



## **OFFICER REPORT TO LOCAL COMMITTEE (SPELTHORNE)**

### **MEMBERS' FUNDS**

**30 June 2008**

#### **KEY ISSUE**

To agree the criteria for the use of Members' Funds in 2008/9 and to make decisions on funding proposals.

#### **SUMMARY**

The report makes recommendations on a number of proposals.

#### **OFFICER RECOMMENDATIONS**

The Local Committee (Spelthorne) is asked:

1. To agree that the criteria for the use of Members' Funds for this year remain the same as last year (Appendix A)
2. To agree an amendment to the guidance note for the use of Members Funds in relation to the funding of individuals (Paragraph 5 of Appendix B)
3. To note funding approved under delegated authority in the last financial year (paragraphs 2.1 – 2.8).
4. To note funding approved under delegated authority in this financial year (paragraph 2.9 - 2.10).
5. To note funding returned by Spelthorne Borough Council (Paragraph 2.11).
6. To consider an application for funding of £1000 for Ashford

- Choral Society towards the costs of staging a summer concert.**
7. **To consider an application for funding of up to £500 for the Sunbury & Shepperton Arts Festival.**
  8. **To consider funding advertisements for the four other Local Committee meetings in this municipal year at a cost of £1831.16, to be shared equally between Denise Turner-Stewart, Denise Saliagopoulos, Victor Agarwal, Carol Coleman, Laurie Burrell and Ian Beardsmore.**
  9. **To consider funding an application for funding of £118.23 for Shepperton Horticultural Society for the costs of printing schedules.**
  10. **To consider an application for funding of £5000 from Thamesmead School, to be funded from the capital allocation.**

## **1.0 INTRODUCTION AND BACKGROUND**

1.1 The budget for 2008/09 made the following funds available - £11,000 per Member and £35,000 capital allocation. These figures show the amounts still available taking account of monies returned as referred to in paragraph 2.11.

### **Member's Revenue Allocation**

	Balance Remaining £
Mrs Saliagopoulos	11000
Mrs Turner-Stewart	11000
Mr Agarwal	15532
Mr Beardsmore	11000
Mr Burrell	11000
Mrs Coleman	11000
Mr Davies	10542

**Total £81074**

### **Committee Capital Allocation**

**Total £ 35000**

1.2 Members are asked to agree that the criteria for the use of Members' Funds for the municipal year 2008/9 remains the same as for 2007/8 (Appendix A).

1.3 Members are asked to agree an amendment to the guidance note for the use of Members Funds in relation to the funding of individuals (Paragraph 5 of Appendix B)

## **2.0 MEMBER'S REVENUE ALLOCATION**

### **DELEGATED FUNDING 2007-8**

#### **2.1 Echelford School £700 (Frank Davies)**

A sum of £700 from Mr Davies' allocation was agreed towards play equipment.

#### **2.2 Kingscroft School £1000 (Denise Saliagopoulos)**

A sum of £1000 from Mrs Saliagopoulos' allocation was agreed towards improved playground facilities.

#### **2.3 Spelthorne Borough Council £1000 (Denise Turner-Stewart)**

A sum of £1000 from Mrs Turner-Stewart's allocation was agreed towards the planting of trees at Priory Green.

#### **2.4 Our Lady of the Rosary school £556 (Denise Saliagopoulos)**

A sum of £556 from Mrs Saliagopoulos' allocation was agreed towards new long jump and cricket net facilities.

#### **2.5 Chennestone Primary School £570 (Frank Davies)**

A sum of £570 from Mr Davies' allocation was agreed towards the Get Growing/Wonderful Wildlife project.

#### **2.6 Kenyngton Manor School £820 (Ian Beardsmore)**

A sum of £820 from Mr Beardsmore's allocation was agreed towards furniture and play equipment.

#### **2.7 Staines Cadets £500 (Denise Saliagopoulos)**

A sum of £500 from Mrs Saliagopoulos allocation was agreed towards first aid training equipment.

#### **2.8 Rainbow Pre-school £145 (Victor Agarwal)**

A sum of £145 from Mr Agarwal's allocation was agreed towards the cost of new tricycles.

### **DELEGATED FUNDING 2008-9**

#### **2.9 Advertisement for Local Committee £457.79 (Frank Davies)**

A sum of £457.79 from Mr Davies' allocation was agreed for a advertisement to publicise the Local Committee.

#### **2.10 Spelthorne in Bloom £490 (Victor Agarwal)**

A sum of £490 from Mr Agarwal's allocation was agreed for 7 hanging baskets for the Spelthorne in Bloom project in the Stanwell Village area.

### **RETURNED FUNDING**

#### **2.11 Spelthorne Borough Council £5022 (Victor Agarwal)**

Funding of £5022 was agreed by the Local Committee in March 2008 for the installation for a bus shelter in Long Lane, Stanwell. However, following a consultation with residents, this project will not now go ahead. The funding has been returned to Mr Agawal's allocation for re-distribution.

## **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.

### **2.12 Ashford Choral Society £1000 (Carol Coleman )**

Ashford Choral Society are seeking funds to assist with the production of a concert of live music, which would benefit the residents of Spelthorne, Runnymede and West Thames. The concert will be held on Saturday 5<sup>th</sup> July at St Peter's Church, Staines, with ticket prices costing £10 (£8 concessionary). The Society is a charitable organisation which has between 48-65 members at any one time and the aims of the charity are to "study, rehearse and perform choral works in order to foster musical knowledge and appreciation". The total costs of the production is £1450 (venue hire £200, printing £100, hire of music £100, vocalist, £200, conductor £450 and organist £450) and the Society is seeking funding of £1000 towards these costs. The remainder will be met through ticket sales and Society funds. Members are asked if they wish to contribute and, if so, how much and by whom.

### **2.13 Sunbury & Shepperton Arts Festival £500 (Laurie Burrell)**

Sunbury & Shepperton Arts Association provide the Sunbury & Shepperton Annual Arts Festival, which is a ten day series of events aimed at promoting the knowledge, understanding and appreciation of the arts amongst the residents of Sunbury, Shepperton and surrounding areas. The Association is seeking funding of up to £500 to underwrite the costs of the Festival, the actual amount to be notified upon completion of the Accounts. Members are asked if they wish to contribute and, if so, how much and by whom.

### **2.14 Advertisements for Local Committee £1831.16 (Denise Turner as Chairman)**

Colour advertisements to publicise the 4 scheduled Local Committees for this financial year would cost £1831.16. The advertisements will be published in the Surrey Herald and the Staines & Ashford Informer. It is recommended that this is funded by all Members equally, except Frank Davies who has paid for the advert for this Local Committee under delegated authority as detailed above, with each Member contributing £305.19.

### **2.15 Shepperton Horticultural Society £118.23 (Laurie Burrell)**

Shepperton Horticultural Society have submitted a bid for funding of £118.23 for the costs of printing the handbook and schedules to publicise the Society's three flower shows, plant sale and AGM. The schedules are distributed to the Society's members and all events are open to the public. It should be

noted that this is a retrospective bid as the documents have already been printed although Mr Burrell was approached prior to printing. Members are asked if they wish to contribute and, if so, how much and by whom.

### **3.00 CAPITAL ALLOCATION**

#### **3.1 Thamesmead School £5000 (Laurie Burrell)**

Thamesmead School are in the process of building a new outdoor performance area with a full size stage and canopied auditorium. They are seeking funding towards the installation of a lighting gantry for the new area, which would include coloured LED ambient lighting. The total cost of the project is £18291.24 and the school is seeking funding of £5000 from the Local Committee. The school will fund the remaining balance.

#### **4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

Paragraph 1.1 sets out what remains of both the individual Members revenue allocation and the capital. There are sufficient funds for all the projects to be funded.

#### **5 EQUALITIES AND DIVERSITY IMPLICATIONS**

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

#### **6. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

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

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## **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. FUNDING FOR INDIVIDUALS**



*Funding bids which would benefit an individual or an individual's property will not be considered.*

**6. 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.