



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

MEMBERS' ALLOCATIONS REPORT

27 JULY 2009

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.

OFFICER RECOMMENDATIONS

The Committee is asked:

1. To approve the Criteria and Guidance Note for the use of Members' Allocations as set out in Annex A and B.
2. To agree the approval of Member Allocations under delegated authority by the Area Director, in consultation with the Chairman, up to and including, applications for £1,000 subject to the conditions set out in the Criteria for Use of Funds for 2009/10.
3. To note the funding approved under delegated authority (paragraphs 2.1 and 2.2).
4. To note the returned/reallocated revenue funding (paragraphs 4.1-4.5)
5. To consider an application for funding of £2,000 towards Burhill Children's Centre, Hersham lean to canopy to be funded from Mrs Hicks' allocation.
6. To consider an application for funding of £2,500 towards Love of Learning – Play & Stay Connected through Art projects £1,500 to be funded from Mr Hickman's allocation for Long Ditton C of E Junior School and £1,000 from Mr Bennison's allocation for Royal Kent C of E Primary School, Oxshott.
7. To consider an application for funding of £1,442 towards Molesey Carnival Committee for carnival support to be funded £721 from Mr Cooper's allocation and £721 from Mr Mallett's allocation.
8. To consider an application for funding of £250 towards Elmbridge Young Persons of Honour Awards Event £125 to be funded from Mr Cooper's allocation and £125 from Mr Mallett's allocation.
9. To consider an application for funding of £800 towards the Molesey Resident's Association Christmas Lights £400 to be funded from Mr Mallett's allocation and £400 from Mr Cooper's allocation.
10. To consider an application for funding of £700 towards Fleetside Community Group for the provision of public benches on Molesey Heath, £350 to be funded from Mr Mallett's allocation and £350 from Mr Cooper's allocation.
11. To consider an application for funding of £6,000 towards St Paul's Church, East Molesey external repairs to roof £3,000 to be funded from Mr Mallett's allocation and £3,000 from Mr Cooper's allocation.
12. To consider an application for funding of £1,093 towards St Peter's Church, West Molesey replacement of tables and chairs. £546.50 to be funded from Mr Cooper's allocation and £546.50 from Mr Mallett's allocation.

13. To consider an application for funding of £6,000 towards 1st Molesey Scout Group hut extension, £3,000 to be funded from Mr Cooper's allocation and £3,000 from Mr Mallett's allocation.
14. To consider an application for Capital funding of £9,470 towards Burhill Children's Centre lean to canopy.
15. To consider an application for Capital funding of £650 towards support for Molesey Carnival.
16. To consider an application for Capital funding of £485 towards West Molesey Residents Association Christmas lights.
17. To consider an application for Capital funding of £300 towards Fleetside Community Group provision of public benches on Molesey Heath
18. To consider an application for Capital funding of £6,000 from St Paul's Church, East Molesey towards external repairs to church roof.
19. To consider an application for Capital funding of £4,000 from the 1st Molesey Scout Group towards an extension to the scout hut.

1.0 INTRODUCTION

- 1.1 The budget for 2009/10 made the following funds available – £8,250 per Member and £35,000 capital allocation. These figures show the amounts still available.

Member's Revenue Allocation

	Balance Remaining £
Mr Bennison	8,250
Mr Butcher	8,250
Mr Cooper	8,250
Mrs Hicks	8,250
Mr Hickman	8,250
Mr Lake	8,250
Mr Mallett	8,250
Mr Phelps-Penry	8,250
Mr Taylor	8,250

Total £74,250

Committee Capital Allocation

Total £35,000

- * *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 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 £200 from Mr Phelps-Penry's allocation was agreed (10.03.2009) towards a third organiser for Homestart Elmbridge.
- 2.2** A one off sum of £400 from Mr Phelps-Penry's allocation was agreed (10.03.2009) towards Olympic Relief Panels at Cleves Junior School in Weybridge.

3.0 FUNDING BIDS

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

3.1 Burhill Children's Centre – Lean to Canopy

£2,000 – Margaret Hicks

This project is to erect an aluminium lean to canopy across the full width of the entrance to the Children's Centre. It will provide an all weather area for parents to store their prams and buggies whilst using the centre. It will also provide an all weather outside play area. This will mean that the Children's Centre staff and Partnerships are able to work with parents through their Play & Learn activities which are designed to encourage parents to interact with their children in new and beneficial ways. It will also encourage parents to return to the centre as they will be able to access the building in comfort and leave their prams and buggies in a safe and protective place.

The geographical areas that the centre covers are Esher, Hersham North, Hersham South and Walton South.

The Children's Centre runs under the Surestart banner that meets the Government's agenda for improving outcomes for children. There is an expectation that when establishments sign up to the project the building will have, at least, 25 years usage. Therefore, it is envisaged that the

Children's Centre, and any improvements, will remain in use for a minimum of 25 years. Consultation has been undertaken with Surrey County Council and no funding is available for this project from the Early Years Development Team budgets. Under Surestart guidelines the Children's Centre cannot use anymore than £2,500 per financial year out of its own budget on capital expenditure.

The total cost of this project (inclusive of VAT) will be £13,190.50

3.2 Love of Learning – Play & Stay Connected Through Art

£1,000 – Michael Bennison

£1,500 – Peter Hickman

This project would enable the parent and child to play, learn and communicate together through the medium of art whilst attending an art workshop in the school. A local Elmbridge artist would facilitate the workshop and parents and children will make a piece of artwork together. An adult/child relationship counsellor will be present throughout the workshop to support and encourage the experience the parents will be sharing with their children.

This will help secure, strengthen and build upon the unique relationship between parent and child. Love of Learning have delivered similar projects in schools in Elmbridge and the outcomes show that these projects have been invaluable to the parents and children, the wider family unit, community and school. The schools these workshops will be held at are Royal Kent C of E Primary School, Oxshott (Mr Bennison) and Long Ditton C of E Junior School (Mr Hickman).

The total cost of the project is £1,500 – Long Ditton C of E Primary School and £1,000 – Royal Kent C of E Primary School and these amounts are sought from the Local Committee.

3.3 Molesey Carnival Committee – 2010 Carnival Support

£721 – Mr Cooper

£721 – Mr Mallett

This project is to provide funding for the Molesey Carnival Committee for the organisation of the Molesey Carnival 2010 and beyond. The Local Committee funding will purchase costumes, insurance for the event and pay the business rate from Elmbridge Borough Council for the use of the field. The project is due to complete prior to May 2010, with the carnival taking place on the first Saturday in June 2010.

The total cost of the above items is sought from the Local Committee. In future years these will be funded from general donations.

3.4 Elmbridge Young Persons of Honour Awards Event 2010

£125 – Mr Cooper

£125 – Mr Mallett

This project is to provide funding to the Safer Neighbourhood Scheme for the Elmbridge Young Persons of Honour Award. This event is for children of school age who have shown courage, kindness and bravery. It promotes good behaviour and role models to children of the Elmbridge Borough.

The total cost of the project is £800, the rest of the funding is promised on a yearly basis from local businesses, a football club and personal grants.

3.5 Molesey Residents Association – Modifications to Lamp-posts for Christmas Lights

£400 – Ernest Mallett

£400 – Nigel Cooper

This project will provide funding towards the modification of 4 lamp posts at Central Avenue, West Molesey roundabout. It will brighten up the residential area of Central Avenue and the shopping parade. It will benefit residents, shoppers and factory estate workers. Consultation has been undertaken with Elmbridge Borough Council for this work.

The total cost of the project is £1,285 and the remainder of the funding is sought from the Local Committee Capital Allocation.

3.6 Fleetside Community Group – Public Benches on Molesey Heath

£350 – Ernest Mallett

£350 – Nigel Cooper

This project will provide funding towards the provision of public benches on Molesey Heath, which spans 36 acres. This will provide resting, viewing and picnic facilities for the local community and visitors to the area. Consultation has been undertaken with local residents, particularly some 700 residents of the Fleetside Estate. The Lower Mole Project and Elmbridge Borough Council will undertake installation of the benches. The project is due to start in August 2009 and complete in September 2009.

The total cost of the project is £3,841. The remainder of the funding is promised from the Grassroots Surrey Community Fund and the Molesey Residents Association. Funding is also sought from the Local Committee Capital Allocation.

3.7 St Paul's Church, East Molesey – External Roof Repairs

£3,000 – Ernest Mallett

£3,000 – Nigel Cooper

This project is for external repairs to the roof of St Paul's Church. It will replace, or reset, ridge tiles, perished stone and repoint the brickwork. Plastic guttering and downpipes will be replaced with properly sized cast aluminium material. Failed lead flashings will also be repaired or replaced. This will both maintain and enhance the church and social facilities benefiting various groups who use the church, such as parishioners, schools, charity groups, older people, exercise classes, and girl guides, brownies and mother and toddler groups.

This work is a part response to the architect's quinquennial report. BCH architects have drawn up the specification and the work has the approval of the Diocesan Advisory Committee. The building is 153 years old and therefore requires proper maintenance.

Future funding for the next phases, which are to be carried out over the next 4 years, will be sought by way of an appeal.

The total cost of the project is estimated to be £28,300. The remainder of the funding is being paid from the building fund and funding is also sought from the Local Committee Capital Allocation.

3.8 St Peter's Church, West Molesey – Replacement Chairs & Tables

£600 – Ernest Mallett

£600 – Nigel Cooper

This project will provide funding towards the upgrade of worn out chairs and tables used by the local community and various groups. It will benefit the residents of West and East Molesey and visitors to the church functions. Consultation has been undertaken by the Church Council and parishioners

The total cost of this project is estimated to be £1,700 with the remainder of the funding sought from the Local Committee Capital Allocation.

3.9 1st Molesey Scout Group – Extension to Scout Hut

£3,000 – Ernest Mallett

£3,000 – Nigel Cooper

This project will provide funding towards the demolition and clearance of the old dilapidated outbuildings. A new extension will be built to accommodate showers, changing rooms and provide storage space for boats and equipment. This will enable the scout to do more boating on the river and keep the boating equipment safe. It will also enable beavers and cubs to camp on the premises.

This project will benefit scouts, cubs, beavers, a nursery run on the premises and any other groups hiring the facilities.

Consultation has been undertaken with scout leaders, committee, parents, supporters and scouts.

The total cost of this project is £66,569. General fundraising, grants and subscriptions are raising the remainder of the funding and half of this is already found or promised. Funding is also sought from the Local Committee Capital Allocation.

4. CAPITAL ALLOCATIONS

4.1 Burhill Children’s Centre, Hersham – Lean to Canopy

£9,470 Capital

(Sponsored by Margaret Hicks)

Please see item 3.1.

4.2 Molesey Carnival Committee – Gazebo

£650 Capital

(Sponsored by Ernest Mallett Nigel Cooper)

This project will provide funding towards 2 heavy duty, pop up gazebos with side panels for the Molesey Carnival (please see item 3.2). The gazebos are needed to provide out of sight storage for trophies, prizes, money, volunteers personal items, changing facilities for entertainers and protection from all weather. The current tent in use is 25 years old and is no longer waterproof. The new gazebos would be strong, lightweight, small for storage and easily assembled on the day by volunteers.

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

4.3 Molesey Residents Association – Modifications to Lamp-posts for Christmas Lights

**£485 Capital
(Sponsored by Ernest Mallett & Nigel Cooper)**

Please see item 3.5

4.4 Fleetside Community Group – Public Benches on Molesey Heath

**£300 Capital
(Sponsored by Ernest Mallett & Nigel Cooper)**

Please see item 3.6

4.5 St Paul's Church, East Molesey – External Roof Repairs

£6,000 (sponsored by Ernest Mallett & Nigel Cooper)

Please see item 3.7

4.6 1st Molesey Scout Group – Extension to Scout Hut

**£4,000 Capital
(Sponsored by Ernest Mallett & Nigel Cooper)**

Please see item 3.9

4. RETURNED/REALLOCATED REVENUE FUNDING

4.1 The Local Committee are advised that £100 (£64 Mr Lake & £36 Mr Oliver) agreed at Local Committee on 9 March 2009 for Elmbridge Young Persons of Honour Award 2009 was not used in 2008/09. It is requested that this funding be carried forward for the 2010 Award.

4.2 The Local Committee are asked to approve the allocation of £500 funding to Claygate Hall Hire & Refreshments Claygate Village Design Statement, approved under delegated authority on 19 February 2008, now be reallocated to photocopying, photographs, acquisition of maps, assistance with page layout and printing.

4.3 The Local Committee are advised that £2,500 (£500 Mr Bennison, £500 Mr Taylor, £500 Mr Hickman, £500 Ernest Mallett & £500 Mr

Phelps-Penry) agreed at Local Committee on 16 June 2008 for the Motor Skills Course was not used in 2008/09. It is requested the funding be carried forward and used for this year's project. The project remains unchanged.

- 4.4** The Local Committee are advised that £2,250 (£500 Mrs Mitchell, £500 Mr Hickman, £1,000 Mr Taylor and £250 Mr Bennison) agreed at Local Committee on 22 September 2008 for Surrey Fire & Rescue Safe Drive Stay Alive DVD was not used in 2008/09. It is requested that the funding be carried forward and used in 2009/10. The project remains unchanged.
- 4.5** The Local Committee are asked to approve that £72.92, the remainder of £7,345, granted at Local Committee on 16 June 2008 to Weybridge Society of Art for Display Screens at Weybridge Library be used to fund hooks.

5.0 EQUALITIES AND DIVERSITY IMPLICATIONS

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

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	7,250
Mr Butcher	8,250
Mr Cooper	104.45
Mrs Hicks	6,250
Mr Hickman	6,750
Mr Lake	8,250
Mr Mallett	107.45
Mr Phelps-Penry	8,250
Mr Taylor	8,250

Total **£53,358**

Committee Capital Allocation **£14,095**

* *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.*

7.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

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LEAD OFFICER: Katie Mills, Local Committee and Partnership Officer

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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.