



Finance Grants Sub (Finance) Committee

Date: TUESDAY, 12 MAY 2015
Time: 11.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Randall Anderson
Deputy John Barker
Nigel Challis
Simon Duckworth
Deputy Anthony Eskenzi
Tom Hoffman
Deputy Jamie Ingham Clark
Alderman Vincent Keaveny
Oliver Lodge
Philip Woodhouse

Enquiries: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS**

3. **MINUTES**

To agree the public minutes of the meeting held on 18 November 2014.

For Decision
(Pages 1 - 6)

4. **GUIDELINES FOR GRANTS**

Report of the Town Clerk setting out the guidelines to be observed when considering the application for grants.

For Information
(Pages 7 - 12)

5. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING OF THE COMMITTEE**

Report of the Town Clerk.

For Information
(Pages 13 - 14)

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

8. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

9. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 18th November 2014.

For Decision
(Pages 15 - 16)

10. **GRANT APPLICATIONS**

Report of the Town Clerk and the Chamberlain.

For Decision
(Pages 17 - 26)

a) Migration Museum - Annex 1 (Pages 27 - 52)

b) Flowers in the City - Annex 2 (Pages 53 - 66)

c) Royal Shakespeare Company - Annex 3 (Pages 67 - 78)

- d) Miracles - Annex 4 (Pages 79 - 88)
- e) Epping Forest South District Scout Club - Annex 5 (Pages 89 - 98)
- f) Arkwright Scholarships Trust (RISE) - Annex 6 (Pages 99 - 108)
- g) Friends of City Gardens - Annex 7 (Pages 109 - 118)

11. **REPORTS FROM RECIPIENTS OF GRANTS (Monitoring information)**

Report of the Town Clerk.

For Decision
(Pages 119 - 140)

12. **ANALYSIS OF GRANTS AGREED FOR THE FIVE YEARS 2010/11 TO 2014/15**

Report of the Chamberlain.

For Information
(Pages 141 - 174)

13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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FINANCE GRANTS SUB (FINANCE) COMMITTEE

Tuesday, 18 November 2014

Minutes of the meeting of the Finance Grants Sub (Finance) Committee held at Guildhall on Tuesday, 18 November 2014 at 11.30 am

Present

Members:

Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Randall Anderson
Deputy John Barker
Nigel Challis
Deputy Anthony Eskenzi
Tom Hoffman
Jamie Ingham Clark
Alderman Vincent Keaveny

In Attendance

Officers:

Emily Rillington	- Comptroller and City Solicitor's Department
Anne Pietsch	- Comptroller and City Solicitor's Department
Laura Donegani	- Town Clerk's
Sue Baxter	- Town Clerk's
Steve Telling	- Chamberlain's
Barbara Riddell	- Independent Grants Assessor
Julie Mayer	- Town Clerk's

1. APOLOGIES

Apologies were received from Philip Woodhouse and Simon Duckworth.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

- Oliver Lodge declared a general interest in respect of item 8 (grant application for Clean up UK) as the Chief Executive is a personal friend. Mr Lodge offered to withdraw when the application was discussed.
- Barbara Riddell (Independent Assessor to the Finance Grants Sub Committee) declared a general interest as her husband, Nicholas Riddell, had written a historical document in respect of St Matthias Church (item 8). Mr Riddell undertook this work on a voluntary, unpaid basis, in order to assist the church and the local community. Mrs Riddell offered to withdraw when the application was discussed.

- Julie Mayer (Clerk to the Committee, with no decision making powers) declared a general interest in respect of item 8 (the Grant Application for Hall Mead School) as her partner works at the School. Ms Mayer offered to withdraw when the application was discussed.

3. **MINUTES**

The minutes of the Finance Grants Sub Committee held on 27 May 2014 were approved.

4. **GUIDELINES FOR GRANTS**

The Sub Committee received the guidelines to be observed when considering grant applications.

5. **GRANT APPLICATIONS**

The Sub Committee received a joint report of the Chamberlain and the Town Clerk, outlining applications for Finance Grants Sub Committee assistance, since the last meeting.

RESOLVED, that:

The following applications be agreed and funded from the City Educational Trust Fund:

- **Clio's Company** - A grant of £7,700 towards the cost of developing new drama education workshops, subject to receipt of draft accounts for the year to 31 August 2014; showing a breakeven or better position and a satisfactory income and expenditure report for 2014/15.
- **Youth Dance England** - A grant of £10,000 to ensure that Youth Dance England is as accessible as possible to young people with disabilities.
- **Dr Johnson's House** - A grant of £10,000 a year for 3 years, commencing 2015/16 and an additional grant of £15,000 (in 2014/15) towards special projects, subject to the receipt of satisfactory audited accounts for 2013/14.

The following application be agreed and funded from the City of London Corporation's Relief of Poverty Charity:

- **Crisis UK** - A grant of £5,000 towards a residential centre in London over Christmas 2014.

The following applications be agreed and funded from City's Cash:

- **Prisoners of Conscience Appeal Fund** - A grant of £25,000 to last for 3 years, towards the cost of bursaries.

- **St Matthias Church Stoke Newington** - A grant towards the restoration of the church roof (£20,000) and for printing costs of a booklet (£1,500). Members noted that this application had been supported by the City of London Benefices Sub Committee and asked for some further information in respect of support to other benefices churches. Members also stressed that support for Phase 1 of this project would not automatically indicate support for Phase 2.
- **Research Autism** - A grant of £5,000 towards the cost of 100 subsidised places at 2 conferences, to be held by Research Autism in 2015, subject to the production of satisfactory audited accounts for 2013/14,
- **Personal Support Unit** - Members asked if the funding (£25,000) could be put to a specific project and the Independent Assessor and Town Clerk agreed to go back to the company with this request.

RESOLVED, that:

Authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Finance Grants Sub Committee, to consider a revised application, in respect of a specific project. Final approval to be subject to the receipt of satisfactory audited accounts for 2013/14.

The following applications not be agreed as, at this time, Members did not consider them to be the most appropriate use of funds:

- **Hall Mead School** - £21,061 towards the cost of upgrading the school's sports facilities.
- **Bangladesh Football Association Ltd** - £10,000 towards the cost of delivering a volunteering programme to young people.
- **Top Spiritz Ltd** - £6,200 towards the cost of providing therapeutic creative workshops for individuals who suffer from emotional stress.
- **Panorama of the Thames** - As much as possible towards the cost of creating a visual record of London's bridges; today and from the past.
- **The Heroes Band** - £4,710 towards the cost of purchasing music band equipment for its musical performances to raise donations for the Help for Heroes charity.
- **Clean-up UK** - £19,500 towards the cost of helping people living in deprived London Communities, to keep the area free of litter, clean and safe.
- **Ethos UK** - £10,000 towards the cost of a new project supporting dementia.

- **Happy Days Children's Charity** - £5,000 towards the cost of providing leisure time activities for children and young people with special needs.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

In response to a question about the unusually high volume of applications to this meeting of the Finance Grants Sub Committee, the Town Clerk advised that, in response to the recommendations from a recent Internal Audit Report, the Finance Grants Sub Committee was now more visible on the City Bridge Trust's (CBT) website; i.e. any applications to CBT, which did not meet their criteria were directed to the criteria and application form for a Finance Sub Committee Grant.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

8. EXCLUSION OF THE PUBLIC

RESOLVED – that, under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting, for following items of business, on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Local Government Act.

Item No(s)

9 – 12

Para No(s)

3

9. MONITORING REPORTS FROM RECIPIENTS OF GRANTS

The Sub Committee considered a report of the Town Clerk, which provided Members with information on those organisations which had been awarded grants by the Finance Grants Sub Committee.

RESOLVED, that:

The Report from Recipients of Grants be noted.

10. BENEFITS IN KIND 2014/15

The Sub Committee considered a report of the Chamberlain which informed Members of the current recipients of benefits and grants in kind.

11. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

Members received an urgent item of business whilst the public were excluded.

The meeting ended at 1.10 pm

Chairman

Contact Officer: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk

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FINANCE COMMITTEE GRANTS SCHEME - GUIDELINES

The Finance Committee makes small grants to organisations to support work in the areas of heritage and conservation, education and relief of poverty. The Committee will occasionally make grants outside these areas where charitable initiatives present a strong case for funding.

The following guidelines will be observed by the Sub-Committee. All disbursement are subject to any legal restrictions on the award of funding outside the City of London or Greater London:-

- (a) The applicant must demonstrate **either:-**
 - a sufficiently strong connection with the City; for example, that the applicant's audience are City residents or workers; **or**
 - that the appeal is of a special nationwide charitable activity
 - (b) Preference will be given to requests where a grant would be utilised for the active furtherance of charitable objectives rather than for the salaries of the employees;
 - (c) In education matters, assistance will be given to organisations having education as an objective or which seek to sponsor the pursuit of further and higher education;
 - (d) Grants will be given to organisations rather than individuals;
 - (e) New applications will not normally be considered from a recipient of a grant within a three year period; and;
 - (f) It is unlikely that grants would be made to an organisation already in receipt of financial support through the London-wide scheme and/or the local grants to voluntary organisations scheme;
 - (g) It is also unlikely that grants will be made to organisations which have historically received a large proportion of their funding from central government or other local government sources. It is generally preferred to assist those charitable organisations which have not received the majority, if any, of their funding from such sources; and
 - (h) Organisations that have received a grant for similar activities from the City Bridge Trust Committee will not normally be funded by the Finance Committee.
- NB: The above are 'Guidelines' only and the Committee retains total discretion as to whether an application is supported. Therefore whilst an application might not meet the above requirements, it may be supported if the Committee deems it worthwhile.

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PLEASE KEEP THIS DOCUMENT FOR REFERENCE

FINANCE COMMITTEE OF THE CITY OF LONDON ("the Committee")

TERMS AND CONDITIONS OF GRANT

1. The grant is made only for the purpose agreed by the Committee. You must therefore request the Committee's permission before implementing any variations.
2. Organisations must keep proper and up-to-date records and accounts that show how the grant is being used. The financial records should be available to the Committee for inspection. Any grant from the Committee must be regarded as and shown in your annual accounts as Restricted Income.
3. All recipients of grants are required to report back to the Finance Committee in accordance with the following procedures:-

Total Grant	Monitoring procedure
< £5,000	To write to the Town Clerk
> £5,000	To complete a Monitoring Form
>£20,000	Monitoring Form plus additional contact where necessary
> £40,000	Monitoring Form plus an evaluation visit

Recipients of fixed period consecutive grants over £5,000 are required to comply with the above monitoring procedures annually, and the release of any subsequent instalments will be subject to that process. The above procedures apply to recurring annual donations, excluding internal grants to staff and Corporation based organisations. Additional monitoring may be carried out at the request of Members of the Finance Grants Sub Committee or, on the recommendation of the Independent Grants Assessor.

4. In accordance with the Local Government and Housing Act 1989, recipients of grants given under Section 137 of the Local Government Act 1972, are required to report back within twelve months on the use to which the grant has been applied. This requirement relates to grants of over £2,000.
5. The Committee reserves the right to claim back any grant or part of a grant which has not been used for the purposes agreed. Organisations **must** inform the Committee administrator of any underspend in a grant and any decision to claim back the grant or any part of a grant shall be at the sole discretion of the Committee.
6. Audited accounts (or such accounts as are contained in Part VI of the Charities Act) covering the period(s) during which the grant was used must be sent to the Committee as soon as possible and within 10 months of the end of the financial year.

7. When a capital grant of £25,000 or above is made towards the purchase or rehabilitation of a building, the grant will be released, where possible, on presentation of architect's certificates and other evidence of funds being required for payment. Payments of the grant will be made in accordance with the staging of payments for the project or on receipt of an invoice from the Project Manager or Contractor stating that sums are due
8. The organisation must obtain the prior written consent of the Committee before disposing of any capital equipment, land, vehicle or buildings which have been acquired, adapted or improved with the aid of a grant from the Committee where the value of that grant exceeds £25,000.

The Committee may require repayment of all or part of any proceeds of the disposal or sale in certain cases and any decision to claim back the grant or any part of a grant shall be at the sole discretion of the Committee. This may apply for a period of up to five years after the grant has been made and in appropriate cases a legal charge may be

9. Where a capital grant is made towards the purchase (of a freehold or leasehold interest) or rehabilitation of a building, the Committee must be provided with:
 - detailed planning permission (if required),
 - listed building consent (if required),

No grant will be paid prior to the receipt of this information.

10. In awarding a grant the Committee may stipulate other conditions which will be clearly described in the accompanying grant offer letter. The Committee will need to be provided with evidence that any such conditions have been met before any payment will be released.
11. The Committee usually expects its grant recipients to acknowledge its support wherever appropriate and will supply an official logo for this purpose. Please do not construct your own logo on our behalf. Organisations **must** acknowledge our support in their Annual Report and Accounts (see paragraph 2 above.) Please ensure that you use our correct name – the City of London Corporation.
12. Organisations will be expected to repay grants if they (or their directors, trustees, employees, consultants or agents) are found to have acted fraudulently or negligently, or the organisation is dissolved wound-up disbanded or put into insolvent liquidation, or if the Commissioners use their powers to establish a Scheme for the administration of a charity under section 16(1) (a) of the Charities Act, or the organisation otherwise ceases to operate. Any decision to claim back the grant or any part of the grant shall be at the sole discretion of the Committee. Grants must also be paid back in full if the application is found to be completed fraudulently.

PLEASE SIGN AND RETURN THIS DOCUMENT

TO: Finance (Grants Sub) Committee Clerk
Town Clerk's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

FROM: ***[NAME AND ADDRESS OF ORGANISATION HERE]***

I am authorised to and hereby acknowledge receipt of the grant offer from the Finance Committee and accept on behalf of this organisation the Committee's Standard Terms and Conditions and any additional conditions included in the grant offer letter.

Signed for and behalf of (please specify organisation).....

Full Name:

Position:

Date:

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Committee: Finance Grants Sub Committee	Date: 12 th May 2015
Subject: Decisions taken under Delegated Authority since the last meeting of the Committee	Public
Report of: Town Clerk	For Information
<p style="text-align: center;">Summary</p> <p>This report advises Members of action taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b).</p> <p>Recommendation:</p> <p>Members are asked to note the report.</p>	

FINANCE CHAIRMAN'S DISCRETIONARY FUND DONATIONS:

In December 2014, the following donations were made:

1. £2,300 to the Stuart Low Trust (supporting vulnerable adults at risk of hospital admission because of mental health problems); in order for them to run 4 Christmas/New Year evening events at a cost of £2,300 (i.e. £575 per evening).
2. £2,500 to the Parent House (do excellent work with low income and isolated families); in order for them to buy 50 x £50 vouchers from a local supermarket and provide a Christmas 'boost' to 50 families, 10 of whom are outreach volunteer parents.
3. £2,500 to Solace Women's Aid in order to help women who arrive at their refuges (provided across 14 sites in London), with no belongings, personal items, or even ID – just the clothes they are wearing and a few they can carry.

Please note that monitoring information from the above organisations is set out later on today's agenda.

DECISION TAKEN BY THE FINANCE GRANTS SUB COMMITTEE UNDER DELEGATED AUTHORITY:

Quaker Homeless Action

Quaker Homeless Action, which provides shelter for rough sleepers between 23rd and 30th December every year, was discussed at the Finance Grants Sub Committee's meeting the 18th November 2014. The application was accepted as a late item of business, as it was not received until 14th November.

Members agreed in principle to a grant of £6,000, subject to the usual due diligence, and delegated final approval to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Finance Grants Sub Committee.

Action taken:

A grant of £6,000 was awarded to Quaker Homeless Action, to be funded from the Relief of Poverty fund.

Personal Support Unit (PSU)

In 2014, PSU volunteers helped 2,500 people going through family cases at the Central Family Court, High Holborn, London; an increase of over 50% on the previous year. The PSU are seeking to provide more support to volunteers as they continue to help the growing number of people involved in highly emotional cases. In November 2014, the PSU applied to the Finance Grants Sub Committee for a grant of £25,000. Members asked if the funding (£25,000) could be put to a specific project.

Action taken:

A grant the sum of £25,000, in order to fund a new initiative - a PSU Co-ordinator dedicated to family work, based on-site at the Central Family Court.

Contact:

Julie Mayer
Committee and Member Services Officer
Town Clerk's

020 7332 1410

Julie.mayer@cityoflondon.gov.uk

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