



OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

MEMBERS' ALLOCATIONS REPORT

7 DECEMBER 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 2.2).
- (iii) To note returned funding of £938 for CCTV St James Church, Weybridge (approved at Local Committee on 26 February 2008) to Mr Lake's allocation.

- (iv) To note returned funding of £5,000 for Waiting Restrictions Advertising in Weybridge (approved at Local Committee on 9 March 2009) to Mr Lake's allocation.
- (v) To consider an application for funding of £1,500 towards St Mary's Parish Church, Walton-on-Thames Clock Restoration to be funded from Mr Tom Phelps-Penry's allocation.

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 | 6,253 |
| Mr Butcher | 8,250 |
| Mr Cooper | - |
| Mr Hickman | 6,290 |
| Mrs Hicks | 4,063 |
| Mr Lake | 13,691 |
| Mr Mallett | - |
| Mr Phelps-Penry | 9,905 |
| Mr Taylor | 7,755 |

Total £56,207

Committee Capital Allocation

Total £365

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 £500 from Mr Bennison's allocation was approved on 8 September 2009, towards Oxshott Art & Crafts Society Hanging Rods & Hooks for Exhibition Screens.
- 2.2 A one off sum of £460 from Mr Hickman's allocation was approved on 13 October 2009, to fund the replacement/repair of the Fountain Light on the High Street/St Leonards Road Junction in Thames Ditton.

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3 FUNDING BIDS

The following new request for funding has been received:

3.1 St Mary's Church, Walton-on-Thames – Clock Restoration

£1,500 – Mr Tom Phelps-Penry

This project will provide funding towards the restoration of the clock at St. Mary's Church, Walton-on-Thames. This restoration work includes removal of the pendulum/clock case, moving of the clock and cover during bell-hanging work, then the re-installation of the clock, clean and service. Finally new automatic winder units will be installed, pulleys renovated and some additional work on the clock dial will be undertaken.

This will restore a historic feature of Walton-on-Thames and be beneficial to local residents. Consultation has been undertaken with the Guildford Diocese Bell Restoration Advisor.

Additional funding is being provided from the Church Fundraising Committee and members of the public.

The total cost of the clock restoration is £9,000.

4 RETURNED/REALLOCATED REVENUE FUNDING

- 4.1 Please note funding of £938 for CCTV at St James Parish Church, Weybridge has now been returned to Mr Lake's allocation
- 4.2 Please note funding of £5,000 for Waiting Restrictions Advertising in Weybridge has now been returned to Mr Lake's allocation..

5 EQUALITIES AND DIVERSITY IMPLICATIONS

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

6 FINANCIAL IMPLICATIONS

- 6.1 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 | 6,253 |
| Mr Butcher | 8,250 |
| Mr Cooper | - |
| Mr Hickman | 6,290 |
| Mrs Hicks | 4,063 |
| Mr Lake | 13,691 |
| Mr Mallett | - |
| Mr Phelps-Penry | 8,405 |
| Mr Taylor | 7,755 |

Total £54,707

Committee Capital Allocation

Total £365

**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 CONCLUSION AND RECOMMENDATIONS

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

8 WHAT HAPPENS NEXT

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

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BACKGROUND PAPERS: None

ANNEX A

CRITERIA FOR USE OF FUNDS

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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.