



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

MEMBERS' ALLOCATIONS REPORT

22ND SEPTEMBER 2008

KEY ISSUE

To approve 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.

1.0 INTRODUCTION

- 1.1 The budget for 2008/09 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	9,060
Mr Hickman	9,750
Mrs Hicks	6,556
Mr Lake	10,500
Mr Mallett	3,941
Mrs Mitchell	4,200
Mr Oliver	5,280
Mr Phelps-Penry	8,854
Mr Taylor	8,850

Total £66,991

Committee Capital Allocation

Total £12,801

- * *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 DELEGATED FUNDING

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 £896.25 from Mr Phelps-Penry's allocation was agreed towards Walton Heritage Day 2008.
- 2.2 A one off sum of £58.74 from Mr Mallett's allocation was agreed

towards the provision of a Tea Urn for local fetes and bazaars in Molesey.

- 2.3 A one off sum of £650 from Mr Taylor's allocation was agreed towards a Distraction Burglaries Contact Card to be produced by the Elmbridge Community Safety Partnership.
- 2.4 A one off sum of £500 from Mr Hickman's allocation was agreed towards a Play & Stay Connected through Art session to be run in the Dittons area by Love of Learning.

3.0 FUNDING BIDS

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

3.1 Outdoor Classroom Area at Royal Kent Church of England Primary School - Oxshott

£3,000 – Michael Bennison

This project would create a pond, plant area, vegetable garden and wildlife habitat for pupils at the Royal Kent Church of England Primary School in Oxshott. Outdoor equipment will be provided for pupils to use for lessons in this area and it will educate pupils - particularly in water sustainability, eco friendliness, recyclable materials, appreciation of wildlife habitats and healthy organic food.

The total cost of the project is £4,000 with £3,000 being sought from Local Committee. The rest of the funding is already promised by the school PTA.

3.2 Safe Drive Stay Alive DVD - Surrey Fire & Rescue Service

- £ 500 – Dorothy Mitchell**
£ 500 – Peter Hickman
£1,000 – Roy Taylor
£ 250 – Michael Bennison

This project would provide funding towards the one-off cost of re-recording and updating the DVD material used at Safe Drive Stay Alive performances, including full production and video recording. Surrey Fire & Rescue will increase the number of performances in 2008/09 aiming to reach 100% of Surrey's students next year.

Surrey Fire & Rescue aim to expand the number of shows even further in 2009 as a result of the more flexible format that the new DVD material will support with delivery in each borough to reach elements of the target audience currently not reached. The new material will also be formatted to be of greater use to offender rehabilitation initiatives.

3.3 Walton Youth Centre Feasibility Study – RC Sheriff Trust

£1,500 – Thomas Phelps-Penry

This project will provide funding towards a Feasibility Study to investigate the viability of transforming Walton Youth Centre into a creative arts space which is at present underused. This would provide space for visual arts and craft activities for young people and community groups in the area. It would benefit young people, visual artists and craftspeople in Walton-on-Thames and the local area. Consultation has been undertaken with the Surrey Youth Service, Walton Youth Centre, Surrey Arts, RC Sheriff Trust, Riverhouse Arts Centre and Councillor Donagh Curwen (artist).

The total cost of this project is sought from the Local Committee any further funding for the future will be provided by the RC Sheriff Trust.

3.4 East Molesey Methodist Church – Heating Project

£2,500 – Ernest Mallett

This project will provide for the refurbishment of the East Molesey Methodist Church heating system by replacing electric installation with a high efficiency condensing system. Several local community groups use the facilities and will benefit from the project. The total cost of the project is £9,036. An application has also been submitted for the Capital allocation.

3.5 Anti Bullying Days (The Dittons & Walton) – Love of Learning

£1,000 – Thomas Phelps-Penry

£1,500 – Peter Hickman

This project will provide Anti-Bullying Days in The Dittons and Walton areas. The sessions are run through local schools and will help raise awareness of the issue of bullying. The sessions are facilitated by Love of Learning. The total cost of the project is £3,000 and Love of Learning has also applied to the Surrey Local Network fund.

3.6 Traffic Calming Measures – Access Road to Strenue Sports Ground

£1,500 – Michael Bennison

This project will provide for the installation of rubber traffic calming strips and speed limit signs. The project is being organised by the Strenue Sports and Social Club. The application is for the total cost of the project. Future funding will be provided by Elmbridge Borough Council.

3.7 Library Refurbishment – Cranmere School

£4,000 – Peter Hickman

This project will provide for the refurbishment of the school library. This will include the purchase of new shelves, display units, tables and seating and new software. The total cost of the project is £4712 and the remaining funding is being sought from the parents committee.

3.8 Safe Schools Crossing – Station Road, Thames Ditton

£2,500 – Peter Hickman

This project will provide for two yellow backed safety signs and a 'red top' to the crossing table. These safety measures are being proposed in response to the residents petition submitted to the March Local Committee meeting. The funding will provide for the total cost of the project. Surrey County Council's Highways Service will be responsible for the implementation of these works – please see Agenda Item 19).

3.9 Vehicle Activated Sign – Rydens Road, Walton-on-Thames

£3,000 – Roy Taylor

This project will provide for the installation of two vehicle activated signs in Rydens Road, Walton-on-Thames. Please note this revenue application cover the installation of one of these signs and a separate application for the second has been submitted to the Capital fund. These safety measures are being proposed in response to the residents letter of representation submitted to the June Local Committee meeting. The funding will cover the total cost of the project and Surrey Council Council's Highways Service will be responsible for the implementation of these works.

3.10 Fast & Loose Theatre Company – Production of Doctor Faustus

£2,000 – Ian Lake
£300 – Michael Bennison

This funding will provide at least three productions of Doctor Faustus in Elmbridge. The Fast and Loose Theatre Company is a social enterprise and dependant on the support of the local community. Several other organisations have also been approached for funding towards the production of this play, the total cost of which is £4,478.85.

4. CAPITAL ALLOCATIONS

4.1 East Molesey Methodist Church – Heating Project

£2,500 – Proposed by Ernest Mallett

Please refer to the detail in 3.4.

4.2 Expansion of the Youth Engagement Scheme (YES)

£1,000 – Proposed by Ian Lake

This project will provide for the expansion of the Youth Engagement Scheme and has been submitted by the Fire and Rescue Service. The Youth Engagement Scheme is a one week, 5 day practical programme based on a fire station for young people aged 14-17 years. The scheme aims to address anti social behaviour in the community, including fire and vehicle related crime. YES is part of a intervention package, which, in partnership with the Youth Offending team and Education Welfare Service, can last up to 3 months. The funding will help establish YES in two additional locations and ensures the continued delivery of the course at Walton Fire Station. The funding will provide for fire kits, hoses, boots, ladders, rescue dummies, smoke generators, glasses, gloves etc. The total cost of the expansion is £26,250 and all 11 Local Committees are being approached for capital funding. The remaining funding will be found from Postitive Activities for Young People and the 11 Crime and Disorder Reduction Partnerships.

4.3 Vehicle Activated Sign – Rydens Road, Walton-on-Thames

£3,000 – Proposed by Roy Taylor

Please refer to the detail in 3.9.

5. RETURNED/REALLOCATED REVENUE FUNDING

- 5.1 £30 returned to Margaret Hicks' revenue allocation from underspend of £600 granted by Delegated Authority on 14.06.2008 to Male Victims of Domestic Abuse Training Event.

6.0 EQUALITIES AND DIVERSITY 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

	Balance Remaining £
Mr Bennison	4,010
Mr Hickman	1,250
Mrs Hicks	6,596
Mr Lake	8,500
Mr Mallett	1,441
Mrs Mitchell	3,700
Mr Oliver	5,280
Mr Phelps-Penry	6,354
Mr Taylor	4,850

Total £41,981

Committee Capital Allocation £6,301

* *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.

Report by: Delia Davies, Local Support Assistant - Elmbridge

LEAD OFFICER: Katie Mills, Local Committee and Partnership Officer

TELEPHONE NUMBER: 01372 832606

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 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 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.