged.
 - c. The current insurance contract will end in May 2019. The budget has assumed that it will be renewed at the same rates as at present, plus inflation.
 - d. The Administration budget is unusually high in the current year due to budgets related to IT equipment spending and office carpet replacement having been rolled forward from previous years. The IT equipment is now in the process of being replaced and an IT support contract has been let.
 - e. Audit and legal fees are expected to increase in the current year due to the appointment of a new internal auditor.
 - f. The 2019-20 budget includes the estimated cost of the May 2019 election. No provision has been made for by-elections, so should any be required the costs would need to be met from reserves.
 - g. The Regalia and Presentations forecast for the current year includes the cost of repairs to the Mayor and Deputy Mayor's badges. Ongoing budgets provide an allowance of £500 per annum.
 - h. Other budgets have been provided at broadly current levels, plus inflation.
5. As reported to the meeting of the General Purposes Committee on 5th December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where Members will want to undertake new developments or stop/change the things that the Council is doing now.
6. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2018-19 and future years.

Recommendations

7. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 23rd January 2018.

Stone Town Council – Management Sub-Committee

12th December 2017

Review of Grant Terms and Conditions

Report of Town Clerk

Purpose of Report

1. To review the Terms and Conditions under which the Council awards grants to voluntary organisations.

Background

2. The grant aid process was last reviewed by the Committee at its meeting on 5th March 2013.
3. Since then, the process has generally worked well, though an increasing number of applications are starting to arrive during times of the year other than the July Committee meeting, which is supposed to be where the majority of grants are considered.
4. This report considers potential changes to the Council's grant application process.

Proposed Changes

5. **Use of Grant Monies:** Organisations do not always inform the Council of the use to which grant money has actually been put, subsequent to the awarding of the grant. This is only a legal requirement for grants over £2,000 and the information is requested in such cases. It would be good practice if all grant recipients were required, within 12 months of the grant award, to inform the Council of the use to which the grant has been put.
6. **Grant Timetable:** As mentioned above, grants have started to be received throughout the year again, rather than focused on the July meeting in accordance with the Council's policy. This makes it more difficult for the Council to assess competing demands fairly, and may result in a position where the Council is unable to afford to make a grant that it would like to make, as the budget has already been spent on a lower priority item earlier in the year.
7. It is suggested that the Council changes to considering grants twice a year, at its July and February meetings, and only considers grant applications at other meetings in cases of urgent need.
8. **Application Form:** Currently, all information supplied by applicants is included in the Committee agenda when the grant is considered. With pending changes to data protection legislation, it would be an opportune time to review the grant form to provide a separate section for personal information which would not be included with the circulated papers.

Conclusion

9. The Council's grants policy is generally working well, but this report has suggested updates in respect of reporting the use made of grants, the timetable for awarding grants, and the

layout of the application form. A proposed revised “Notes for Grant Applications” is attached as an appendix showing the suggested changes.

10. Members of the Sub-Committee are also asked to consider any other changes that they would want to make to the Grants process.

Recommendations

11. The Sub-Committee is recommended to:
 - a. Adopt the changes to its grants policy set out in paragraphs 5 to 6 above from the 2018 grant year, as reflected in the updated “Notes for Applicants” attached as an appendix to this report.
 - b. Consider any other changes that the Sub-Committee may want to make to the Council’s grants policy

Notes for Grant Applications 2018



Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid in 2018. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of criteria against which applications will be considered. These relate to who can qualify to receive a grant, and how much they can be paid. The guidelines are set out below.

Qualifying Criteria

In order to be considered for a grant from Stone Town Council, applicants must be a properly constituted organisation and meet the following conditions:

1. They provide a service or services which benefit the residents of the Town Council's area.
2. They must not be political or primarily a lobbying organisation.
3. They have fully completed the Council's application process by the advertised deadline, which will include:
 - a. Completion of the standard application form,
 - b. Provision of the most up to date set of accounts for the organisation available at the date of the application deadline, where applicable,
 - c. Details of how any grants provided to the organisation in previous years have been spent.
 - d. Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to distribute the available funding at the July 2018 and February 2019 meetings of its General Purposes Committee. Only emergency applications which will not wait until the next grant meeting will be considered at other General Purposes Committee meetings. This policy will be strictly adhered to.

The Council will aim to distribute grants widely, and to those applicants presenting the greatest need. To this end, other than in very exceptional circumstances, grants will be awarded:

1. Up to a maximum of £500 per organisation in any financial year.
2. To organisations holding less than 12 months' net expenditure (excluding grants) in reserves. The definition of reserves in this case excludes reserves which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, emergency applications for meetings other than July 2018 or February 2019 should complete this section to explain why the request would not wait until the following meeting.

Other Requirements

Any organisation awarded a grant will be required to let the Council know, within 12 months of the award, the use(s) to which the grant money has been put.

Application Process

In order to be considered at the meeting on July 2018, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP no later than 15th June 2018. For the February 2019 meeting, applications will need to be received by January 19th.

Applications can also be emailed to clerk@stonetowncouncil.org.uk in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address.

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.