

5th March 2024

Dear Councillor

You are summoned to attend the meeting of the GRANTS COMMITTEE to be held in the COUNCIL OFFICES , 78 CHURCH ROAD, NORTHWICH on Tuesday, 12th March, 2024 at 6.30 p.m.

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1 Apologies for absences

2 Declaration of interest

* Members to declare any interest under the following categories:

- * Pecuniary interest
- * Outside bodies interest
- * Family, friend or close associate interest

3 Signing of the Minutes

Of the Grants Committee meeting held on Tuesday 28th November, 2023 and noted at the Town Council meeting on Monday 4th December 2023.

The decision of the Committee is requested

4 Requests for Donations

2 completed applications have been submitted (copy attached)

The decision of the Members is requested on amounts to be granted (if any) and under which powers and duties these grants should be placed.

The decision of the Committee is requested

5 Grant Monitoring Forms Completed

2 completed monitoring forms submitted (copy attached)

6 Update for Members regarding Grants payments not yet made

Report attached

The decision of the Committee is requested

7 Date of next Grants Committee Meeting

To be confirmed

Councillors: Amy Lockett
Julie Macdonald
Kate Cernik
Catriona Stewart

Tom Melville
Patricia Parkes
Jane Thomas

Robert Cernik
Rachel Waterman
Janet Illidge

NORTHWICH TOWN COUNCIL
MINUTES OF THE GRANTS COMMITTEE
HELD ON TUESDAY 28TH NOVEMBER 2023

Members Present

Cllr Julie Macdonald
Cllr Kate Cernik
Cllr Catriona Stewart
Cllr Jane Thomas
Cllr Robert Cernik
Cllr Rachel Waterman
Cllr Janet Illidge

Also Present Liza Clansey - Cemetery Registrar & Wellbeing Manager

GC 23/01 TO APPOINT A CHAIR

Cllr Robert Cernik was appointed Chair.
Proposed by Cllr Janet Illidge, seconded by Cllr Catriona Stewart.

Cllr Janet Illidge was appointed Vice Chair.
Proposed by Cllr Kate Cernik, seconded by Cllr Julie Macdonald, all agreed.

GC 23/02 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence was received from Cllr Amy Locket. Cllr Tom Melville and Patricia Parks were not present.

GC 23/03 DECLARATIONS OF INTEREST

Cllr Rachel Waterman declared an interest in Toppers of Northwich as they meet in the same building Rachel works in.

GC 23/04 SIGNING OF THE MINUTES

The Minutes of the Grants Committee held on Thursday 21st July 2022 and noted at the Town Council meeting held on Monday 6th February 2023 were accepted as a true and accurate record.

Proposed by Cllr Jane Thomas, seconded by Cllr Robert Cernik, all agreed.

The Minutes of the Grant Committee held on Wednesday 25th of January 2023 and noted at the Town Council meeting on Monday 6th February 2023 were accepted as a true and accurate record.

Proposed by Cllr Jane Thomas, no one else was present at this meeting, all agreed to accept these minutes as a true and accurate record.

GC 23/05 REQUESTS FOR DONATIONS

8 requests were submitted. Members discussed each on their individual merits before making their decisions.

.....
Date

.....
Cllr Robert Cernik
Chair

It was resolved to recommend that the following donations be made.

Leftwich Community Primary School £500.00 – payment made
St Winfred's Scout Group £600.00 – once further funding has been met
Rudheath Bowling Club £500.00 – once further funding has been met
Northwich Junior Chess Club £750.00 – to present at January meeting

The following 4 applications were declined due to not meeting the necessary criteria.

Friends of Leftwich Primary School
The Aaron Dixon Memorial Fund
Toppers of Northwich
Moterwell Cheshire

Members suggested marketing the Grants Fund to make more charities aware that there is money available to apply for.

GC 23/06 DATE OF NEXT COMMITTEE MEETING

Date of next meeting conformed for Tuesday 13th February 2024 5.30pm

There being no further business, the meeting closed at 8.00pm.

.....
Date

.....
Cllr Robert Cernik
Chair

Report to : Grants Committee

Meeting Date : 12th March 2024

Agenda Item : 4

Prepared By : Liza Clansey

Subject : Requests for Donations



Background

Further to the previous Grants meeting where members agreed Toppers of Northwich were unsuccessful with their grant application. Members advised Toppers of Northwich to re-submit another application form, please find attached.

Funds available: 6592.40

Grants given in this financial year:

Festival for Future 1500.00

Summer Reading Challenge CW&C 90.00

Bruner Mond Workshop 327.60

End of life 240.00

Northwich Junior Chess Club 750.00

Leftwich Community High School 500.00

	Name of Organisation	Amount requested/granted
1	Toppers of Northwich	£1500.00
2	The Northwich Litfest	£1500.00

Decision of the Committee is requested

Northwich Town Council
Grants Application Form (maximum £1500)

Project title: Christmas House band project		
Organisation's Name: TOPPERS OF NORTHWICH		
Applicant's Name: Katie Brown		
Address: 55 MALPAS RD NORTHWICH CW9 7AZ		
Telephone 07800724375	Mobile 75	e-mail kathryn.brown1871@gmail.com

Estimated cost of project: see attached

Description	Materials	Labour	Total
Sub-total			
TOTAL			£ 1500-00

Details of contributions from other organisations?	£
Total amount of grant applied for	£ 1500

Project Description:

Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary

See attached Proposal.

Thanks

Katie

Signed on behalf of the applying organisation:	Katie Brown
Dated: 26-12-23	Position: group founder

Please return your completed form either via e-mail or by post.

Northwich Town Council Office, 78 Church Road, Northwich, CW9 5PB

e-mail theresacash@northwichtowncouncil.gov.uk

Grant Application Proposal From Toppers Of Northwich.

Toppers of Northwich meet twice a week.

Mondays 7-9pm @Very Green Grocery

Thursdays 1-4pm @Shurlach Methodist Church

Online via Facebook.

We offer free face to face tuition at our Monday or Thursday group, exciting crafting projects, a free yarn bank of donated yarns, a free pattern library.

Joining a crafting group creates an avenue for building relationships with like-minded individuals. These communities offer support, encouragement, and opportunities for learning and sharing. Connecting with others who share a passion for crafting can combat feelings of isolation and provide a sense of belonging.

Toppers Of Northwich has had a really successful year from the support of Northwich Town Councils grant.

We started off the year with a 6 week Pokemon Hunt in and around the town.

We thought it would be popular but never expected the numbers of individuals, teams and families that got involved. We made and gave out over 1000 handmade Pokeballs to children completing the hunt. With 37 locations, shops, cafes and postboxes, Pokemon were everywhere!

On the first weekend there were over 1000 extra people in the town and it increased the footfall by 20%. But more than that it engaged young and old and created a buzz in the town that we'd not seen before.

We were also this year approached by the BBC and were filmed at The Very Green Grocery with Jay Blades and Sir David Jason. They wanted to come and look at the groups work and speak to all the people involved. We hope that from this, others will be able to copy what we do and recreate it in their own communities. With the central idea that if we all create a little, when it comes together it creates something amazing that interacts and engages the local community and through the medium of arts and crafts we can change people's lives.

We then moved onto the Pina Colada Festival and even though we had a rough start with the vandalization of some of our work, we wouldn't let that set us back! We bounced back with more pineapples putting them out on shop signs and using steel cable ties to hold them down!

We have one special project that we would love to create, it would be our biggest project to date and we need the support of the town council to make it happen.

As a community group we are well aware that many people have struggled to re-engage with society after the pandemic. We have many members who access the group online because they struggle to engage physically. We want to do a Christmas project that will be created by housebound and vulnerable people in our community. We could make the kits and hand them out to people in our community. We can offer free tuition at either of our face to face groups, via telephone or through our Facebook group. We will also make up a simple felt kit for people with limited skills.

Crocheting, the art of creating fabric using a hooked needle and yarn, is not only a craft but also a powerful tool for promoting mental health and well-being. The rhythmic, repetitive motions of yarn crafts can also release serotonin, which is a natural analgesic and antidepressant associated with feelings of happiness it creates a flow state where your mind is at ease and clear by concentrating on the crochet until it becomes second nature like a natural form of meditative state.

We would like to create a 10 ft Christmas Tree made of over 2000 Knitted, crochet, stitched squares. We want to access doctors, social prescribers, charities etc to find people who are housebound or vulnerable. We will create kits for them and get them involved to create the squares which we will turn into a Christmas tree. We will deliver these to anyone who requests one.

We would like to create a winter wonderland walk around the town which would lead to the Christmas tree, where we will display the names of the people who made the squares, so an unseen part of our community is seen by our community. We hope that by participating in this project, that we can be the bridge people need to be a first step to engaging with people. We want this to be our biggest project to date, we will be working on this project throughout 2024.



For This project to happen, we plan engage with other charities and community groups.

This is the breakdown of what will need to be put in place over 2024,

Kits with yarns and hooks or needles

Building of a frame to support the tree

Contact with Doctors, social prescribers and charities

Creation of a themed walk around the town

Stitching together of the squares

Support of The Very Green Grocery with space to construct the tree

We would like to ask the town council to support us with a bigger grant this year of £1500, so we can increase the size of this years Pokémon hunt, recreate the flower wall along the river by mounting them onto wooden panels for Northwich In Bloom, To decorate more areas for the Pina Colada Festival, to create the housebound Christmas project, to purchase 2 more circular knitting machines that can be used by the group and used to teach with and for the purchase of yarns, hooks, needles, cable ties, wires, stuffing etc.

Breakdown estimate of basic costs for the above projects

Stuffing 40 kilos £155.76

Christmas Yarn @£3 per Ball x 100 £300

Felt Roll Red, Black, White 3m x 40cm @£15.99x3 £47.97

Crochet Hooks @ £3.95 each x 30 £118.5

Cable ties 550mm x 9mm 100 pack x3 £15.99 £47.97

Cable ties short 100mmx2.5mm 100 @£0.98 x5 £4.90

Cable cutters £23.99

Heavy duty garden wire @£4.76 x 10 £47.60

Jamit electric knitting machine @ £79.99 x 2 £159.98

Wooden frame for Christmas tree estimate £400

Storage vacuum bags £13.99 x 2 £27.98

Laminating sheets £11.95

Elastic 130 meters x 2 £19.98

Organza project bags 100 30x40cm £32.99

Net fabric per meter @£5.99 x 5 £29.95

Glue Sticks 150 @£9.99x3 £29.97

Toy safety eyes 18mm 50 @ £9.11 x3 £27.33

Pokémon patterns and printing of them £100



GRANT APPLICATION POLICY AND PROCEDURE

Northwich Town Council is funded by the residents of the Town and therefore has funds available only for the benefit of those who live within Northwich.

Subject to the availability of funding, the Council is committed to providing financial support by way of a community grant, which is determined following receipt of a completed application form and after consideration by the Grants Committee.

The aim of this policy is to encourage community spirit and independence through the delivery of a wide range of local projects.

Both successful and unsuccessful applicants will be notified within 5 days of the Grants Committee meeting having taken place.

GRANT CRITERIA

1. The award of a grant must benefit all or some of the people of Northwich.
2. Successful organisations must 'operate' within Northwich towns' boundary, this does not exclude regional or national bodies that benefit the people of Northwich.
3. Only not for profit organisations are eligible to apply.
4. There may be only one successful grant application with Northwich Town Council per year.
5. The Council does not normally fund individuals.
6. The Council does not fund running costs, such as staff training, wages or rental of premises.
7. Applicant should provide details of fundraising or volunteer hours already committed to develop their project.
8. Your organisation can apply for funding if it has already received money from another Town or Parish Council or Cheshire West and Chester Council. The organisation will have to demonstrate that the project on which the money applied for will benefit the people of Northwich.

PROCEDURE

1. Application form attached for information
2. Grant applications can be submitted at any time during the financial year and will be considered at one of the two annual Grants Committee meetings.
3. To be considered at any Grants Committee meeting, a grant application must be received at least 14 days in advance of the meeting to ensure that all relevant information is in place in advance of the meeting.
4. The Grants Committee will consider the application when it meets and has the delegated power to award a grant payment of up to £1,500, alternatively it may choose to defer the application pending the provision of additional information.
5. When an amount has been agreed, Northwich Town Council will make arrangements for the payment to be made. Usually this is done by cheque.

6. Successful recipients are requested to complete a grant feedback form, allow the Town Council access to publicise the award and will be invited to send a representative to the monthly Full Town Council Meeting to outline the work of their group, and be presented with their cheque by the Town Mayor.
7. The applicant will acknowledge that the process and decisions around the grant application are solely a matter for the Council and its Committees (subject to scheme of delegation).

8. All bodies being awarded funding up to £1,500 must make available a financial statement showing clearly how the Council's contribution has been spent, and any unused portion of the Grant should be returned to the Town Council.

It must also be specified if any equipment paid for with Grants monies that was used during the project, what becomes of it in the future.

Northwich Town Council
Grants Application Form (maximum £1500)

Project title: The Northwich Litfest 2024			
Organisation's Name: The Northwich Litfest			
Applicant's Name: Helen Davies			
Address: 7 Medina Avenue Danesbrook Winsford Cheshire CW7 3TB			
Telephone	Mobile 07710501815	e-mail helenhatespeas@hotmail.co.uk	
Estimated cost of project:			
Description	Materials	Labour	Total
The Launch Event	Refreshments		£50
The short story competition	Portable Microphone for the evening (amazon.co.uk) Prize money for the winners		£268.00 £100
Northwich Litfest publicity	Flyer printing x2 Banner printing		£150 £40
x9 speakers	Speaker contribution		£1,500
St.Helens Church Hire	Room Hire & Refreshments		£50
Davenham Theatre Hire	Room Hire		£200
Sub-total			£2358.00
TOTAL			£2358.00

Details of contributions from other organisations?	
Costa Coffee- room hire in-kind	£0
Northwich Litfest- Davenham Room Hire	£200
Davenham, Moulton & Kingsmead Councillor Gaynor Sinar & Dan Marr CWaC Member Budget	£1550
Total amount of grant applied for	£608.00

Project Description:	
Northwich Litfest began 12-years ago as part of the Queens Diamond Jubilee celebrations across Northwich. Since then the Litfest has gone from strength to strength attracting acclaimed authors, performers, poets and musicians from across the country. The event is volunteer organized and whilst the organization is a charity, it operates as a social enterprise investing any small profit from events back into the group; therefore grant funding is a necessity. Events are predominantly literature based to reflect the basis of the group across a wide range of genres. The annual schedule will always include a short-story competition to encourage local talent to write, submit and read in front of a live audience, a poetry evening to support the existing network of poets across Mid-Cheshire and an entertainment based finale, in the past this has included An Evening with Sunny Ormonde, who has played the “outrageous and raunchy Lilian Bellamy” in Radio 4’s The Archers for the past 17 years and gave a fabulous intimate evening of questions and answers to a packed audience. There are eleven scheduled events for 3-weeks in June 2024 and have projected costs of £2358.00. All events will be held in either Davenham Theatre, Costa Coffee or St. Helens Church, Northwich. We are requesting financial support for the events specifically for Northwich, although we recognize that the Davenham events do attract residents from across the wider Northwich area and have secured Cheshire West and Chester Member Budget Grant funding from those Councillors who serve the Davenham ward. The costs associated are for three of the events: • The Launch Event • The short story competition • Publicity items And include refreshments, a PA system (as our current one is on it’s last legs!) and some promotional flyers and banners that are displayed in Northwich and flyers are handed out in Northwich Town Centre.	
Signed on behalf of the applying organisation:	Helen Davies
Dated: Sunday 3 rd March 2024	Position: Volunteer

Please return your completed form either via e-mail or by post.

Northwich Town Council Office, 78 Church Road, Northwich, CW9 5PB

e-mail lizaclansey@northwichtowncouncil.gov.uk

Report to : Grants Committee

Meeting Date : 12th March 2024

Agenda Item : 5

Prepared By : Liza Clansey

Subject : Grant Monitoring Forms



Background

Grants given out this year: Applicants are asked to complete a Grants Monitoring Form once funds have been given.

Agreed at Grants Committee – Northwich Junior Chess Club - £750.00 – Grants monitoring form attached

Agreed at Full Council - Leftwich Community Primary School - £500.00 – Grants monitoring form attached

Agreed at Full Council – End of Life Outreach Practitioner – Nameste Car Boxes – Grants monitoring form attached

See below

Northwich Junior Chess Club

According to Northwich Town Council's records, your Organisation received a Grant from the Council for the sum of £ 750.00 for Northwich Junior Chess Club.

The Town Council, in accordance with the Audit and Accounting Regulations and Governance and Accountability update 2008, has by law to monitor the progress, proper use and effectiveness of the Grant awarded.

Therefore, a reply to the questions below is necessary to meet our Legal responsibilities. Thank you for responding to this request.

How did the Grant help you to meet your objectives?

The grant is helping us to meet our objectives by enabling us to buy more chess sets, boards, clocks, books. We have spent about half of the money so far and have the other half planned.

How many people from Northwich benefited from your project/event/other activity?

We have between 25 and 30 children members of which about 20 turn up every week.

Did the Grant from Northwich Town Council lever any additional income or Grant funding, and if so, how much and from what source?

Not yet. We are an early stage club, with ambitions to grow. At that point we may be able to leverage additional funding.

Can you provide Northwich Town Council with a balance sheet or financial summary at the conclusion of your project?

We can provide financial information. Our year is a school year. So, we do accounts to the end of each school year. These are not audited as we are only a small organisation. Basically, records are recorded on a spreadsheet.

Are you planning to develop other projects or host other activities that may include a future application for funding to Northwich Town Council, and if so, what may they be?

It would be reasonable to think that we would apply for further funding in future. It will depend on what projects we choose to pursue and the success of the club.

Did you involve Northwich Town Council in the arrangements for your event, and if so, could you evaluate the additional support that you received in addition to the financial value of your Grant?

We didn't. We have recently formed a parents group to help with the running of the club and are taking steps to see that the club is sustainable going forward. What help could the Council provide? I wonder if we ran an event involving local schools could the council help with that?

What promotional material was used to publicise your event, and did Northwich Town Council receive any recognition for its support?

It wasn't an event as such. We meet every Saturday morning as a club. We have given credit to the council and made parents aware of your support. With a better website and communications plan we could give the council more publicity. Maybe that could be a future project?

Friends of Leftwich Community Primary School (PTA)

According to Northwich Town Council's records, your Organisation received a Grant from the Council for in the sum of £ 500.00 to Leftwich Community Bonfire

The Town Council, in accordance with the Audit and Accounting Regulations and Governance and Accountability update 2008, has by law to monitor the progress, proper use and effectiveness of the Grant awarded.

Therefore, a reply to the questions below is necessary to meet our Legal responsibilities. Thank you for responding to this request.

How did the Grant help you to meet your objectives?

The grant allowed us to host this event for the school and local community. The contribution towards the cost of the fireworks helped us to keep the cost of the ticket price low. We are in an area of deprivation and 40% of our children are in receipt of Free School Meals.

How many people from Northwich benefited from your project/event/other activity?

700 people attended the event

Did the Grant from Northwich Town Council lever any additional income or Grant funding, and if so, how much and from what source?

N/A

Can you provide Northwich Town Council with a balance sheet or financial summary at the conclusion of your project?

*Cost of the fireworks display = £2750
Grant from Northwich Town Council = £500*

Are you planning to develop other projects or host other activities that may include a future application for funding to Northwich Town Council, and if so, what may they be?

We would like to host this annual fireworks event again in 2024.

Did you involve Northwich Town Council in the arrangements for your event, and if so, could you evaluate the additional support that you received in addition to the financial value of your Grant?

The event was arranged by Friends of Leftwich Community Primary School (PTA).

What promotional material was used to publicise your event, and did Northwich Town Council receive any recognition for its support?

We published details of the event on our social media pages, shared details with our Parents and the local newspaper. We also promoted within a number of local primary schools who also sold tickets on our behalf.

End of Life Partnership

According to Northwich Town Council's records, your Organisation received a Grant from the Council for

In the sum of £ 240.00 for Namaste Care Boxes.

The Town Council, in accordance with the Audit and Accounting Regulations and Governance and Accountability update 2008, has by law to monitor the progress, proper use and effectiveness of the Grant awarded.

Therefore, a reply to the questions below is necessary to meet our Legal responsibilities. Thank you for responding to this request.

How did the Grant help you to meet your objectives?

We were able to purchase enough materials for the 3 Namaste Sensory Boxes for the Dementia Groups within Northwich. One of which will be used at Dementia Friendly Northwich events).

The other two are to be delivered to Oasis dementia group and Friendship Café in Northwich.

How many people from Northwich benefited from your project/event/other activity?

All of those residents that attend both dementia groups as well as those they are caring for at home. Attendance can vary from week to week at each group, and the boxes can be used for as long as the groups exist (also depending on the durability of the box and materials), with new members joining all the time. It is therefore hard to put a figure on this.

At a previous dementia friendly Northwich event I spoke to approximately 18 people about Namaste. Future events are currently being planned.

Did the Grant from Northwich Town Council lever any additional income or Grant funding, and if so, how much and from what source?

Not as such. However, we have also received funding from Chester Rotary club for 6 boxes and Nantwich Church Wardens fund for another 6 boxes for their respective areas.

Can you provide Northwich Town Council with a balance sheet or financial summary at the conclusion of your project?

After purchasing all of the items listed below, each sensory box/basket came to a total of £80.70

- Large lidded basket with catch
- artificial flower
- 2x led votive candles
- Bubble hour glass
- CD of nature sounds
- Scent bags x3

- Water bead stress ball
- Songbird Hand wax plus x2 spatulas
- Silk scarf
- Fluffy square
- Tray of x6 Jelly drop sweets
- Folder of information (and free training provided by us)
- Twiddle Muff

Enough materials for 3 baskets were purchased at a total cost of £242.10

Are you planning to develop other projects or host other activities that may include a future application for funding to Northwich Town Council, and if so, what may they be?

This may happen in the future, but I'm unable to say at this time.

Did you involve Northwich Town Council in the arrangements for your event, and if so, could you evaluate the additional support that you received in addition to the financial value of your Grant?

We haven't held an event to need additional support at this time.

What promotional material was used to publicise your event, and did Northwich Town Council receive any recognition for its support?

We haven't held an event, but will rather be visiting each group to deliver their Namaste Sensory Box in person. We will also be delivering training to each group on how to use the box.

Each Namaste Sensory Box has a front cover, recognising that the funding for the box came from Northwich Town Council. We have promoted this also on our social media channels and to the Dementia network group that we hold twice a year.



Report to : Grants Committee

Meeting Date : 12th March 2024

Agenda Item : 6

Prepared By : Liza Clansey

Subject : Update for Members regarding Grant payment not yet made



Background

At the November 2023 Grants meeting, members agreed to make Grant payments to the below applicants as long as they could match fund their projects.

St Wilfreds Scout Group

Requested £1200 Grants awarded them £600 as long as they could match fund the further £600 needed.

They have been unable to raise the funds as yet

Rudheath Bowling Club

Requested £1500, Grants awarded them £500 as long as they could match fund the further £100 for their project.

They have been unable to raise funds as yet

Decision of the Committee is requested