



## OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

### MEMBERS' ALLOCATIONS REPORT

21 JUNE 2010

#### 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 £36 and £125 granted to Elmbridge Young Persons of Honour Award 2009/10 (approved at LC on 9 March 2009 and 27 July 2009) to Mr Cooper's revenue allocation.
- (iv) To note returned funding of £64 granted to Elmbridge Young Persons of Honour Award 2009/10 (approved at LC on 9 March 2009) to Mr Lake's revenue allocation.
- (v) To note returned funding of £125 granted to Elmbridge Young Persons of Honour Award 2010 (approved at LC on 27 July 2009) to Mr Mallett's revenue allocation.

- (vi) To note returned funding of £2,500 (£500 each) granted to the Surrey County Council Locality Team towards a Motor Skills Course (LC 16 June 2008) to Mr Bennison's, Mr Samuels', Mr Hickman's, Mr Mallett's and Mr Phelp-Penry's allocations.
- (vii) To note returned funding of £3,350 for concrete post and galvanised railing for Station Road, Thames Ditton (approved at LC on 28 March 2006) to the Capital allocation.
- (viii) To consider an application for funding of £3,520 towards the replacement of chairs and provision and installation of a cooker at Lower Green Community Association to be funded from Mr Cooper's allocation.
- (ix) To consider an application for funding of £1,500 towards the CODS (Cobham, Oxshott, Downside and Stoke D'Abernon) Youth Action Group Costa Coffee Club to be funded from Mr Butcher's allocation.
- (x) To consider an application for funding of £300 towards the installation of a teak 10<sup>th</sup> anniversary memorial seat at Hurst Meadows by Probus Club of Molesey to be funded from Mr Mallett's allocation.
- (xi) To consider an application for funding of £2,600 from the Elmbridge Community Safety Partnership towards a new gate and fence either side of a tunnel under the road at Desborough Island in Weybridge to be funded from Mr Lake's allocation.
- (xii) To consider an application for funding of £1,930 from the Bishop Fox Resident's Group for estate maintenance of public leisure areas on Bishop Fox Estate to be funded from Mr Mallett's allocation.
- (xiii) To consider an application for funding of £1,000 from Claygate Recreation Ground Trust/Claygate Cricket Club towards a new Clubhouse at Claygate Recreation Ground to be funded from Mr Bennison's allocation.
- (xiv) To consider an application for funding of £1,200 from West End (Esher) Cricket Club towards new Colts equipment to be funded from Mr Cooper's allocation.
- (xv) To consider an application for funding of £3,000 from CHEER (Concerned & Help for East Elmbridge Retired) towards the expansion of the Befriending Scheme to be funded £2,000 from Mr Cooper's allocation and £1,000 from Mr Hickman's allocation.
- (xvi) To consider an application for funding of £1,500 from Esher Girl Guiding towards the Centenary Celebrations at Hampton Court Palace to be funded £750 from Mr Cooper's allocation and £750 from Mr Mallett's allocation.
- (xvii) To consider an application for funding of £2,140 towards new flooring at Downside & Hatchford Village Hall to be funded from Mr Butcher's allocation.
- (xviii) To consider an application for £4,000 Capital funding from Claygate Recreation Ground Trust/Claygate Cricket Club towards a new Clubhouse at Claygate Recreation Ground sponsored by Mr Bennison.

- (xix) To consider an application for £2,000 Capital funding for flooring at Downside & Hatchford Village Hall sponsored by Mr Butcher.

## 1 INTRODUCTION AND BACKGROUND

- 1.1 In 2010/11 each County Councillor in Elmbridge is allocated a revenue fund of £8,250 plus any under spend of funding from 2009/10 with a pooled capital fund of £30,000. The following sets out the amounts remaining from this fund for 2010/11 including any returned funds. Column 3 shows the 2009/10 underspends which is these amounts will be available to spend.

### Member's Revenue Allocations

	<b>Balance Remaining £</b>	<b>Underspend £</b>
Mr Bennison	8750	1
Mr Butcher	8250	-
Mr Cooper	8250	161
Mr Hickman	8750	330
Mrs Hicks	8250	3,300
Mr Lake	8250	5,525
Mr Mallett	8750	125
Mr Phelps-Penry	8750	3,882
Mr Samuels	8750	-

Total £76,750

### Committee Capital Allocation

Total £33,350

## 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 £690 from Mr Taylor's allocation was approved on 17 March 2010 to Homestart Elmbridge towards website setup and a new printer.
- 2.2 A one off sum of £310 from Mr Hickman's allocation was approved on 18 March 2010 to Homestart Elmbridge to fund a Text Direct Service.

### 3 FUNDING BIDS

The following new requests for funding have been received:

#### 3.1 Upgrade of Facilities at Lower Green Community Centre

##### **£3,520 – Mr Nigel Cooper**

This project is for the replacement of chairs in the Community Hall and the provision and installation of an electric cooker in the Community centre kitchen. The current chairs in the Community Hall are old and worn and the wooden arms are splintering. New chairs are needed so that the hall can be hired out to other groups thus ensuring a source of income for further improvements.

The installation of a new cooker will enable cookery and healthy eating sessions for both children and adults to take place. These are currently happening but the lack of a cooker severely limits what can be done.

This will benefit the Lower Green, Esher area – an area of multiple deprivation SOA 013D. It will also benefit Community Centre users such as the Over 60's Club, parent & toddler group, the youth group, Burhill Children's Centre and Surrey Lifelong Learning. The project is due to start in April 2010 and complete in June 2010. The total cost of the project is being sought from the Local Committee.

#### 3.2 CODS Costa Coffee Club

##### **£1,500 – Mr John Butcher**

This project will enable CODS (Cobham, Oxshott, Downside & Stoke D'Abernon) Youth Action Group to host a fortnightly youth café providing activities, such as quizzes, competitions and games. This will help to keep young people occupied, off the streets and encourage involvement in their local club. It will cover the areas of Cobham, Oxshott, Downside and Stoke D'Abernon and be for young people aged 11-16 years.

The current cost is £1,500 annually for 20 young people @ £60 fortnightly x 26 sessions. This is approximately £57 in subsidised drinks and £3 for the quiz prize, depending on variable attendance. The venue is provided free of charge by Costa Coffee who also subsidise the drinks.

The total cost of one year's sponsorship is sought from the Local Committee with any further funding raised by fundraising activities and donations.

### **3.3 Probus Club of Molesey - 10<sup>th</sup> Anniversary Memorial Seat**

#### **£300 – Mr Ernest Mallett**

This project will provide funding towards the 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 Molesey Probus Club will carry out any future maintenance of the seat.

The total cost of the project is £265 + VAT. Any additional funding to be from collection funds from the Probus Club members.

### **3.4 New Gate & Fence at Desborough Island, Weybridge**

#### **£2,600 – Mr Ian Lake**

This project will provide funding towards the installation of a new gate and fence either side of a tunnel under the road on the Desborough Island. The fencing by the car park will also be extended by a further 20 metres to stop access to the area where extensive anti-social behaviour has been taking place.

This will improve the area for the general public who use this area for leisure purposes and will hopefully encourage more people to come and enjoy the river environment. It will be beneficial to the residents of Elmbridge, dog walkers, families out for a walk and fisherman.

Consultation has taken place with Surrey County Council Highways, the Environment Agency, Elmbridge Borough Council, Councillor Ian Lake and Surrey county Council Structural Engineers. Extensive consultation has also taken place through the Joint Action Group with all relevant partners.

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

### **3.5 Bishop Fox Residents Group - Maintenance Public Leisure Areas**

#### **£1,930 – Mr Ernest Mallett**

This project will provide funding towards the maintenance of leisure and play areas open to the public. This will provide maintenance for 1 year until other arrangements can be made.

This will benefit the Bishop Fox Estate which is 23 acres containing 319 dwellings and some 1,100 persons including children and the general public in West Molesey and beyond.

The work that will be undertaken will include grass cutting and immediate works on trees and shrubs.

The total cost of this project is sought from the Local Committee with any further funding being provided by the Residents group.

### **3.6 Claygate Recreation Ground – New Clubhouse**

#### **£1,000 – Mr Michael Bennison**

This project will provide funding towards a new clubhouse to be built on Claygate Recreation Ground. The present clubhouse is very old and in a state of disrepair. The new clubhouse will provide facilities for both cricket and football clubs and for a wide range of community groups in the future.

The total cost of the project is £292,000. Further funding is being raised from a range of funds/grants and fundraising activities. All major grants/funding have been submitted. Events and other activities are ongoing.

### **3.7 West End (Esher) Cricket Club – Colts Equipment**

#### **£1,200 – Mr Nigel Cooper**

This project will provide funding towards the provision of cricket equipment for junior cricketers. Providing replacement of poor or out of date equipment. This will be beneficial to young persons in the whole borough of Elmbridge as members are drawn from Esher and beyond.

The rest of the funding is to come from the cricket club and is already available.

### **3.8 CHEER (Concerned & Help for East Elmbridge Retired) – Expansion of Befriending Scheme**

#### **£2,000 – Mr Nigel Cooper**

#### **£1,000 – Mr Peter Hickman**

This project will provide funding towards the recruitment of more volunteers and thereby increase the number of clients supported.

CHEER are looking to achieve the Approved Provider Standard under the Mentoring and Befriending Foundation. This is a recognised 'quality

assurance' mark which would enable CHEER to apply for sustainable funding.

The befriending service will be able to help organisations such as Surrey County Council and the National Health Service within Surrey meet their priorities such as those mentioned in paragraph 9.1.1. (page 390) of the Joint Strategic Needs Assessment. The funding applied for now is, essentially, pump priming. Discussions have taken place with existing volunteers and at a meeting of the Elmbridge People's Advisory Body on 28 April 2010.

This project will reduce social exclusion in the elderly, benefiting lonely/housebound people over the age of 60. The geographical areas that will be covered are Cobham, Claygate, Esher, Hinchley Wood, East and West Molesey, Long Ditton, Thames Ditton, Stoke D'Abernon, Oxshott and Weston Green.

The funding will be used towards the cost of the Approved Provider Standard, costs of the design and production of volunteer handbooks, a client handbook, recruitment packs, training for new volunteers and trustees and general administration costs.

The total cost of the project is £3,300. The remaining funding is being sought from other funding applications, fundraising and CHEER reserves.

### **3.9 Girl Guiding Centenary – Esher Division**

**£750 – Mr Nigel Cooper**

**£750 – Mr Ernest Mallett**

This project will provide funding towards the hire of a venue for the Girl Guiding Centenary at Hampton Court Palace. The Palace has a connection with Girl Guiding through Olave Baden Powell (the wife of Robert Baden-Powell who founded both Scout and Guides) who was the first World Chief Guide as she lived in one of the apartments for a number of years after her husband's death. The Girl Guiding in Esher Division plan to end their celebrations with a grand finale involving a mass renewal of their promise at 20:10 hours on 20 October 2010.

Funding will enable the maximum number of local girl guides, brownies, rainbows and leaders in Esher and the surrounding area to attend.

The total cost of the project is £12,000. The rest of the funding is from Girl Guide funds and other donors. The majority of this funding is already promised.

### **3.10 New Flooring at Downside & Hatchford Village Hall**

**£2,140 – Mr John Butcher**

This project will provide funding towards the removal and disposal of the existing flooring, the supply and fit of new plywood panels on existing base and the preparation and lay of new floor covering to the main hall and 2 toilets areas.

The total cost of the project is £4,139.80.

## **4 CAPITAL ALLOCATIONS**

### **4.1 Claygate Recreation Ground – New Clubhouse**

**£4,000 – (Sponsored by Mr Michael Bennison)**

Please see 3.6 above for details

### **4.2 New Flooring at Downside & Hatchford Village Hall**

**£2,000 – (Sponsored by Mr John Butcher)**

Please see 3.10 above for details

## **5 RETURNED/REALLOCATED REVENUE FUNDING**

- 5.1 Please note funding of £36 for £125 towards Elmbridge Young Persons of Honour Award 2009/10 (approved at LC on 9 March 2009 and 27 July 2009) has now been returned to Mr Cooper's revenue allocation.
- 5.2 Please note funding of £125 granted to Elmbridge Young Persons of Honour Award 2010 (approved at LC on 27 July 2009) has now been returned to Mr Lake's revenue allocation.
- 5.3 Please note funding of £125 towards Elmbridge Young Persons of Honour Award 2010 (approved at LC on 27 July 2009) has now been returned to Mr Mallett's allocation.
- 5.4 Please note funding of £2,500 (£500 each) towards the Locality Team Motor Skills Course (originally approved at Local Committee on 16 June 2008) has now been returned to Mr Bennison, Mr Samuels (previously Mr Taylor), Mr Hickman, Mr Mallett and Mr 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:

	<b>Balance Remaining £</b>
Mr Bennison	7,750
Mr Butcher	4,610
Mr Cooper	780
Mr Hickman	7750
Mrs Hicks	8,250
Mr Lake	5,650
Mr Mallett	5,770
Mr Phelps-Penry	8,750
Mr Samuels	8,750

Total £58,060

### **Committee Capital Allocation**

Total £27,350

*\*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. They also do not include any funding that is in the process of being returned to the Local Committee.*

## 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.

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**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 £30,000 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.