



**MEMBERS' ALLOCATIONS**

**SURREY COUNTY COUNCIL  
LOCAL COMMITTEE (ELMBRIDGE)**

**11 JUNE 2007**

**KEY ISSUE:**

To note the criteria and process for the use of Members' Funds and make decisions on funding proposals.

**SUMMARY:**

The report outlines the proposed criteria and process for the use of Members' Funds and makes recommendations on a number of proposals.

**OFFICER RECOMMENDATIONS:**

The Committee is asked:

1. To note the Criteria and Guidance Note for the use of Member's Funds as set out in Appendix 1.
2. To agree that the Area Director, in consultation with the Chairman and relevant Divisional Member, be authorised to approve the use of an individual Member's allocation for projects up to £1,000 which will be reported for information at the next Local Committee meeting.
3. To consider an application for funding of £1,600 from Love of Learning for an Anti Bullying Day for children in the Hinchley Wood/Claygate/Oxshott Divisional area to be funded from Mr Bennison's allocation.

4. To consider a retrospective application for funding of £500 from Molesey, Dittons & Hinchley Wood Neighbourhood Watch for printing and distribution of Neighbourhood Watch Newsletters in April 2007 to be funded from Mr Bennison's allocation.

5. To consider an application for funding of £800 from Chadsworth Stage School, Claygate towards costumes for 40 dancers visiting Euro Disney in Summer 2007 to be funded from Mr Bennison's allocation.

6. To consider an application for additional funding of £3,000 from East Molesey Cricket Club towards the pavilion roof repair and insulation work urgently carried out in November 2006. To be funded from Mr Mallett's allocation £2,000 (£1,000 reallocated from Thames Landscape Strategy Funding Local Committee 26/3/07) and Mr Oliver's allocation (£1,000).

7. To consider an application for additional funding of £5,000 from Elmbridge Borough Council towards the Elmbridge Taxi Voucher Scheme to be funded from the allocations of Mr Bennison (£700), Mr Hickman (£770), Mrs Hicks (£770), Mr Mallett (£770), Mrs Mitchell (£450), Mr Phelps-Penry (£770 – reallocated funding from the Thames Landscape Strategy Local Committee 26/3/07) and Mr Taylor (£770).

8. To consider an application from Elmbridge Borough Council for funding of £370 towards Drive Out Vehicle Crime Project for a radio campaign to be funded from the allocations of Mr Lake (£30) Mr Mallett (£30), Mrs Mitchell (£50), Mr Phelps-Penry (£230 – reallocated funding from the Thames Landscape Strategy Local Committee 26/3/07) and Mr Taylor (£30).

9. To consider an application from St. Mary's Church, East Molesey for additional funding towards a new roof to be funded from the allocations of Mr Mallett (£1,000) and Mr Oliver (£1,000).

10. To consider an application from 1<sup>st</sup> Molesey Sea Scouts for additional funding towards a new hut roof to be funded from the allocations of Mr Mallett (£500) and Mr Oliver (£500).

11. To consider an application from 2<sup>nd</sup> Molesey (St Paul's) Scout Group for additional funding towards upgrading the toilets and disabled entrance of the Scout Hut to be funded from Mr Mallett's allocation (£500).

12. To consider an application from 3<sup>rd</sup> Molesey Scout Group for additional funding towards a new hut roof to be funded from the allocations of Mr Mallett (£500) and Mr Oliver (£500).

13. To consider an application for additional funding from Cobham,

**Stoke & Oxshott Town Plan & Health Check Steering Group towards back-up staff/office costs to be funded from the allocation of Mrs Mitchell (£3,000).**

**14. To consider an application for funding from Cobham in Bloom Working Group and Committee towards new beds and planting for entry into the South East in Bloom competition to be funded from the allocation of Mrs Mitchell (£2,500).**

**15. To consider an application for funding from Stanners Lane Residents Group towards countryside path clearing and maintenance of Stanners Lane, East Molesey to be funded from the allocations of Mr Mallett (£400) and Mr Oliver (£400).**

**16. To consider an application for funding from Hurst Park Residents Association towards planting of shrubs to cover residential/garage walls on Hurst Park common land to be funded from the allocation of Mr Mallett (£250).**

**17. To consider an application for funding from Public Rights of Way/Countryside Access, Surrey County Council towards planting of shrubs on garage wall in Walton Lane to be funded from the allocation of Roy Taylor (£300).**

**18. To consider an application for funding from the Friends of Claygate Centre for Retired People towards Claygate Centre Cyber Café to be funded from the allocation of Mr Bennison (£1,300).**

**19. To consider an application for re-allocation of funding from Surrey Fire and Rescue Service towards Presentation/Education Facilities at Esher/Painshill Fire Stations to be funded from the re-allocation of Mr Taylor's funding (£3,015 approved at Local Committee on 28 March 2006 for Equipment for the Community Room at Walton Fire Station - £2,286 balance to be reallocated and additional £113.18 from Mr Taylor's 2007/08 allocation).**

**20. To consider an application for reallocation of funding from Oatlands School, Weybridge (£3,000 approved at Local Committee on 26 March 2007 - £941.40 paid towards blinds from Mr Taylor's allocation). Now seeking to consider an application for balance of £2,058.60 to be reallocated from Mr Taylor's allocation for provision of Bicycle Racks at Oatlands School costing £2,056.42.**

**21. To consider an application for additional funding from the capital allocation of £5,000 towards East Molesey Cricket Club Roof.**

**22. To consider an application for additional funding from the capital allocation of £5,000 towards a new roof for St. Mary's Church, East Molesey**

**23. To consider an application for additional funding from the capital**

allocation of £1,000 towards a new hut roof for 1<sup>st</sup> Molesey Sea Scouts.

24. To consider an application for additional funding from the capital allocation of £2,000 towards a new hut roof for 3rd Molesey Scout Group.

## 1.0 INTRODUCTION

- 1.1 The budget for 2007/08 made the following funds available – £11,000 per Member and £35,000 capital allocation. These figures show the amounts still available.

### Member's Revenue Allocation

	Balance Remaining £
Mr Bennison	11,000
Mr Hickman	11,000
Mrs Hicks	11,000
Mr Lake	11,000
Mr Mallett	11,000
Mrs Mitchell	11,000
Mr Oliver	11,000
Mr Phelps-Penry	11,000
Mr Taylor	11,000

**Total £ 99,000**

### Committee Capital Allocation

**Total £ 35,000**

## 2.0 DELEGATED AUTHORITY

**At the Local Committee meeting on 26<sup>th</sup> March 2007, the Local Committee agreed to grant delegated authority to the Area Director and Chairman to consider the following applications for approval:**

- East Molesey Cricket Club Roof (£3,000 Ernest Mallett/£3,000 Tim Oliver)
- St Mary's Church Roof (£3,000 Ernest Mallett/£3,000 Tim Oliver)
- 3<sup>rd</sup> Molesey Scout Group Hut Roof (£1,000 Ernest Mallett/£2,000 Tim Oliver)
- 1<sup>st</sup> Molesey Sea Scout Group New Hut Roof (£1,000 Ernest Mallett/£2,000 Tim Oliver)
- 2<sup>nd</sup> Molesey Scout Group – Tents/Equipment/Upgrade of Toilets/Wheelchair Entrance (£1,250 Ernest Mallett/£1,000 Tim Oliver)
- Thames Landscape Strategy Annual Membership (£1,000 Ernest Mallett/£1,000 Thomas Phelps-Perry).
- Falls Prevention Training (£750 Ernest Mallett)

**The following applications have since been approved under delegated authority:**

- East Molesey Cricket Club Roof (£3,000 Ernest Mallett/£3,000 Tim Oliver)
- St Mary's Church Roof (£3,000 Ernest Mallett/£3,000 Tim Oliver)
- 1<sup>st</sup> Molesey Sea Scout Group New Hut Roof (£1,000 Ernest Mallett/£2,000 Tim Oliver)
- 2<sup>nd</sup> Molesey Scout Group – Tents/Equipment/Upgrade of Toilets/Wheelchair entrance (£1,250 Ernest Mallett/£1,000 Tim Oliver)
- Falls Prevention Training (£750 Ernest Mallett)
- 3<sup>rd</sup> Molesey Scout Group - £3,000 (£1,000 Ernest Mallett/£2,000 Tim Oliver)

**The following application was not approved under delegated authority:**

- Thames Landscape Strategy - £2,000 (£1,000 Ernest Mallett/£1,000 Thomas Phelps-Perry). This application was not approved as the application requested that a membership be paid which is against the criteria set down for Members' Allocations.

### **3.0 MEMBER'S REVENUE ALLOCATION**

#### **FUNDING BIDS**

The following new requests for funding have been received since the last meeting of the Local Committee.

#### **3.1 Anti Bullying Day – Love of Learning**

**£1,600 – Michael Bennison**

This project will provide an opportunity for about 40 children in the Hinchley Wood/Claygate/Oxshott divisional area to discuss bullying and to develop strategies/solutions for dealing with this within the community. The children will also be given the opportunity to discuss their own experiences. The day will include drumming, singing and dancing, a powerpoint presentation, group discussion and artwork, an anti-bullying rap poem and an end of day performance to parents. The aim of the day is to raise awareness, provide a discussion point and equip children with skills and knowledge for dealing with bullying effectively. Love of Learning have undertaken consultation with many schools and pupils and have found that there is a need to raise the profile of bullying and reduce it by innovative and interactive activity workshops. The total cost of this project is being sought from the Local Committee to contribute towards professional fees for world musicians/workshop facilitators and co-ordinator, refreshments/lunch, art materials and stationery/phone and other sundry items. Funding is not being sought from elsewhere on this particular occasion however funding has been received from the Local Network Fund for other schools and this project is currently being delivered at schools in Elmbridge and Epsom & Ewell.

#### **3.2 Newsletter – Molesey, Dittons & Hinchley Wood Neighbourhood Watch**

**£500 – Michael Bennison**

This project was undertaken in April 2007 to print and distribute a Neighbourhood Watch Newsletter provided free of charge to 9,000 households in the Molesey, Dittons and Hinchley Wood Neighbourhood Watch area. Two newsletters have been produced each year for several years and they have been well received. Elmbridge Borough Council has undertaken the paper and printing of the newsletters. The total cost of the funding for this project is being sought from Local Committee. This is a retrospective request for funding.

### **3.3 Costumes for Euro Disney – Chadsworth Stage School, Claygate**

**£800 – Michael Bennison**

The Stage School are planning to take 40 students to Euro Disney this summer to dance. The students will need at least 3 costumes each for the performance. They are currently raising funds by, for example, car washing, cake and table top sales proceeds of which will help towards the payment of these costumes. The stage school also perform for the local community several times a year, including Wingham Court in Claygate, and Clare House in Esher. The total cost of the project is £4,000. £800 is being sought from Local Committee. £1,000 has already been raised by the above fundraising activities by the Chadsworth Society.

### **3.4 East Molesey Cricket Club - Roof**

**£2,000 – Ernest Mallett**

**£1,000 – Tim Oliver**

This is a request for repeat funding as £6,000 (£3,000 each from Councillors Ernest Mallett and Tim Oliver) was granted at the Local Committee on 26<sup>th</sup> March 2007 towards a replacement pavilion roof. Further funding of £8,000 is now being sought for the costs incurred to strip off the old tiled roof and felt which was in a very dangerous condition. This has now been replaced with 3 layers of new felt with 'warm-roof' insulation as recommended by an Elmbridge Borough Council surveyor. This will eradicate persistent leaks and insulate the building for the next 25 years. It will benefit Surrey cricketers, visitors, guests, colts and parents. This is a retrospective payment as the work was urgently carried out in November 2006.

Please note: £1000 of the contribution from Ernest Mallett will be reallocated from his revenue allocation made to the Thames Landscape Strategy approved at the Local Committee on 26<sup>th</sup> March 2007.

### **3.5 Elmbridge Taxi Voucher Scheme**

**£700 – Michael Bennison**

**£770 – Peter Hickman**

**£770 – Margaret Hicks**

**£770 – Ernest Mallett**

**£450 – Dorothy Mitchell**

**£770 – Thomas Phelps-Penry**

**£770 – Roy Taylor**

This project provides vouchers to vulnerable Elmbridge residents for payment, or part payment, of taxi fares. Scheme funders identify vulnerable groups such as older people, people with disabilities, blind and partially sighted people, isolated younger families and youth groups. Vulnerable residents benefit from this scheme as it provides transport and access that is demand responsive and available at all times. £18,000 has already been committed by Elmbridge Borough Council to ensure that the scheme has core funding for

the future. Walton Charities have also committed £3,850 and other charities have also been approached. £770 will contribute to voucher books for 5 vulnerable people. This is a request for repeat funding as this scheme was previously allocated £1,080 at the Local Committee on 26<sup>th</sup> March 2007 from Thomas Phelps-Penry's revenue fund.

Please note: The £770 contribution from Thomas Phelps-Penry will be reallocated from his revenue allocation made to the Thames Landscape Strategy approved at the Local Committee on 26<sup>th</sup> March 2007.

### **3.6 Drive Out Vehicle Crime**

**£30 – Ian Lake**  
**£30 – Ernest Mallett**  
**£50 – Dorothy Mitchell**  
**£230 – Thomas Phelps-Penry**  
**£30 – Roy Taylor**

This project will provide a campaign that has been developed in partnership with members of the Elmbridge CDRP to aim to address the increase in theft from vehicles which is currently being experienced in the Borough. The project will be carried out by Elmbridge Borough Council Community Safety Partnership and Surrey Police by a Crime Reduction Advisor and is to educate and deter motorists from leaving valuable possession on view in their vehicles – e.g. satellite navigation systems. The total cost of the scheme is £5,000 which will provide tamper proof disc holders, radio advert, dusters, printing costs for adverts, subsidised window etching, refreshments, key rings. £370 from the local committee would pay towards the cost of a radio advert to advertise the secure vehicle MOT event in September 2007. Additional funding is coming from the JAG and CDRP. There is no future funding anticipated for this scheme at this time.

Please note: The £230 contribution from Thomas Phelps-Penry will be reallocated from his revenue allocation made to the Thames Landscape Strategy approved at the Local Committee on 26<sup>th</sup> March 2007.

### **3.7 St Mary's Church Roof – East Molesey**

**£1,000 – Ernest Mallett**  
**£1,000 – Tim Oliver**

This is a request for repeat funding. This project will provide funds to repair the leaking and partly rotting church roof thereby benefiting parishioners and those who appreciate historical buildings. Consultation has taken place with parishioners and church authorities. The total cost of the project is £110,000, in excess of £82,000 has already been raised together with a £6,000 contribution from Ernest Mallett and Tim Oliver granted at the Local Committee on 26 March 2007. It is anticipated that the project will be complete in 2007.



**3.8 1<sup>st</sup> Molesey Sea Scouts – New Hut Roof**

**£500 – Ernest Mallett**  
**£500 – Tim Oliver**

This is a request for repeat funding. This project will provide funding for a new roof to be fitted to secure the scout hut for usage and will benefit the scouts and other users of the premises. The total cost of the project is £9,100 - £3,100 has been raised from fund raising and £3,000 was granted by Local Committee on 26 March 2007 supported by Ernest Mallett and Tim Oliver. Various other companies have also been approached for funding.

**3.9 2<sup>nd</sup> Molesey (St Paul's) Scout Group – Upgrade Toilets & Disabled Entrance**

**£500 – Ernest Mallett**

This is a request for repeat funding. This project will upgrade the toilets and make a proper wheelchair entrance to the scout hut. The total cost of the project will be in excess of £4,000. Additional funding is coming from scout's funds and fund raising activities. Local Committee granted £2,250 on 26 March 2007 supported by Ernest Mallett and Tim Oliver.

**3.10 3<sup>rd</sup> Molesey Scout Group – Hut Roof**

**£500 – Ernest Mallett**  
**£500 – Tim Oliver**

This project will provide funding towards a new roof being fitted to the scout hut as the present roof is leaking and in poor condition. The total cost of the project is approximately £20,000. Additional funding is being sought from fundraising and various other companies. This is a request for repeat funding.

**3.11 'Envisage' - Cobham, Stoke & Oxshott Town Plan and Health Check Steering Group – Back up staff/Office costs**

**£3,000 – Dorothy Mitchell**

The project will provide town plans and involve finding out the needs and aspirations of all sections of the community to influence decision makers and form a closer community working together. The additional funding will come from grants, local organisations and private donations. The project is due to start this summer and will complete in 2 years. Funding is sought for back-up staff and office costs such as telephone, stationery, etc. This is a request for repeat funding.

### **3.12 Cobham In Bloom – Entry to South East In Bloom**

**£2,500 – Dorothy Mitchell**

The Cobham in Bloom Working Group are proposing to open up and plant new flowerbeds in Cobham and provide extra planters, shrubs and hanging baskets. This will make Cobham more attractive to shoppers and a nicer environment for the whole community. The total cost of the project is £5,500 and £2,500 is being sought from Local Committee towards new beds and planting for this project.

### **3.13 Countryside Path Clearing and Maintenance – East Molesey**

**£400 – Ernest Mallett**

**£400 – Tim Oliver**

This project will provide funds to clear nettles and weeds from Stanners Lane path from Spencer Road to the Stanners Mole Bridge and also resurface the path which leads to Cow Common from Orchard Lane, East Molesey. Quotations have been sought and the total cost of the project is £1,800. Funding of £800 is sought from the Local Committee towards the following:- powered water pumps and hoses £280, 5 tons of top soil £280 and 4 tons of gravel/sand £320. Additional funding for planting of plants/shrubs has been provided by private funds from local residents and local residents will also provide future maintenance.

### **3.14 Planting on Hurst Park Public Lands**

**£250 – Ernest Mallett**

This project will provide funds for shrubs to be planted on Hurst Park open land next to a residential /garage wall. This will prevent youths continually kicking footballs against the wall and climbing on garage roofs to retrieve them thereby annoying residents. Discussion with local residents has taken place. The total cost is sought from the Local Committee and any future funding for minor landscape maintenance is to be funded by Hurst Park Residents Association.

### **3.15 Plants to Cover Wall in Walton Lane**

**£300 – Roy Taylor**

This project will provide planting of climbing plants and trellis on a garage wall in Walton Lane. This will prevent future graffiti on a blank wall thereby benefiting all local residents. The total cost of the project is £300 and future maintenance of plants will be by local residents.

**3.16 Friends of Claygate Centre for Retired People - Cyber Café****£1,300 – Michael Bennison**

This project will provide funding to purchase IT software for older people with special needs and visual impairment giving them freedom to access Windows by using Supernova software. This software allows the user to recognise the text and graphics of Windows which includes dialogue boxes, icons, buttons, menus and other controls. Supernova speaks through the computer's sound card and talks the user through the requirements. The computer's display is magnified so that the user can see the small detail clearly. It is also presented in Braille for users of the many supported Braille devices. This will greatly benefit older people with special needs in the Claygate, Hinchley Wood and Thames Ditton areas. Funding is sought for the total cost of the Supernova software. £2,000 has already been committed for the PC.

**3.17 Presentation/Education Facilities at Esher and Painshill Fire Station****£2399.18 – Roy Taylor**

This project will provide funding for Esher and Painshill Fire Stations to purchase presentation/education facilities, i.e. laptop, projector, screen, housing bracket, cabinet and associate leads. This equipment will benefit the Community, Surrey Fire & Rescue Service and the Borough of Elmbridge. The project will start in June/July 2007 and will complete as soon as possible. The total funding is sought from the local committee.

Please note: £2,286 of the contribution from Roy Taylor will be reallocated from his revenue allocation of £3,015 made to the Surrey Fire and Rescue Service for the purchase of Equipment for the Community Room, Walton Fire Station approved at the Local Committee on 28 March 2006. This funding of £2,286 has been returned to Roy Taylor because it was not spent. The additional £113.18 will be allocated from Roy Taylor's 2007/08 revenue fund.

**3.18 Bicycle Racks at Oatlands School****£2056.42 – Roy Taylor**

This project will provide bicycle racks at Oatlands School. A concrete slab area will be built with willow screening and the installation of bicycle racks. This will provide additional bicycle parking facilities thereby encouraging less car usage and will benefit the pupils of the school. The total cost of the funding is sought from the Committee.

Please note: £2,058.60 of the contribution from Roy Taylor will be reallocated from his revenue allocation made to Oatlands School of £3000 for the purchase of window blinds approved at the Local Committee on 26<sup>th</sup> March 2007. This funding has been returned to Roy Taylor because the purchase of the Window Blinds came in under budget.

#### **4.0 CAPITAL ALLOCATIONS**

##### **4.1 East Molesey Cricket Club – Roof**

**£5,000 - Capital**

The details of this project are set out in 3.4. Ernest Mallett and Tim Oliver support this bid.

##### **4.2 St Mary's Church Roof – East Molesey**

**£5,000 - Capital**

The details of this project are set out in 3.7. Ernest Mallett and Tim Oliver support this bid.

##### **4.3 1<sup>st</sup> Molesey Sea Scouts – New Hut Roof**

**£1,000 - Capital**

The details of this project are set out in 3.8. Ernest Mallett and Tim Oliver support this bid.

##### **4.4 3<sup>rd</sup> Molesey Scout Group – Hut Roof**

**£2,000 - Capital**

The details of this bid are set out in 3.10. Tim Oliver and Ernest Mallett support this bid.

#### **5.0 EQUALITIES IMPLICATIONS**

The contributions proposed would benefit a wide range of adults and children in Elmbridge, some of whom may have disabilities.

#### **6.0 FINANCIAL IMPLICATIONS**

Paragraph 1.1 sets out what remains of both the individual Members revenue allocation and capital fund. There are sufficient monies from which the proposals in paragraph 3 and 4 could be funded and if the above recommendations are approved the remaining sums will be as follows:

**Member's Revenue Allocation**

	Balance Remaining £
Mr Bennison	6,100.00
Mr Hickman	10,230.00
Mrs Hicks	10,230.00
Mr Lake	10,970.00
Mr Mallett	6,050.00
Mrs Mitchell	5,000.00
Mr Oliver	7,600.00
Mr Phelps-Penry	11,000.00
Mr Taylor	9,786.82

**Total £ 76,966.82**

**Committee Capital Allocation**

**Total £ 22,000.00**

**7.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

These proposals meet the criteria to be agreed by the Committee for financial support.

**Report by: Delia Davies, Local Support Assistant - Elmbridge**

**LEAD OFFICER: Katie Mills, Local Committee and Partnership Officer**

**TELEPHONE NUMBER: 01372 832606**

**APPENDIX A**

**CRITERIA FOR USE OF FUNDS**

**1. MEMBER'S ALLOCATIONS**

- a) Support for any one project will not normally exceed £10,000.
- b) Any proposal to be considered by Committee must be proposed by at least one Member who is willing to provide at least some financial support to the project. However, Members whose funds are totally committed may still put proposals forward for support by the Committee.
- c) The funds will not be used to cover revenue costs – expenditure must be of a one-off nature or serve as “pump-priming”.
- d) Contributions will not normally be made to cover funding gaps arising from budget reduction decisions.
- e) Priority will be given to proposals attracting an element of match funding.
- f) Proposals will be considered from SCC services, other statutory bodies and voluntary organisations.

**2. FUNDING PAID UNDER DELEGATED AUTHORITY**

The decision to pay funding of not more than £1000 can be delegated to the Area Director, in consultation with the Chairman of the Local Committee. Funding paid under delegated authority is subject to the criteria laid down in paragraph 1 above, **and** the following additional criteria:

- a) The application must have been endorsed by the appropriate local Member.
- b) The application should be for a maximum of £1000.
- c) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project.
- d) Projects must not contravene any of the Council's agreed policies or priorities.
- e) The application should be for a future project, not a retrospective request.
- f) The application should not be to cover ongoing revenue costs.

**3. COMMITTEE CAPITAL ALLOCATION**

The balance of the £35,000 initially allocated to support capital projects through voluntary organisations will be used for any suitable project promoting well-being in Elmbridge and agreed by the Committee. These funds are not allocated to individual Members but are allocated by Committee decision.

The following is a definition for “capital” in these circumstances:

Capital expenditure is defined as the acquisition, construction, enhancement or replacement of an asset. An asset can be land & buildings, vehicles, plant, furniture & equipment or infrastructure. In order for an asset to be capitalised it should yield benefits for a period of more than one year.

It is proposed that the following criteria should apply to this fund:

- a) Any proposal to be considered by Committee must be put forward by at least one Member.
- b) Priority will be given to proposals attracting an element of match funding.
- c) Proposals must be of a local nature and be for the benefit of the people of Elmbridge.

**APPENDIX B****GUIDANCE NOTE****SCC LOCAL COMMITTEE ELMBRIDGE - MEMBERS' ALLOCATIONS**

This guidance note is designed to assist in the consideration of applications for requests for funding from Members' Allocations, and should be used in conjunction with the formal criteria laid down for funding.

**1. FUNDING CEILINGS**

- i) There is a general presumption against requests for 100% funding of projects and the Local Committee would wish to see evidence of fund raising and/or other partner contributions. However the Local Committee reserves the right to fund 100% of projects, taking into account the overall resources of the organisation, the sum requested and any previous fundraising by the organisation.
- ii) Individual bids should generally be for no more that £10, 000.

**2. REPEAT REVENUE FUNDING**

There is a general presumption against requests for repeat funding for the same project, as over time this would reduce the scope to fulfil the original aim of allocations which was to enable Members to respond to local issues. However, the Local Committee reserves the right to vary this rule where it is felt that the project is making an exceptional contribution to the community and more time may be required to secure alternative funding. Repeat funding does not mean that the same organisation cannot be funded twice as long as the project which is being funded is different in some way. For example, a summer scheme for children would benefit a different group of children each year and, therefore, can be seen as a different project on an annual basis.

**3. RETROSPECTIVE FUNDING**

- i) It is not considered good practice to fund projects retrospectively and funding will not be considered for projects where the group has already committed, or decided to commit, funds.
- ii) Applications that are retrospective due to the timing of the Local Committee meetings may be considered provided that the proposed allocation has been brought to the attention of the Area Director before the event/purchase/expenditure takes place. However the group should be advised by the proposing Member that the Local Committee decision is a not a 'rubber stamping' exercise and that any expenditure they commit in the hope of receiving funding is entirely at their own risk.



- iii) Applications for retrospective projects cannot be funded under the delegated authority powers.

#### **4. PRIVATE CLUBS OR MEMBERSHIP ORGANISATIONS**

Such organisations need to demonstrate clearly the wider community benefit that their project would bring.

#### **5. HIGHWAYS PROJECTS**

- i) Members' allocations should rarely be used to 'top up' the Highways budget agreed by the County Council, especially where the additional £100,000 capital allocation has been allocated by the Local Committee for Highways purposes. However, it is recognised that small street scene improvements, i.e. additional tree cutting or planting, can be a positive and welcome use of Members' Allocations.
- ii) Any such proposals should initially be shared with the West Area Group Manager/Local Transportation Manager for a view on appropriateness of the proposed expenditure bearing in mind any priority lists and the capacity for additional work to be carried out without damaging the implementation of the agreed work programme for the service.

#### **6. SUBMISSION OF BIDS**

Members are required to submit their bids to the Local Partnership Team by the set deadline. This is to ensure that the bids are assessed correctly against the necessary criteria and are appropriate to put forward to the Local Committee for decision. The bid form should be completed in full and accompanied by any relevant paperwork that may support the bid, for example, quotations for any work to be carried out or equipment that is to be purchased.