



OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

ALLOCATING LOCAL COMMITTEE FUNDING – MEMBERS' ALLOCATION AND COMMUNITY SAFETY FUNDING REPORT

20 JUNE 2011

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/Community Partnership Manager in consultation with the Chairman (paragraph 2.1–2.15).
- (iii) To note that £2,364 was granted to Oasis Childcare at the 28 February Local Committee from Mr Butcher's allocation.
- (iv) To confirm the transfer of the funding returned in 2010/11 from the Highways Service of £4,835 to the Parking Projects Team to fund works agreed within the Elmbridge Parking Review in 2011.
- (v) Delegate to the Community Partnership Manager and Community Partnership Team Leader (East Surrey) the authority to approve budget applications (and refunds) up to and including £1000, subject to these being reported to the Committee at the following meeting.
- (vi) Agree that the community safety budget (£2500) delegated to the Local Committee be transferred to the Elmbridge Community Safety

Partnership and that the Community Partnership Manager authorize its expenditure in accordance with the Local Committee's decision.

- (vii) Note that the budget of £12,000, which is ring-fenced for the use of the Community Safety Partnerships subject to domestic abuse outreach being provided, will be paid to the Surrey Community Safety Unit, which now manages and administers the funding to the domestic abuse outreach providers in Elmbridge.
- (viii) To consider an application for funding of £2,000 from Thames Ditton Infants School towards the School Eco Driver project from Mr Hickman's allocation.
- (ix) To consider an application for funding of £500 from the Boxing Inclusion Zone towards the purchase of female-specific boxing equipment from Mr Lake's allocation.
- (x) To consider an application for funding of £6,000 from East Molesey Cricket Club towards excavation of the ground and the installation of a new sewage treatment system. To be funded £3,500 from Mr Nigel Cooper's allocation and £2,500 from Mr Ernest Mallett's allocation.
- (xi) To consider an application for funding of £920 from Molesey Carnival Committee towards the Molesey Carnival to be funded £520 from Mr Cooper's allocation and £400 from Mr Mallett's allocation.
- (xii) To consider an application for funding of £500 from Elmbridge Community Link (ECL) towards art appreciation workshops for 25 adults with a Learning Difficulty to be funded from Mr Cooper's allocation.
- (xiii) To consider an application for funding of £744 from Walton Society Heritage Day Committee towards the Walton-on-Thames Heritage Day to be funded from Mr Tom Phelps-Penry's allocation.
- (xiv) To consider an application for funding of £1,420 from St Barnabas Group, East Molesey towards Duke of Edinburgh camping equipment and a secure garage lock to be funded £535 from Mr Ernest Mallett's. £535 from Mr Nigel Cooper's and £350 from Mr Phelps-Penry's allocation.
- (xv) To consider an application for funding of £500 from Fast & Loose Theatre Company towards costumes for 5 public performances of Romeo & Juliet to be funded from Mr Cooper's allocation.
- (xvi) To consider an application for funding of £4,000 from East Molesey Cricket Club towards excavation of the ground and the installation of a new sewage treatment system. To be funded from Capital, sponsored by Mr Mallett and Mr Cooper.

1 INTRODUCTION AND BACKGROUND

- 1.1 In 2011/12 each County Councillor in Elmbridge is allocated a revenue fund of £8,410 with a pooled capital fund of £35,000. The following sets out the amounts remaining from this fund for 2011/12 including any returned funds.

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	8,410
Mr Butcher	8,410
Mr Cooper	8,410
Mr Hickman	8,410
Mrs Hicks	8,410
Mr Lake	8,410
Mr Mallett	8,410
Mr Phelps-Penry	8,410
Mr Samuels	8,410
Total	75,690

Committee Capital Allocation £35,000

- 1.2 The County Council has in the past made available to Local Committees the sum of £14,500 per borough/district for use in conjunction with the Community Safety Partnerships, of which £12,000 was ring-fenced for outreach with those affected by domestic abuse. As part of the centralised approach to these services, this sum has been retained centrally (for allocation by the Surrey Community Safety Unit). The Local Committee therefore has a residual delegated budget of £2500 for general community safety purposes which has in the past been allocated to the Elmbridge Community Safety Partnership as its contribution towards the relevant community safety projects and activities.

2 MEMBER'S REVENUE ALLOCATION

DELEGATED AUTHORITY

The following applications were approved by the Area Director/Community Partnerships Manager under delegated authority in consultation with the Chairman or Vice-Chairman.

- 2.1 A one off sum of £511 from Mr Lake's allocation was approved on 11 March 2011 to Eikon towards training for frontline staff.
- 2.2 A one off sum of £650 from Mr Phelps-Penry's allocation was approved on 16 March 2011 towards Elmbridge Community Music Society towards hire of venue for rehearsals.
- 2.3 A one off sum of £574 was approved on 16 March 2011 (£300 from Mr

Mallett and £274 from Mr Phelps-Penry's allocation) towards Molesey Junior FC Football Equipment.

- 2.4 A one off sum of £679 was approved on 16 March 2011 from Mr Tom Phelps-Penry's allocation towards Walton-on-Thames Bowls Club towards replacement flooring. The project has since been changed towards an irrigation system and was reapproved on 6 June 2011.
- 2.5 A one off sum of £659 was approved on 16 March 2011 from Mrs Margaret Hicks' allocation towards Thames Homeless project for furniture and bedding.
- 2.6 A one off sum of £335 was approved on 17 March 2011 from Mr Ernest Mallett's allocation towards the Probus Club of Molesey Lectures 2011/12.
- 2.7 A one off sum of £450 was approved on 17 March 2011 from Mr Tom Phelps-Penry's allocation towards the Probus Club of Molesey for a replacement vandalised seat.
- 2.8 A one off sum of £1,000 was approved on 17 March 2011 from Mr Tom Phelps-Penry's allocation towards the Riverhouse Barn – Arts & Theatre Equipment Storage.
- 2.9 A one off sum of £600 was approved on 18 March 2011 from Mr Peter Hickman's allocation towards visualisers and a digital camera for St Paul's Catholic Primary School.
- 2.10 A one off sum of £750 was approved on 18 March 2011 from Mr Tom Phelps-Penry's allocation towards Fast & Loose Theatre Company – Romeo & Juliet Workshops.
- 2.11 A one off sum of £541 was approved on 18 March 2011 from Mr Nigel Cooper's allocation towards Home Start Elmbridge towards hall hire, pull up banners and a personalised tablecloth for events.
- 2.12 A one off sum of £784 was approved 21 March 2011 from Mr Mike Bennison's allocation towards the Medina Avenue, Hinchley Wood roundabout project.
- 2.13 A one off sum of £710 was approved on 28 March 2011 from Mr Tom Phelps-Penry's allocation towards Elmbridge Community Fishing Academy.
- 2.14 A one off sum of £675 was approved on 30 March 2011 from Mr Tom Phelps-Penry's allocation towards flyers & posters for Great Expectations.
- 2.15 A one off sum of £500 was approved on 19 May 2011 from Mr Nigel Cooper's allocation towards Elmbridge Community Link Art Appreciation for 25 adults with a learning difficulty.

3 FUNDING BIDS

The following new requests for funding have been received:

3.1 Thames Ditton Infants School – Eco Driver Project

£2,000 – Peter Hickman

This project is for one off funding for initial start up costs of an Eco System at Thames Ditton Infants School. To enable greater energy efficiency. Electronic monitors are attached to energy meters and these produce 'real-time' data, available via a secure website, which can be used by children, staff and governors to measure energy consumption.

The school has paid for the first stages of installation and some training but will need additional funds to set up enough monitoring points throughout the school to make the system more effective and to help with training and monitoring.

The total cost of the project so far is £5,088 which includes the installation of the hardware, software and 3 data monitors (one for each of the following meters, 1 x gas; 2 x electricity, plus training and annual maintenance/managed service fee for this year of £778.

The rest of the funding is from the school's 2010-11 budget and the PTA.

3.2 Boxing Inclusion Zone – Female Boxing Class

£500 – Ian Lake

This project will provide funding towards the purchase of equipment, such as head & chest protectors and gloves, necessary to support the only female boxing class in Surrey coached by a level 1 female ABAE boxing coach. This year for the first time boxing, including female boxing is included in Surrey Youth Games and the BIZ is a designated training centre. During the daytime the BIZ has female pupils referred to it and boxing is part of the alternative learning programme.

The total cost of the project is £666 with the rest of the funding being provided by the BIZ.

3.3 East Molesey Cricket Club – Ground Improvements

£2,500 – Ernest Mallett

£3,500 – Nigel Cooper

This project will provide funding towards the excavation of the ground and the installation of a new sewage treatment system. The existing system is not fit for purpose and the new system will resolve this and allow for future

expansion.

This will benefit both cricketers from Surrey and residents and visitors from the Molesey area.

The total cost of the project is £40,000. The rest of the funding has been applied for from the English Cricket Board.

3.4 Molesey Carnival Support – Marshall Clothing & Storage Facilities

£400 – Ernest Mallett

£520 – Nigel Cooper

This project will provide funding towards identification clothing for carnival marshals/helpers at the Molesey Carnival and also storage facilities for equipment. This will be beneficial to all visitors to the Molesey Carnival and the Elmbridge Borough generally.

The total cost of the project is £920

3.5 Fast & Loose Theatre Company – Romeo & Juliet Costumes

£500 – Nigel Cooper

This project will provide funding towards costumes for actors for 5 public performances of Romeo & Juliet. This will provide entertainment for local adults and children and give a clear understanding of Shakespeare's work.

N.B. Fast and Loose Theatre Company are not a SSC Service, statutory body or voluntary organisation.

3.6 Walton Society Heritage Day Committee – Heritage Day 2011

£744 – Tom Phelps-Penry

This project will provide funding towards the costs of the Cobham band, hire of the marquee and the Punch & Judy show at Walton Heritage Day 2011. 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 Barnabas Group – Duke of Edinburgh Award Equipment & Lock

£535 – Ernest Mallett

£535 – Nigel Cooper
£350 – Tom Phelps-Penry

This project will provide funding towards the costs of expedition equipment; some new, some to replace that which was stolen and also a secure garage lock.

NB: Part of this application is retrospective as the replacement equipment was paid for in April 2011. However, the St Barnabas Group made Mr Mallett, Mr Phelps-Penry and Mr Cooper aware of this as they needed to purchase the equipment in time for the expedition. Mr Mallett has advised the group that the Local Committee decision is not a 'rubber stamping' exercise and that any expenditure they have committed in the hope of receiving funds is entirely at their own risk.

4 CAPITAL ALLOCATIONS

4.1 East Molesey Cricket Club – Ground Improvements

£4,000 – sponsored by Ernest Mallett & Nigel Cooper

This project will provide funding towards the excavation of the ground and the installation of a new sewage treatment system. The existing system is not fit for purpose and the new system will resolve this and allow for future expansion.

This will benefit both cricketers from Surrey and residents and visitors from the Molesey area.

The total cost of the project is £40,000. The rest of the funding has been applied for from the English Cricket Board.

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

	Balance Remaining £

Mr Bennison	8,410
Mr Butcher	8,410
Mr Cooper	2,855
Mr Hickman	6,410
Mrs Hicks	8,410
Mr Lake	7,910
Mr Mallett	4,975
Mr Phelps-Penry	7,316
Mr Samuels	8,410
Total	63,606

Committee Capital Allocation

Total £31,000

**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.

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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 Community Partnerships Manager, 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 Community Partnerships Manager 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.