



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

MEMBERS' ALLOCATIONS REPORT

8 DECEMBER 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 £3,000 from Claygate Parish Council for Claygate Highway Garden Sites to be funded from Mr Bennison's allocation.
4. To consider an application for funding of £1,292.49 from the Walton Centre towards a Lincat Vision (Food) Service Unit from Mr Phelps-Penry's allocation.
5. To consider an application for £3,000 from Surrey County Council Highways towards an Interactive Vehicle Actuated Sign at Between Street, Cobham to be funded from the Capital funding.
6. To consider an application for funding of £3,000 from Surrey County Council Highways towards an Interactive Vehicle Actuated Sign outside Cleves School, Weybridge from Mr Taylor's allocation.
7. To consider an application for funding of £2,000 from Esher Business Guild towards Esher Christmas lights to be funded from Mr Tim Oliver's allocation.
8. To consider an application for £1,335 from Surrey Police North Division towards the purchase of 2 bicycles for Hersham PCSO's from Mrs Hicks' allocation.

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	£3,000
Mr Hickman	£1,250
Mrs Hicks	£6,054.05
Mr Lake	£8,500
Mr Mallett	£0
Mrs Mitchell	£1,201
Mr Oliver	£4,856
Mr Phelps-Penry	£5,544
Mr Taylor	£6,137

Total £36,542.05

Committee Capital Allocation

Total £6,301

2.0 MEMBER'S REVENUE ALLOCATION

DELEGATED FUNDING 2008/09

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 £999 was agreed towards the production of lanterns for the Walton Festival of Light procession from Mr Taylor's allocation
- 2.2** A one off sum of £1,000 was agreed towards tents and orienteering equipment for St Barnabas Youth Group to participate in the Duke of Edinburgh Award from Mr Mallett's allocation.
- 2.3** A one off sum of £700 was agreed towards a Christmas tree, lighting and electrics for Walton Traders Association - £441 from Mr Mallett's allocation and £259 from Mr Oliver's allocation.
- 2.4** A one off sum of £600 for Stoke D'Abernon Residents Association to carry out planting of bulbs and new/replacement trees on verges in Stoke D'Abernon and borders of Oxshott from Mrs Mitchell's allocation.

- 2.5 A one off sum of £300 towards Fireworks for the Claygate Village Association Christmas Lights event from Mr Bennison's allocation.
- 2.6 A one off sum of £500 for the Hinchley Wood Guide Room Upgrade from Mr Bennison's allocation.
- 2.7 A one off sum of £600 for hedge cutting at Spicer Close/Vanbrugh Drive, Walton-on-Thames from Mr Phelps-Penry's allocation.
- 2.8 A one off sum of £210 for Love of Learning towards Mums & Daughters Make up & Make Over evenings from Mr Bennison's allocation.
- 2.9 A one off sum of £210 towards Cromwell Community Centre Insurance Premium from Mr Phelps-Penry's allocation.
- 2.10 A one off sum of £999 towards Cobham in Bloom Winter Planting from Mrs Dorothy Mitchell's allocation.
- 2.11 A one off sum of £165 towards Walton Road Traders Association Magical Molesey Christmas Festival for face painting from Mr Tim Oliver's allocation.
- 2.12 A one off sum of £500 towards Castle Wildish Victorian lamp replacement from Mrs Hicks' allocation.
- 2.13 A one off sum of £900 to SAY It's Friday Youth Club, Cobham for 2 projects, 'Modern Survival' & 'Top Golf' from Mrs Dorothy Mitchell's allocation.
- 2.14 A one off sum of 41.95 for St Peter's Church, Hersham for 'No Parking' cones from Mrs Hicks' allocation.

FUNDING BIDS

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

2.15 Claygate Parish Council - Highway Garden Sites

£3,000 – Michael Bennison

This project would provide funding towards the redesign or refurbishment of highway garden sites in the Claygate area. Consultation has taken place with contractors. This will be beneficial to the community, visitors and traffic passing through the area. Future maintenance of the sites will be carried out by Claygate Parish Council – Environment Committee.

2.16 Walton Day Centre – Purchase of Food Service Unit**£1,292.49 – Tom Phelps-Penry**

This project would provide funding towards the purchase of a Lincat Vision (Food) Service Unit at Walton Day Centre. This would offer easy and hygienic access to dishes for elderly visitors to the centre.

2.17 Vehicle Actuated Sign – Cleves Junior School, Weybridge**£3,000 – Roy Taylor**

This project would provide funding for the installation of a vehicle actuated sign at Cleves School, Weybridge. The funding will cover the total cost of the project and Surrey County Council's Highways Service will be responsible for the implementation of these works.

2.18 Esher Christmas Lights**£2,000 – Tim Oliver**

This project would provide funding towards the replacement and expansion of the current Esher Christmas lights. This would cover the geographical area of Esher High Street and Church Street. This would benefit the residents of Esher and visitors to the town. Consultation has been undertaken with traders of the High Street and public opinion has been sought. The total cost of the project is £5,000 and Esher Business Guild will provide the remaining funding.

2.19 Purchase of 2 Bicycles for Hersham PCSOs**£1,335 – Margaret Hicks**

This project would provide funding for the purchase of 2 bicycles for Hersham PCSOs to enable them to travel around the Hersham area. This would be beneficial to the community and Surrey Police.

3.0 CAPITAL ALLOCATIONS**Interactive Vehicle Actuated Sign – Between Street, Cobham****£3,000 – Proposed by Dorothy Mitchell**

This would provide junction safety and be beneficial to the travelling public and local residents.

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 RETURNED/REALLOCATED REVENUE FUNDING

5.1 £2,286 returned to Mr Taylor's allocation from under-spend of £3,015 granted on 28 March 2006 towards Equipment for the Walton Fire Station Community Room.

5.2 The Local Committee are asked to note that £1,000 granted under delegated authority on 4 October 2007 for Love of Learning Play & Stay Connected Through Art project at Hinchley Wood School was redirected to Thames Ditton Infants School and St Lawrence Junior School, East Molesey.

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 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	£1,250
Mrs Hicks	£4,719.05
Mr Lake	£8,500
Mr Mallett	£0
Mrs Mitchell	£1,201
Mr Oliver	£2,856
Mr Phelps-Penry	£4,251.51
Mr Taylor	£3,137

Total £25,914.56

Committee Capital Allocation £3,301

7.0 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 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 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.