

1. **Financial Assistance Small Grants Scheme** (Pages 2 – 6)

CABINET MEMBERS DELEGATED DECISION

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary /	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
Lead Member: Cllr Jo Rust E-mail: cllr.jo.rust@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Sue Lintern Cllr Chris Morley		
Lead Officer: Carl Holland E-mail: carl.holland@west-norfolk.gov.uk		Other Members consulted:		
Other Officers consulted: Sarah Dennis				
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equality Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				
Date meeting advertised: 29 August 2025			Date of meeting decision to be taken: 05 September 2025	
Deadline for Call-In: 12 September 2025				

Financial Assistance Small Grants Scheme

Summary

This report details the decisions made in relation to the Small Grants Scheme, for capital awards only, for the second round of the 2024/2025 financial year's budget.

Recommendation

To approve the decisions set out below.

Reason for Decision

Determination of applications under the above Scheme.

The Small Grants Scheme Panel met on 26th August 2025 to assess capital grant applications. These grants fall within the Resources Directorate. This report details the recommendations made by the Portfolio Holders.

The recommendations featured in this report are subject to the 'call in' procedure. When the call-in process has passed, all applicants will be notified in writing by the Norfolk Community Foundation on behalf of the Borough Council. All terms and conditions of the grants will be stated in the official offer letter.

Small Grants Scheme – Capital grants

Awards under £5,000:

Applicant	Summary of request	Decision
Denver Cricket Club	To purchase and install an artificial wicket	£3,550
Open Road West Norfolk	To purchase a coil spring compressor	£1,000
	TOTAL AWARDED	£4,550

Applications declined/ deferred:

Applicant	Summary of request	Decision
RSPCA Norfolk West Branch	To pay for roof repairs on the new retail premises in King's Lynn	Links to the Fund priorities not as clear or as well evidenced as other applications. Links to the community only briefly mentioned.
The Wild Hub CIC	Towards the purchase and installation of a large yurt with flooring, to be sited at their Fenland Orchard countryside site	Uncertainty regarding permissions, including permission to erect the yurt on the site and who would ultimately be responsible for safety and maintenance.
West Norfolk Lawn Tennis Club	To demolish and rebuild the clubhouse	Planning permission not yet secured – a decision is likely to be obtained in September.
Grimston Cricket Club	To purchase and install an astroturf base to create a practice area	Originally agreed, but Club have been in contact to say that all funding has been found from other sources.

Awards over £5,000:

Dersingham Sports Ground Committee

The Committee are applying for funds towards the renovation of the existing sports pavilion, which is old and not fit for purpose. The work will include the installation of new washrooms and toilets to comply with relevant sport bodies'

requirements and making the building more accessible for less abled participants. There will also be a designated changing space for women and girls.

A grant of £10,000 is requested towards a total project cost of £452,305. £30,000 of this has been secured to date.

Decision: a grant of £5,000 be awarded to help the Committee on their fundraising journey, but also in recognition that there is a significant funding shortfall currently.

Tapping House

A grant is requested towards the cost of a new specialist bath and chair and replacement window for the Inpatient Unit main bathroom. The bathroom itself is very clinical and has not been upgraded since the Hospice moved to the building a decade ago. The room lacks daylight as well as the bathing facilities needed to create a relaxing and comfortable environment for patients.

Decision: An award of £8,632 be granted.

The PCC of St Margaret with St Nicholas and St Edmunds, King's Lynn

A grant is sought to refurbish the Minster's lighting system, enabling the PCC to expand their range of community activities and improve availability of the space, especially during evenings and the winter months. The congregation of the church will benefit from the improvements too, not just the wider community, but the amount requested reflects the proportion of the benefit for the wider community and community events, and not just the religious focussed activities.

Decision: An award of £5,000 be granted.

Three Holes Village Hall and Playing Field

Funding is sought to replace the flat roof which covers the main hall extension, bar area and storage room. The works were identified whilst a survey was undertaken to ascertain the viability of solar panels for the roof, with the roof being discovered as failing.

The village hall is the only facility of its kind in Three Holes and is a valuable asset to the community, in constant use with a number of activities.

Decision: An award of £10,000 be granted, subject to the balance of funding be obtained.

Policy Implications

None.

Financial Implications

The total Financial Assistance capital budget is as follows:

Capital Fund

	£
Budget 2024/ 2025 – Funds available	50,000
Allocations from previous report dated 6 th March 2025	11,150
This report	33,182
Balance of Funds Available 2024/25	£5,668

Personnel Implications

None.

Statutory Considerations

None.

Equality Impact Assessment (EIA)

Pre-screening only.

Risk Management Implications

None.

Declarations of Interest / Dispensations Granted

None.

Background Papers

Original application forms

Signed

Cabinet Member for: People & Communities Date: 29.08.25

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function	Financial Assistance – Small Grants Scheme				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	A small budget is available for local community and voluntary groups to apply for funding, under the guidance of set criteria, to improve community facilities. The Scheme is administered by Norfolk Community Foundation, with grant award decisions made by Borough Council Officers and Members. It is not a statutory function.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Gender			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Other (eg low income)			X	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No	No- any constituted group can apply for funding. Providing the function for which they are applying for benefits the community, and meets the Scheme criteria, then any group can apply.			
3. Could this policy/service be perceived as impacting on communities differently?	Yes/ No	Every application has to demonstrate a clear benefit to the community so grants will only ever improve a community and its facilities.			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes/ No	Some projects will do this through their activities, but this is not a specific requirement of the Scheme.			
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes/ No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name SARAH DENNIS					
Job title: Finance Business Partner	Date: 26 th August 2025				