



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

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

19 SEPTEMBER 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 Community Partnership Manager and Community Partnership Team Leader (East Surrey) in consultation with the Chairman (paragraph 2).
- (iii) To note that the Local Committee approved an application for funding from Oatlands Infants School, Weybridge for £2,000 towards its Values Tree Sculpture from Mr Samuel's allocation at its meeting on 11 July 2011.
- (iv) To consider an application for funding of £2,398 from the West Elmbridge Neighbourhood Team to be funded from Mrs Hicks's allocation.
- (v) To consider an application for funding of £5,320 from Dittons Library for the installation of atrium blinds. To be funded from Capital, sponsored by Mr Hickman.

2 MEMBER'S REVENUE ALLOCATION

DELEGATED AUTHORITY

The following applications were approved by the Community Partnership Manager under delegated authority in consultation with the Committee Chairman.

- 2.1 A one off sum of £750 from Mr Lake's allocation was approved on 15 August 2011 to St James Weybridge PCC towards Organ repair & refurbishment.
- 2.2 A one off sum of £684 from Mr Samuels' allocation was approved on 26 August 2011 to Elmbridge Borough Council towards Oatlands Chase oak tree planting.
- 2.3 A one off sum of £1,000 from Mr Hickman's allocation was approved on 6 July 2011 to Weston Scout Group for the purchase of archery equipment.

3 FUNDING BIDS

The following new requests for funding have been received:

3.1 West Elmbridge Neighbourhood Team – Water Safety Equipment

£2,398 – Margaret Hicks

This project is for one-off funding for the purchase of water safety equipment that is required by the Neighbourhood Team for the patrol of rivers and other areas of water.

Buoyancy aids and throw lines are to be purchased for the Team to ensure that each car has at least two buoyancy aids and at least one throw line. Vehicles to benefit from this equipment will include the Neighbourhood Team's cars, vans and bicycle patrol units.

Fourteen buoyancy aids at a cost of £132 each will be purchased. 15 Throw Lines will also be purchased at a combined cost of £850. The total cost of the project is £2,398.

4 CAPITAL ALLOCATIONS

4.1 Dittons Library - Installation of Atrium Blinds

£5,320 - Sponsored by Peter Hickman

The funding will be used to install roof roller blinds in the atrium area of the library. The atrium of the library is currently unusable during warm/hot weather.

This will benefit elderly people who use the area for reading books, newspapers on a daily basis. It will also benefit mothers & babies who attend Rhymetime & Storytime on a weekly basis.

The total cost for the project is £5,320.

4.2 Ashley Primary School - Permanent Play Equipment

£2,500 - Sponsored by Tony Samuels

The funding will be used to install permanent play equipment for children at Ashley Primary School to use at playtimes and lunchtimes.

All children who attend/ will attend can benefit from the installation of the equipment.

The total cost of the project is £5,875 split into 2 stages, £2,825 to install Infants play equipment & £3,050 to install Juniors play equipment. Friends of Ashley (PTA) and Ashley Primary School will be providing additional funds.

4.3 Long Ditton Residents Association - Replacement of Street Lighting

£1,000 - Sponsored by Peter Hickman

The funding will be used to replace existing lighting with alternative lighting in keeping with the existing antique 'Swan Neck' lampposts.

This will benefit all of the residents who live in the roads involved in the project.

The total cost of the project is £8,550 that will cover 10 roads and 57 lights. Local residents will be contributing towards the cost of the project.

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 allocations 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	£5,410
Mrs Hicks	£6,012
Mr Lake	£7,160
Mr Mallett	£4,975
Mr Phelps-Penry	£7,316
Mr Samuels	£5,726
Total	£56,274

Committee Capital Allocation

Total £22,180

**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. The figures reported here include the sums approved under delegated authority in Paragraph 2 of this report.*

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 Community Partnerships Team (East Surrey) will inform the applicants of whether or not their application has been successful 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 or Community Partnerships Team Leader, 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.