



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

MEMBERS' ALLOCATIONS REPORT

9 MARCH 2009

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 Brooklands FM Radio towards OFCOM and WTA fees for the Easter Community Radio Trial to be funded £500 from Mr Ian Lake's allocation, £500 from Mr Roy Taylor's allocation and £500 from Mrs Margaret Hicks' allocation.
4. To consider an application for funding of £2,500 from St James Church of England Primary School, Weybridge for a fitness playground trail from Mr Taylor's allocation.
5. To consider an application for funding of £2,820 from Molesey Art Society for the 50th Anniversary Programme from Mr Oliver's allocation.
6. To consider an application for funding of £100 from Surrey Police for the Elmbridge Young Persons of Honour Awards 2008/09, £64 from Mr Lake's allocation and £36 from Mr Oliver's allocation.
7. To consider an application for funding of £2,430 from North Surrey Community Counselling Partnership towards insurance and supervision for voluntary counsellors who work in the community from Mrs Hicks' allocation.
8. To consider an application for funding of £755.68 from Hersham Youth Trust towards the purchase of electronic equipment from Mrs Hicks' allocation.
9. To consider an application for funding of £536 from Elmbridge Rentstart for staff training costs from Mr Lake's allocation.
10. To consider an application for funding of £1,900 from Heathside School towards the purchase of school orchestra uniforms from Mr Lake's allocation.
11. To consider an application for funding of £5,000 from Surrey Highways towards waiting restrictions advertising in Ellesmere Road, St George's Avenue and Old Avenue from Mr Lake's allocation.
12. To consider an application for funding of £1,250 towards a Long Ditton map from Mr Hickman's allocation.
13. To consider an application for funding of £202 towards Cobham Costa Coffee & Quiz evening for local young people from Mrs Mitchell's allocation.
14. To consider an application for funding of £3,150 from Molesey Centre for retired persons towards social outings for elderly persons from Mr Phelps-Penry's allocation.

15. To consider an application for funding of £34 from 1st Claygate Scouts Group towards a Centenary Camp at Walton Firs from Mrs Hicks' allocation.
16. To consider an application for funding of £1,000 from Hotbuckle Productions towards a rehearsed reading of Joshua at the Riverhouse Arts Centre from Mr Phelps-Penry's allocation.
17. To consider an application for funding of £137 from Oatlands Traders for plants and shrubs in Pantile Road/St Mary's Road, Oatlands, Weybridge from Mr Taylor's allocation.
18. To consider an application for funding of £2,000 from Surrey Highways towards the improvement of lighting columns to facilitate the erection of VAS signs to be funded from the Capital allocation sponsored by Mrs Mitchell.
19. To consider an application for funding of £1,300 from Cool2 Care Family/Carer Matching towards a laptop and software sponsored by Mr Oliver.
20. To consider an application for funding of £300 from 1st Weybridge Girl Guides for tables from Mr Lake's 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	£0
Mr Hickman	£1,250
Mrs Hicks	£3,719.05
Mr Lake	£8,300
Mr Mallett	£0
Mrs Mitchell	£202
Mr Oliver	£2,856
Mr Phelps-Penry	£4,751.51
Mr Taylor	£3,137

Total £24,215.56

Committee Capital Allocation

Total £3,301

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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 £1,000 was agreed towards Hersham in Bloom from Mrs Hicks' allocation.
- 2.2 A one off sum of £1,000 was agreed towards a new font for St Erconwalds Church, Walton from Mr Tom Phelps-Penry's allocation.
- 2.3 A one off sum of £999 was agreed towards the printing of the Envisage Report from Mrs Dorothy Mitchell's allocation.
- 2.4 A one off sum of £200 towards Walton CCTV Tree Trimming from Mr Lake's allocation.

FUNDING BIDS

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

2.5 Brooklands FM Radio – Easter Community Trial

£500 – Ian Lake

£500 – Roy Taylor

£500 – Margaret Hicks

This project would provide funding towards an OFCOM approved trial Community radio broadcast on an FM frequency in preparation for applying for a 5 year licence. The transmitter will be based in Weybridge and will have a range of up to 8 miles depending on local terrain. Programmes will be from 7am – 11pm 7 days a week for 28 days (the maximum allowed by OFCOM) from the existing temporary studios in Addlestone.

The station will give a free voice to voluntary community organisations and individuals and report on the many good causes being undertaken. This in turn will provide much needed support for these services. Local news and information will be broadcast, musicians from the borough will be able to perform live on air, and there will be programmes featuring schools and colleges.

Brooklands Radio is a keen supporter of grass roots football. There is very little coverage of Elmbridge matters on existing BBC and ILR stations.

This will cover residents in the Elmbridge towns of Weybridge, Walton-on-Thames, Hersham, Whiteley Village, Cobham and parts of Esher. It will be beneficial to local residents and, in particular, voluntary organisations.

Elmbridge Local Committee funding will be used towards licences for OFCOM & WTA fees.

2.6 St James C of E Primary School – Outdoor Play Area

£2,500 – Roy Taylor

This project would provide funding towards an outdoor playground being installed in a small area of the playing field at St James Church of England Primary School. This will encourage active play and benefit all pupils at the school. The total cost of the project is £3,913. The remaining funding is promised and any future funding will be from the delegated school budget or the PTA.

2.7 Molesey Art Society – 50th Anniversary Programme

£2,820 – Timothy Oliver

This project would provide funding towards the Golden Anniversary Art Exhibition and a series of 12 studio workshops and evening meetings. This would provide a forum for beginners and professional artists to meet, paint and exhibit in a friendly atmosphere. It would cover the geographical areas of Molesey, Esher, Claygate, Weybridge, Cobham, the Dittons and beyond. This will be beneficial to the elderly and young people who have wanted to paint but increasingly find adult education classes too expensive or unavailable.

The total cost of this project is sought from the Local Committee.

2.8 Elmbridge Young Persons of Honour

£36 – Timothy Oliver

£64 – Ian Lake

This project would provide funding towards an Awards Event on the 3rd March 2009. The purpose of this event is to award children of school age who have shown courage, kindness and bravery. It will promote good behaviour and role models to children of the Borough. Consultation has been undertaken with Borough Schools.

The total cost of the project is £600. The remainder of the funding is promised from Tesco's, Chelsea Football Club, businesses and personal grants.

2.9 North Surrey Community Counselling Partnership

£2,430 – Margaret Hicks

This project will provide funding towards insurance costs and supervision for 4 of 26 voluntary counsellors who work in the community. Insurance costs for the previous year were £530 and supervisors charge £38 per hour, 50 hours supervision amounting to £1,900 per year. This North Surrey Community Counselling Partnership is a charity that offers a low-cost counselling service in and around the Borough of Elmbridge. The total cost of this project is sought from the Local Committee.

2.10 Hersham Youth Trust – Purchase of Electronic Equipment

£755.68 – Margaret Hicks

This project would provide funding towards the purchase of a Playstation 3 with 80Gb hard disc drive, three Sony PS3 Official Dualshock 3 Controllers, a Wii Console with Wii Sports Game, three Wii Remotes, three Wii Nunchuk Controllers, a Mario Kart Wii and a Pro Evo Soccer 09 – PS3 for Hersham Youth Trust. The total cost of this equipment is sought from the Local Committee.

2.11 Elmbridge Rentstart – Training Costs

£536 – Ian Lake

This project would provide funding for the training of staff. Elmbridge Rentstart is a local charity based in Elmbridge founded to house single people and childless couples on low incomes. These groups are not owed a housing duty under the homelessness legislation and find it very difficult to raise the deposit and the rent in advance to secure housing in the private sector. They also find it difficult to find landlords who will accept them because they are claiming benefits. Rentstart provide a guarantee to cover the rental deposit and find sympathetic landlords, they also offer tenancy support to help this group of people sustain their tenancies. This year in January 27 people applied for help from Rentstart.

2.12 Heathside School – Orchestra Uniforms**£1,900 – Ian Lake**

This project would provide funding for uniforms to be used by the school orchestra. This will enable students to represent the school in a professional manner and create a good impression of the school. The total cost of this project is sought from the Local Committee.

2.13 Waiting Restrictions Advertising - Weybridge**£5,000 – Ian Lake**

This project would provide funding for advertising of waiting restrictions in Ellesmere Road, St George's Avenue and Old Avenue, Weybridge. This will address an urgent parking problem in the area and benefit the local residents. Surrey Highways have been consulted.

2.14 Long Ditton Map**£1,250 – Peter Hickman**

This project would provide funding towards a Long Ditton Map being mounted on a display board which will be erected on the footway in front of the Fleece Road shops. This will be organised by the Long Ditton Residents Association and it will assist the greater sense of community and promote Long Ditton as a vibrant village. The map was on display at the Long Ditton Village fair and has been promoted by the Long Ditton Residents Association.

The map has been completed and planning permission for its erection has been given 2008/2755 with a condition that a licence needs to be obtained from Surrey County Council pursuant to section 115 (B & E) of the Highways Act 1980. It is anticipated that completion of this project would take place by May 2009. The total cost of the project is £1,480 plus VAT. Future maintenance of the map is to be carried out by the Long Ditton Residents Association.

2.15 Cobham Youth Costa Coffee & Quiz Evening**£202 – Dorothy Mitchell**

This project would provide quiz evenings at Costa Coffee in Cobham for local youths in Cobham and Oxshott. It would be organised by the Surrey Police Safer Neighbourhood Team and will provide youth community engagement. The Youth Café has now been running for a year and it is an ongoing project.

The estimated cost of each quiz night is £70 and they are to be held on a monthly basis. Additional funding is being provided by the CDRA.

2.16 Molesey Day Centre – Social Outings**£3,150 – Tom Phelps-Penry**

This project would provide social outings for retired persons at the Molesey Day Centre. It will help to maintain a lively social club for retired elderly persons from all walks of life. There are approximately 140 members of this centre. The total cost of this project is sought from the Local Committee.

2.17 1st Claygate Scout Group – Centenary Camp**£34 – Margaret Hicks**

This project would provide funding towards a special Centenary Camp for young people from the Beavers, Cubs, Scouts and Explorer Scouts at Walton Firs campsite over the weekend of 1st – 4th May 2009. Funding is towards van hire to cover the transport of additional equipment and hire of the buildings for the Beavers to sleep in.

2.18 Hotbuckle Productions – Joshua a Rehearsed Reading**£1,000 – Tom Phelps-Penry**

This project would provide funding towards a rehearsed reading of a new play for AS students at the Riverhouse Arts Centre. This would be followed by a discussion/debate. This will benefit local schools and colleges and will address the social and economic relevance of the play's subject matter. Consultation has been undertaken with RC Sheriff Trust and additional funding has been applied for through Grass Roots. The total cost of the project is £4,974.

2.19 Oatlands Traders – Plants & Shrubs Pantile Road/St Mary's Road**£137 – Roy Taylor**

This project will provide funding towards new shrubs and plants for existing planters in Pantile Road/St Mary's Road, Oatlands Village, Weybridge. This will smarten up the corner of St Mary's Road/Pantile Road and will benefit local residents and visitors to Oatlands Village. Oatlands Traders are to carry out any future maintenance of this project.

The total cost of this project is sought from the Local Committee.

2.20 1st Weybridge Girl Guides – Tables for Guide Hut

£300 – Ian Lake

This project will provide funding towards the purchase of several tables for the Girl Guide hut. This will benefit young people in Elmbridge and members of the community using the facility.

3.0 CAPITAL ALLOCATIONS

3.1 Modifications to Lighting Columns

£2,000 Capital proposed by Dorothy Mitchell

This project will enable the Highways Service to make the necessary improvements to the lighting columns to facilitate the erection of the Vehicle Activated Signs requested by the various Members of the Local Committee on behalf on their local communities. This will benefit local residents and road users.

The estimated total cost of the project is £8,000 although the Local Highways Manager believes this may be lowered.

3.2 Cool2Care Family/Carer Matching – IT Equipment

£1,300 – Proposed by Tim Oliver

This project would provide the design of a new web-based IT application to help match families with disabled children and potential carers. Families would benefit by Cool2Care finding carers that are best suited to their needs. Parents would benefit from regular breaks from caring and the disabled child would benefit from a sustained relationship with the chosen carer. Consultation has been undertaken with families in Surrey, Surrey County Council & CHASE Hospice.

The total cost of this project is £3,000 funding from the Local Committee would be for the capital items of a laptop and software.

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 The Local Committee are asked to note that £1,500 granted at Local Committee on 22 September 2008 towards the Walton Youth Centre Feasibility Study has been returned to Mr Tom Phelps-Penry's allocation for 2008/09 as the project has not gone ahead.

- 5.2** The Local Committee are asked to note and approve that a small amount of remaining funding allocated to Neighbourhood Watch for newsletters & street signs has been spent on small items, such as table cloths, paying for a stall at the Molesey Carnival and producing large signs for Sandown meeting in Neighbourhood Watch Week and other incidentals for this meeting.

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	£0
Mrs Hicks	£0
Mr Lake	£0
Mr Mallett	£0
Mrs Mitchell	£0
Mr Oliver	£0
Mr Phelps-Penry	£601
Mr Taylor	£0

Total £601

Committee Capital Allocation £0

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.