

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
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PARISH COUNCIL MEETING Thursday 7th September 2023 at 6.30pm Burniston & Cloughton Village Hall

Parishioners Invited to attend – (tea & biscuits at start of meeting)

AGENDA

All declarations of interest in agenda items to be made by the member, in writing, on the form provided. If unsure, please contact the Clerk on receipt of the agenda.

1. Apologies to receive & accept.
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of meeting of 6th July 2023 (*enclosed*) to approve and sign.
4. Public Open Forum.
5. To consider matters raised in the Public Open Forum & if appropriate, agree action.
6. Reports to receive (as available) & agree action as appropriate – Police, Unitary, Parish, Clerk.
7. Updates on matters from earlier meetings:-
 - a) Himalayan Balsam [*Minute 54/23c refers*] – to note 1] the Duchy has confirmed their tenant cuts the balsam annually; 2] it has not been possible to coordinate dates for the hoped for 'balsam bashing' by Scarborough Field Naturalists;
 - b) Crook Ness path [*Minute 54/23c refers*] – to note this had now been cut back;
 - c) Burniston Show Assets T&F Group [*Minute 56/23e refers*] – 1] to note cups and contents of shed had been sold at auction (total received not known at preparation of agenda); 2] to confirm payment made 17/8/23 of £252 from show funds for haulier re. shed contents; 3] to receive paperwork [*emailed to all councillors 21/8/23 & enclosed*] re. the grant application, scoring and distribution process & agree action as appropriate;
 - d) Council land behind Thorny Beck Cottage [*Minute 56/23f refers*] – to note that following completion of the ground clearance the Chairman and Clerk had met onsite with the parishioners who raised the original issue & were now to make enquiries of other agencies.
8. Correspondence – to agree action:-
 - a) Parishioner's request for give way lines at Overgreen View/Close junction;
 - b) Parishioner's request to tidy/replant the two shrub beds on Overgreen View and Close corners;
 - c) Parishioner's request for a bench at the High Street bus stop opposite Wandaes Road;
 - d) Correspondence received after 30/8/23 & requiring a response before next meeting – to agree action as appropriate.
9. Planning Matters:-
 - a) Applications Received (to agree comments) & Appeals Notified (to note):-
 1. ZF23/00887/FL Siting of static caravan for staff use, Three Acre Field, Limestone Road;
 2. ZF23/01113/OL Outline application for residential development (all matters reserved except for access), land off Wandaes Road;
 3. 22/02348/HS Appeal against refusal – erect garage/workshop to side and new vehicular access, 18 Overgreen View;
 - b) Decisions Received:-
 1. 21/02215/FL Convert & extend store/outbuildings into C3 holiday accommodation, 15 High Street – granted with conditions;
 2. 23/00395/CLE Certificate of lawful use for change of use from nurseries to garden centre at Burniston Nurseries – granted;
 3. ZF23/00836/HS Erect single storey side extension, 9 the Limes – granted with conditions;
 - c) To agree comments/note any planning matters/decisions received after 30/8/23.

/ Continued overleaf

10. Finance Matters – none to hand at preparation of agenda.
11. Accounts to Certify:- R Golsworthy (repairs to seat opposite BMW garage - invoice pending at preparation of agenda)

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

31st August 2023

MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 6th JULY 2023 AT 6.30PM

Present: Councillor R Parsons (Chairman)
Councillor A Hill
Councillor B Marley
Councillor C Murray
Councillor P Tidd
Councillor C Topham
Mrs J Marley (Clerk).

Absent: Cllr. P. Grimwood, North Yorkshire Unitary Cllr. D Bastiman.

49/23 **APOLOGIES:-** Received & accepted from Cllrs. P. Grimwood (personal commitment), NYU Cllr. Bastiman (work commitment)

50/23 **DECLARATIONS OF INTEREST:** none.

51/23 **MINUTES**

Having been previously circulated, the minutes of the Council meeting of 1st June 2023 were **approved** as an accurate record and authorised for signature by the Chairman.

52/23 **PUBLIC OPEN FORUM** No public present.

53/23 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

54/23 **REPORTS**

- a) **Police:** report on June incidents would be emailed to councillors 9/7/23..
- b) **Unitary:** no report to receive.
- c) **Parish:** Reports of overhanging branches 1] Scalby Road even numbered side opposite South End and 2] on Burniston Beck at junction Bridge Close/Coastal Road – Clerk to refer to Highways. Cllr. Hill reported a service bus had driven some parishioners waiting at a bus stop instead of stopping for them (no details of day or time available and parishioners had not reported the matter to the bus company). Cllr. Topham reported 1] there was still a lot of Himalayan Balsam on the north east bank of Burniston Beck (Clerk to refer to Duchy) and 2] the width of the pavement on the High Street from Woods Close to the Post Office was decreasing and restricting the passage of footpath users (Clerk to refer to Highways). On behalf of Cllr. Grimwood, Cllr. Parson reported a lack of water to the trough at the war memorial – several councillors explained the trough was spring fed and the weather may have cause it to dry up, alternatively the building works behind 35 high Street may have altered the course of natural springs – **agreed** to wait till there has been a decent amount of rain to see if the situation sorts itself.
- d) **Clerk:** reported 1] the problems with nettles and ravine fence had been passed to NYC rights of way team for action and N Y Cllr. Bastiman was aware of same; 2] an application to develop part of the land behind 38 High Street was soon to be submitted and the applicant's agent would be emailing details to the Clerk - **agreed** Clerk to pass on the plans when received.

55/23 **VACANCIES UNFILLED AT ELECTION BY REASON OF INSUFFICIENT NOMINATIONS:-** Noted no applications received.

56/23 **UPDATES ON ITEMS FROM EARLIER MEETINGS**

- a) Blue spruce on verge outside 3 Jolly Sailors [*Minute 38/23c* refers] – **noted** NYC Tree & Woodland Officer had inspected tree 5/6/23 and the condition of the tree did not concern him.
- b) Quarry Road culvert blocked [*Minute 38/23c* refers] – **noted** Highways Inspector had checked culverts in area and found nothing at intervention level, would monitor the area.
- c) Odour from Sewage Works [*Minute 38/23c* refers] – **noted** lengthy email from Yorkshire Water to say they had not had any operational issues over the last few months which would create an odour more than would be expected. Details given of contact points to be informed when strong odours are noticed – **agreed** to forward to Cllr. Topham for inclusion on our Facebook page.

- d) Land to south of 4 Scalby Road [*Minute 41/23a refers*] – **noted** a site visit had been undertaken, there was nothing of concern at the moment but monitoring would take place. **Agreed** Clerk to update parishioner who initially raised the issue.
- e) Burniston Show Assets T&F Group [*Minute 41/23b refers*] – **noted** 1] cups at Duggleby's for inclusion in auctions of 20th and 21st July and an interview on Radio York scheduled for 18th July; 2] P Flinton unable to do transport of shed contents, suggestions made of other people who may be able to do it – **agreed** Clerk to deal.
- f) Council land behind Thorny Beck Cottage [*Minute 44/23c refers*] – **noted** 1] the land to the north side of the path has been cleared and the boundary posts renewed; 2] clearance of the land to the south side of the path had been done; 3] the contractor **authorised** to clear out the ditch on the southern boundary before Spring 2024; 4] **agreed** while there's nothing to indicate that the level of the Parish Council's land is anything other than its natural original level, there is evidence that water (probably from the public highway or the private drive) is running from the gardens of these properties onto the Parish Council's land. Clerk to write to the parishioners who raised the original issue suggesting the highway water could be contributing to the problems they are experiencing and recommending they contact Area 3 Highways.

57/23 **CORRESPONDENCE**

- a) Exchange of emails between a parishioner and the Clerk (*circulated with agenda*) regarding the level of the precept – **received & noted**.
- b) Correspondence received after 30/6/23 & requiring a response before next meeting – none.

58/23 **PLANNING MATTERS**

- a) **Applications Received:-**
 - 1. ZF23/00836/HS Erect single storey side extension, 9 The Limes – **agreed** no objections.
 - 2. ZF23/00850/HS Retrospective consent for rear dormer with flat roof and uPVC cladding, 3 Limestone Way – **agreed** object (on grounds of scale, size, design, contrary to Policies DEC1 and DEC4).
- b) **Decisions received & noted:-**
 - 1. 22/02481/FL Erect dwelling following part demolition of existing barns, 35 High Street– granted with conditions.
- c) **Planning matters received after 30/6/23:-** None.

59/23 **FINANCE & REGULATORY MATTERS** – none.

60/23 **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

Sneakytrick Holdings Ltd	Web hosting/support 23/24	£144-00
B&C Village Hall	Hire April-June	£36-00
YLCA	Training 2 councillors	£74-00
HMRC	Tax/NI April-June	£240-00
R Kendall	Clearing woodland at Prickybeck	£374-40

61/23 **NEXT MEETING - REFRESHMENTS**

Agreed Cllr. Topham.

There being no further business, the Chairman declared the meeting closed at 8.01 pm.

(no subject)

Subject: Show Grant documentation
Date: Mon, 21 Aug 2023 17:52:35 +0100
From: Richard Parsons <cllr.richard.parsons@burnistonparishcouncil.org.uk>
To: Mrs J. Marley, Clerk to Burniston Parish Council <clerk@burnistonparishcouncil.org.uk>

Hi Jools, would you distribute the attached please to all Burniston Parish Councillors.

As an explanation to the docs, I have written the below.

Doc 1 The application form to be completed and returned to Jools.

Doc 2 An accompanying letter to be published with Doc 1 on our website. This gives information to the applicant about the process and the relevant dates.

Doc 3 An internal document for each Councillor to assist with the shortlisting/grant process.

Doc 4 The form to be used when scoring an application during the shortlisting/grant process.

Doc 5 An internal document to give each Councillor additional information on the process.

Doc 6 The grant agreement form for those being offered a grant.

Doc 7 This is the first draft of a leaflet to go to each household. Still to be made good! **7A/B/C**

Each of these documents will be brought before the Council at the meeting on 7th September for approval.

If approval is obtained then the process will start immediately. Docs 1 and 2 on our website. Doc 7 to printing with a view to full distribution by the 17th of September. I'm sure that will be us, leaflet dropping again.

I have made a provisional booking at the village hall for an open/presentation evening for the 23rd November.

Would everyone take some time to read through the docs. If there are any questions each member of the Task and Finish Group will be happy to answer them. The idea being that we enter the meeting on 7th September with all Councillors fully appraised and ready for these items on the agenda.

Many thanks, Richard.

Burniston Parish Council

Email: clerk@burnistonparishcouncil.org.uk

Tel 01723 870299

Website: <https://burnistonparishcouncil.org.uk>



Burniston Show Asset Grant Application

Grant Applicant Details	
Please type into the boxes – they will expand as you type or you may attach additional information sheets.	
1.	Name of applicant
2.	Name of organisation, address, contact telephone numbers, and email address
3.	Summary of aims & objectives
4.	Nature of organisation e.g. Registered Charity, non-profit/voluntary
5.	Registered Charity no. (if applicable)
6.	Date organisation set up.
7.	Number of Employees in your organisation who reside in the Parish of Burniston.
8.	Number of volunteers in your organisation who reside in the Parish of Burniston.
9.	Estimate of number of people who take part in the organisation's activities who live in Burniston.
Grant Application Details	
10.	Purpose for which the grant is required
11.	Describe the benefit to the residents of Burniston.
12.	Is this a one-off or on-going project?
13.	Total cost of project.
14.	Amount requested in this application.
15.	Include breakdown of costings (materials, labour cost, quotes and estimates)

16.	Is your organisation providing funding towards this amount? (if yes, please provide details.	
17.	Grants already received from other bodies for this project - give name and amount.	
18.	Applications made to other bodies which are awaiting outcome - give name and amount.	
19.	If you do not receive the full amount requested in your application, how will you fund any shortfall and when will that funding become available?	
20.	Date the project/work will start.	
21.	Expected project completion date.	
22.	If your grant application is successful, what is the expected date, the grant funded part of your project will available for use, by your organisation.	
23.	How will success of the project be measured?	
24.	Date funds required.	
25.	Date of application.	

PLEASE ENCLOSE A COPY OF YOUR LATEST REPORT AND END OF YEAR ACCOUNTS

I CONFIRM THAT ANY GRANT RECEIVED WILL ONLY BE USED FOR THE PURPOSE DESCRIBED IN THIS APPLICATION

Name (block capitals): _____

Signed: _____

Date: _____

Address (if different from address provided earlier):

Please return the completed Form and all supporting documents by 1800 hrs 21/10/2023 to:

The Parish Clerk via email to –
 clerk@burnistonparishcouncil.org.uk

Burniston Parish Council
Burniston Show Asset Grant Information.

Approved: **Date**

Burniston Parish Council is funded through the precept by the council tax payers of Burniston.

In January 2020 Burniston Parish Council was given, as custodian, the assets and residual funds of the Burniston and District Agricultural and Horticultural Society under written and agreed conditions. At that point in time the society was wound up.

The first condition was – The assets and residual funds would be held by Burniston Parish Council for a term not exceeding three years from receipt in order to allow a viable show management committee to be established to run a similar event within six miles of the Parish of Burniston. Burniston Parish Council should satisfy itself as to the viability of the new show management committee prior to releasing all assets/funds (including accrued interest)/paperwork etc to the new committee.

The second condition was – Should a viable show committee not be established within three years of Burniston Parish Council receiving the items, then the assets shall be realised and their value, excluding costs and the residual funds, must be distributed to Organisations/groups within six miles of the Parish of Burniston or Organisations which can demonstrate the assets will be used for the benefit of residents of the Parish of Burniston.

Despite extensive efforts by members of our local community and Burniston Parish Council, condition one was unable to be met.

The second condition is now being met. The assets have been realised and a sum of ??????? is available for grants.

The distribution of funding is to be by application from appropriate groups/Organisations who are able to demonstrate by application they meet the criteria.

Burniston Parish Council will consider every application against the criteria during an open, honest and transparent process with due diligence.

Once the funds from this process have been exhausted the process will close.

Criteria

1. The applicant is a voluntary or charitable body with a strong connection to the Parish of Burniston.
2. The organisation/group applying for funding must be situated within 6 miles of the Burniston Parish Council boundary or be an Organisation or Group which can demonstrate that any funding will be used for the benefit of the residents of the Parish of Burniston.
3. There should be a clear long term benefit to the community of Burniston Parish.
4. Support is aimed at specific capital projects.
5. The council looks for assurance that both the project and the applicant have long-term viability unless the application is for a one off project, the results of which show a long term benefit.
6. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
7. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.
8. For more complex grant applications, a thorough breakdown of costs expected and timescale of works will need to be submitted with the application.

9. For grant applications where the Council is only paying part of the costs of a particular capital project, the Council will pledge a sum which will be held for up to six months until such time as the applicant can demonstrate that they have secured full funding for their capital project or that part of the project as a whole.
10. Applications up to and including the total amount available will be considered. However if the application is successful, a lesser sum may be awarded.

Application process

1. Applications for a grant should be sent to the Parish Clerk. The grant form can be downloaded from the website burnistonparishcouncil.org.uk or posted if requested.
2. Completed forms should be returned as an email attachment to - clerk@burnistonparishcouncil.org.uk
3. Applications will be considered for shortlisting at a convened meeting of Burniston Parish Council. Those shortlisted will be asked to deliver a presentation at a meeting which will be open to members of the public to attend.
4. Applicants will be informed of the council's decision as soon as practicable after the meeting.
5. All documentation provided will be available for public scrutiny and should be legible.
6. Payments will be by BACS unless a cheque is requested.
7. Payments will only be made payable to the applicant organisation or authorised representative thereof.
8. Burniston Parish Council's decision on any application is final, there is no right to appeal.
9. The Council reserves the right to decline any application which it considers inappropriate or against the objectives of the Council without giving reasons for its decision.

If successful

1. The applicant will be notified and asked to reconfirm the date on which the funds are required and the payee's name, and to undertake to use the funds for the agreed purpose.
2. A written progress report will be required within 3 months of a grant being given.

Relevant dates for the grant process.

21st October 2023 at 1800 hrs. Application closing date and time. Any applications received after this date and time will not be considered.

2nd November 2023. Shortlisting results will be concluded and all applicants notified which will include any required presentation details.

23rd November 2023. An applicant presentation evening will be held.

7th December 2023. Final grant decisions will be made and all applicants notified following this decision.

The above dates may be subject to change in the event of any unforeseen circumstances.

Monitoring and reporting requirements

As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

In some cases there will be a legislative requirement for the grant recipient to furnish Burniston Parish Council with a report with such written evidence as demanded by the Council.

For all grants a quarterly (every 3 months) update as to the progress of the spending of the grant may be required.

The relevant starting date for all update reports, as outlined in this section, will be the date the grant is sent, from the Burniston Parish Council bank account.

General grant conditions

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim (recall) any grant not being used for the specified purpose of the application.
2. Applications for projects where the work has already been completed will not be considered.
3. Additional conditions may be applied at any stage of the grant process if appropriate to an individual application.
4. Any funding not allocated, not taken up or recalled, will be subject to further application at a future date, which will be decided on the conclusion and review of the initial process.
5. Any funding allocated will only be paid from Burniston Parish Council into the relevant organisation's registered bank account.
6. An Agreement Document will be signed by the applicant and Burniston Parish Council. This Agreement will outline the conditions under which the individual grant is made, any conditions the Council wish to place on the Grant Recipient(s) and an undertaking to comply with any conditions of grant recall.
7. No applicant is allowed to lobby or make any representation to Burniston Parish Council or individual Councillors.

Burniston Show Assets Application Process.

1. A copy of each application to be received by each Burniston Parish Council Councillor, seven days prior to any shortlisting meeting.
2. Each Councillor to receive a short listing matrix with the copy applications.
3. Each copy application will have any applicant details redacted prior to distribution to each Councillor.
4. Each application will have an identifying number allocated. Each copy will be marked with the identifying number.
5. The scoring matrix should not be completed until the shortlisting meeting. It is acceptable to read the applications prior to the shortlisting meeting.
6. During the shortlisting meeting a discussion will be held as to whether or not each application meets the shortlisting criteria. At this point those that do not will be rejected. This discussion will not include the merits of any individual application, nor any potential grant award.
7. If a Councillor is a member of, or part of the management of any organisation making an application, they will be required to declare this to the shortlisting meeting.
8. At the conclusion of each individual application discussion, each Councillor will complete a scoring matrix individually. Upon completion each matrix to be handed to the Clerk.
9. At the conclusion of all discussions the total scores for each application will added together. The mean average for each application will be the score attached to that application.
10. Any application that has a mean average score of 18 or less will be rejected.
11. Any application with a mean average score of 19 or more will be accepted at this stage and the applicant(s) invited to a presentation evening.
12. At the presentation evening, each applicant will be allocated one table to set up any display they may wish to show and may be asked any questions about their application on an individual basis by any individual Councillor or member of the public.
13. Following the presentation evening a final decision will be taken by Burniston Parish Council at the next available Council meeting. Each scoring matrix may be revisited by each councillor and any changes to the scores they originally gave may, be reassessed against the scoring/application criteria.
14. At this meeting the funding for each successful applicant will be decided.
15. At each stage the applicants will be informed of their application status, in writing, as soon as possible after any decisions have been made. After the final decision meeting, the successful applicants will be informed of any grant offer Burniston Parish Council wish to make.

Lasting Value		Benefit		Risk	
Score	Criteria	Score	Criteria	Score	Criteria
5	Project expected to be in existence in excess of 5 years	5	Significant benefit to residents of Burniston Parish.	10	Severe risk to refuse grant i.e. refusal would have substantial detrimental impact on the community as a whole. There would be an increased burden on other organisation's to provide the same project/offering and it would be likely to have greater cost (e.g. the withdrawal of the Citizen's Advice facility in Burniston Parish)
3	Project expected to be in existence for 3 to 5 years	4	Medium benefit to residents of Burniston Parish.	8	High risk to refuse grant i.e. the project/offering could be supplied by another organisation with some cost implication to them
1	Project expected to be in existence for 1 to 3 years	3	Limited benefit to residents of Burniston Parish.	3	Medium risk to refuse grant i.e. project/offering could still be supplied by applicant organisation but would have some detriment to what is offered by them and with some cost implication to them
0	Project expected to be in existence for less than 1 year	2	Little benefit to residents of Burniston Parish.	2	Slight risk to refuse grant i.e. the application is refused. However, another organisation could supply/already supplies the project/offering with little or no additional cost to them
		1	Targeted benefit to the applying organisation i.e. a benefit only to the organisation's members and of no benefit to the community.	1	Low risk to refuse grant i.e. project/offering could still be supplied by applicant organisation without detriment to what is offered by them or at any additional cost
		0	No benefit to any sector at all	0	No risk to refuse grant i.e. refusal would have little or no impact to the community or applicant organisation if project/offering not supported or delivered

PROCESS FOR DETERMINING WHICH ORGANISATIONS/INDIVIDUALS RECEIVE A GRANT

1. The Full Burniston Parish Council Councillors (FBPCC) will be provided with redacted copies of the Grant Applications, and a scoring matrix, one week before a shortlisting meeting is held.
2. The FBPCC will discuss all applications, but will complete the scoring matrix individually at the shortlisting meeting.
3. At the shortlisting meeting the FBPCC will assess the scores provided for each application. A mean average of each application will be established as a score. These scores to the table below, sorting from the highest to the lowest scoring applications, i.e. in a descending order
4. Any application with a score of 18 or less will not be eligible for a grant. The remaining applicants will become shortlisted and be invited to a presentation evening to allow them to promote their application.
5. At the Council meeting that decides each grant, each Councillor may reassess their scoring matrix individually and change if it is clear, after the receipt of any additional information, that the score originally given cannot be justified, against the application/scoring criteria.
6. The final scoring matrix will be assessed by members of Burniston Parish Council, at the meeting in point 5 above and a decision made, as to the acceptance/refusal of applications, plus where successful, the amount to be granted.
7. The final allocated scores can be used as grant allocation guidance.

Organisation	Overall score	Amount requested	Amount allocated

Burniston Parish Council, Show grant process, further information.

Further to the formal documentation that you will have received below are a few notes to assist.

1. Prior to the next full Council meeting that will be held on Thursday 7th of September 2023. Each Councillor will have received, via email, a copy of all the documents that the Task and Finish group (T&FG) will be presenting to that meeting as its recommended process and documentation.
2. I would ask that you read carefully through the documents to familiarise yourself prior to the meeting. If you have any questions or require clarification in relation to the process or documentation please feel free to ask any of the T&FG at any point.
3. At the Council meeting of 07/09/2023, it will be agendered, that the documentation and process be approved. This is of course subject to discussion and any subsequent required change.
4. The T&FG will also recommend that each property in the Parish be leaflet dropped. Both to provide further information on what is taking place, also to encourage suitable applicants. A copy of a proposed leaflet will be emailed to each Councillor. It will be proposed that we use social media as a form of advertising.
5. It is proposed that the application process opens following this meeting. The above leaflet drop will have to take place quickly. It is appreciated that approval, print and distribution of the leaflets is going to have to be quick to maximise the application time.
6. The proposed application closing date is the 21st October 2023 at 1800 hrs. This gives Jools the opportunity to deal with the personal information redaction, particularly of any last minute applications.
7. Each Councillor will receive all the copy redacted applications by the 26th October 2023.
8. On the 2nd of November, the next Full Council meeting, there will be a shortlisting process. A full description of the process is in the document entitled 'Burniston Show Assets Application Process'.
9. It will be proposed, on the 23rd November 2023 a public presentation night/open evening will be held in the form of a table top display. Allowing each applicant to display any item which they feel will enhance their application. Councillors and members of the public will have the opportunity to meet with the applicants and discuss their presentation. Councillors will also be encouraged to speak with members of the public who may have a view they wish to express.
10. On Thursday 7th December 2023, the following full Council meeting, it is proposed the Council make its decisions on funding the applications, who have reached this stage, with the amount.
11. Each offer that is to be made will be by letter and the Grant agreement will accompany the letter.
12. A grant cannot be made until a signed Grant Agreement has been received by the Clerk.
13. The process of funding and potential recall is outlined in the 'Burniston Show Asset Grant Information' document.

Burniston Show Assets, Grant Agreement.

The purpose of this agreement is to outline the conditions under which a grant is being offered to –

1. The following general conditions apply to this offer.
 - a. The applicant is a voluntary or charitable body with a strong connection to the Parish of Burniston.
 - b. The organisation/group applying for funding is situated within 6 miles of the Burniston Parish Council boundary .
 - c. The grant offered will be spent for the benefit of the residents of Burniston.
 - d. The grant offered is to be used for the specific purpose outlined in the application and Offer Letter; otherwise the money shall be returned to Burniston Parish Council, except where the council's prior written consent has been given for the funds to be used for another purpose.
 - e. The applicant will provide written updates on the progress of the grant spending as requested in any 'Specific Conditions' and in any case within twelve months.
 - f. For grant applications where the Council is only paying part of the costs of a particular capital project, the Council will pledge a sum which will be held for up to six months until such time as the applicant can demonstrate that they have secured full funding for their capital project or that part of the project as a whole.
 - g. Any underspend from the grant will be immediately returned to Burniston Parish Council.
 - h. Organisations for which the application is made, will contact Burniston Parish Council before disposing of any equipment or resources purchased or partly funded with grant funding from the Council
 - i. Organisations for which the application is made, will acknowledge the support of Burniston Parish Council in any promotional material.
2. Specific conditions relevant to this grant offer.

Grant Acceptance Form

I/We accept the offer of award of £ dated

Awarded to.....

from Burniston Parish Council in respect of.....

I/we declare that we are authorised to act on behalf of the

applicant,.....

and agree to accept the terms and conditions as detailed above, relevant to this award.

Signed:

Date:

Bank Account details.

Bank name and address -

Account name -

Account number -

Sort code -

An Invitation for Grant Applications.

In January 2019 Burniston Parish Council was asked to be the custodian of the Burniston Show assets and tasked by the Burniston Show Committee, with finding a new committee to run the Burniston Show. If after a period of three years this was not possible then all assets were to be realised and grants awarded for the benefit of the residents of Burniston.

Sadly, having not been able to bring back the show, Burniston Parish Council is now in the process of seeking suitable candidates for a grant award.

The process will start with an application to the Council. Following the application process, will be a shortlisting of those suitable applications.

On November the 23rd each shortlisted applicant will have the opportunity to bring and display their relevant information to Burniston Village Hall. This will be open to members of the public who will be able to view the information provided and talk with both the applicants and the Parish Councillors. This meeting is an opportunity for everyone to see what each applicant is proposing and share their views.

The Burniston Parish Councillors who will be at this meeting will be available to both listen to any views you may have and answer your questions.

If you are an organisation that would benefit from this grant funding and are based within six miles of the Parish of Burniston and are able to demonstrate that any grant funding, will be used for the benefit of the residents of Burniston, then please apply.

If you know of an organisation that meets the funding criteria, let them know to apply.

This is an exciting opportunity to create an ongoing legacy for the Parish of Burniston. Allowing us to remember the hard work that went into running The Burniston Show over many years and the pleasure it brought to this area.

All of the relevant documents including application and funding criteria can be found on our website.

If you would like to apply or would like further information, our contact details are -

Email: clerk@burnistonparishcouncil.org.uk

Tel 01723 870299

Website: <https://burnistonparishcouncil.org.uk>.



**Grant Applications From the Burniston show
Fund.**

Burniston Parish Council are taking grant applications from voluntary or charitable organisations/groups within six miles of the Parish of Burniston or Organisations that can demonstrate the assets will be used for the benefit of residents of the Parish of Burniston.

On November the 23rd each shortlisted applicant will have the opportunity to bring and display their relevant information at Burniston Village Hall. This will be open to members of the public to view the information provided, talk with both the applicants and the Parish Councillors. This meeting is an opportunity for everyone to see what each applicant is proposing and share their views.

If you are an organisation that would benefit from this grant funding and meet the criteria then please apply.

If you know of an organisation that meets the funding criteria, let them know to apply.

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Grant Applications from the Burniston Show Fund.

From DATE September Burniston Parish Council is taking grant applications from voluntary or charitable organisations/groups within six miles of the Parish of Burniston or organisations that can demonstrate the grant will be used for the benefit of residents of the Parish of Burniston.

An Open Evening will be held on 23rd November at Burniston Village Hall and each shortlisted applicant will have the opportunity to display details of their application. The evening will be open to members of the public to view the information provided, talk with both the applicants and the Parish Councillors. The meeting is an opportunity for everyone to see what each applicant is proposing and share their views.

If you are an organisation that could benefit from this grant funding and meet the criteria then please apply.

If you know of an organisation that meets the funding criteria, let them know to apply.

This is an exciting opportunity to create an ongoing legacy for the Parish of Burniston. Allowing us to remember the hard work that went into running Burniston Show over many years and the pleasure it brought to this area.

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