



MEMBERS' ALLOCATIONS

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

24 SEPTEMBER 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 note the funding approved under delegated authority (paragraphs 2.1 – 2.4)
3. To consider an application for funding of £1,500 from Envisage for promotional materials to be funded from Mr Bennison's allocation.
4. To consider an application for funding of £2,000 from Claygate in Bloom for new permanent planting in 3 roadside areas and further spring bulb planting to be funded from Mr Bennison's allocation.
5. To consider an application for retrospective funding of £741 from the Molesey Bridle Way Planting Project Group for planting of shrubs, etc in the bridle way between Bridge Road, East Molesey and the playing fields between Bridge Road, Molesey and the playing fields to be funded from Mr Taylor's allocation.
6. To consider an application for funding of £1,500 from Walton Oak School towards the 'Stringalong' Music Project to be funded from Mr Thomas Phelps-Penry's allocation.
7. To consider a retrospective application for funding of £857.28 from the Walton Heritage Day Committee for entertainment costs incurred on Heritage Day to be funded from Mr Thomas Phelps-Penry's allocation subject to the condition set out in the report.
8. To consider an application for funding of £1,568.92 from the Trustees of the Thames Ditton Jubilee Quilt for the reframing of the quilt which is displayed at Thames Ditton Library to be funded from Mr Hickman's allocation.
9. To consider an application for funding of £2,850 from St. Paul's Church Building and Maintenance Committee for the purchase of new tables and chairs to be funded from Mr Mallett's (£1,425) and Mr Oliver's (£1,425) allocations.
10. To consider an application for funding of £4,000 from Old Tiffinan Sports Ground (Company) Club for a play area for small children to be funded from Mr Mallett's (£2,000) and Mr Oliver's (£2,000) allocations.
11. To consider an application for funding of £1,048 from St. Alban's School for the design and setup of a website to be funded from Mr Mallett's (£125) and Mr Oliver's (£923) allocations.
12. To consider an application for Capital funding of £3,000 from Old Tiffinan Sports Ground (Company) Club for a play area for small children
15. To re-approve the spending of £950 previously agreed at Local Committee on 26th March 2007 for Cromwell Community Centre to purchase a Pool Table & Whiteboards. Re-approval is

now sought for the hire instead of purchase of the pool table.

16. To consider an application for reallocation of capital funding of £500 from Elmbridge Community Safety Partnership for Community Safety Display Equipment. This money is the remainder of £800 funding previously granted to Elmbridge Junior Citizen Scheme at Local Committee on 26th March 2007 for 2-Way Radio.
17. To re-approve the spending of £250 previously agreed at Local Local Committee on 11 June 2007 for Hurst Park Residents Association to plant 15 Pyracantha shrubs on Hurst open land next to residential garage wall. Re-approval is now sought to purchase native plants, such as holly, instead of the Pyracantha shrubs.

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 | 6,100.00 |
| Mr Hickman | 9,235.00 |
| Mrs Hicks | 10,230.00 |
| Mr Lake | 9,970.00 |
| Mr Mallett | 6,050.00 |
| Mrs Mitchell | 4,100.00 |
| Mr Oliver | 7,600.00 |
| Mr Phelps-Penry | 10,009.26 |
| Mr Taylor | 9,900.00 |

Total £73,194.26

Committee Capital Allocation

Total £22,000.00

2.0 MEMBER'S REVENUE ALLOCATION

DELEGATED FUNDING 2007/08

- 2.1 A sum of £990.74 from Mr Phelps-Penry's allocation was agreed towards the purchase of IT equipment for the Walton Baptist Church Youth Group.
- 2.2 A sum of £1,000 from Mr Lake's allocation was agreed towards lighting and rewiring at St James' Church, Weybridge.
- 2.3 A sum of £995 from Mr Hickman's allocation was agreed to fund the Literate Learners in Elmbridge project. The £995 will provide volunteer reading help in the Long Ditton area.
- 2.4 A sum of £900 from Mrs Mitchell's allocation was agreed to fund a new media centre in the S.A.Y. It's Friday! Youth Club.

FUNDING BIDS

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

2.5 Envisage (Cobham, Downside, Oxshott & Stoke D'Abernon Town Appraisal) - Promotional Materials

£1,500 – Michael Bennison

This project will provide a town appraisal in accordance with the Market Towns Healthcheck methodology established by the Countryside Agency to appraise the strengths, weaknesses, future demands and opportunities of the area. This is being done in order to draw up an action plan of projects to benefit the community. The Local Committee funding is to go towards costs for promotional materials. The total cost of this project is £42,000, with £30,000 already raised. The remainder of the funding is being sought from DEFRA grant, Residents' Association donation, charity and church donations, Awards for All, business and private donations.

Funding previously granted by Local Committee to this project:

| | | |
|---------------|---------------------------|---------------|
| 3 July 2006 | £3,000 (Dorothy Mitchell) | Co-ordinator |
| 26 March 2007 | £1,140 (Dorothy Mitchell) | Co-ordinator |
| 11 June 2007 | £3,000 (Dorothy Mitchell) | back-up staff |

2.6 Claygate in Bloom – Permanent & Spring Bulb Planting

£2,000 – Michael Bennison

This project will provide new permanent planting in 3 roadside areas and further Spring bulb planting within the Claygate area. This will be beneficial to residents and visitors to Claygate making the town more attractive to shoppers and a nicer environment for the community. The total cost of the project is £4,000 with £2,000 being sought from Local Committee. The remainder of the funding is being provided by Claygate Parish Council with £1,000 already promised.

2.7 Molesey Bridle Way Planting Project

£741 – Roy Taylor

This project has enabled the planting of shrubs and other plants between Bridge Road, Molesey and the playing fields and has considerably enhanced and smartened up the public right of way. This is beneficial to the whole community. Local residents at their own expense will carry out the maintenance of the plants.

Please note that this is a retrospective project and according to the Criteria/Guidance Note approved by the Local Committee in June 2007, it is not considered good practice to fund projects retrospectively.

2.8 “Stringalong” Music Project – Walton Oak School

£1,500 – Thomas Phelps-Penry

This project has now been running for 2 years and will teach 24 pupils of Walton Oak School to play violin or cello. It will provide funding for children who wouldn't normally be able to afford to learn to play a musical instrument. Walton Oak School have now teamed up with a music teacher from the Riverhouse Barn in Walton-on-Thames and this year's aim is to make the course self sufficient and self sustaining for the future. The total cost of the project is £4,200.

2.9 Walton Heritage Day – Entertainment Costs

£857.28 – Thomas Phelps-Penry

This project provides an annual riverside fete and also raises funds for various charities, the net proceeds going to the Mayor of Elmbridge's Chairty Fund. Funding is being sought by the The Walton Heritage Day Committee towards entertainment expenses. These include payment to the Cobham Band, hire of marquee, cost of ingredients band's lunch, hire of Hillrise open space, Punch and Judy entertainment for children and a temporary event licence. This

application is retrospective as the event took place on the 8th September but this was due to the timing of the Local Committee. The application for funding was submitted before the event took place. Please note that approval of this application should be subject to the following condition:

If at any time this day is advertised as an event organised by a political group then the Walton Heritage Day Committee will be required to return the funding granted by Local Committee.

2.10 Reframing of the Thames Ditton Quilt

£1,568.92 – Peter Hickman

This project would provide funding for the reframing of the Thames Ditton Jubilee Quilt which is displayed at Thames Ditton Library. The existing frames are cracked and new frames would protect the quilt for many years to come thereby preserving a historical record of Thames Ditton. Consultation has been undertaken with Sally Parker, Surrey County Council's Area Manager, Libraries and a Surrey County Council Conservator. The total cost for funding this project is sought from the Local Committee, no future funding would be required.

2.11 St Paul's Church, East Molesey – Replacement Tables & Chairs

£1,425 - Ernest Mallett

£1,425 - Tim Oliver

This project will replace the tables and chairs in the Parish Room of St. Paul's Church, East Molesey. The old tables and chairs are nearly 30 years old and have deteriorated through constant use by members of the public and church. This will benefit many members of the public as the Parish Room is a meetings and activities room for the congregation of St. Paul's Church and the wider community of East and West Molesey. The total cost for this funding is sought from the Local Committee.

2.12 Old Tiffinan Sports Ground – Outside Play Area

£2,000 – Ernest Mallett

£2,000 – Tim Oliver

This project would provide the supply and erection of a covered decking area adjacent to the Pavilion for small children to play in. An access door and road sign would also be supplied and fitted. This will benefit small children in the age range of 2-5 years and all club members. The total cost of the project is £7,500, a further £3,000 being requested from the Local Committee's Capital Budget. The rest of the funding has already been contributed by parents and club members with a small amount still to be found.

21.3 St. Alban's School – Website

£125 – Ernest Mallett

£923 – Tim Oliver

This project will provide the design and installation of a school website for St. Alban's School, East Molesey. This will benefit parents, teachers and children and provide communication between current and future parents. Consultation has been undertaken with Governors, Teachers and Parents and a quote has been obtained. Any additional funding for this project will be provided by the school and the P.T.A.

3.0 CAPITAL ALLOCATIONS

3.1 Community Safety Display Equipment

£500 (Margaret Hicks)

This is a request for the reallocation of £500 being the remainder of £800 funding previously granted at Local Committee on 26th March 2007 to Elmbridge Junior Citizen Scheme for a 2-Way Radio. Elmbridge Community Safety Partnership now request permission to spend these funds on the purchase of items such as gazebo, table and display boards. This would enable the partnership and community groups, such as Neighbourhood Watch, to set up displays at public events.

3.2 Old Tiffinan Sports Ground – Outside Play Area

£3,000 (Ernest Mallett/Tim Oliver)

This project would provide the supply and erection of a covered decking area adjacent to the Pavilion for small children to play in. An access door and road sign would also be supplied and fitted. This will benefit small children in the age range of 2-5 years and all club members. The total cost of the project is £7,500 with £4,000 being requested from the revenue funding of Cllr Mallett and Cllr Oliver. The rest of the funding has already been contributed by parents and club members with a small amount still to be found.

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 | £2,600.00 |
| Mr Hickman | £7,666.08 |
| Mrs Hicks | £10,230.00 |
| Mr Lake | £9,970.00 |
| Mr Mallett | £2,500.00 |
| Mrs Mitchell | £4,100.00 |
| Mr Oliver | £3,252.00 |
| Mr Phelps-Penry | £7,651.98 |
| Mr Taylor | £9,159.00 |

Total £57,129.06

Committee Capital Allocation £3,000

Total £19,000

7.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS

These proposals meet the criteria agreed by the Committee for financial support except 2.7 (Molesey Bridle Way Planting Project), which is a retrospective payment.

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 than £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 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 East 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.