

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 14th May, 2019 at 5.00 pm
in Bradford & Cookbury Village Hall Committee Room.

Present: Parish Councillors - Nigel Manners (Chair), Bill Pennington, Kate Rowlands.
Parishioners - Paul Clarke (Secretary), Phil Drummond, Geoff Pitt, Chris Reed, Andy Smith. **Absent:** Parishioner - Catherine Smale.

1. Apologies: Parish Councillor - Mike Welch.

2. Minutes of the meeting held on 23rd April, 2019.

The Minutes were approved with three amendments. The Vaglefield fund of £5,000 in item 4 was corrected to £5,050 and double asterisked paragraphs (**) were added to explain the rationale for this meeting today. The date of the next meeting in item 12 was also adjusted to match this.

3. To reach agreement on rewording of Guidelines to Applicants.

At the last meeting it was agreed that the three paragraphs in the 'General' section of the Guidance Notes should be re-written as shown below to make future bidders aware of the 'Window of Opportunity' system designed to encourage applications to be submitted as soon as possible after the new TREF No.1 Ltd. funding contribution for each year arrives.

The original wording had been replaced by:

Applicants for funding are expected to have a constitution (a governing document or set of rules) and a bank account in the name of the organisation. The only exception to this will be for very small grants given to help new groups and projects get started.

Applications should be submitted when the annual 'Window of Opportunity' is open. This runs from 1st February until 30th April each year. If the fund remains under-subscribed after 30th April it will remain open for new bids until it is fully allocated. Whenever that happens, all remaining applicants will be notified that funding for that year has been terminated and that fresh applications or re-submissions will be required to bid for the following year's allocation.

Rarely will 100% of any project's costs be awarded. It is expected that applicants will make a contribution to the costs of the project, either from their own reserves, by fundraising or by using other grants from other sources. Match-funding and staged payments might be required for larger, more expensive projects.

At this meeting it was agreed that there should be a further revision to the first paragraph only as follows:

Applicants for funding are expected to have a constitution (a governing document or set of rules) and a bank account in the name of the organisation. The exception to this will be for grants of £250 or less awarded at the discretion of the funding committee. Such discretionary awards will be

given as seed funding to help new groups and projects get started or given to small groups in which the individuals regularly pay their own expenses/ subscriptions in order to participate in and sustain the group's activities.

One reason for this further change was that word had reached the committee that very small groups seeking only modest funds were discouraged from applying for grants because they did not have a bank account or constitution and felt the qualification hurdle was too high. This revision should give such groups more confidence to apply from now on.

It was also judged that there was no reason for this new change in the wording to apply only to new applicants in the 2020 funding round. It was decided to apply the new wording retrospectively for all applications considered since 1st February 2019 even though they had all been submitted against the original general guidance notes.

None of the four applications considered so far this year would be disadvantaged in any way by this retrospective change.

4. The Bradford Belles Netball Team application - open discussion.

This item had previously been considered by committee members consulting via email and a position reached at which a majority wished to support the application. A recommendation that the £250 requested be awarded had already been forwarded to the parish clerk. Following a request by one member, however, it was agreed that the application should be considered formally and proceedings Minuted.

The Chair declared an interest in this application as his wife had submitted it. He stated he would not take part in any vote if such a vote was needed to approve it.

The secretary showed committee members the additional material supplied by the applicant since the original application forms were received. These were pictures from a sports kit supplier's website showing typical prices for netball team clothing and a statement from the applicant explaining the local team's affiliation to the Okehampton league and its affiliation with England Netball, the recognised national Governing Body for this sport. The Bradford Belles pay fees of £200 per year to the Okehampton league and then an additional £1.50 per match. They also pay approximately £40 per player per year to affiliate to England Netball, an obligatory payment necessary to allow the team to play in any league as it includes insurance cover. The applicant herself is at present vice-chair of the Okehampton league and another team member is its treasurer. All team members pay their own way and the applicant's own bank account is used as a conduit for financial transactions on behalf of the team.

The committee members present were unanimously of the view that this additional information, together with the original application forms and the reworded guidance applied retrospectively as in item 3 above allowed this application to be validated and, therefore, awarded funding. The majority view was that the full £250 requested, being just over half the £456 total cost of the project, should be awarded with the condition that the applicant will supply copy invoices or receipts to the committee as proof that the money has been spent in accordance with the original application.

The recommendation already made to the parish clerk therefore remains in place.

5. Community projects identified as potentially worthy recipients of awards from this committee.

The Chair read out a list of projects compiled following conversations with local parishioners in recent weeks. This list included:

- Footpath improvements in Cookbury Woods to include provision of sheltered seating at any viewpoints.
- 'Trim Trail' exercise equipment in various Dunslund Park locations.
- Support for a 'Bradford in Bloom' activity.
- Purchase of land for community use e.g. orchard or other pick-your-own produce.
- Provision of a bus shelter at Dunslund Cross for the south bound service to Okehampton and Exeter.
- Installation of Superfast Fibre Broadband in the Village Hall.
- Installation of fixed projection and audio equipment in the Village Hall.
- Extension of the rubber matting in the pre-school play area at the Village Hall.
- Organisation of an annual village fete at the Village Hall to include hire of hog roast and/or fish and chip catering van.
- Provision of a permanent barbeque facility at the Village Hall.
- Provision of permanent picnic tables and exercise equipment outside the Village Hall.
- Travel bursaries for Post-16 Students in our area having to travel long distances daily (e.g. Exeter or Barnstaple) for further education and having to pay their own fares on public transport to do so. Obtaining support from Devon County Council for this is very difficult and restrictive at the present time.
- Provision of composting toilets at both Bradford and Cookbury Churches. Geoff Pitt advised the meeting that he had made a preliminary investigation into this to identify the complications likely to be encountered. A phased approach is the only realistic way forward, starting with feasibility studies and planning permission considerations, bearing in mind that listed buildings, graveyards and wheelchair access all have to be taken into account.

6. Open Platform.

The secretary advised the meeting that revised Community Benefit Fund posters showing that the 'Window of Opportunity' was still open post-30th April 2019 had been placed on all 6 local noticeboards and the parish council and village hall websites.

7. Items for next agenda.

Consideration of any new applications received between 14th May - 11th June 2019.

Consideration of Post-16 education travel bursary posters prepared by the secretary and Chair (see item 5 bullet point above). (ACTION: Secretary & Chair)

Handover arrangements for new secretary from 1st August. (ACTION: Secretary)

8. Date of Next Meeting:

The next meeting will be held on Tuesday 11th June, 2019 at 5pm.