



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

MEMBERS' ALLOCATIONS REPORT

20 SEPTEMBER 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 (paragraph 2.1).
- (iii) To note returned funding of £5,000 (approved at LC on November 2006) towards Walton CCTV to Mr Bennison's allocation. 6
- (iv) To note returned funding of £7,000 (approved at LC on 6 November 2006) towards Walton CCTV to the Capital funding.
- (v) To consider an application for funding of £1,000 towards the production of Medea My Dear by Fast & Loose Theatre Company to be funded from Mr Phelps-Penry's allocation.
- (vi) To consider an application for funding of £2,828 towards the Rydens Orchestral Society to be funded from Mrs Hicks' allocation.
- (vii) To consider an application for funding of £1,500 towards the Victim Support Young Witness Service to be funded £500 each from Mr Hickman, Mr Butcher and Mr Bennison's allocation.

- (viii) To consider an application for funding of £924 towards the Elmbridge Taxi Voucher scheme for Taxi vouchers in the Hersham area to be funded from Mrs Hicks' allocation.
- (ix) To consider an application for funding of £924 towards the Elmbridge Taxi Voucher scheme for taxi vouchers in the Walton-on-Thames area to be funded from Mr Phelps-Penry's allocation.
- (x) To consider an application for funding of £750 from Girlguiding Esher Division towards refreshments for the Centenary Celebration to be funded from Mr Hickman's allocation.
- (xi) To consider an application for funding of £755 from Walton Heritage Day Committee towards the Walton Heritage Day to be funded from Mr Phelps-Penry's allocation.
- (xii) To consider an application for funding of £1,550 from St Barnabus D of E Group towards Duke of Edinburgh expeditions Bronze, Silver & Gold levels to be funded from Mr Mallett's allocation.
- (xiii) To consider an application for funding of £1,000 from Hotbuckle Productions towards the production of two plays Joshua and Ballad of a Bird to be funded from Mr Mallett's allocation.
- (xiv) To consider an application for funding of £1,000 from East Molesey Methodist Church towards the refurbishment of the church kitchen to be funded £1,000 from Mr Mallett's allocation.
- (xv) To consider an application for funding of £2,025 towards Elmbridge Community Music Society 'Enable' project to be funded £775 from Mr Mallett's allocation, £525 from Mr Phelps-Penry's allocation, £525 from Mr Hickman's allocation and £200 from Mr Bennison's allocation.
- (xvi) To consider an application for funding of £2,000 towards NSCCP to be funded £500 each from Mr Mallett, Mr Hickman, Mrs Hicks and Mr Phelps-Penry's allocation.
- (xvii) 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.
- (xviii) To consider an application for £2,000 Capital funding for flooring at Downside & Hatchford Village Hall sponsored by Mr Butcher.
- (xix) To consider an application for £2,000 Capital funding for the refurbishment of the kitchen at East Molesey Methodist Church sponsored by Mr Mallett.
- (xx) To consider an application for £2,000 Capital funding towards the cost of hiring and purchasing equipment for the Elmbridge Community Music Society 'Enable' project sponsored by Mr Mallett.

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.

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	12,301
Mr Butcher	4,610
Mr Cooper	941
Mr Hickman	8,080
Mrs Hicks	11,550
Mr Lake	11,175
Mr Mallett	5,895
Mr Phelps-Perry	12,632
Mr Samuels	8,750
Total	75,934

Committee Capital Allocation

Total £40,350

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 £450 from Mr Bennison's allocation was approved on 13 July 2010 for Love of Learning Dad's Breakfast Club at Claygate & Oxshott Children's Centre.

3 FUNDING BIDS

The following new requests for funding have been received:

- 3.1 **Fast & Loose Theatre Company – Production of Medea My Dear**

£1,000 – Mr Tom Phelps-Perry

This project is for the theatrical production of Medea My Dear by Fast & Loose Theatre Company. This is a new writing adaptation of an ancient Greek story, Medea. This will be beneficial to the community by providing education, enlightenment and entertainment to adults and young children. It will cover the whole area of Elmbridge, Walton-on-Thames in particular. Local Committee funding is to go towards the Director's fees. The total cost of the whole project is £10,000. The rest of the funding is being sought from the Charity of Robert Phillips, fund raising events, Grass Roots funding and independent sponsors.

3.2 Rydens School, Hersham – Orchestral Society

£2,828 - Mrs Margaret Hicks

This project will provide funding towards musical instruments and equipment for the Rydens School Orchestral Society. This will be beneficial to school children and their audiences in the Hersham, Walton-on-Thames and Molesey areas.

3.3 Victim Support – Young Witness Service

£500 – Mr Bennison

£500 – Mr Butcher

£500 – Mr Hickman

This project will provide funding towards an enhanced service provided by specially trained volunteers to child victims of crime and witnesses in Surrey who have to give evidence in court. This will include court preparation in the home environment several weeks before trial. This will be for all children many of whom will be victims of serious sexual abuse. A visit to the court will be arranged and the same volunteer will provide support on the day of the trial. A post trial visit will be conducted to talk over the verdict that may not be favourable and therefore children feel they have not been believed. A sentence may mean a close family member goes to prison.

This service will benefit children under 17 years of age who have to give evidence in court.

The total cost of the project is £40,000 per annum. Costing £102 for one volunteer to give full support to one child and £350 per training session for new volunteers.

The rest of the funding is being sought from statutory bodies, corporate funders and local award schemes. Victim support does not fund the scheme.

3.4 Elmbridge Taxi Voucher Scheme

£924 – Mrs Margaret Hicks

£924 – Mr Tom Phelps-Penry

This project will provide funding towards the purchase of 6 books of taxi vouchers to reach 6 vulnerable people in the Hersham area and 6 books of taxi vouchers to reach 6 vulnerable people in the Walton-on-Thames area. This scheme is offered to vulnerable Elmbridge residents by allowing vouchers to be used towards payment or part payment of taxi fares. The scheme was initially developed in 2007 as a result of consultation at partnership working group meetings. It will help with transport needs of local residents who find it a challenge to access forms of public and private transport.

The scheme identifies vulnerable groups who are eligible, this includes older people, people with physical, learning or mental health disabilities and younger families in isolated areas. It is demand responsive and available at all times.

3.5 Girl Guiding Esher Division Centenary

£750 – Mr Peter Hickman

This project will provide funding towards the refreshments at the Hampton Court Palace finale. This will benefit Girl Guides, Rainbows, Brownies and their leaders, enabling the maximum number of local Esher Girl Guides to attend the celebrations.

The total cost of the project is £5,000. The rest of the funding is coming from Girl Guide funds and has been promised.

3.6 Walton Heritage Day 2010 – Walton Heritage Day Committee

£755 – Mr Tom Phelps-Penry

This project will provide funding towards the costs of the Walton Heritage Day 2010. This is an annual Walton Festival raising money for various charities, which have stalls on the waterside site. The net proceeds go to the Mayor of Elmbridge's Charity Fund. It will benefit Walton, Hersham and other local districts.

NB If at any time this day is advertised as an event organised by a political group then Walton Heritage Day Committee will be required to return the funding.

3.7 St Barnabus D of E Group - Duke of Edinburgh Award Expeditions

£1,550 – Mr Ernest Mallett

This project will provide funding towards the Duke of Edinburgh Award Bronze, Silver and Gold levels. It will be for supervision fees, campsite fees and travel costs. The expeditions will take place in the Isle of Wight and Wales. The Bronze expedition is 15 miles over 2 days, the Silver 30 miles over 3 days and the Gold 50 miles over 4 days. They will take place in the Isle of Wight and Wales.

Participants come from Walton-on-Thames and East and West Molesey. This is open to all local young people and there are currently 25-30 members of the group. The local community will also benefit through the service projects that are part of the Award scheme.

Consultation has taken place with local D of E panel and with County Councillors. Young people themselves and their parents are the decision makers. The rest of the funding is coming from fundraising by the young people and parents' contributions.

3.8 Hotbuckle Productions – Joshua & Ballad of a Bird

£1,000 – Mr Ernest Mallett

This project will provide funding towards the production of 2 plays. These are Joshua and Ballad of a Bird to be shown on 26 & 27 November 2010 at the Riverhouse Barn, Walton-on-Thames. It will support and expand the arts in the Elmbridge Borough and benefit residents interested in theatre.

The cost of one performance is approximately £2,000. Further funding has been awarded by The RC Sheriff Trust and applied for from the Charity of Robert Phillips.

3.9 East Molesey Methodist Church – Kitchen Refurbishment

£1,000 – Mr Ernest Mallett

This project will provide funding towards items for the replacement of the social kitchen for the church and community use. It will benefit users from all areas of the Elmbridge Borough who worship at the church, attend social events or use the nursery.

The total cost of the project is £20,109. The church is raising the rest of the funding and half of it has already been raised.

3.10 Elmbridge Community Music Society – Enable Project

£775 – Mr Ernest Mallett
£525 – Mr Tom Phelps-Penry
£525 – Mr Peter Hickman
£200 – Mr Bennison

This project will provide funding towards the purchase of sound amplification equipment and playback facilities together with equipment such as seats and music stands for rehearsal facilities.

The Elmbridge Community Music Society is a 300+ member organisation consisting of 2 choirs and 2 bands (Elmbridge Choir, Elmbridge Ladies Choir, Elmbridge Community Big Band and Elmbridge Young Musicians). The society was formed in 2005 and since that time has paid out in excess of £82,000 to Surrey-based charities through funds raised at their choir and band concerts. The society is currently struggling with the costs of hiring equipment to continue their performances.

This project will enable independence from hiring of equipment for concerts and in doing so also provide improved rehearsal capabilities. The current rehearsal situations are unsatisfactory.

The total cost of the project is £4,025.

Further funding is being raised from member's subscriptions.

3.11 NSCCP The Counselling Partnership Business Development Manager

£500 – Mr Ernest Mallett
£500 – Mr Peter Hickman
£500 – Mrs Margaret Hicks
£500 – Mr Tom Phelps-Penry

This project will provide one off funding towards the costs of a Business Development Manager post for 6 months. The Business Development Manager will revise the charity's business plan, establish a statistical database of service customers/clients in order to monitor the charity's effectiveness, raise the profile of the charity amongst local stakeholders, identify collaborative partners and seek long term funding for the charity.

The charity started with 4 volunteer counsellors and now has 28 counsellors who work in the community each week. Their aim is to provide an accessible and professional low cost counselling service to people who would not otherwise be able to access a talking therapy. At present the counsellors see, on average, 60 local people a week.

In the present economic climate 35% of the clients who come to the service for counselling are within the age range of 30-40 years of age and 20% of these are on benefits or out of work. This is putting a huge pressure on the charity as these people are unable to afford the minimum cost of £20 for a counselling session. Volunteer counsellors work in 8 outreach centres in The Joseph Palmer Centre, Molesey South, Walton Community Hospital, Esher Citizens Advice Bureau, Walton Health Centre, Cobham Day Centre, Weybridge Day Centre, Lake House, St Peter's Hospital, Chertsey and Corner House, Woking.

The loss of employment can have a knock-on effect on families and by helping one member of the family the whole community can benefit.

The NSCCP are the only local counselling service that can see their clients for periods of longer than a year.

4 CAPITAL ALLOCATIONS

4.1 Claygate Recreation Ground – New Clubhouse

£4,000 – (Sponsored by 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.

4.2 New Flooring at Downside & Hatchford Village Hall

£2,000 – (Sponsored by 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

4.3 New Kitchen at East Molesey Methodist Church

£2,000 – (Sponsored by Mr Ernest Mallett)

This project will provide funding towards the cost of a replacement kitchen designed to meet the current Health and Safety regulations. The total cost of the project is £20,109. £9,736.17 has been raised through various fundraising efforts.

4.4 Elmbridge Community Music Society - Hiring & Purchasing of Equipment

£2,000 – (Sponsored by Mr Ernest Mallett)

This project will provide funding towards the cost of the hiring equipment to continue performances and purchase sound amplification equipment and playback facilities together with equipment for rehearsal facilities. This will enable the company to have improved rehearsals and independence from hiring equipment for concerts.

5 RETURNED/REALLOCATED REVENUE FUNDING

- 5.1 Please note funding of £5,000 for Walton CCTV Covert Camera Surveillance (approved at LC on 6 November 2006) has now been returned to Mr Bennison's revenue allocation.
- 5.2 Please note Capital funding of £7,000 (approved at LC on 6 November 2006) sponsored by Mr Bennison has now been returned.

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:

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	11,601
Mr Butcher	4,110
Mr Cooper	941
Mr Hickman	5,805
Mrs Hicks	7,298
Mr Lake	11,175
Mr Mallett	1,070
Mr Phelps-Penry	8,928
Mr Samuels	8,750
Total	59,678

Committee Capital Allocation

Total £30,350

**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.