

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).
 The form must be completed and passed to the Head of Members' Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

1. Description of decision

That a grant of £787.50 is awarded to Stevington Parish Council towards the cost of replacement of an oak noticeboard in the village for use by Stevington residents to promote activities and available opportunities and by village businesses to advertise their services.

2. Date of decision

30th March 2015

3. Reasons for decision

- (i) The application meets the criteria for the award of a rural grant;
- (ii) The application is made by the Parish Council which is contributing £87.50 to the project;
- (iii) Stevington Parish Council has provided evidence which shows that they have permission from the Council's Highways Department to site the board;
- (iv) The board will provide a useful facility for Stevington residents to promote local events and for village businesses to advertise their services.

4. Alternatives considered and rejected

The alternative options of not awarding a grant or awarding a different amount were considered and rejected.

5. How decision is to be funded

The grant will be funded from the budget established for the purpose of rural grants of which there is a balance remaining for distribution for 2014/15 of **£6,512**.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

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The Mayor has been consulted on this decision

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Signed Don Hodgson Date: 30th March 2015 Name of Decision Taker

This is a public document. A copy of it must be given to the Head of Members' Services as soon as it is completed.

Date decision published: 30th March 2015

Date decision can be implemented if not called in: 13th April 2015

(Decision to be made exempt from call in.....NO)

Bedford Borough Council – Report to the Mayor

Date: March 2015

Report by the Assistant Chief Finance Officer

Subject: GRANT REQUESTS FROM PARISH COUNCILS

1. Executive Summary

This report invites the Mayor to consider a request for financial assistance towards capital expenditure on a project from a rural Parish Council.

2. Recommendation

The Mayor is requested to consider one application for financial assistance on this occasion and to determine the amount, if any, to be awarded.

3. Reason for Recommendation

To support rural parishes in the provision of local facilities that benefit rural communities through capital expenditure.

4. Key Issues

4.1 Legal Issues

The Council must have the power to provide grant funding to the organisation concerned. A source of power for payments to “voluntary organisations” (which are defined to be “a body which is not a public body but whose activities are carried on otherwise than for profit”) and to charitable bodies (in furtherance of their work in the United Kingdom) is s.137 of the Local Government Act 1972. A further source of power is the Localism Act 2011.

Financial regulations enable the Council to capitalise grants given to organisations for purposes that constitute capital expenditure.

4.2 Policy Issues

The Committee has previously agreed guidelines which will be used in the evaluation of applications for rural grants. The current guidelines are shown at **Appendix A**.

4.3 Resource Issues

The Council's agreed Revenue Budget for 2015/2016 includes a sum of **£100,000** for Rural Grants available for distribution. Whilst the award of grants will be funded from the Council's revenue budget, the agreed guidelines for awards require that grants may only be awarded to assist with funding for capital projects. A balance of **£6,512** remains available for distribution.

There is one application for funding for consideration set out in this report for a total sum of **£787.50**.

4.4 Risk Implications

In awarding any grant there is a small risk that funding may be used for purposes other than that for which the award is made. To safeguard against this risk, rural grant awards are only released to the applicant upon receipt of evidence that the work for which the award was made has been completed.

4.5 Environmental Issues

No adverse environmental implications have been identified as arising from the projects for which funding is sought.

4.6 Equality Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the activity has no relevance to Bedford Borough Council's statutory duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

5. Details

5.1 The Mayor is requested to consider the application shown at **Appendix B**, having regard to the approved criteria, which are attached at **Appendix A**.

To assist the Mayor in reaching a decision, details in respect of the following are also attached:

Appendix A

The criteria and guidelines for the award of rural grants that were previously agreed by the Rural Affairs Committee.

Appendix B

Details of the application for consideration.

Appendix C – for each parish:

- (a) the Council Tax Base (number of band D equivalent properties);
- (b) the total precept;
- (c) the precept charged for a Band D property;
- (d) the additional Band D precept required to raise a total of £1,000.

Appendix D – for each Parish:

The sums previously awarded under the current scheme to each Parish Council.

Appendix E

A list of the current band D parish precepts ranked from highest to lowest.

Appendix F

A list of the rural parishes ranked from highest to lowest by their Council Tax base.

6. Summary of Consultations and Outcome

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

None

No adverse comments have been received.

Report Contact Officers: Lee Phanco, Assistant Chief Finance Officer
E-mail: lee.phanco@bedford.gov.uk

File Reference: LP/rural grants

Previous Relevant Minutes: Minute 8 - Rural Affairs Committee – 1 April 2014

Background Papers: Applications from Parish Councils and Rural Organisations

Appendices:

- A – Criteria Rural Grants
- B – List of Grant Requests
- C – Council Tax Precepts etc. 2014/15
- D – Rural Grants Approved to date
- E – Parish Band D Council Tax (charges ranked high to low)
- F – Parishes ranked by size of the Council Tax base

CRITERIA – RURAL GRANTS

Agreed by the Rural Affairs Committee 15th December 2009

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered three times a year, in April, September and January. To ensure an application is considered please ensure that it is submitted by the 20th of the previous month.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £25,000 or more will be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/ refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the objectives set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi-use sports area on third party land leased to an organisation for a period of over 10 years).

- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide an initial realistic percentage from its own resources or other sources particularly when larger amounts are being requested and the Borough Council might then contribute towards the balance. In order to help the Council in its decision a Rural Parish Council or organisation should be able to satisfy the Council that it has made the effort to fund the balance by looking at the following areas:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.

A grant will not normally be approved unless at least 10% of the cost of the project for which a grant is requested is funded from other sources.

- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- (m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.
- (n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs.
- (o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.

- (p) Where funding is awarded, payment will be made to the Parish Council following receipts from the organisation of payments made.
 - (q) Support for any project will normally be limited to £25,000.
 - (r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought.
- * Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure

GRANTS REQUESTS

<u>PARISH</u>	<u>DETAIL OF SCHEME</u>	<u>AMOUNT REQUESTED</u>						
<p>Stevington Parish Council</p>	<p>The application is submitted by Stevington Parish Council.</p> <p>Stevington Parish Council is requesting financial assistance of <u>£787.50</u> towards the cost of an oak noticeboard for use by parishioners.</p> <p>Two parish noticeboards in Stevington have fallen into disrepair and the Rural Affairs Committee previously approved a Rural Grant of <u>£1,000</u> towards the cost of replacement of one board in January 2014. However, the noticeboard funded by the previous Rural Grant is for use by the Parish Council only. This second noticeboard would be for use by Stevington residents to promote activities and available opportunities, and also by village businesses to promote their services.</p> <p>If this request is successful, the notice board will stand immediately next to the board which has already been replaced and will be purchased from the original supplier to ensure that it has the same appearance and is exactly the same height. Stevington Parish Council considers that this is important as the boards stand in the conservation area of the village.</p> <p>Written confirmation has been supplied which shows that the Council's Highways Department has granted permission for the second board to be installed, providing that the board does not obstruct visibility.</p> <p>One quote from the original supplier has been provided as this funding request is for less than £1,000.</p> <table border="1" data-bbox="450 1153 1780 1342"> <thead> <tr> <th></th> <th>Purpose</th> <th>Excluding VAT</th> </tr> </thead> <tbody> <tr> <td>Quote 1</td> <td>Single door oak case [noticeboard] to house 6 sheets of A4 paper, polycarbonate glazing, PVC backing board, delivery and pair of oak posts.</td> <td>£875</td> </tr> </tbody> </table> <p>Stevington Parish Council previously received Rural Grants as follows: £24,400 between 2001/2002 and 2006/2007, £11,300 in 2009/2010 and £1,000 in 2013/14.</p>		Purpose	Excluding VAT	Quote 1	Single door oak case [noticeboard] to house 6 sheets of A4 paper, polycarbonate glazing, PVC backing board, delivery and pair of oak posts.	£875	<p><u>£787.50</u></p>
	Purpose	Excluding VAT						
Quote 1	Single door oak case [noticeboard] to house 6 sheets of A4 paper, polycarbonate glazing, PVC backing board, delivery and pair of oak posts.	£875						

	<p>Stevington Parish Council has provided a financial statement for 2013/14. This shows income of £13,243. Expenditure was £13,497 with a brought forward balance of £6,961 and a balance carried forward of £6,707.</p> <p>The total cost of the project using the preferred supplier is <u>£1,050</u> including VAT. This request is for the sum of <u>£787.50</u>. The Parish Council is to contribute <u>£87.50</u> and will reclaim the VAT element.</p>	
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COUNCIL TAX 2014/15

Parish	2014/15 Tax Base	Total Precept	Band D Precept 2014/15	Additional £1,000 Precept
		£	£	£
Biddenham	1,123.98	39,752.00	35.37	0.89
Bletsoe	116.56	12,324.00	105.73	8.58
Bolnhurst and Keysoe	328.35	9,765.00	29.74	3.05
Bromham	2,072.81	105,700.00	50.99	0.48
Cardington	134.41	6,612.00	49.19	7.44
Carlton and Chellington	379.64	14,892.00	39.23	2.63
Clapham	1,449.88	60,009.00	41.39	0.69
Colmworth	175.84	8,000.00	45.50	5.69
Cople	297.01	16,471.00	55.46	3.37
Dean and Shelton	182.22	4,263.00	23.39	5.49
Eastcotts	1,074.33	50,000.00	46.54	0.93
Elstow	962.45	15,000.00	15.59	1.04
Felmersham and Radwell	354.53	15,000.00	42.31	2.82
Great Barford	780.35	51,300.00	65.74	1.28
Great Denham	742.35	28,183.00	37.96	1.35
Harrold	666.02	70,085.00	105.23	1.50
Kempston Rural	657.36	20,982.72	31.92	1.52
Knotting and Souldrop	117.52	3,542.99	30.15	8.51
Little Staughton	217.19	5,000.00	23.02	4.60
Melchbourne and Yelden	203.5	4,525.00	22.24	4.91
Milton Ernest	319.79	13,477.00	42.14	3.13
Oakley	946.42	48,556.00	51.30	1.06
Odell	135.57	6,930.00	51.12	7.38

Pavenham	340.67	9,240.00	27.12	2.94
Pertenhall and Swinehead	162.72	5,000.00	30.73	6.15
Podington	173.18	10,000.00	57.74	5.77
Ravensden	794.64	15,967.00	20.09	1.26
Renhold	1,049.34	17,352.00	16.54	0.95
Riseley	513.16	23,836.00	46.45	1.95
Roxton	194.65	14,300.00	73.47	5.14
Sharnbrook	911.84	48,500.00	53.19	1.10
Stagsden	168.53	7,700.00	45.69	5.93
Staploe and Duloe	130.25	7,577.00	58.17	7.68
Stevington	271.2	12,500.00	46.09	3.69
Stewartby	357.63	60,000.00	167.77	2.80
Thurleigh	272.01	6,000.00	22.06	3.68
Turvey	502.68	25,000.00	49.73	1.99
Wilden	183.27	10,000.00	54.56	5.46
Willington	373.03	9,753.00	26.15	2.68
Wilshamstead	1,490.79	71,000.00	47.63	0.67
Wootton	1,500.54	113,185.00	75.43	0.67
Wyboston, Chawston and Colesden	294.99	10,276.00	34.84	3.39
Wymington	263.06	15,500.00	58.92	3.80

APPENDIX D**RURAL GRANTS APPROVED TO DATE**

Parish	2001/02 to 2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Biddenham	28,102		10,000					8,698	46,710
Bletsoe	11,853								11,853
Bolnhurst & Keysoe	9,757	16,506	2,000						28,263
Bromham	39,000				15,000	2,200		25,000	81,200
Cardington	2,656	12,198					1,750		16,604
Carlton & Chellington	14,542		3,000		7,950				25,492
Clapham	49,477	2,000	7,000	25,000					83,477
Colmworth	55,000						7,610		62,610
Cople	22,154				24,300				46,454
Dean & Shelton	7,250							9,150	16,400
Eastcotts	21,845	900							22,745
Elstow	14,500	5,250	30,000			5,000		2,900	57,650
Felmersham & Radwell	5,000	10,000							15,000

Parish	2001/02 to 2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Great Barford	41,356								41,356
Great Denham	-								0
Harrold	22,617	1,500					25,000	25,000	74,117
Kempston Rural	12,500								12,500
Knotting & Souldrop	8,890								8,890
Little Barford	-								0
Little Staughton	12,525	2,000	14,000		1,932				30,457
Melchbourne & Yeldon	16,140	26,539	500	9,000					52,179
Milton Ernest	11,500			3,000				7,000	21,500
Oakley	49,241	5,000	25,000					15,700	94,941
Odell	45,475	1,500							46,975
Pavenham	13,510	1,000			5,186				19,696
Pertenhall & Swineshead	12,636	3,000	25,000						40,636
Podington	22,603			12,000	4,500				39,103

Parish	2001/02 to 2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Ravensden	3,000		25,000			1,000			29,000
Renhold	23,083								23,083
Riseley	43,968	25,000	770						69,738
Roxton	83,500								83,500
Sharnbrook	86,345	6,678		18,000			25,000		136,023
Stagsden	22,589								22,589
Staploe	18,789								18,789
Stevington	24,400		11,300				1,000		36,700
Stewartby	2,580	2,391	800	10,300*					16,071
Thurleigh	18,100		10,000				2,350		30,450
Turvey	10,300		4,500	8,000					22,800
Wilden	4,000	2,162							6,162
Willington	9,288					15,000			24,288
Wilshamstead	56,250		25,000		20,000				101,250

Parish	2001/02 to 2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Wootton	42,234	10,815	3,600			25,000			81,649
Wyboston, Chawston & Colesden	0				1,500		4,420		5,920
Wymington	7,250	2,000							9,250
Total	1,005,805	136,439	197,470	85,300	80,368	48,200	67,130	72,950	1,693,662

* Application originally received in 2009/10 and funded from 2009/10 allocation.

COUNCIL TAX BAND D PARISH PRECEPTS 2014/15 (RANKED HIGH TO LOW)

Parish	2014/15 Band D Charge
Stewartby	167.77
Bletsoe	105.73
Harrold	105.23
Wootton	75.43
Roxton	73.47
Great Barford	65.74
Wymington	58.92
Staploe and Duloe	58.17
Podington	57.74
Cople	55.46
Wilden	54.56
Sharnbrook	53.19
Oakley	51.30
Odell	51.12
Bromham	50.99
Turvey	49.73
Cardington	49.19
Wilshamstead	47.63
Eastcotts	46.54
Riseley	46.45
Stevington	46.09
Stagsden	45.69
Colmworth	45.50
Felmersham and Radwell	42.31
Milton Ernest	42.14
Clapham	41.39

Carlton and Chellington	39.23
Great Denham	37.96
Biddenham	35.37
Wyboston, Chawston and Colesden	34.84
Kempston Rural	31.92
Pertenhall and Swinehead	30.73
Knotting and Souldrop	30.15
Bolnhurst and Keysoe	29.74
Pavenham	27.12
Willington	26.15
Dean and Shelton	23.39
Little Staughton	23.02
Melchbourne and Yelden	22.24
Thurleigh	22.06
Ravensden	20.09
Renhold	16.54
Elstow	15.59

Parishes Ranked by Tax Base (High to Low)

Parish	2014/15 Tax Base (Band D Equivalent Properties)
Bromham	2,072.81
Wootton	1,500.54
Wilshamstead	1,490.79
Clapham	1,449.88
Biddenham	1,123.98
Eastcotts	1,074.33
Renhold	1,049.34
Elstow	962.45
Oakley	946.42
Sharnbrook	911.84
Ravensden	794.64
Great Barford	780.35
Great Denham	742.35
Harrold	666.02
Kempston Rural	657.36
Riseley	513.16
Turvey	502.68
Carlton and Chellington	379.64
Willington	373.03
Stewartby	357.63
Felmersham and Radwell	354.53
Pavenham	340.67
Bolnhurst and Keysoe	328.35
Milton Ernest	319.79
Cople	297.01

Wyboston, Chawston and Colesden	294.99
Thurleigh	272.01
Stevington	271.2
Wymington	263.06
Little Staughton	217.19
Melchbourne and Yielden	203.5
Roxton	194.65
Wilden	183.27
Dean and Shelton	182.22
Colmworth	175.84
Podington	173.18
Stagsden	168.53
Pertenhall and Swinehead	162.72
Odell	135.57
Cardington	134.41
Staploe and Duloe	130.25
Knotting and Souldrop	117.52
Bletsoe	116.56