

## Report of the Portfolio of Resources and Personnel Policy

**GRANT AID REQUEST FROM STAPLEFORD TOWN COUNCIL**1. Purpose of Report

To consider a request for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

2. Recommendation

**The Committee is asked to CONSIDER the request and RESOLVE accordingly.**

3. Detail

A grant aid application has been received from Stapleford Town Council for consideration. Stapleford Town Council has submitted a request for a contribution of up to £25,000 towards the cost of the refurbishment and development of the Carnegie Civic Centre on Warren Avenue in Stapleford. Details of the application are included in appendix 1.

The agreed protocol for assessing grant aid to parish and town councils is provided in appendix 2 with the grants previously awarded under this scheme listed in appendix 3.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

No budgetary provision exists for capital grants to parish councils. If Members wished to support the capital request from Stapleford Town Council, an award could be made from the 2022/23 capital contingencies budget of which £55,000 currently remains available (subject to the consideration of other requests as part of this agenda).

Members would also have to be mindful of committing a significant proportion of the capital contingencies budget at an early stage in the financial year.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Background Papers

Nil

## APPENDIX 1

**GRANT APPLICATION – STAPLEFORD TOWN COUNCIL**

Stapleford Town Council has submitted an application for a contribution of £25,000 towards the cost of the refurbishment and development of the Carnegie Civic Centre (including Annexe) on Warren Avenue in Stapleford.

The Town Council has provided a detailed narrative report in support of this application and this narrative is presented below in full for consideration by Cabinet, as follows:

**Rationale**

*Stapleford Town Council is looking at how it can best serve the needs of the community whilst capitalising the use of our assets to alleviate pressure to increase the Precept. It recognises that the position with regard to community facilities in the town is changing as a result of the Town Deal Funding. The Proposed Community Hub on Hickings Lane park and the Enterprise Hub on the high street could potentially impact on the income of the Town Council by reducing rental income from the Carnegie Civic Centre. Rather than compete with the planned new provision, the Council would like to diversify and provide alternative facilities to residents and visitors which are complementary to future plans.*

**Project Outline**

*The Town Council is seeking to refurbish the Carnegie Civic Centre and Annex building to provide more comfortable accommodations and facilities for users and to increase the letting potential. The Council is currently exploring the opportunity for holding wedding ceremonies and other services in the Carnegie Civic Centre which will increase the facilities to the town and fit in with sustainability ideals. The front of the building is iconic as a former library but in need of a 'facelift' (repointing of blockwork, re-varnishing/repair of front doors, refresh of steps and signage).*

*The interior of the Carnegie Civic Centre has period features but requires repainting and re-flooring and the idea of creating a larger professional kitchen facility has been explored. An additional accessible toilet would be created as part of the works. There is also a proposal to introduce folding doors to the rear meeting room to enable the creation of a third smaller space for additional letting potential. This would include the reinstatement of an old doorway (currently sealed and painted shut) in order to enter the room. The current meeting room furniture is not fit for purpose (it appears to be cast offs from local schools) and will also require replacement with more flexible items. Additionally, the Council would like to improve the AV facilities to include a large screen TV for presentations.*

*The annexe building was let out to a local company but they have since surrendered the lease and the building now needs to be refurbished to make it attractive in a competitive market. There is a damp issue which needs to be resolved. The project will then include the installation of a small kitchen, replacement window and then painting and re-flooring of the building.*

Corporate Plan and Sustainable Community Strategy

Stapleford Town Council recognises the need for this project to contribute to the aims and objectives of Broxtowe Borough Council's Corporate Plan and the Sustainable Community Strategy.

The Town Council are keen to attract as many new visitors into Stapleford as possible to help its local businesses and believe that encouraging people and groups into the town centre by providing an historic small event facility will assist in doing this.

The events run by the Town Council to date have already attracted new visitors to the town who have expressed positive comments about the town and a desire to return. The work of the Town Council in supporting increased tourism through running events is a vital component to sustaining the town and its businesses.

Costs

This a large project and will be carried out in phases to minimise disruption to existing users of the building. Some elements have not been fully costed at the time of writing [...] However, several quotes have been obtained for a number of elements – the best prices are set out below:

**Annexe**

<b>Item</b>	<b>Quoted Cost<sup>1</sup></b>
Damp proofing work	£1,176.00
Kitchen	£850.41 <sup>2</sup>
Plumbing/heating	£835.00
Window replacement	£78.00
Painting	£400.00
Carpet	£500.00 <sup>3</sup>
<b>Total</b>	<b>£3,839.41</b>

**Carnegie Civic Centre**

<b>Item</b>	<b>Quoted Cost<sup>1</sup></b>
Exterior works	£1,200.00
Kitchen (pro catering grade)	£25,589.50
Plumbing	£1,500.00 <sup>3</sup>
Electrical	£1,500.00 <sup>3</sup>
Painting	£2,200.00
Flooring	£5,000.00
Interior building works inc materials	£13,375.50
Waste disposal/skips etc	£1,200.00
AV equipment	£2,000.00
Meeting rooms furniture	£5,915.00
Catering equipment	£500.00
Contingency	£2,000.00 <sup>3</sup>
<b>Total</b>	<b>£61,980.00</b>

<sup>1</sup> all prices are including VAT

<sup>2</sup> items only - install quote to be obtained

<sup>3</sup> estimated

### Financial Information

The closing balance of Stapleford Town Council funds as at 31 March 2021 was £165,896 (2020: £156,664), with the draft closing balance as at 31 March 2022 currently estimated at approximately £175,600. Of these funds, £81,000 is earmarked for items including elections, ICT equipment, allotments maintenance and high street improvements, including a £7,200 'building fund' which is intended to part-finance the project detailed above. It is also the Town Council's policy to retain a further £50,000 as reserve for emergencies.

The Town Council has stated that it "has determined to use the remaining general reserves to off-set the budget requirements for the new financial year to reduce the amount of increase required on the precept and so has no other funding to call on to support this project."

An application has been made to the Nottinghamshire County Council Local Communities Fund for a capital grant of £20,000. A further application will be made to the FCC Communities Foundation (an organisation which awards grants to community projects from funds donated by FCC Environment through the Landfill Communities Fund) depending on the outcome of the applications to Nottinghamshire County Council and to this Council.

The budget projection for 2022/23, approved by the Town Council on 21 January 2022, anticipates a deficit of approximately £30,000. The total precept for Stapleford Town Council for 2022/23 is £104,151 (2021/22: £97,182).

### Summary

This is the first capital grant aid request received from Stapleford Town Council although Members will note earlier revenue grant awards in appendix 3.

For 2022/23, Stapleford Town Council has submitted a request for a contribution of up to £25,000 towards the cost of the refurbishment and development of the Carnegie Civic Centre. Members will also note from appendix 3 that this is a sizeable request is significantly higher than previously awarded grants to parish and town councils.

No budgetary provision exists for capital grants to parish councils. If Members wished to support the capital request from Stapleford Town Council, an award could be made from the 2022/23 capital contingencies budget of which £55,000 currently remains available (subject to the consideration of other requests as part of this agenda).

## APPENDIX 2

**Protocol for Consideration of Grant Aid to Parish and Town Councils**

The Protocol for the Consideration of Grant Aid requests from Parish and Town Councils was agreed by Cabinet on 8 June 2010. The key provisions are:

1. Grant aid will only be given in support of specific projects or services and not as a general grant towards the services provided by a parish/town council.
2. Revenue grant aid will only be considered towards services which act as a replacement for services which otherwise Broxtowe Borough Council would have to provide or which supplement services which the borough council provides so as to reduce the costs that Broxtowe would otherwise incur.
3. In applying for grant assistance the parish/town council will need to demonstrate how the service or project in question contributes to Broxtowe's aims and objectives as laid out in the Corporate Plan and the Sustainable Community Strategy.
4. In applying for grant aid assistance the parish/town council will need to provide evidence as to why they do not have the financial resources to provide the services or project in question and what the consequences would be for local residents and businesses if the service was withdrawn or the project not completed. This will include a requirement for the parish/town council to detail what other funding sources they have secured (or otherwise) and to provide a statement as to any reserves held and their planned use.
5. Preference will be given to support for the provision of mandatory services as compared with discretionary services.
6. Where grant aid is to cover the cost of a specified service, the parish/town council will be responsible at its own cost for providing an audited statement within six months of the end of the financial year concerned to confirm the amount of expenditure incurred and income received against which grant aid may be payable. Any grant payable would then be adjusted retrospectively if necessary following receipt of such an audited statement.
7. Grant aid will only be in respect of additional costs directly incurred by the parish/town council and will not cover the cost of any general overheads which the parish/town council would otherwise incur anyway as a result of their operations.
8. Grant aid will be cash limited in each year and the responsibility for costs increasing beyond the cash limit will normally rest with the parish/town council. Where such cost increases are considered to be unavoidable and beyond the parish/town council's control, then Broxtowe may be approached to seek a further grant award.

9. Where the parish/town council wishes to vary the service provided for which grant aid has been awarded, this should only take place after full consultation and with the agreement of Broxtowe.
10. Preference will be given towards one off capital projects rather than as a regular annual contribution towards the ongoing costs of providing services.
11. The parish/town council shall be required to provide such information as Broxtowe may reasonably request as to the actual outputs and outcomes arising from any service or project where Broxtowe makes a contribution.
12. Any grant contribution that may be awarded by Broxtowe need not be at the rate of 100% of net expenditure incurred but may be at a lesser rate to reflect such as its own corporate priorities, budgetary constraints or the availability of similar services or projects elsewhere.
13. Revenue grants will normally only be awarded for one year although an indicative amount for the following year may be given at Broxtowe's discretion. Capital grant aid will be towards the cost of a specific one-off project.
14. Requests for grant aid in respect of a particular financial year should normally be submitted by the end of October of the preceding year at the latest to assist with forward budget planning for both Broxtowe and the parish/town council. Broxtowe will endeavour to make a decision on such requests by the end of December in the year preceding that for which grant aid is requested.

## APPENDIX 3

**Grant Aid Awards to Parish and Town Councils**

The table below lists the grants awarded under this scheme since 2014/15.

<b>Date</b>	<b>Council</b>	<b>Amount</b>	<b>Purpose</b>
01/04/14	Nuthall Parish Council	£2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	£2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	£350	Memorial plaque
19/04/16	Eastwood Town Council	£5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	£4,000	Upgraded heating system (Capital)
19/09/16	Awsorth Parish Council	£5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	£4,000	Play facility repairs/replace (Capital)
03/10/17	Nuthall Parish Council	£1,820	Remembrance parade
12/10/17	Greasley Parish Council	£1,000	Christmas lights event
12/10/17	Nuthall Parish Council	£3,395	Cemetery maintenance
26/04/18	Nuthall Parish Council	£12,000	Cemetery roadway surface (Capital)
26/04/18	Nuthall Parish Council	£2,000	Summer Youth Club
11/10/18	Greasley Parish Council	£647	WW1 commemoration sculpture
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsorth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator
07/10/21	Nuthall Parish Council	£1,905	Remembrance parade
07/10/21	Nuthall Parish Council	-	£2,950 award pending for new defibrillators
09/12/21	Awsorth Parish Council	£7,000	Play area improvements (Capital)
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
06/01/22	Kimberley Town Council	£1,200	Remembrance Sunday Event