



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

MEMBERS' ALLOCATIONS REPORT

3 MARCH 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 2.1-2.14)
3. To consider an application for funding of £1,337 from Elmbridge Rentstart for the development of a website to be funded from Mr Oliver's allocation.
4. To consider an application for funding of £3,000 from Manby Lodge Infant School for Entrance Hall Improvements to be funded from Mr Lake's allocation.
5. To consider an application for funding of £3,517 for Friends of Thames Ditton Junior School for playground equipment to be funded from Mr Hickman's allocation.
6. To consider an application for funding of £5,000 for Surrey Council Highways Service for the provision of a parking bay at Winter's Bridge, Thames Ditton to be funded from Mr Hickman's allocation. Please note this allocation is subject to certain conditions as set out in the report.
7. To consider an application for funding of £8,000 for the Bridge Partnership towards Roll out of Value LED Education Programme to be funded from Mr Taylor's allocation.
8. To consider an application for funding of £2,073 towards Relate Outpost in Walton Health Centre to be funded from Mr Phelps-Penry's allocation.
9. To consider an application for funding of £4,000 towards new lighting at Bell Farm School, Hersham from Mrs Hicks' allocation.
10. To consider an application for funding of £2,000 towards Concern & Help for East Elmbridge Retired (CHEER) – Holiday Club, Volunteer Training, Lunch & Tea Parties to be funded from Mr Bennison's allocation.
11. To consider an application of £1,500 for funding towards central heating in Beaver Lodge, Hersham Girl Guides from Mrs Hicks' allocation.
12. To consider an application of £2,000 for funding towards the restoration of 4th Walton Scout Headquarter's roof from Mr Phelps-Penry's allocation.
13. To consider application for funding of £950 and £1,050 towards the Elmbridge & Runnymede Talking Newspaper from Mrs Hicks' and Mr Phelps-Penry's allocation.
14. To consider an application for funding of £1,211 towards Child Sponsorship Saturday Club, Elmbridge Crossroads from Mr Bennison's allocation.

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	£3,211.00
Mr Hickman	£8,517.00
Mrs Hicks	£6,450.00
Mr Lake	£3,938.00
Mr Mallett	£0
Mrs Mitchell	£362.00
Mr Oliver	£1,337.00
Mr Phelps-Penry	£5,123.00
Mr Taylor	£8,000.00

Total £36,938.00

Committee Capital Allocation

Total Nil

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 £950 from Mr Phelps-Penry's allocation was agreed towards computer equipment for the Walton Baptist Church Youth Group.
- 2.2 A one off sum of £1,000 from Mr Phelps-Penry's allocation was agreed towards a Play and Stay Connected Through Art scheme for Love of Learning.

- 2.3** A one off sum of £1,000 from Mr Phelps-Penry's allocation was agreed towards the hire of a hall and purchase of equipment for activities for a holiday club being run by Elmbridge Crossroads.
- 2.4** A one off sum of £600 from Mr Oliver's (£300) and Mr Mallett's (£300) was agreed for countryside path clearance and maintenance for the path off Orchard Lane and across Cow Common to the Wilderness to be carried out by Molesey Resident Group.
- 2.5** A one off sum of £850 from Mrs Mitchell's allocation was agreed for training for staff of the Saturday Club being organised by Elmbridge Crossroads.
- 2.6** A one off sum of £900 from Mr Oliver's allocation was agreed for safety bollards and kerbing at the Lower Green Community Centre for Elmbridge Borough Council.
- 2.7** A one off sum of £750 from Mr Mallett's (£375) and Mr Oliver's (£375) allocation was agreed for local amenity garden maintenance to be carried out by the Molesey Resident Association and British Legion.
- 2.8** A one off sum of £402 from Mr Mallett's (£201) and Mr Oliver's (£201) was agreed for countryside path maintenance on the east side of Fleetside Estate to Molesey Heath public green area for the Resident Group of Fleetside Estate.
- 2.9** A one off sum of £472 from Mr Taylor's allocation was agreed for the Lock Out Burglary campaign for the Elmbridge Community Safety Partnership.
- 2.10** A one off sum of £1,000 from Mr Bennison's (£300) and Mr Taylor's (£700) allocations for the purchase of display equipment and leaflets for the Elmbridge Local Partnership Team.
- 2.11** A one off sum of £935 from Mr Mallett's allocation for the resurfacing of Molesey Football Ground Car Park.
- 2.12** A one off sum of £500 from Mr Bennison's allocation for the Claygate Village Design Statement (hire of hall and cost of refreshments) to be paid to Claygate Parish Council.
- 2.13** A one off sum of £800 from Mr Mallett's allocation for a series of lectures by the Esher and Molesey Garden Society. This application was approved on the basis that the Garden Society would take reasonable steps to publicise the series of eight lectures to local residents and that the lectures be open to members of the general public to attend.

- 2.14** A one off sum of £900 from Mr Phelps-Penry's allocation for the provisions of rugby first aid referee training and Community Leaders' Award to Esher Rugby Club.

FUNDING BIDS

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

2.15 Elmbridge Rentstart – Website Development

£1,337 - Tim Oliver

This project is for website development for Elmbridge Rentstart who alleviate homelessness amongst single people and childless couples who are on low incomes. They also help secure access to the private rented sector by issuing a deposit guarantee instead of a cash deposit and providing specialist advisory service to people in housing need and, where required by them, to the landlords. The establishment of a website will spread accessibility and information about their service and will therefore benefit the homeless and vulnerable.

The total cost of this project is £10,000 – £12,000. The remainder of the funding still needs to be found and will be sought from other County Councillors grants or by fund raising.

2.16 Manby Lodge – Entrance Hall Improvements

£3,000 – Ian Lake

This project will provide funding for the re-decoration and re-carpeting of the entrance hall of Manby Lodge Infants School, Weybridge. This will provide an up to date welcoming area to the school and will benefit visitors, staff, parents and pupils. The total cost of this project is sought from the Local Committee subject to quotations being received.

2.17 Friends of Thames Ditton Junior School – Playground Equipment

£3,517 – Peter Hickman

This project will provide funding towards playground equipment and a new 'playsafe' surface at Thames Ditton Junior School. Ofsted stated in January 2008 that 'there is little to keep the children occupied in the playground.' The new playground would therefore address this observation and benefit the pupils. The total cost of the project is £18,857. Funds of £10,500 have already been raised and the remainder will be obtained by school fund raising.

2.18 Surrey County Council Highways Service – Provision of Parking Bay at Winters Bridge, Thames Ditton

£5,000 – Peter Hickman

This project will provide the provision of a parking bay at Winters Bridge, Thames Ditton. This project will benefit local traders and residents in the area. The provision of the parking bay is subject to the deposit of a private contribution from a local trader at the start of the 2008/09 financial year. The sum being contributed is £3,500 and this money needs to be deposited with Surrey County Council no later than 31st April 2008 to enable the works to be planned. It is anticipated that these works will start in Summer 2008. The works will take approximately 3 weeks to complete.

2.19 Roll out of Value LED Education Programme – Bridge Partnership

£8,000 – Roy Taylor

This project will provide the funding towards a number of projects that will take the Value LED Education Programme into the Community. It is proposed that this application be subject to the following condition:

The Bridge Partnership provides details and costings of the projects they intend to use the funding for prior to their commencement.

2.20 Relate Outpost in Walton Health Centre

£2,073 – Tom Phelps-Penry

This project will provide funding towards couple and family counselling by Relate at Walton Health Centre. This will address relationship and family breakdowns and also young peoples' problems. It will benefit members of the public in the Walton-on-Thames area aged 11 years and upwards with relationship difficulties. The total cost of the project is £7,500 and the remainder of the funding will be sought from charitable sources. Funding for the future will be obtained from client contributions.

2.21 Lighting – Bell Farm Junior School

£4,000 – Margaret Hicks

This project will provide funding towards new lighting at Bell Farm Junior School, Hersham. This will be beneficial to student's eyes. The total cost of this project will be £22,400. The school are contributing £9,632 and the remainder of the funding will be from other school funds.

2.22 Concern & Help for East Elmbridge Retired (CHEER) – Holiday Club, Volunteer Training, Lunch & Tea Parties

£2,000 – Michael Bennison

This scheme targets provision of services to the over 60's, the disabled, lonely and housebound by addressing mental health conditions and social isolation. The funding will be towards a holiday club, training for volunteers and lunch & tea parties. It will cover the geographical areas of Oxshott, Cobham, Esher, Claygate, Hinchley Wood, Long Ditton, Thames Ditton and East & West Molesey. The total cost of the project is sought from the Local Committee. CHEER are working with the local Elmbridge Borough Voluntary Sector Support Officer and using grant finder to provide future funding for this project.

2.23 Central Heating in Beaver Lodge – Hersham Girl Guides

£1,500 – Margaret Hicks

This project is to provide funding towards central heating at the Guide Hut in Falkner Road, Hersham. This will benefit the Rainbows, Brownies, Guides and Leaders in Hersham and the surrounding area. The total cost of the project is £3,000 with the remainder of funding being obtained from Girl Guide funds.

2.24 Restoration of 4th Walton Scout HQ Roof

£2,000 – Tom Phelps-Penry

This project will provide funding towards the restoration of 4th Walton Scout Headquarters roof. This will ensure the safety of the Scouts, Cubs, Dragon's Judo Club and 3 Badminton groups who use the hut on a regular basis. The total cost of the project is £35 - £40,000 with £20,000 already promised by Walton Charities. The scout group are aiming to raise a further £5,000 by fundraising activities.

2.25 Elmbridge & Runnymede Talking Newspaper (EARTN)

£950 – Margaret Hicks

£1,050 – Tom Phelps-Penry

This project will give funding towards the Elmbridge & Runnymede Talking Newspaper which provides audiotapes to the blind and partially sighted in Elmbridge and Runnymede. It will benefit those whose disability prevents them from reading written text. The total cost of the project is £13,000. The remainder of the funding is still to be found and is being sought from EARTN's own funds plus further fundraising.

2.26 Child Sponsorship Saturday Club – Elmbridge Crossroads

£1,211 – Michael Bennison

This project will offer additional places at the Saturday Club for children with disability who might otherwise be unable to attend. It will offer transport to and from the club which meets at Burview Hall in Walton-on-Thames. The Saturday Club offers respite to parents of children with disability by providing stimulating play and leisure thereby giving quality time for siblings with their parents.

3.0 RETURNED REVENUE ALLOCATIONS FUNDING

- 3.1 £138 was returned to the revenue fund of Cllr Tom Phelps-Penry which was the VAT amount for the bench grant to St John's Estate, Walton (LC 26.03.2007).

4.0 EQUALITIES IMPLICATIONS

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

5.0 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

	Balance Remaining £
Mr Bennison	0
Mr Hickman	0
Mrs Hicks	0
Mr Lake	£938.00
Mr Mallett	0
Mrs Mitchell	£362.00
Mr Oliver	0
Mr Phelps-Penry	0
Mr Taylor	0

Total £1,300.00

Committee Capital Allocation £Nil

6.0 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.