



Shaw & Crompton Parish Council

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NOTICE OF MEETING

There will be a meeting of the
EVENTS, PROMOTIONS & GRANTS COMMITTEE

to be held via the Zoom platform

on

Tuesday 14th July 2020

commencing at 7:00pm

when the business set out in the following agenda will be transacted

Meeting quorum is 3

**Members of the public are welcome to attend
for the whole or part of the proceedings**

Date : 9 July 2020

Tony Hilton
Clerk to the Council

Committee Membership: -

Councillors Beeston (Chair), Hamblett (Vice-Chair), Baker, Berry, Bland and Rowlinson.

Please ensure that your mobile phone is switched to silent
or is switched off completely during the meeting

AGENDA

- 1 To receive any **apologies** for absence.
- 2 To receive **declarations of interest** in any contract or matter to be discussed.
- 3 To approve as a correct record the **Minutes** of the meeting held on 9 June 2020.
- 4 **Public Participation**
In accordance with Standing Order
 - **3 (f)** Unless directed by the Chair of the meeting, a period not exceeding 15 minutes is set aside to listen to matters raised by members of the public **in respect of business on the agenda** and
 - **3 (g)** A member of the public shall not speak for more than 5 minutes.
- 5 **Grants and Donations**
 - a) To note that there are no grant applications at this time;
 - b) To consider providing future financial support to local charity, not-for-profit organisations and local businesses (see minute 5ii of the 9 June 2020 meeting) – see attached policy, application form and Clerk's note.

6

Events in 2020/21

To receive updates and agree action in relation to items 6.1 (a) – (c):-

6.1 Parish Council

a) Lancashire Day 27 November 2020

Lead Member : Councillor Beeston

b) Christmas Charity Market

Lead Member : Councillor Hamblett

c) Other community events

(i) Shaw & Crompton Carnival (Councillor Beeston);

(ii) Community Bike Ride (Councillor Hamblett);

(iii) Future local events that the Parish Council may be able to engage with including, *but not restricted to*, the Shaw & Crompton Events Group Christmas Lights switch on (Market Street) 2020 and the Friends of Dunwood Park Christmas events

6.2 Chairman

To receive an update from

a) the Council Chairman regarding future fundraising events and

b) Councillor Beeston regarding arrangements for the 'Night of the Proms' Chairman's charity fundraising event at Playhouse 2, Shaw.

7

Business Plan 2019 - 2023

To review the contents of the attached draft Business Plan particularly in relation to those actions assigned to this Committee with the view to endorsing adoption of the Business Plan by Council in September and its subsequent publication.

8

Town Crier

To (a) receive an update in relation to the Town Crier and agree further action and (b) note the agreed protocols of the Town Crier's role (attached).

9

Dates of Future Meetings

Tuesday at 7:00pm 8 September, 10 November 2020; 19 January, 9 March 2021

**SHAW & CROMPTON PARISH COUNCIL
Events, Promotions & Grants Committee**

Minutes of the remote meeting held on the 9 June 2020
via the Zoom platform

Present: Councillors Beeston, Berry, Hamblett and Rowlinson.
Councillor Beeston in the Chair.

The meeting started at 7:15pm

1. **Apologies for absence:** Councillors Baker and Bland.
2. **Declarations of Interest:** Councillor Hamblett declared a personal, non-prejudicial interest in matters relating to the Friends of Dunwood Park and the Shaw and Crompton Events Group.
3. **Minutes :** The minutes of the meeting held on the 26 May 2020 were approved as a correct record.
4. **Public Participation:** As there were no members of the public present, the meeting continued to the next item without the need for an adjournment.
5. **Grant applications:** Although there were no grant applications for consideration at the meeting, Councillor Hamblett proposed that the Parish Council's grant scheme might in the future
 - (i) operate without a grant limit and
 - (ii) allow/encourage local businesses to apply (i.e. for shop frontages/other material improvements).

It was agreed to defer further consideration of these proposals to the next meeting.

6. Events in 2020/21 and 2021/22

6.1 Parish Council

a) Lancashire Day – 27 November 2020

Lead Member - Councillor Beeston

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

b) Christmas Charity Market 2020 – date to be confirmed

Lead member – Councillor Hamblett

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

c) Other community events

(i) Shaw and Crompton Carnival 2021 – date to be confirmed

Lead Member - Councillor Beeston

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(ii) Community Bike Ride 2021 – date to be confirmed

Lead member – Councillor Hamblett

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(iii) Shaw and Crompton Events Group – Christmas lights switch on (Market Street) 2020 and Friends of Dunwood Park Christmas events 2020

It was agreed to

- defer these items to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events and
- invite Sue Banks (Shaw and Crompton Events Group) and Pauline Holt (Friends of Dunwood Park) to the next meeting on the 14 July 2020.

6.2 Chairman

There are no events planned due to the coronavirus but it was agreed in the meantime that Councillor Beeston contact John Tweedie at Playhouse 2 with the view to securing a date for 'The Night of the Proms' Chairman's charity event before May 2021. The Chairman reported that he is hoping to raise funds this year for the following charities:-

Sight Support, Diabetes UK and Dr Kershaw's Hospice.

7. Dates of Future Meetings

Tuesday at 7:00pm on 14 July, 8 September, 10 November 2020;
19 January, 9 March 2021.

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Document Control	
Title	Grants & Donations Policy
Author	Tony Hilton
Owner	Shaw & Crompton Parish Council
Subject	Grants and donations made to qualifying organisations
Review date	December 2020

Version	Description	Date	Revised By
1.0	Draft policy to Events, Promotions & Grants Sub-Committee meeting	22 nd October 2019	The Clerk
2.0	Revised draft policy to full Council for ratification	9th December 2019	Council

Section 1

POLICY STATEMENT

This document sets out the Parish Council's policy and procedure for the awarding of grants and donations.

The Parish Council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive

Our yearly budgeting process is completed in December and offers for the following financial year cannot be made until Council approves the budget estimates. Our awards are open to established voluntary or community groups, as well as new or informal local groups who are or intend by the date of application to become formally constituted.

Section 2

PARISH COUNCIL POWERS and SECTION 137

A parish council has a number of powers granted under various Acts of Parliament which enable it to spend money.

In addition, if a council lacks a particular power, it may consider the use of the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend *up to a certain limit* on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.

The Parish Council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the precept which the parish council makes on the principal authority. The cost of any grants or donations is therefore reflected in residents' council tax bills.

Section 3

WHO IS ELIGIBLE TO APPLY?

To be eligible for the award of a grant under Section 137 an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- have a constitution, or set of rules, which define its aims, objectives and operational procedures
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group
- have a bank account operated by a minimum of at least two joint signatories

Section 4

WHAT IS ELIGIBLE FOR FUNDING?

- the project should be something that makes the local community a better place in which to live, work or visit
- it should benefit people who live in the parish
- there must be clear evidence that local people support the project and are involved in carrying it out
- each group may only make one application per financial year
- applications will be considered for day-to-day running costs and individual projects

Section 5

WHAT IS NOT ELIGIBLE FOR FUNDING?

- support for individuals or private business projects
- projects that are the prime statutory responsibility of other government bodies
- projects that improve or benefit privately owned land or property
- projects that have already been completed or will have been by the time the grant is made
- political activities

Section 6

CONDITIONS OF SUPPORT

The Council may make the award of any grant or donation subject to all or some of the following conditions. Required conditions will be at the discretion of the Council and take into account your organisation's individual circumstances.

- In order to fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the grant/donation for audit purposes.
- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you – the Parish Council will not be in a position to make up any shortfall.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- You must acknowledge the Parish Council's support in all publications, publicity and annual reports.

- You should show the funding awarded separately in your published financial accounts and the Parish Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report to the Parish Council on how you spent the money and if appropriate how your project went.

Section 7

WHEN TO APPLY

The Parish Council operates a **small grants scheme**, where an award can be up to a maximum of £250. However, in exceptional circumstances and at the Council's discretion, this amount may be exceeded.

All applications are considered at the Events, Promotions and Grants Committee meetings which take place approximately 8 times throughout the financial year (April – March). Meeting dates are published and applications for a grant must be received by the Clerk at least one week before the meeting.

In relation to **donations**, organisations should write/apply to the Parish Council by the end of November in time to be considered for inclusion in budget estimates for the following year at the Council's discretion. Therefore, any award granted by the Events, Promotions and Grants Committee would become available for payment after April the following year.

This is a competitive process against other bids. The quality of each bid is important and must comply with the eligibility criteria detailed in Sections 3 and 4 of this policy.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again. A fresh application will be required each time.

Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

Section 8

HOW TO APPLY

For an application form, please contact the Clerk via

- the postal address of **Shaw & Crompton Parish Council, 1 Kershaw Street East, Shaw, Oldham OL2 8AB**
- email clerk.shawcrompc@btconnect.com
- telephone **01706 847590**

Section 9

HOW WILL DECISIONS BE MADE?

All decisions will be made by the Parish Council's Events, Promotions and Grants Committee whose decision is final and there is no right of appeal. Unfortunately, we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

This policy was agreed and adopted by Shaw & Crompton Parish Council at its meeting on

Date 9 December 2019

Signed Councillor Joseph Beeston

Chairman, Shaw & Crompton Parish Council

**APPLICATION FOR GRANT/DONATION AWARD
for VOLUNTARY ORGANISATIONS**
(Local Government Act 1972, Section 137)

Please complete the form and submit to the
Clerk of the Council at the address below

Organisation name	
Name, address and status of contact	
Telephone number/email of contact	
Is the organisation a registered charity? Yes / No	If Yes, please state registered Charity Number:
Type of organisation	
Organisation aims and objectives	
Organisation's membership (approximate number and area members are drawn from)	
Is membership restricted by any means? Yes / No	If Yes, please provide details
Amount requested	£
For what purpose is the grant/donation award requested?	
What is the total cost of the project/purpose?	£

If the total cost of the project is more than the grant/donation, how will the shortfall be funded?	
Have you applied elsewhere for funding for the same project/purpose? Yes / No	If Yes, please provide details
Who are the beneficiaries of the award?	
Should your request be successful, please provide either Bank details for electronic payment or The name to be included on a cheque:	Account name: Sort code: Account Number:

You may use a separate sheet of paper to submit any other information which you feel will support this application

Signed..... Date

Notes

- 1 Although each application will be examined individually, it is Council's general policy not to provide any organisation with a grant or donation for items of ongoing expenditure such as rent or rates, maintenance of property or similar expenditure.
- 2 The Council is looking to provide individuals or organisations with grants towards the capital cost of items of equipment or specialist clothing in keeping with the aims of the organisation or individuals' special needs.
- 3 The recipient will be requested, where it is feasible, to display the Parish Council's logo on any item of clothing or equipment purchased with the aid of a grant.
- 4 Within 6 months of receipt of the grant, the recipient will be required to provide expenditure receipts confirming that the grant has been spent for the purpose intended.
- 5 Should the recipient be unable, for any reason, to use the grant for the purpose intended and approved by the Council, the recipient will be expected to return the grant to the Council.

You may, if you wish, attend an Events, Promotions and Grants Committee meeting in order to present or explain any points with regard to your application. It is also possible that the Committee may request your presence to assist them in considering the application.

If you wish to be present, please indicate below:

I wish to be present at the Committee meeting which considers this application.

Signed _____

Clerk's note

Grants and Donations legal framework

1. Parish/town councils may consider the use of the statutory power of Section 137 of the Local Government Act 1972, which permits the spending of *up to a certain limit* on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.
2. The Parish Council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the precept which the parish council makes on the principal authority. The cost of any grants or donations is therefore reflected in residents' council tax bills.
3. The Parish Council has operated a small grants award system for a number of years and has been pleased to support a range of qualifying bodies (see eligibility criteria on the attached adopted Grants and Donations Policy at sections 3 and 4).
4. Donations operate in a similar way whereby applicants have to meet certain criteria. However, the Parish Council has adopted a slightly different approach with regards to the funding and payment of donations (see section 7 of the Grants and Donations Policy) which provides for flexibility in terms of the level of donation it may award but that any requests must be made to the Council no later than November each year to feed in to the budget setting process for the following financial year.
5. Other than the provisions made in s137 of the Local Government Act 1972, the Council could make awards to businesses or individuals if the Council qualifies to use the General Power of Competence (GPC) as provided for in the Localism Act 2011. In short, the GPC gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. However, in order to be able to invoke or use the GPC, councils must be eligible to do so.
6. An eligible council is one which has (i) agreed to adopt the general power of competence (which must be formally agreed and minuted at a Council meeting), with at least two thirds of its members being declared elected and (ii) the Clerk must hold an appropriate qualification.
7. In relation to the 'two thirds rule', this means two thirds of the total number of councillors for any council that have been elected either at a 4-yearly election or a by-election. Co-opted councillors do not count as they have not been 'elected' through either of the aforementioned circumstances. In the case of Shaw & Crompton Parish Council, a full complement of councillors is 14 and only 9 were elected (unopposed) at the May 2019 elections. Two thirds of 14 is 9.33 (recurring) but because it is not a whole number, the rule states that it must be rounded up, which results in 10 being the eligible number of elected councillors for this Council in relation to the GPC.

8. In addition, as Clerk, I do not as yet hold an appropriate qualification, although I am currently studying for the CiLCA (Certificate in Local Council Administration) qualification and hope to qualify this year.

9. In summary, the Parish Council's current Grants and Donations Policy does not provide for the Council to award grants or donations to businesses, private companies or individuals as this would only be possible through the General Power of Competence which, as explained, we are not currently eligible to use.

Tony Hilton
Clerk to the Council
9 July 2020

Draft Business Plan : 2019 – 2023 v7

1. Background

1.1 Further to the initial draft of an outline business plan being first presented to Council on the 11 November 2019, the draft has subsequently been reviewed and updated at the following meetings:-

Environment Committee – 19 November and 10 December 2019;
Council – 9 December 2019 and 6 January 2020;
Resources Committee – 17 December 2019;
Events, Promotions & Grants Committee – 14 January 2020.

1.2 The attached report is therefore the latest version, which from both full Council's and Committees' points of view, should be able to guide considerations in relation to agreeing priorities for the new financial year 1 April 2020 - 31 March 2021, where the budget setting process has been delegated in the first instance to the Resources Committee (28 January 2020) and the 2020/21 budget is due to be formally approved by Council at its meeting on the 10 February 2020.

2. Business Plan - Thematic Priorities

2.1 The following themes are derived from the Council's 'Vision' and provide the context within which actions are to be agreed.

Priority – Caring for the Environment and Protecting our Community		
Action	Lead Body	Timescale
1. To support and contribute to initiatives which ensure that Shaw and Crompton moves towards a more ecologically friendly status by - Implementing Sustainability Standards across Shaw and Crompton in relation to - Green Office (reducing carbon footprint); Free water; Single use plastic fast food outlets.	Environment Committee	Throughout the lifetime of the plan
2. To support the development and improvement of green corridors, walkways and footpaths to link different parts of the town to parks and green spaces	Environment Committee	Throughout the lifetime of the plan
3. To work with partners to improve the town centre offer and look	Council	Throughout the lifetime of the plan
4. Continue to represent residents by commenting on planning applications	Planning Committee	Throughout the lifetime of the plan
5. Increase the infrastructure for electric car charging points	Environment Committee	TBA

6. Promote and campaign for - increased use of renewable energy - conservation of biodiversity in particular bee habitats - better environmental/air quality - reduction of greenhouse gases/climate change - more allotments/other places where food can be grown	Environment Committee	TBA
7. To engage local business to support the above initiatives	Council ?	TBA

Priority – Community Engagement and Support		
Action	Lead Body	Timescale
1. Adopt a Community Engagement Policy	Council	By March 2020
2. Increase volunteering opportunities throughout the town	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
3. Develop a programme of initiatives targeting all neighbourhoods and age groups	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
4. Develop a Communication Strategy to keep residents informed about the work of the Council to include social media, website and print media.	Events, Promotions & Grants Committee	By March 2021
5. To enhance the annual Family Fun Weekend/Vehicle Rally and improve the offer and attendance each year	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
6. To establish and maintain other festivals and events throughout the town which reflect the demands of residents	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
7. To adopt a grant award and donation policy	Events, Promotions & Grants Committee	December 2019
8. To support and grow local businesses and encourage the local business network	Events, Promotions & Grants Committee	Throughout the lifetime of the plan

Priority – A Value for Money and Efficient Council		
Action	Lead Body	Timescale
1. To develop an investment strategy which will ensure that Council resources are maximised as much as possible with as little risk as possible.	Resources Committee	By March 2020
2. Seek to increase income	Resources Committee	Throughout the lifetime of the plan
3. To seek better use of Parish Council assets, such as the Parish Council building	Resources Committee	Throughout the lifetime of the plan

Priority – Health & Wellbeing		
Action	Lead Body	Timescale
1. To actively lobby for new and improved local medical facilities	Council	Throughout the lifetime of the plan
2. To promote health awareness campaigns – youth, mental health, age concern, isolation and loneliness.	Council	Throughout the lifetime of the plan
3. To promote ‘Social Prescribing’	Council?	TBA
4. The protection and better use of green spaces for local residents	Environment	Throughout the lifetime of the plan
5. To support the Citizen’s Advice Bureau	Council	Throughout the lifetime of the plan
6. To support the AV Davies Trust	Council	Throughout the lifetime of the plan

3. Financial implications

3.1 As this is an initial draft plan, no formal costings are proposed at this time. However, as the budget setting process for 2020/21 is imminent, it is nevertheless opportune to not only consider short-term priorities over the next financial year (April 2020 – March 2021) but also the development of a Medium Term Financial Plan (MTFP) where resources are identified to deliver key projects and initiatives up to 2023.

4. Recommendations

4.1 It is recommended that Committee

- a) Review the contents of the draft plan and
- b) Consider recommending that Council adopt the Business Plan whereby the Events, Promotions and Grants Committee are satisfied with the contents.

Shaw & Crompton Parish Council - Town Crier Protocols

Title: Town Crier Protocols

Lead liaison: Chair of the Events, Promotions and Grants Committee (formerly the Communications & Promotions Sub-Committee)

Town Crier's role : To provide in a voluntary capacity Town Crier duties for Shaw & Crompton Parish Council. The role of Town Crier should not be used as a means of financial gain unless previously agreed with the Parish Council.

Key responsibilities and accountabilities:

Scope:

To perform Town Crier duties at events and functions on behalf of Shaw & Crompton Parish Council together with providing services at events arranged by other organisations in and around the community area. Attendance at non-Parish Council events will be at the Town Crier's discretion.

Livery:

The Town Crier will receive items of clothing and equipment in order to perform their duties. These will remain the property of Shaw & Crompton Parish Council and must be returned to the Clerk on retiring from the role or at times as determined by the Parish Council. The livery must be kept of a clean and fine appearance.

Skills:

The Town Crier will be expected to have, and to develop, a good local knowledge with an understanding of the town and its history, to answer queries from visitors to help locate cafes, toilets, local attractions etc. It is hoped that the Town Crier will be able to make easy conversation with anyone seeking assistance.

Your cries must be in good taste and in the spirit of the role.

Responsibility:

The Town Crier represents Shaw & Crompton and its residents and as such is expected to maintain a high standard of appropriate behaviour and courtesy at all times whilst performing duties, and at any competitions.

To initially liaise with the Chair of the Events, Promotions and Grants Committee (formerly the Communications & Promotions Sub-Committee) regarding all matters concerning the role in which the Parish Council's events take priority and where attendance at non-Parish Council events is deemed appropriate.

Duties - Civic events:

It is anticipated that the Town Crier will attend the following Parish Council organised events:

- Parish Council Chairman's Civic reception
- New Parish Council Chairman's Civic Service
- Annual Family Fun Weekend/Vehicle Rally
- Charity Markets
- Christmas Lights switch on
- Any other events organised by the Parish Council.

Other local events:**Personal:**

To act with integrity at all times, behaviour in line with that of a Parish Councillor is to be expected.

To actively pursue the role as Town Crier and to become a member of and abide by the rules/guidelines laid out by the Loyal Company of Town Criers, the criers' professional body.

Have no publically aware political persuasion.

Start every cry with "Oyez, Oyez, Oyez" and finish with "God Save the Queen, God save the Duke of Lancaster".

Insurance:

The Parish Council agrees to include the position of Town Crier within its public liability insurance when it applies.

By signing, the Town Crier has read and understood the terms and conditions of these protocols and agrees to abide by them.

Signed Date
Mr Marcus Emms
Shaw & Crompton Parish Council Town Crier