



**OFFICER REPORT TO LOCAL COMMITTEE
(ELMBRIDGE)**

MEMBERS' ALLOCATIONS REPORT

21 JANUARY 2008

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 – 2.6)
3. To consider an application for funding of £1,500 from Molesey Local History Society for a computer and digital projector to be funded from Mr Mallett's (£750) and Mr Oliver's (£750) allocations.
4. To consider an application for funding of £2,000 from Cobham Chamber of Commerce towards the Cobham Christmas Carnival to be funded from Mrs Mitchell's allocation.
5. To consider an application for funding of £4,391 from Rydens School towards secure fencing to be funded from Mrs Hicks' allocation.
6. To consider an application for funding of £3,643 from St. Charles Borromeo Primary School, Weybridge for Sun Shade Sails from Mr Lake's Allocation.
7. To consider a retrospective application for funding of £200 from Fedora for Christmas lights for the Oxshott Christmas evening to be funded from Mr Bennison's allocation.
8. To consider an application for Capital funding of £3,000 from St. Andrew's School for new main entrance gates.
9. To consider an application for Capital funding of £8,000 from Ashley C of E Primary School, Walton-on-Thames for upgrade to school community swimming pool.
10. To consider an application for Capital funding of £5,000 from Claygate Recreation Ground Trust for a multi-purpose sports
11. To consider an application for Capital funding of £3,000 from Cobham Conservation and Heritage Trust.
12. To consider an application of £2,000 for the Oasis Childcare Winter Play Scheme from Mrs Mitchell's and Mr Lake's allocations.
13. To consider an application of £1,100 for Planting of Shrubs in Oatlands Village from Mr Taylor's allocation.
14. To consider an application of £2,000 for the Fast & Loose Theatre Company from Mr Lake's allocation.
15. To consider an application of £260 for the reframing of the Thames Ditton Quilt from Mr Hickman's allocation.
16. To agree to withdraw the allocation of £10,000 to the Molesey Second World War Memorial Association and split the returned revenue funding amongst the nine County Councillors.

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	£3,100.00
Mr Hickman	£7,666.08
Mrs Hicks	£9,730.00
Mr Lake	£9,470.00
Mr Mallett	£2,250.00
Mrs Mitchell	£3,100.00
Mr Oliver	£2,752.00
Mr Phelps-Penry	£7,723.73
Mr Taylor	£9,161.18

Total £54,952.99

Committee Capital Allocation

Total £19,000.00

- * *Please note these figures do not include any applications submitted for approval after the deadline for this report or that are currently pending approval under delegated authority.*

2.0 MEMBER'S REVENUE ALLOCATION

DELEGATED FUNDING 2007/08

The following applications were approved by the Area Director under delegated authority in consultation with the Chairman or Vice-Chairman.

- 2.1 A one off sum of £250 from Mr Bennison's allocation was agreed towards a Confetti Snow Cannon and technician for the Claygate Christmas Lights event.

- 2.2** A one off sum of £500 from Mr Lake's allocation was agreed towards the Weybridge Neighbourhood Watch Newsletter and promotional activities.
- 2.3** A sum of £1,000 from Mrs Mitchell's allocation was agreed towards a new swimming pool boiler control system for St. Andrew's Primary School in Cobham.
- 2.4** A sum of £500 from Mrs Hicks' allocation was agreed towards the planting of a new hedge during National Tree week at Burhill Community Infants School in Hersham.
- 2.5** A sum of £1,000 from Mr Bennison's allocation was agreed towards Love of Learning's Play & Stay Connected through Art project at Hinchley Wood Primary School.
- 2.6** A sum of £1,000 from Mr Mallett's (£500) and Mr Oliver's (£500) allocations was agreed towards tents and camping equipment for the 2nd Molesey Scout group.

FUNDING BIDS

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

2.7 Molesey Local History Society – Computer & Digital Projector

£750 - Ernest Mallett

£750 - Tim Oliver

This project would provide funding for a computer and digital projector for use by the Molesey Local History Society thereby facilitating the administration and provision of presentations to society members and the general public. This would be beneficial to the residents of Molesey and Elmbridge generally, particularly those interested in the history of the area of Hampton Court. Consultation has taken place with the History Society members and the public who attend exhibitions and open meetings. The maintenance of this equipment will be covered by the manufacturer's guarantee and then by extended warranty. On expiry of the warranty the History Society will cover the maintenance. The total cost of the project is £1,500.

2.8 Cobham Chamber of Commerce – Cobham Christmas Lights

£2,000 - Dorothy Mitchell

This project will provide retrospective funding towards the erection and dismantling of the Cobham Christmas Carnival lights. It will also provide funding towards extensive infrastructure works for the cross street lighting in the High Street of Cobham. This will create good

community spirit and will be beneficial to the residents in Cobham and surrounding areas.

The remainder of the funding is being obtained from local traders, businesses and the Cobham Chamber of Commerce.

2.9 Rydens School, Walton – Secure Fencing

£4,391 – Margaret Hicks

This project will provide funding for the erection of fencing to the rear entrance drive to the school. This will be beneficial to the pupils keeping them secure and safe. The total cost of the project is sought from the Local Committee.

2.10 St Charles Borromeo Primary School, Weybridge – Sun Shade Sail

£3,643 – Ian Lake

This project will provide funding for a sunshade sail. It will cover the costs of the sails and eight timber posts together with the planning application and architect drawings as required by Elmbridge Borough Council. It will provide valuable shade protection for the children and visitors whilst on the playing fields during sports events, etc. The total cost of the project is sought from the Local Committee.

2.11 Oxshott Christmas Evening – Christmas lights

£200 – Michael Bennison

This project will provide retrospective funding towards the turning on of the Christmas lights in Oxshott High Street during a village evening. The evening was held in order to raise funds for a local charity chosen by St Andrew's Church. The evening provided a sense of community for the village. The total cost of the project was £300 and local traders and FEDORA provided further funding.

2.12 Oasis Childcare Scheme

£1,000 - Dorothy Mitchell

£1,000 - Ian Lake

This project will provide funding for the winter play scheme, which will provide children with a safe environment in which to play whilst the Oasis team deal with family problems. The Oasis Childcare Scheme works with Social Services, the Police, GPs and Health Visitors to protect children at risk. This project covers the Elmbridge area as a whole. The remainder of the funding is being found through fundraising activities and has already been secured.

2.13 Planting of Flowers & Shrubs in Oatlands Village**£1,100 - Roy Taylor**

This project is for the replanting and revitalisation of brick flower/shrub containers in Oatlands Village. The project is being carried out by the Oatlands traders and will benefit the local community. Future maintenance of these flowers and shrubs is to be covered by the Oatlands traders. The total cost of this project is being sought by the Local Committee.

2.14 The Fast & Loose Theatre Company**£2,000 – Ian Lake**

This project is to provide funding towards the programme of the Fast & Loose Theatre Company beyond February 2008. The Fast & Loose Theatre Company are in the process of becoming a registered charity and provide workshops and theatrical events designed for specific locations such as schools and colleges. It will be beneficial to newly qualified professional actors and actresses looking for a chance to work, people who wish to train in stage management and technical matters and also teenagers and children who will be invited to the event. Additional funding has been received from donations from individual supporters, RC Sheriff Charitable Trust, local businesses and sponsorship from major companies across Elmbridge.

2.15 Reframing of the Thames Ditton Quilt**£260 – Peter Hickman**

This project is for the delivery and remounting of the Jubilee Quilt and to provide funding for the retying of 5 caption sheets that accompany the quilt. This is a request for repeat funding as this project was previously allocated £1568.92 in September 2007. However, the original application was based on a quote that did not account for this additional work. The total cost of this project is being sought from the Local Committee.

3.0 CAPITAL ALLOCATIONS**3.1 St Andrew's Primary School, Cobham – New Gates****£3,000 (Dorothy Mitchell)**

This project will provide new gates to the school replacing the current gates which have become unstable and unsafe. The total cost of the project is £6,050 with the rest of the funding coming from the school's formula capital budget.

3.2 Ashley C of E Primary School, Walton – Swimming Pool Upgrade

£8,000 – (Roy Taylor)

This project will provide improvements to the school community swimming pool by the upgrade of the pool pump room and cleaning system, the installation of new entrance doors, the purchase of a new pool cover and the redecoration and installation of new benches and washing facilities in the changing rooms. The pool is used by the children attending the school from Easter until Autumn and is also a school community facility. Funding would be beneficial to school children, staff and families. Consultation has taken place with premises governors, staff and parents. The total cost of the project is £10,029.89 with £8,000 being sought from the Local Committee. The remainder of the funding is being raised by parent contribution through the school PTA, The Friends of Ashley.

3.3 Multi Purpose Sports Court – Claygate Recreation Ground

£5,000 (Dorothy Mitchell)

Claygate Recreation Ground Trust, which voluntarily runs the recreation ground, would undertake this project. It would provide a multi-purpose sports court that would include basketball, netball, football, cricket and a wide variety of other games. The court would be constructed from vandal proof, environmentally sympathetic material that would be robust enough to be enjoyed by the community for 20 plus years. This would benefit the whole community; specifically youths aged 12 to 17 deterring them from vandalism in the area. Claygate Recreation Ground is an Elmbridge Borough Council property and therefore the Capital asset would transfer to Elmbridge Borough Council. The total cost of this project is 48,000, with £15,000 already being raised from local support and contributions. Claygate Recreation Ground Trust is hoping to receive £9,500 from a Section 106 Grant, leaving £23,000 still to raise.

3.4 Cobham Mill Footpath Repair

£3,000 (Dorothy Mitchell)

This project is being undertaken by Cobham Conservation and Heritage Trust and will provide repairs to the footpath running from the Cobham Mill to the old fire station beside the river. It will make the footpath safe for members of the public. This footpath has to be used by members of the public as the only other alternative is to use a very busy road. The total cost of the project is £4,000; the additional £1,000 has been requested from Elmbridge Borough Council. Future

maintenance of this footpath and public liability insurance of £500 per annum would be the responsibility of the Trust.

4.0 RETURNED REVENUE ALLOCATIONS FUNDING

- 4.1 £250 Hurst Park – shrubs garage wall returned to the revenue fund of Ernest Mallett as project not going ahead as Elmbridge Borough Council land.
- 4.2 £71.75 returned to the revenue fund of Tom Phelps-Penry.
- 4.3 £2.18 returned to the revenue fund of Roy Taylor in respect of Oatlands School blinds
- 4.4 £1,750 returned to the revenue fund of Michael Bennison as Car for PCSO Officers project not going ahead due to further funding not being secured.

5.0 MOLESEY WAR MEMORIAL

In April 2004 the Local Committee agreed to make a contribution of £10,000 to the Molesey Second World War Memorial Association who were to fund the erection of a memorial in Molesey. The Local Committee attached two conditions to this allocation: that fund raising for this memorial take place within the next nine months and that local public consultation taken place to show general approval of the project.

In November 2006 the allocation was reviewed and the Local Committee agreed that the sum of £10,000 could remain but the position would once again be reviewed in the autumn of 2008 in light of the total amount of the funding committed to the project at that time.

The Local Partnership Team requested that the Molesey Second World War Memorial Association complete a questionnaire in August 2007 designed to ascertain whether public consultation had taken place, the findings of that public consultation and to determine the amount of funding secured in writing towards the memorial. To date no response has been received.

It is recommended that the Local Committee agree to withdraw the £10,000 allocated towards this project on the basis that the Molesey Second World War Memorial Association could, if they so wished, approach the Local Committee for future funding after fundraising towards the project has been secured.

Should the Local Committee agree with this recommendation they need to determine how the money is going to be returned to Members. The original allocation was made from the revenue fund and would need to be returned as such. Please note that any money returned to

the revenue fund would have to be allocated by the end of this financial year. Given the time restraints the officer recommendation would be that the Local Committee considers splitting the £10,000 amongst the nine County Councillors to allocate on individual revenue projects. This would increase each Members revenue fund by £1,111.

6.0 EQUALITIES IMPLICATIONS

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

7.0 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 2 and 3 could be funded and if the above recommendations are approved the remaining sums will be as follows:

Member's Revenue Allocation (without returned funding of £10,000)

	Balance Remaining £
Mr Bennison	2,900.00
Mr Hickman	7,406.08
Mrs Hicks	5,339.00
Mr Lake	2,827.00
Mr Mallett	1,500.00
Mrs Mitchell	100.00
Mr Oliver	2,002.00
Mr Phelps-Penry	7,723.73
Mr Taylor	8,061.18

Total £37,858.99

Committee Capital Allocation £Nil

- * *Please note these figures do not include any applications submitted for approval after the deadline for this report or that are currently pending approval under delegated authority.*

Member's Revenue Allocation
 (with the returned funding of £10,000 subject to the Local Committee's approval)

	Balance Remaining £
Mr Bennison	4,011.00
Mr Hickman	8,517.08
Mrs Hicks	6,450.00
Mr Lake	3,938.00
Mr Mallett	2,611.00
Mrs Mitchell	1,211.00
Mr Oliver	3,113.00
Mr Phelps-Penry	8,834.73
Mr Taylor	9,172.18

Total £47,857.99

Committee Capital Allocation £Nil

* *Please note these figures do not include any applications submitted for approval after the deadline for this report or that are currently pending approval under delegated authority.*

8.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

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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.

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.