



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

**MEMBERS' ALLOCATIONS REPORT**

**6 DECEMBER 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 2.1–2.7).
- (iii) To note it was agreed at Local Committee on 20 September that the remaining balance of the Capital funding, £30,350, be allocated towards Parking Projects in Elmbridge 2010/11.
- (iv) To consider an application for funding of £2,500 from Ashley School, Walton-on-Thames towards a solar PV roof membrane to be funded from Mr Samuel's allocation.
- (v) To consider an application for funding of £2,790 from Walton Rowing Club towards security CCTV for the new boathouse to be funded from Mr Phelps-Penry's allocation.
- (vi) To consider an application for funding of £1,920 from Oatlands Scouts towards hall floor replacement to be funded from Mr Samuel's allocation.

- (vii) To consider an application for funding of £2,500 towards a Grit Bin at Walton Station to be funded from Mr Samuel's allocation.
- (viii) To consider an application for funding of £250 towards NSCCP The Counselling Partnership training costs for volunteer counsellors to be funded from Mr Tony Samuel's allocation.
- (ix) To consider an application for funding of £1,000 towards a Grit Bin for the central shopping area of Claygate to be funded from Mr Bennison's allocation.
- (x) To consider an application for funding of £2,670 from Love of Learning towards Staying Connected through Art projects at Hinchley Wood, Claygate and Royal Kent Primary Schools to be funded from Mr Bennison's allocation.
- (xi) To consider an application for funding of £1,440 from Love of Learning towards Staying Connected through Art projects at Cranmere Primary School, Thames Ditton Junior School and Long Ditton St. Mary's Junior School to be funded from Mr Hickman's allocation.

## 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

	<b>Balance Remaining £</b>
Mr Bennison	9,851
Mr Butcher	3,364
Mr Cooper	541
Mr Hickman	4,815
Mrs Hicks	7,298
Mr Lake	11,175
Mr Mallett	635
Mr Phelps-Penry	7,978
Mr Samuels	7,170
<b>Total</b>	<b>52,827</b>

**Committee Capital Allocation** **£0**

## 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 £480 from Mr Tony Samuel's allocation was approved on 28 October 2010 for Oatlands School Weybridge Cluster Drum Club
- 2.2 A one off sum of £950 from Mr Phelps-Penry's allocation was approved on 28 October 2010 for Walton Business Group's Walton Festival of Light.
- 2.3 A one off sum of £990 from Mr Peter Hickman's allocation was approved on 1 November 2010 for Thames Ditton High Street – Christmas Lights.
- 2.4 A one off sum of £750 from Mr Michael Bennison's allocation was approved on 2 November 2010 for Cycle Shelters at Hinchley Wood Primary School.
- 2.5 A one off sum of £250 from Mr Tony Samuel's allocation was approved on 4 November 2010 for Oatlands Village Hall Storage.
- 2.6 A one off sum of £650 from Mr Tony Samuel's allocation was approved on 4 November 2010 for transport for Walton Blind Society.
- 2.7 A one off sum of £200 from Mr Tony Samuel's allocation was approved on 4 November 2010 for Spring daffodils at Painshill Park
- 2.8 A one off sum of £435 from Mr Ernest Mallett's and £400 from Mr Nigel Cooper's allocations for Magical Molesey Christmas Festival 2010 was approved on 23 November 2010.
- 2.9 A one off sum of £1,000 from Mr Michael Bennison's allocation for the installation of energy monitoring systems to support school sustainability at Claygate Primary School was approved on 23 November 2010.
- 2.10 A one off sum of £746 from Mr John Butcher's allocation for NSCCP the Counselling Partnership towards training costs for 4 volunteer counsellors was approved on the 24 November 2010.

### 3 FUNDING BIDS

The following new requests for funding have been received:

#### 3.1 Ashley School, Walton-on-Thames - Solar PV Roof Membrane

##### **£2,500 – Mr Tony Samuels**

This project is for the fitting of a solar PV membrane to the new cluster block of 4 classrooms. This will reduce energy consumption and therefore generate more income. This will be beneficial to pupils as there will be more income for resources.

The total cost of the project is £27,000. The rest of the funding for this project has already been found or promised.

#### 3.2 Security CCTV New Boathouse – Walton Rowing Club

##### **£2,790 - Mr Tom Phelps-Penry**

This project will provide funding towards Security CCTV on the new boathouse. This will reduce vandalism and theft. The Walton Rowing Club has a catchment area of the whole of NW Surrey, from Guildford to Hinchley Wood and from Epsom to Sunbury.

The main beneficiaries of the new boathouse are active and recreational rowers, both indoor and river-based, however the facility is designed to be used by a much wider range of schools, sports clubs and local groups in Walton. All users of the facility will benefit from greater security.

The total cost of the CCTV is sought from the Local Committee. The total cost of the whole project is £621,550.

#### 3.3 Oatlands Scouts – Hall Floor Replacement

##### **£1,920 – Mr Tony Samuels**

This project will provide funding towards the existing floor being overlaid with plywood in preparation for a top layer of Polyflor P.U. flooring. The existing floor is deteriorating to the point where it is now becoming a hazard.

This will be beneficial to the Scout group members including Beavers, Cubs, District Explorers, Leaders and Members of the Executive Committee. Members are from the Oatlands, Weybridge and Walton areas.

The total cost of the project is £4,904. Funding of £2,600 has already been raised towards the cost of the repair.

### **3.4 Grit Bin – Walton Station**

#### **£2,500 – Mr Tony Samuels**

This project will provide funding towards the purchase of a grit bin at Walton Station. Surrey County Council will provide service for a period of 10 years. This will include the cost of the bin, salt provision once a year and any maintenance required.

This will help to address the safety of pedestrians, in particular during icy/snowy conditions such as those experienced last Winter.

The total cost of the project is £2,500.

### **3.5 NSCPP – Training Day Costs for Voluntary Counsellors**

#### **£250 – Mr Tony Samuels**

This project will provide one off funding towards a facilitator, administration and costs for refreshments for a training day on eating disorders. This training is for voluntary counsellors and will be held on the 29<sup>th</sup> January at St Mary's Church Hall, Molesey. The counsellors chose this subject as the numbers of clients presenting with this problem are increasing.

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

### **3.6 Grit Bin – Claygate Central Shopping Area**

#### **£1,000 – Mr Michael Bennison**

This project will provide funding towards the costs of a grit bin in the Parade of Claygate central shopping area.

Surrey County Council will provide service for a period of 10 years. This will include the cost of the bin, salt provision once a year and any maintenance required.

This will help to address the safety of pedestrians, in particular during icy/snowy conditions such as those experienced last Winter.

### **3.7 Love of Learning – Staying Connected through Art**

#### **£2,670 – Mr Michael Bennison**

This project will provide funding towards the costs of Staying Connected Through Art projects at Hinchley Wood, Claygate and Royal Kent Primary Schools. This will enable the parent and child to play, learn and communicate together through the medium of art whilst attending an art workshop for a day and a half in their child's school.

The facilitation will be by a local Elmbridge artist and parents and children will make a piece of jewellery or wire work 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 and help the parents analyse their own parenting skills and family needs.

The aims of the project are to help secure, strengthen and build upon the unique relationship between parent and child. It will enable them to enjoy quality time together away from the distractions and pressures of everyday life. It will also help parents to be aware of the enjoyment of communicating, playing and learning alongside their children. It will raise participant's confidence and self esteem and support parents with skills to face the challenges of being a parent today.

This will include fees for art facilitation, adult-child relationship counsellor and a project co-ordinator. It will also cover the costs of refreshments, art materials and stationary/phone/sundry items.

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

### **3.8 Love of Learning – Staying Connected Through Art**

#### **£1,440 – Peter Hickman**

This will provide funding towards the Staying Connected Through Art project, details as above but for the production of a clay elephant, in Cranmere Primary School, Thames Ditton Junior School and Long Ditton St. Mary's Junior School. This will be a 1 day workshop in each school.

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

## **4 CAPITAL ALLOCATIONS**

### **4.1 Parking Projects in Elmbridge 2010/11**

#### **£30,350**

At the meeting of the Local Committee on 20 September 2010 it was agreed that the remaining balance of the Capital funding be allocated to Parking Projects in Elmbridge 2010-11.

This will provide funding for new parking controls to be implemented and existing parking controls amended. Signs and lines will be marked throughout the Borough.

This will improve road safety, assist with access for emergency vehicles, aid access for refuse vehicles, ease congestion and improve the environment and amenity for residents. The estimated total cost of the whole project is £70,000.

## 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:

### Member's Revenue Allocations

	<b>Balance Remaining £</b>
Mr Bennison	6,181
Mr Butcher	3,364
Mr Cooper	541
Mr Hickman	3,375
Mrs Hicks	7,298
Mr Lake	11,175
Mr Mallett	635
Mr Phelps-Penry	5,188
Mr Samuels	0
<b>Total</b>	<b>37,757</b>

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

## 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.

**Lead Officer:**

Michelle Collins  
www.surreycc.gov.uk/elmbridge

**Telephone Number:** Local Committee and Partnerships Officer  
01372 832606  
**E-mail:** michelle.collins@surreycc.gov.uk

**Report By:** 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 £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 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 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.