



OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

MEMBERS' ALLOCATIONS REPORT

21 SEPTEMBER 2009

KEY ISSUE

To note the criteria and process for the use of Members' Allocations and make decisions on funding proposals.

SUMMARY

The report outlines the proposed criteria and process for the use of Members' Allocations and makes recommendations on a number of proposals.

OFFICER RECOMMENDATIONS

The Local Committee (Elmbridge) is asked to:

- (i) To note the Criteria and Guidance Note for the use of Members' Allocations as set out in Annex A and B.
- (ii) To note the allocations approved under delegated authority by the Area Director in consultation with the Chairman (paragraphs 2.1 to 2.3).
- (iii) To note returned funding of £2,000 for Fieldcommon Signs (approved at LC 15 March 2004) and £400 for Fieldcommon plants (approved at LC 23 May 2005) to Mr Phelps-Penry's revenue allocation.
- (iv) To consider an application for funding of £2,187.50 towards the replacement of a damaged fence at Somerset Close, Hersham to be funded from Mrs Hicks' allocation.

- (v) To consider an application for funding of £2,000 towards preparation and planting of winter and summer flowerbeds for Cobham in Bloom to be funded from Mr Butcher's allocation.
- (vi) To consider an application for funding of £100 towards a tenth anniversary seat at Hurst Meadows, Molesey to be funded £50 from Mr Mallett's allocation and £50 from Mr Cooper's allocation.
- (vii) To consider an application for Capital funding of £10,000 towards the refurbishment of Claygate Primary School swimming pool.
- (viii) To consider an application for Capital funding of £3,730 towards nursery climbing apparatus for Long Ditton Infant and Nursery School.
- (ix) To consider an application for Capital funding of £365 towards a tenth anniversary seat at Hurst Meadows, Molesey.

1 INTRODUCTION AND BACKGROUND

- 1.1 In 2009/10 each County Councillor in Elmbridge is allocated a revenue fund of £8,250 with a pooled capital fund of £35,000. The following sets out the amounts remaining from this fund for 2009/10:

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	6,753
Mr Butcher	8,250
Mr Cooper	108
Mr Hickman	6750
Mrs Hicks	6,250
Mr Lake	7,753
Mr Mallett	108
Mr Phelps-Penry	7,505
Mr Taylor	7,755

Total £51,232

Committee Capital Allocation

Total £14,095

2 MEMBER'S REVENUE ALLOCATION

DELEGATED AUTHORITY

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 £495 from Mr Taylor's allocation was approved on 28 July 2009, towards the production of an information card designed to reduce the number of distraction burglaries in Elmbridge.

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- 2.2 A one off sum of £995 from Mr Bennison's (£497.50) and Mr Lake's (£497.50) allocations was approved on 28 July 2009, to fund two Trickster performances during Distraction Burglaries Awareness Week.
- 2.3 A one off sum of £745 from Mr Phelps-Penry's allocation was approved on 7 August 2009, to fund the cost of a band, marquee and Punch & Judy for Walton Heritage Day.

3 FUNDING BIDS

The following new requests for funding have been received:

3.1 Replacement of Damaged Fence – Somerset Close, Hersham

£2,187.50 – Mrs Hicks

This project is to replace 25 metres of fencing at the end of Somerset Close, Hersham. The current state of the fencing makes the area look unkempt and is distressing to local residents and users of the adjacent by-pass. This will provide local residents with better privacy, safety and security. Local residents are frequently requesting the fence be prepared. The total cost of this project is sought from the Local Committee.

3.2 Cobham in Bloom – Winter & Summer Planting and Preparation of Beds

£2,000 – Mr Butcher

This project will enable 7 flowerbeds to be cleared and prepared with compost ready for Winter and Summer planting. It will also provide funding for the purchase of 6 tubs in the Cobham Village area. This will keep the area attractive and benefit the whole community, traders and visitors. The total cost of the project is £3,700, the remainder of the funding is sought from Cobham & Downside Residents Association, personal donations, local companies, the Heritage Trust and the Day Centre.

3.3 Tenth Anniversary Memorial Seat

£50 – Mr Cooper

£50 – Mr Mallett

This project will provide funding towards the purchase and installation of a 1.8 metre teak memorial seat at Hurst Meadows, Molesey. This will provide additional seating in the area and add to leisure and recreational facilities. This will be beneficial to residents, visitors and tourists to

Molesey and the Thames riverside. The seat is expected to last for 20 years and any refreshing of wood treatment will be funded and carried out by Molesey Probus club. The total cost of the project is £765.

4 CAPITAL ALLOCATIONS

4.1 Refurbishment of Claygate Primary School Swimming Pool

£10,000 Capital (Sponsored by Mr Bennison)

This project would provide funding towards the refurbishment of Claygate Primary School swimming pool, specifically the safety surface for the pool surround. The pool at Claygate is an outdoor pool built in the early 1970's by the parents. As part of recent improvement works, the pool was discovered to have significant structural problems and it was therefore decided to rebuild it. The safety surface for the pool surround is the final part of the project. The rebuild will allow pupils at the school to resume swimming as part of the curriculum, which hasn't been possible for the past two years. As part of further work planned for the future, it is hoped that wider use of the pool will be possible, serving at least one other school as well as the local community.

The total cost of this project is £97,000. The total cost of the rebuild has been found but a further £11,000 is being sought towards the safety surface for the pool surround.

4.2 Nursery Climbing Apparatus – Long Ditton Infant and Nursery School

£3,730 Capital (Sponsored by Mr Hickman)

This project will provide funding towards the purchase and installation of two pieces of play equipment at Long Ditton Infant & Nursery School. This apparatus will provide an improvement to the play and learning experiences of the children attending the school. This will benefit some 52 children per school intake year. The total cost of the project is £7,460 and the rest of the funding is being raised by the Friends of Long Ditton School.

4.3 Tenth Anniversary Memorial Seat

£365 Capital (Sponsored by Mr Mallett and Mr Cooper)

This project will provide funding towards the purchase and installation of a 1.8 metre teak memorial seat at Hurst Meadows, Molesey. This will provide additional seating in the area and add to leisure and recreational facilities. This will be beneficial to residents, visitors and tourists to Molesey and the Thames riverside. The seat is expected to last for 20 years and any refreshing of wood treatment will be funded and carried out by Molesey Probus club. The total cost of the project is £765.

5 RETURNED/REALLOCATED REVENUE FUNDING

- 5.1 Please note funding of £2,000 for Fieldcommon Signs and £400 towards Fieldcommon Plants has now been returned to Mr Thomas Phelps-Penry's allocation.

6 EQUALITIES AND DIVERSITY IMPLICATIONS

- 6.1 The contributions proposed would benefit a wide range of adults and children in Elmbridge.

7 FINANCIAL IMPLICATIONS

- 7.1 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 paragraphs 3 and 4 could be funded and if the above recommendations are approved the remaining sums will be as follows:

	Balance Remaining £
Mr Bennison	6,753
Mr Butcher	6,250
Mr Cooper	58
Mr Hickman	6,750
Mrs Hicks	4,063
Mr Lake	7,753
Mr Mallett	58
Mr Phelps-Penry	9,905
Mr Taylor	7,755

Total £49,345

Committee Capital Allocation

Total £0

**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 CONCLUSION AND RECOMMENDATIONS

- 8.1 These proposals meet the criteria agreed by the Committee for Member Allocations and are eligible to be approved.

9 WHAT HAPPENS NEXT

- 9.1 The Local Partnerships Team (Elmbridge) will inform the applicants whether or not their application have been success and process the funding payment as appropriate.

LEAD OFFICER:	Katie Mills, Local Committee and Partnerships Officer
TELEPHONE NUMBER:	01372 832606
E-MAIL:	katie.mills@surreycc.gov.uk
CONTACT OFFICER:	Delia Davies, Local Support Assistant
TELEPHONE NUMBER:	01372 832607
E-MAIL:	delia.davies@surreycc.gov.uk
BACKGROUND PAPERS:	None

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 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.