

Report of the Portfolio Holder for Resources and Personnel Policy

GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS1. Purpose of Report

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

2. Recommendation

Cabinet is asked to CONSIDER the requests and RESOLVE accordingly.

3. Detail

Two requests for grant aid assistance from parish/town councils have been received:

- Stapleford Town Council has requested that the Council commit to providing a 'contributing third party payment' of £6,450 to the FCC Communities Foundation as a condition of securing additional funding from that Foundation for the refurbishment of the Carnegie Civic Centre in Stapleford.
- Kimberley Town Council has requested a grant of up to £1,958 towards the full cost of traffic management and security stewarding at the forthcoming Remembrance Sunday Parade.

Details of the applications 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 of the Head of Finance Services were as follows:

In terms of the request from Stapleford Town Council, no budgetary provision exists for capital grants to parish councils. If Members wished to support the request from Stapleford Town Council, an award could be made from the 2022/23 capital contingencies budget of which £49,000 currently remains available (subject to the consideration of any other requests as part of this agenda). Any payment would only be made in the event of Stapleford Town Council being successful in their application to the FCC Communities Foundation.

If Members wished to support the request from Kimberley Town Council, an award could be made from the £20,000 provision for grants to parish councils included in the 2022/23 revenue budget, of which £3,226 remains available.

5. Legal Implications

The Council is empowered to make grants by virtue of Section 137 Local Government Act 1972 (as well as other legislation). Having an approved process in line with the legislation and the Council's Grant Aid to Parish and Town Councils Protocol will ensure the Council's compliance with its legal duties

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil.

APPENDIX 1

Grant Application – Stapleford Town Council

Members may recall that in May 2022 Cabinet considered a grant aid request from Stapleford Town Council for a contribution of £25,000 towards the cost of the refurbishment and development of the Carnegie Civic Centre on Warren Avenue in Stapleford. At that meeting, Cabinet resolved to defer a decision on the application to allow discussions to take place between the Leader of the Council and Chief Executive to understand the broader picture of current developments within Stapleford, including the Youth Centre and Arthur Mee Centre. Following this, a revised application is now presented to Cabinet within this report for consideration.

To assist with the financing of the refurbishment project, Stapleford Town Council now has in progress an application for £60,000 from the FCC Communities Foundation (an organisation which awards grants to community projects from funds donated by FCC Environment through the Landfill Communities Fund). As part of the requirements for such an award from the Foundation, an applicant must secure a 'contributing third party payment' equating to 10.75% of the total amount applied for. This payment is made direct to FCC Environment and only covers the shortfall they suffer by participating in the scheme. The funding for the payment cannot be taken out of any grant awarded by the Foundation, and must be raised from a third party such as a private company, public sector organisation, charity or private donor.

The grant request from Stapleford Town Council is for this Council to commit to provide the necessary contributing third party payment in order for the application to the FCC Communities Foundation to proceed. The amount required would be £6,450, being 10.75% of the £60,000 to be applied for. Payment of this amount to the Foundation would only be made in the event of Stapleford Town Council being successful in their application to the Foundation.

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- The award would be for a specific capital project.
- The need for the payment to the Foundation to be from a third-party means that Stapleford Town Council is unable to finance this from its own resources.

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

Item	Quoted Cost¹
<i>Damp proofing work</i>	<i>£1,176.00</i>
<i>Kitchen</i>	<i>£850.41²</i>
<i>Plumbing/heating</i>	<i>£835.00</i>
<i>Window replacement</i>	<i>£78.00</i>
<i>Painting</i>	<i>£400.00</i>
<i>Carpet</i>	<i>£500.00³</i>
Total	£3,839.41

Carnegie Civic Centre

Item	Quoted Cost¹
<i>Exterior works</i>	<i>£1,200.00</i>
<i>Kitchen (pro catering grade)</i>	<i>£25,589.50</i>
<i>Plumbing</i>	<i>£1,500.00³</i>
<i>Electrical</i>	<i>£1,500.00³</i>
<i>Painting</i>	<i>£2,200.00</i>
<i>Flooring</i>	<i>£5,000.00</i>
<i>Interior building works inc materials</i>	<i>£13,375.50</i>
<i>Waste disposal/skips etc</i>	<i>£1,200.00</i>
<i>AV equipment</i>	<i>£2,000.00</i>
<i>Meeting rooms furniture</i>	<i>£5,915.00</i>
<i>Catering equipment</i>	<i>£500.00</i>
<i>Contingency</i>	<i>£2,000.00³</i>
Total	£61,980.00

¹ all prices are including VAT

² items only - install quote to be obtained

³ estimated

Financial Information

The closing balance of Stapleford Town Council funds as at 31 March 2022 (per the draft accounting statements) was £195,530, comprised entirely of cash. The funds include reserves set aside for allotments maintenance (£28,620), elections (£14,650) and high street improvements (£11,875). The Stapleford Town Council annual precept for 2022/23 was £104,151 (2021/22: £97,182). The budget projection for 2022/23, approved by the Town Council on 21 January 2022, anticipates a deficit of approximately £30,000.

Grant Application – Kimberley Town Council

Kimberley Town Council has submitted a grant aid request for up to £1,958 towards the full cost of traffic management and security stewarding at its forthcoming Remembrance Sunday Parade.

The Kimberley Parade has been running for many years. Following the police withdrawal of traffic control by way of a rolling roadblock, updated regulations require a full road closure. Kimberley's War Memorial, the location for the service, is situated at a mini roundabout junction in the centre of Kimberley. As the Parade begins at the Holy Trinity Church, and follows a busy road up to the War Memorial, the Town Council has little alternative but to employ specialised contractors for the event in order to manage a safe event. Moreover, the location of the event (in the Town centre close to a high-volume shopping precinct) has created additional risks and responsibilities.

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- Though the award would be for a revenue grant (rather than for a specific capital project), events such as the Remembrance Service Parade complement the services provided by Broxtowe Borough Council and have historically been provided by this and other parish/town councils throughout the borough.
- The provision of events such as Remembrance Service Parades contributes towards community cohesion, helps to combat social exclusion and loneliness and assists with the development of Town Centres.

Financial Information

The closing balance of Kimberley Town Council funds as at 1 September 2022 was £425,357. These funds include reserves set aside for an election, match funding for the Levelling Up Fund bid and towards the rebuilding of the Town Hall should the Levelling Up Fund be unsuccessful. The Kimberley Town Council annual precept for 2022/23 was £128,941 (2021/22 - £123,877).

Should this (Broxtowe) Council only provide a partial contribution, the shortfall will be made up from Kimberley Town Council's reserves.

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.

Date	Council	Amount	Purpose
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
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
19/07/22	Awsorth Parish Council	£500	Platinum Jubilee Celebrations
19/07/22	Nuthall Parish Council	£2,950	New defibrillators
19/07/22	Kimberley Town Council	£6,700	Christmas lights switch-on 2021
04/10/22	Nuthall Parish Council	£2,330	Remembrance Parade
04/10/22	Nuthall Parish Council	£2,100	Cemetery Maintenance
04/10/22	Stapleford Town Council	£2,194	Remembrance Event