

Minutes of the Meeting of the Community Benefit Fund Committee

A committee which reports to, and is overseen by,
Bradford & Cookbury Parish Council (BCPC).

Date of meeting: Tuesday 26th February, 2019 at 5.00 pm
in Bradford & Cookbury Village Hall Committee Room.

Present: Parish Councillors - Nigel Manners (Chair), Bill Pennington, Kate Rowlands, Mike Welch. Parishioners - Paul Clarke (Secretary), Geoff Pitt, Chris Reed, Andy Smith.

1. Apologies: Parish Councillor - John Rennie. Parishioner - Phil Drummond.

As well as tending his apologies, Cllr. Rennie tended his resignation pending a forthcoming house move. The committee accepted Cllr. Rennie's resignation with regret, expressed its thanks for his attendance and input last year and wished him well in the future. The Secretary is to convey these thanks and wishes to Cllr. Rennie.
(ACTION: Paul Clarke.)

2. Minutes of the meeting held on 6th August, 2018.

The Minutes were approved with one amendment. In item 3 iii) Snooker Room Equipment Refurbishment bid the sentence "The Snooker Club itself is relatively new (Autumn 2017) and has not yet had the time to build up funds (through membership subscriptions and guest hire/fees) yet the table playing surface, perimeter cushions and scoreboard need to be renewed." is to be replaced with "The Snooker Club itself is relatively new (Autumn 2017) and has not yet had the time to build up funds (through membership subscriptions) yet the table playing surface, perimeter cushions and scoreboard need to be renewed."

3. Update on projects awarded (or considered for) funding in 2018.

i) Village Hall Car Park Improvement.

That this project was completed successfully was plain for all to see outside the meeting room.

ii) Bradford Church Bell Frame Repair.

Because of the involvement of a highly specialist contractor in this work, it has not yet been completed. Geoff Pitt provided the committee with the interim report below:

Progress Report February 2019.

- 1. The Diocesan Advisory Committee (DAC) recommended that the cracked bell frame be replaced rather than repaired. The faculty application was modified accordingly, the faculty was approved with conditions in November 2018. Additional details have been obtained from John Taylor and Co (Original plan of the Treble Bell cast iron 'H' frame and casting plan for the replacement) and were sent to the DAC for agreement. The DAC approved the additional details in February 2019. So the PCC now have authority to proceed with the works.*
- 2. The PCC have submitted in November an order to John Taylor and Co with a deposit to secure a place in their schedule of works.*

3. *John Taylor and Co will inform the PCC when they are ready to manufacture (frame casting) as commencement of works at their foundry will trigger the second staged payment.*
4. *Sufficient funds have been received/ pledged to complete Phase 1 including the additional costs of replacement of the H frame rather than the cast iron weld repair.*
5. *The PCC still anticipate that the works will be completed within the estimated 12 months stated in the grant application.*
6. *I have requested from John Taylor and Co proposed dates for installation before the end of July 2019 so that we may confirm the availability of the volunteer labour on those days.*

Geoffrey Pitt

20 February 2019

iii) Snooker Room Equipment Refurbishment.

Andy Smith advised the committee that this work had now been completed.

v) Cookbury Churchyard Grounds Maintenance bid.

This project had been returned to the applicants for possible re-submission but has since been funded by the full Parish Council using money from an alternative source.

4. Index-linked contribution expected from TREF No.1 Ltd in March 2019.

The rate of inflation applied to the annual funding contribution is the Retail Prices Index (RPI) figure published by the Office for National Statistics in January. This is the same rate of inflation as is applied to the subsidies received by TREF No.1 Ltd. for the electricity generated by the Dunsland Cross wind farm.

In January 2019 the RPI figure was 2.5%, so £12,000 x 1.025 = £12,300 is the amount expected for the current round of funding. The parish clerk has invoiced TREF No.1 Ltd. for this amount and has been advised that payment will be made in the week beginning 11th March, 2019.

5. Validation of applications for 2019 funding round.

At the time of the meeting, three applications for funding had been received. The Window of Opportunity remains open to further bids until 30th April, 2019.

i) Friends of Bradford School (FOBS)

Whilst the committee would wish to be able to support this bid, a number of concerns were raised by committee members which meant that it could not be validated at this time. It was resolved that the Secretary would write to the applicants, explaining precisely what the difficulties are, and invite two representatives to attend the next committee meeting to see if a way forward can be found. The text of the letter from the Secretary to the applicants will be approved by committee members before the letter is sent. (ACTION: Paul Clarke.)

ii) Bradford with Cookbury Parochial Church Council (BCPCC)

This bid was validated and will be considered for a funding award at the committee meeting on 30th April, 2019.

iii) Village Hall Snooker Club

This bid was validated and will be considered for a funding award at the committee meeting on 30th April, 2019.

6. Review of Grant Application Form, Guidance Notes and Qualifying Criteria - suggestions for amendments for 2020 applicants.

Paul Clarke pointed out that the Guidance Notes make no mention of the 'Window of Opportunity' application system now in operation for the first time. The 'General' section of the guidelines should be rewritten to explain how this system operates. The Secretary will draft new text for this and circulate it to members with the next agenda for scrutiny and subsequent discussion at the next meeting. (ACTION: Paul Clarke.)

7. Review of funding strategies available when fund is oversubscribed.

A range of strategies is available to the committee when the fund is oversubscribed such as across-the-board percentage reductions (if this still allows all projects to proceed), match-funding, staged payments or individual bespoke awards. It was felt that it is most appropriate to assess bids according to their individual requirements and the circumstances of applicants so as to allow the committee some latitude in evaluating the community benefits and, hence, the level of award for each bid.

8. Open Platform.

1. Kate Rowlands asked if it might be possible to ask applicants to keep their bids as brief as possible, since supporting documentation had taken one of the bids this year to 66 pages. None of the bids received so far have been 'padded out' unnecessarily so long bids may just be a consequence of the information requested by the committee to support the bids and assist validation.
2. Members discussed the difficulties facing very small groups, those which do not have a bank account, which might be considering a bid for funds but feel unable to do so because the rules require a bank account into which any funds awarded can be paid. For very small grants of the order of £50 this seems an onerous requirement. It was pointed out that start-up groups and projects can be funded with a small grant to an individual but groups already in existence are excluded from this exemption. It was suggested that grants of up to £100 should be payable to individuals and that the rules should be changed to allow this. It was decided that this item is to be followed up in a future agenda. (ACTION: Secretary)

9. Vacancy for position of Secretary from 1st August, 2019.

Paul Clarke served notice that he will be resigning from the group with effect from 1st August, 2019, thus creating a vacancy for the position of Secretary from that date.

10. Items for next agenda.

Discussion with FOBS regarding 2019 bid.

Approval of changes to the wording of the Guidance for Grant Applications for applicants from 2020 onwards (see item 6 above).

11. Dates of Next Meetings:

Thursday 28th March, 2019 at 7.30 pm & Tuesday 30th April, 2019 at 5 pm.