



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

**MEMBERS' ALLOCATION REPORT**

**27<sup>th</sup> February 2012**

**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 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) Note the criteria and guidance for the use of members' allocations as set out in Annex A and B.
- (ii) Note the items submitted for funding from the 2011/12 Local Committee revenue budget that have already been agreed under delegated authority in section 2.
- (iii) Consider the items submitted for funding from the 2011/12 Local Committee revenue budget detailed in section 3.
- (iv) Consider the items submitted for funding from the 2011/12 Local Committee capital budget up to a maximum of £2,605 from the remaining, available capital funds, as detailed in section 4.

## 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, as reported at the last formal meeting of the local committee on 28 November 2011.

### Member's Revenue Allocations

	<b>Balance Remaining £</b>
Mr Bennison	6,660
Mr Butcher	6,410
Mr Cooper	855
Mr Hickman	3,910
Mrs Hicks	4,022
Mr Lake	6,160
Mr Mallett	0
Mr Phelps-Penry	6,416
Mr Samuels	5,726
<b>Total</b>	<b>40,159</b>

### Committee Capital Allocation

**Total** **£2,605.00**

- 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 had a residual delegated budget of £2,500 for general community safety purposes which was 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 Community Partnership Manager and Community Partnership Team Leader under delegated authority, in consultation with the Committee Chairman.

- 2.1 A one off sum of £1,000 from Mr Bennison's revenue allocation funding was approved for Love of Learning to run the Staying Connected Through Puppet Making in the Hinchley Wood Primary School and Claygate Day Centre. This allows grandparents, parents and children to play, learn and communicate together through the medium of art.
- 2.2 A one off sum of £1,000 from Mr Hickman's revenue allocation was approved for the A2 Ember Sports Club to install an automatic watering system for its croquet lawns.
- 2.3 A one off sum of £500 from Mr Samuel's revenue allocation was approved for the Cleve School Arts Residency enabling 150 pupils to participate in producing an Olympics-inspired piece of art that will be displayed in the foyer of the Cleves Sports Centre.
- 2.4 A one off sum of £758 from Mr Bennison's revenue allocation funding was approved for Love of Learning to run a Staying Connected Through Puppet Making workshop in Claygate Primary School and the Claygate Day Centre. This enabled grandparents, parents and children to play, learn and communicate together through the medium of art.
- 2.5 A one off sum of £350 from Mr Hickman's revenue allocation was approved for the Long Ditton Residents Association towards the purchase of a grit bin for location at Fleece Road/Sugden Road Village shops.
- 2.6 A one off sum of £950 from Mr Butcher's revenue allocation funding was approved for Love of Learning to run the Staying Connected Through Puppet Making workshop in the Cobham Day Centre and St. Andrew's Church of England Primary School, Cobham.
- 2.7 A one off sum of £1,000 was awarded to Mediation North Surrey from Mr Butcher's revenue allocation for the provision of an anti social behaviour awareness course allowing people displaying such behaviour to attend a training course to understand the effect of their behaviour on their friends, family, community and themselves.
- 2.8 A one off sum of £1,000 from Mr Butcher's revenue allocation was approved as a contribution towards a Citizen's Advice Bureau project that seeks to engage with and advise young people experiencing money and debt problems to develop their financial capability.

### 3 FUNDING APPLICATIONS

The following new requests for revenue funding have been received:

#### 3.1 Love of Learning – Staying Connected Through Art

##### **£2000 – Peter Hickman**

The 'Staying Connected Through Art' project enables parents and their children to play, learn and communicate together through an art workshop in the child's school.

Located in The Dittons Schools, workshops would be facilitated by a local Elmbridge artist, parents and children would make a piece of 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's needs. The project seeks to help secure, strengthen and build upon the unique relationship between parent and child allowing them to enjoy quality time together away from the distractions and pressures of everyday life. It makes parents aware of the enjoyment of communicating, playing and learning alongside their children; raises participants confidence and self esteem; and helps to support parents with skills to face the challenges of being a parent.

The total cost of the project is £2,000, all of which is being sought from the local committee.

#### 3.2 2<sup>nd</sup> Molesey (St. Paul's) Scout Group – Scouts minibus

##### **£855 – Nigel Cooper**

This funding will be used to purchase a minibus and pay for the associated work and accessories required to make it fit for purpose (e.g. seat belt buckles, fire extinguisher, logo removal and replacement). The bus will provide transportation for local scout groups in the Molesey and Walton-on-Thames areas. This includes eighty Beavers, Cubs, Scouts and Explorer Scouts, ten Scout leaders and a number of parents who also support the groups.

The total cost of the project is £3,020 and the remainder of funding is being sought from the Committee's capital funds (see paragraph 4.2, below).

### 3.3 **Claygate Community War Memorial Garden Project – Garden Improvements**

#### **£1,875– Michael Bennison**

The funding will be used to improve the War Memorial Garden to mark the Diamond Jubilee of HM the Queen.

Phase one of the work will see the removal of the front hedge, brick piers and gates and their replacement with a low wall and railings. Hedges will also be trimmed and reduced in height. This phase will be completed in June 2012 to mark the Queen's Jubilee. Following this, phase two will see the refurbishment of the lettering and repair of the memorial's broken paving take place. Together, by 2014, these two phases of improvements will make the memorial more visible and leave a lasting legacy to remember those who have lost their lives in the service on their country.

The total cost of the project is £6,000. The remainder will be funded by Claygate Parish Council, Elmbridge Borough Council and other organisations.

### 3.4 **Queen Elizabeth's Foundation for Disabled People – Home cinema room**

#### **£2,000 – John Butcher**

The Home Cinema Room will benefit young adults with physical and learning difficulties at QEF Independent Living Services and will be designed to help raise their skills levels and confidence.

Service users are encouraged to pursue leisure activities as an important means of improving the life skills of disabled people. Life skills are increasingly seen as a key driver of employment. The Home Cinema Room will provide leisure and educational opportunities for service users and enhance the facilities available to promote their independence and raise their awareness of choice.

The total cost of the project is £5,000. The remainder of the funding will be coming from an individual donation.

### 3.5 **Hotbuckle Productions – Theatre production support**

#### **£1,500 – Tom Phelps-Perry**

The funding will be used to provide costumes and props and other associated equipment for a production of Great Expectations that will also be used for future productions.

It will enable the theatre to present productions in Elmbridge as well as to a wider geographical area.

The total cost of the project is £3,000 and the remainder will be funded from performance income.

### 3.6 **Walton Methodist Church – Video projection equipment**

#### **£4,416 - Tom Phelps-Penry**

The funding will be used for the installation and supply of a video projector and screen and associated cabling accessories.

A minimum of 250 people regularly use the building, as well as children's groups including the Scouts and Guides, Walton Street Angels and other community groups in the Walton-on-Thames area. This equipment will be made available for use by these groups and all others using the church's facilities.

The total cost of the project is £11,771, a proportion (£3,168) of which is also being sought from the Committee's capital allocation (paragraph 4.3, below).

### 3.7 **Cobham Conservation and Heritage Trust – Riverhill regeneration scheme**

#### **£1,460 – John Butcher**

This funding will be used to resurface a final section of a footpath that will make it more accessible to prams, buggies and wheelchairs in all weathers.

The total cost of this phase of the project is £8,000. The remainder of the funds will be secured through fundraising activities.

## **4 CAPITAL ALLOCATIONS**

4.1 The following three bids totalling £5,433 have been submitted for the Local Committee's consideration. However, members are reminded that the total amount of its capital funding remaining for this financial year is £2,605. The committee is therefore asked to consider the bids below in light of the remaining funds.

### 4.2 **2<sup>nd</sup> Molesey (St. Paul's) Scout Group – Scouts minibus**

#### **£2,165 – Nigel Cooper**

Please see paragraph 3.2, above.

#### 4.3 Walton Methodist Church – Video projection equipment

**£3,168 – Tom Phelps-Penry**

Please see paragraph 3.6, above.

#### St Paul's Church PCC – Security of Lectern

#### 4.4 £100 - Ernest Mallet

Funding is being sought to secure the brass lectern in St Paul's church in East Molesey. This work will prevent the lectern being stolen and the brass being illegally sold for profit.

The total cost of the project is £123 with the remainder coming from parish funds.

### 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 section 3 could be funded but insufficient capital funds to meet all proposals detailed at section 4. If the recommendations in section 3 are approved the remaining sums will be as follows:

#### Member's Revenue Allocations

	<b>Balance Remaining £</b>
Mr Bennison	3,027
Mr Butcher	0
Mr Cooper	0
Mr Hickman	560
Mrs Hicks	4,022
Mr Lake	6,160
Mr Mallett	0
Mr Phelps-Penry	500
Mr Samuels	5,226
<b>Total</b>	<b>19,495</b>

*\*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.*

## **6.2 Committee's Capital Allocation**

**Total £0**

- 6.3 There are insufficient funds to approve all of the applications detailed in section 4. If the committee spends the remaining £2,605 of its Capital Allocation, the budget would be fully spent

## **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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<b>Background Papers:</b>	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 £35,000 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.