

**BRIDGNORTH TOWN COUNCIL  
TOWN COUNCIL MEETING  
Tuesday 19<sup>th</sup> November 2019**

LJ/2019

11 November 2019

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 14 – VE DAY

AIM

1. To consider a recommendation to set aside grant funding for local community groups to commemorate the 75<sup>th</sup> anniversary of Victory in Europe (VE) Day

BACKGROUND

2. Central Government has changed the Early May bank holiday in 2020 to Friday 8<sup>th</sup> May to coincide with the 75<sup>th</sup> anniversary of VE Day. There is likely to be a demand to celebrate / acknowledge the date in a variety of fashions.

DISCUSSION/ COMMENT

3. Some members have spoken with the Clerk regarding how the Town Council might be involved in organising an event or events.
4. While the Town Council might choose to take the lead in organising an event for the entire community it is acknowledged that there a large number of armed forces groups and other charitable community groups that might wish to have their own specialised event to mark the occasion. It might be that different groups have different aspirations; some might want a street party, some might want an evening fancy dress party, some might want a young persons' educational event, others might want to hold a 1940's style musical show and others might want to play bowls and have a cheese and wine party. There are many possibilities.
5. It might be that, rather than the Town Council try to capture something for everyone it instead provides funding to those well run local community groups to allow time to run an event that suits their membership – a number of events for different tastes but around the same theme.
6. With the 'many events for many groups' theme the Council would need to identify how much funding it might give to groups and how many groups. It is suggested that a fund of £2,000 be made available to local groups with perhaps a maximum of 4 recipients;

- a. That could be one group such as the Royal British Legion having £1400 for a large scale Vera Lynn night and the Cricket Club, Scouts and WI each having £200 to contribute to food or entertainment for smaller scale events.

Or

- b. 4 groups each having £500 to buy bunting, union flags and part poppers for their own street parties.

There are a variety of configurations

7. Having considered that enabling community groups to mark the occasion in their own way might capture a wider audience, a process would need to be created. It might simply be that we ask groups for letters of interest to be submitted (what they want to do and what they might want grant funding for).
8. Often the submission of such letters of expression of interest can cause a bit of confusion or appear daunting to some smaller groups. It would be unhelpful to make the application process most suited to the 'experienced grant applicants'. An example has been produced (**attached**) which might help applicants who have not applied for such things before to know what types of information to include.
9. Any grant funding would need to have some terms and conditions applied to it to ensure there is evidence that the grant has been spent on that which it was given. A draft terms and conditions form has been produced (**attached**).
10. There will need to be a small 'panel' (3 people) to choose successful grant applicants – ideally councillors and perhaps those being; the Chair and Deputy Chair of the Town Council's Events committee. To ensure proper governance the RFO should probably be involved with or be on the grant awarding panel.
11. Should the Council consider the grant funding option suitable then a timetable will need to be produced; the following might be considered reasonable:
  - a. End of December 19 to mid-January – Advertise opportunity to apply.
  - b. Last week of January – Grant Panel members meet to decided recipients
  - c. First week of February – Announcement at Town Council meeting.
  - d. Beginning of April – Grants paid.
  - e. Mid-June – Grant applicants submit report/evidence.

## FINANCIALS

12. The grant spending agreed will be at the very beginning of the next financial year. In which case the Council can agree to put an appropriate amount into next year's budget.

13. There still remains £750 in the grants (others) budget (Cost Centre 120 – Nominal Ledger 4800) that the Council could choose to carry forward into next year that can contribute.

## SUMMARY

14. There are likely to be celebrations nationally to mark the 75<sup>th</sup> Anniversary of VE Day.
15. The Town Council can facilitate community groups and local organisations getting involved and putting on their own events by making available some grant funding – circa £2,000.
16. Applications can be made through a relatively simple Expression of Interest letter, with a panel of 3 deciding upon the successful applicants and the levels of funding to be awarded to each.

## RECOMMENDATION(s)

17. It is recommended that the Town Council RESOLVES:

To make grant funding available to Bridgnorth community groups and organisations to contribute to events that seek to mark the 75<sup>th</sup> Anniversary of VE Day.

To form a panel of 3 to consider and approve any such grant funding applications. (The panel to comprise the current Chair and Deputy Chair of the Town Council's events committee).

(Note: The level of grant funding is subject to ratification of the 2020/21 budget)

Lee Jakeman  
Town Clerk

## **EXAMPLE Letter of Expression of Interest – Bridgnorth Town Council Community Grants Funding**

Dear Councillors,

The Town cross country club would wish to hold a tea party and sports day in the Scout hut on Friday 8<sup>th</sup> May 2020 as part of the celebrations commemorating the 75<sup>th</sup> anniversary of VE day. The idea would be to have a number of traditional fete type games (sack race, egg and spoon etc) in (1940's) fancy dress; short trousers knee high socks and muddy faces. Following that we would like to have a simple street-party style tea with much of the food to be those items that were rationed during and for some time after the end of the 2<sup>nd</sup> World War.

We think we can cater for about 150 people indoors but that can be increased significantly if we could hire a number of trestle tables and chairs for use on the grass outside and so up to 300 might be our goal. We are looking to make the event open to any young person . The anticipated level of funding required is in the region of £950.

Our anticipated costs include:

- £250 for catering
- £100 room hire
- £100 for a bouncy castle
- £250 for Hire of picnic tables
- £100 for additional toilet facilities (portaloo style)
- £150 for prizes

While the Scouts might offer some discount on the hall hire they require the income to maintain their facility. We have sufficient volunteers to prepare the room and activities which include our welfare officer and have already set up an informal committee of 5 or 6 interested people.

The topic has been discussed in general terms and is supported (subject to suitable funding being available) by representatives of the scouts and the Cross country club and they have agreed that they would want to put on some form of community event for VE day.

Yours  
General (retired) Montgomery  
Secretary  
Bridgnorth Junior Cross County Club

**Template - Letter of Expression of Interest –  
Bridgnorth Town Council VE Day Grant Funding**

**Dear Councillors,**

**My name is \_\_\_\_\_ and I am writing on behalf**

**We would like to hold a  
(What event or project you are trying to arrange?)**

**How do you know your particular project is needed by those you want to attract? Have you undertaken any consultation with them?**

**What difference will your project make?**

**What will be the impact?**

**How will you deliver your project?**

**Can you simply explain the steps to achieving the impact you want to achieve?** You may find a simple delivery plan helps with this but it is not a requirement

**Does your organisation have the right skills and experience to deliver the project? If not, who will you work with to help?**

**Will you be able to measure the results of your project?**

You will need to report on the success of your project if we provide funding, so you should consider how you will be able to do this.

**Please find enclosed my supporting documents**

**My contact details are**

## Award Agreement & Term and Conditions

This agreement, together with the award offer letter sets out the terms and conditions for the award of a VE Day celebration Grant awarded by Bridgnorth Town Council (the Grantee) and (insert Name) ..... (the Recipient).

Bridgnorth Town Council will pay the Recipient the sum of £..... for the purpose of.....whatever the application said.....

### **Subject to the following conditions:**

#### **Use of Awards**

Your grant is solely intended specifically for the event you have applied for, and must be only used towards financing the total projects costs.

Any proposed changes should be discuss with the Town Council in advance,

If the proposed events does not materialise before 11<sup>th</sup> May 2020 then all monies granted must be returned to Bridgnorth Town Council.

You should pay particular attention to keeping all receipts and evidences of expenditure. Payments for good and services for the project should be made, wherever possible, from organisations bank account as we request bank statement to verify claims for payment.

#### **Publicity**

The Recipient agrees to publically recognise the Town Council's financial contribution to support the event and will use the Town Council's logo in its advertising campaign and post event reporting.

The Recipient will make every reasonable effort to ensure that those taking part in the event are aware of the Town Council's financial contribution.

### **Prior to the payment of the award, the recipient will provide to the Town Council:**

- A copy of a recent bank statement into which the funds will be deposited.
- A copy of its constitution.
- A signed copy of these terms and conditions.

**Within 60 days of the event being held the recipient will provide to the Town Council:**

- A copy of the bank statement that contains the deposit of the award into the bank account.
- Evidence of proof of expenditure in line with the expression of interest letter.
- A report to the Town Council that provides an overview of the event.
- Evidence that the Town Council was acknowledged publically for its financial contribution to the event.

The recipient acknowledges that failure to comply with the post event reporting will require the grant funding to be returned to the Town Council.

Should for any reason the event not take place on agreed date the recipient agrees to return the entire award to Bridgnorth Town Council within 30 days.

**Signed:**

**Name:**

**Organisation:**

**Signed**

**Lee Jakeman  
for Bridgnorth Town Council**