



## MELLING PARISH COUNCIL

To: The Chairman and Members of Melling Parish Council

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held on Tuesday 10<sup>th</sup> March 2020 at 7.30 pm in Melling Primary School for the following purposes:

### AGENDA

1. **Apologies for Absence.**
2. **To consider and approve the Minutes of the Ordinary Meeting held on 11<sup>th</sup> February 2020.**
3. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
4. **To adjourn the meeting to receive public comments.**
5. **2020 Awards Evening.**  
Members are asked to:
  1. Agree the date of Tuesday 30<sup>th</sup> June 2020 for the awards evening with a start time of 7.30pm;
  2. Consider setting a budget of up to £2,500 for the event;
  3. Agree award categories, nomination and voting procedures.
6. **Application for grant from scouts for defibrillator**  
Members are asked to consider the application for grant funding of £750 from the scout group towards the purchase of defibrillators.
7. **Application for grant from Melling in Bloom for planters**  
Members are asked to consider the application for grant funding of £1,810.20 from Melling in Bloom towards the purchase of planters.
8. **Grant Awarding Policy**  
Members to consider and approve attached grant awarding policy.
9. **Training**  
Members are asked to consider attendance on the following courses:  
Chairmanship – October 8<sup>th</sup> at a cost of £25.00.  
New Councillors and Clerks – June 13<sup>th</sup> (module 1) and June 27<sup>th</sup> (module 2) at a cost of £33 for module 1 and £30 for module 2.
10. **To receive reports of meetings.**  
(For information purposes only - No decisions may be made under this item.)

- 11. Correspondence.**  
Members are asked to consider any correspondence which may have been received and respond.
- 12. Planning Applications.**  
Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.
- 13. Accounts paid and for payment**  
Members are asked to agree the payments set out in the schedule of payments circulated.
- 14. To appoint an internal auditor.**  
Members are asked to confirm the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial year 2019/20 and to agree their fee of £144.00 (inc VAT).
- 15. Exclusion of press and public.**  
  
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- 16. To review lease agreement with playgroup.**  
Members are asked to consider the condition report and rental assessment prepared in respect of the portacabin and review the lease agreement with the playgroup.

*J Farrar*

Miss J Farrar  
Clerk to Melling Parish Council  
3<sup>rd</sup> March 2020



**Melling Parish Council**

**Grant Awarding Policy  
for Melling Parish Council**

March 2020

## **Introduction**

A grant is any payment made by the council to be used by an organisation for a specific purpose that will benefit the parish or residents of the parish and which is not directly controlled or administered by the council. The council awards grants at its discretion to parish organisations that can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish in a positive way

## **Grant Application Process**

1. All grant applications should be submitted on the grant application form and sent to the parish clerk in the first instance, including all supporting documentation and evidence.
2. The application will be considered by the council at the next available meeting.
3. Applicants may be requested to submit any or all of the following in support of their application:
  - A copy of their written constitution and/or details of their aims and purposes
  - Full details of the project or activity
  - Information demonstrating that the project or activity will be of benefit to the local community within the parish
  - Information demonstrating a clear need for funding, including, but not limited to, a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The council will make the decision on which grants to award and all applicants will be contacted once that decision has been made.
5. The council has a limited budget available for grants each year and guidance can be obtained by applicants from the clerk as to how much money is likely to be available in a specific financial year.

## **Conditions of Funding**

1. The organisation making the application for the grant must be either a charity or not for profit. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. The organisation applying for the grant should have a bank account in its own name with two authorised signatories required to make payments out from that account.

5. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards should be properly accounted for and evidence of expenditure should be supplied to the council as requested.
6. Ongoing commitments to award grants or subsidies in the future will not be made and a new application will need to be submitted in respect of each payment requested.
7. Any grant must only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.
8. The council may make any award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.

March 2020

## MELLING PARISH COUNCIL

### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	
6.	What will be the total cost of the above project?	£
7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

**10<sup>th</sup> March 2020**

**Planning Applications**

- [Approval of details reserved by condition 2 \(s106\) attached to planning permission DC/2016/01922 approved on 31.03.2017.](#)

Brooklands Farm Brewery Lane Melling Liverpool L31 1EZ

Ref. No: DC/2020/00251 | Validated: Wed 12 Feb 2020 | Status: Decided

- [Approval of details reserved by condition 12 \(s106\) attached to planning permission DC/2015/00579 approved on 08.07.2015.](#)

Brooklands Farm Brewery Lane Melling Liverpool L31 1EZ

Ref. No: DC/2020/00252 | Validated: Wed 12 Feb 2020 | Status: Decided

- [Erection of a first floor extension to the rear of the dwellinghouse.](#) 

6 Old Prescot Close Melling Liverpool L31 1JH

Ref. No: DC/2020/00369 | Validated: Fri 28 Feb 2020 | Status: Registered