



**SURREY COUNTY COUNCIL LOCAL
COMMITTEE IN SPELTHORNE**

11 December 2006

MEMBERS' FUNDS

KEY ISSUE:

To note the criteria and process for the use of Members' Funds and make decisions on funding proposals.

SUMMARY:

The report outlines the agreed criteria and process for the use of Members' Funds and makes recommendations on a number of proposals.

OFFICER RECOMMENDATIONS:

The Committee is asked:

1. To note the criteria and supplementary guidance for the use of Members' Funds using Appendix A and B.
2. To note that authority to pay Members' Funds under delegated authority has now been reinstated by the Council, subject to the criteria laid down in Appendix A.
3. To note that Ms Denise Turner has successfully secured £3000 from BAA for the Staines Moor tree project.
4. To note that the Leacroft Centre were allocated funding of £2150 at Local Committee in June 2006. They have now returned £1269 of this funding as they have been unable to use it. The additional

amounts have been returned to each contributing Member and are reflected in the table in 1.1.

5. To consider an application for funding of £5000 towards the repair and enhancement of the pond and wildlife environmental area at Shortwood Infant School. Members are asked if they wish to contribute and if so how much and by whom.
6. To consider an application for funding of £4000 for an interactive whiteboard and projector at Littleton CofE School. Members are asked if they wish to contribute and if so how much and by whom.
7. To consider an application for funding of £500 towards a Waste Shredder at Shepperton Allotment Association. Members are asked if they wish to contribute and if so how much and by whom.
8. To consider an application for funding of £4000 for the installation of multimedia equipment at St Nicholas CofE School. Members are asked if they wish to contribute and if so how much and by whom.
9. To consider an application for funding of £750 for tree lopping and hedge cutting at Georgian Close, Leacroft, Staines from Mrs Saliagopoulos' allocation.
10. To consider an application for funding of £2000 for laptop, mobile phone and peripherals for a Mobile Community Support Desk for Age Concern Spelthorne. Members are asked if they wish to contribute and if so how much and by whom.
11. To consider an application for funding of £2000 towards the playground refurbishment at St Michael's School. Members are asked if they wish to contribute and if so how much and by whom.
12. To consider an application for funding from the capital allocation towards St Peter's Church to establish the Day Care Respite Centre.
13. To consider an application for funding of £6935 from the capital allocation for air coolers in Ashford Library

1.0 INTRODUCTION

- 1.1 The budget for 2006/07 made the following funds available - £11,000 per Member and £35,000 capital allocation. These figures show the amounts still available.

Member's Revenue Allocation

	Balance Remaining £
Mrs Saliagopoulos	4950
Ms Turner	4950
Mr Agarwal	7568
Mr Beardsmore	4759
Mr Burrell	4905
Mrs Coleman	10337
Mr Davies	5009

Total £ 42232

Committee Capital Allocation

Total £ 25, 000

1.2 The criteria to be applied to the use of funds in 2006/07, as agreed by the Committee on 25 September 2006, are attached as Appendix A .

2.0 MEMBER'S REVENUE ALLOCATION

FUNDING BIDS

The following new requests for funding have been received since the last meeting of the Local Committee. The name of the Divisional Member or Member proposing the scheme is in brackets and, where the project would benefit Spelthorne residents Borough wide, these have been proposed by the Chairman.

2.1 Shortwood Infant School (£5000)(Denise Saliagopoulos)

Shortwood Infant School wish to repair the pond and wildlife environmental area of the playground. The leaking pond will be repositioned and relined to improve safety for children and provide more shelter for wildlife. A pond dipping deck will give access to the deeper water in the centre of the pond, and the planting area will be paved to provide better access around the flower/vegetable beds. This will benefit pupils at the school and help them develop a respect and appreciation of the natural environment. It will also help deliver aspects of the National Curriculum for science. The total cost of the project is £7000 (remove the existing pond, broken paving and trees [£1500], install new pond including pond liner, under liner and shaping pond [£3000], to pave 10m square paving [£1500] and build boxes and replant [£1000]) and the school is seeking funding of £5000 towards the project, with the rest of the funding being met by the PTA. The recommendation is to pay £2000 towards the costs of the project. Members are asked if they wish to contribute and, if so, how much and by whom

2.2 Whiteboards, Littleton C of E School (£4000)(Laurie Burrell)

Littleton School are seeking funding for the purchase of an interactive whiteboard and projector to assist with learning for nursery and reception children. It will also be available for community use for out of hours learning and for church functions. The total cost is £4000 and the recommendation is to award funding of £2500 towards this project. Members are asked if they wish to contribute and, if so, how much and by whom

2.3 Shepperton Allotment Association (£500)(Laurie Burrell)

Shepperton Allotment Association are seeking funding for a waste shredder for plant waste. This will reduce the amount of waste from the allotments and will benefit the Association's members which currently number

approximately 110 members. The total cost of the shredder is £703.82 and they are seeking funding of £500 from Members Allocations, the rest of the funding will be met from the Association's funds. Members are asked if they wish to contribute and, if so, how much and by whom.

2.4 Multimedia equipment, St Nicholas C of E School (£4000)(Laurie Burrell)

St Nicholas school is seeking to install multimedia equipment in the school, including data projectors, screens, DVD/Video players, CD/Cassette players etc. This will improve cross-curricular use of ICT in school, statutory PPA time of teachers and provide equipment for community use. It will benefit children and staff at the school, and visitors and community users. The total cost of the project is £7270 and the school is seeking funding of £4000 towards this project, with the rest of the funding being met from PTA funds and the School's Delegated Budget. However, the recommendation is to award funding of £2500 from Members' allocations. Members are asked if they wish to contribute and, if so, how much and by whom.

2.5 Tree lopping and hedge cutting at Leacroft Green (£750)(Denise Saliagopoulos)

A tree and various hedges at Leacroft Green, Staines are overgrown and causing problems for residents. Surrey Transportation Service has advised that it will cost £750 to lop the tree and cut back the hedges. This will benefit local residents. It is proposed that the total cost will be funded from Mrs Saliagopoulos' allocation.

2.6 Mobile Community Support Desk, Age Concern Spelthorne (£2000)(Denise Saliagopoulos as Chairman)

Age Concern Spelthorne is seeking to establish a Mobile Community Support Desk to enable frail and vulnerable older people to access the information, support and services they need to ensure that they can continue to live safely and securely. The Support Desk will be based within each of the five Spelthorne Health Centres one morning per week. It is a collaborative project involving Age Concern Runnymede, the Citizen's Advice Bureaux in both Boroughs and Spelthorne and Runnymede Borough Councils. Age Concern Runnymede will be responsible for managing the service in Runnymede. An application has been made to Age Concern England, the Lotteries Fund and Spelthorne Borough Council to cover the costs of salaries, travel, training etc. Age Concern are seeking funding of £2000 for a laptop (£1600 inc. software) and mobile telephone (£400 for purchase of the telephone, contract and cost of calls). A similar application has been submitted to Runnymede Local Committee for the costs relating to Runnymede. This application is subject to grants being received to cover the salary costs. Members are asked to indicate whether they support this application and if so to indicate by how much and by whom.

2.7 Playground refurbishment, St Michael's School (£2000)(Carol Coleman)

St Michael's School is seeking funding towards the improvement of the first school playground, including resurfacing the area around the apparatus,

creating a prayer garden and creating a vegetable garden. The total cost of the project is estimated to be £27000 (resurfacing £21000, plants £1500, sleepers £500, furniture £3000 and sundries £1000) and the recommendation is to award funding of £2000 towards the costs. The rest of the funding will be met from the school and the PTA fundraising. Members are asked if they wish to contribute and if so how much and by whom.

3.00 Capital Allocation

3.1 Day Respite Care Centre (up to £20000)(Denise Saliagopoulos)

An application has been received from St Peter's Church in relation to proposals to establish Daybreak, a Day Respite Care Centre. We have received a business plan, on which we are seeking comments from Surrey County Council's Adults & Community Care and Spelthorne Borough Council. The estimated capital costs are £103280 and the revenue costs are £31584 per year. St Peter's are seeking a contribution from the capital allocation of up to £20000. Given that the business plan and application were only received on 1 December 2006 (the statutory deadline for publication of the agenda), officers need to seek further clarification on some aspects of the proposal and additional information will be made available to Members prior to the meeting by way of a supplementary report.

3.2 Air coolers, Ashford Library (£6935)(Carol Coleman)

The computer area at Ashford Library suffers from overheating and has received many complaints from library users. The cost of the project is £6935 and the library is seeking funding for the whole cost. The library has recently been refurbished and this issue was anticipated as a potential problem but there was insufficient funds in the refurbishment budget which meant this, and other issues, could not be funded. Ashford Library is very well used and attracts users from all areas in the Borough. This funding would benefit all library users, and especially internet/computer users including local students. We are clarifying if the Libraries Service can make any contribution to this cost and will report this orally at the meeting.

4.0 EQUALITIES IMPLICATIONS

The contributions proposed will benefit a wide range of adults and children in Spelthorne, some of whom may have disabilities.

5.0 FINANCIAL IMPLICATIONS

Paragraph 1.1 sets out what remains of both the individual and collective Members revenue allocation. There are sufficient funds from which the proposals in paragraphs 2 and 3 could be funded.

6.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS

These proposals meet the criteria agreed by the Committee for financial support.

Report by: Keely Duddy, Local Support Assistant - Spelthorne

LEAD/CONTACT OFFICER Keely Duddy

TELEPHONE NUMBER: 01932 795118

APPENDIX A

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 £35,000 initially allocated to support capital projects through voluntary organisations will be used for any suitable project promoting well being in Spelthorne 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 Spelthorne.

APPENDIX B

GUIDANCE NOTE

SCC LOCAL COMMITTEE SPELTHORNE - 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.

3. RETROSPECTIVE FUNDING

- i) As a general rule, 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 West 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.