



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

### **MEMBERS' FUNDS**

**12 October 2009**

#### **KEY ISSUE**

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 note that Mrs Turner-Stewart gave funding of £1000 to the Spelthorne in Bloom project (para 2.1).
2. To note funding approved under delegated authority since the last Local Committee meeting (paras 2.2-2.5).
3. To consider funding further advertisements for the Local Committee (para 2.6).
4. To consider an application for funding of £675.84 from Shepperton Allotment Association towards the refurbishment of the toolstore, to be funded from Mr Walsh's allocation (para 2.7).
5. To consider an application for funding of £3900 from the Friends of Spelthorne Museum towards the costs of reprinting the Spelthorne Book (para 2.8).

6. To consider an application for funding of £1092.50 from Shepperton pre-school towards the costs of improving the outdoor space, to be funded from Mr Walsh's allocation (para 2.9).
7. To consider an application for funding of £5000 from the East to West Trust towards the costs of a school's Relational Support Worker to be placed in Thomas Knyvett College (para 2.10).
8. To consider an application for funding of £10000 from the Catholic Children's Society for a school play therapy and counselling project within four schools within Spelthorne (Town Farm Primary, Thomas Knyvett College, Stanwell Fields Primary and Kenyngton Manor Primary) (para 2.11).
9. To consider an application for funding of up to £1500 from Spelthorne Borough Council for the purchase and installation of three benches within Stanwell, to be funded from Mr Agarwal's allocation (para 2.12).
10. To consider an application for funding of up to £2200 from Surrey Highways for the purchase and installation of a hanging basket post for Stainash parade, to be funded from Mrs Turner-Stewart's capital allocation (para 3.1).

## 1.0 INTRODUCTION AND BACKGROUND

- 1.1 The budget for 2009/10 made the following funds available - £8250 revenue allocation per Member and £5000 capital allocation per Member. These figures show the amounts still available taking account of any funding awarded under delegated authority.

### Member's Revenue Allocation

	Balance Remaining £
Mr Agarwal	8015
Mr Beardsmore	8015
Mrs Coleman	7015
Mrs Nichols	8015
Mrs Saliagopoulos	7815
Mrs Turner-Stewart	5015
Mr Walsh	8015

**Total   £51907**

### Member Capital Allocation

	Balance Remaining £
Mr Agarwal	5000
Mr Beardsmore	5000
Mrs Coleman	5000
Mrs Nichols	5000
Mrs Saliagopoulos	5000
Mrs Turner-Stewart	5000
Mr Walsh	5000

**Total £35000**

## 2.0 MEMBER'S REVENUE ALLOCATION

### 2.1 Summer hanging baskets Staines South & Ashford West Division

At the last Local Committee meeting, it was agreed that up to £1000 of Mrs Turner-Stewart's allocation would be used for the provision of hanging baskets within Staines South and Ashford West Division, and that the exact amount would be reported back to this meeting. The total cost of the hanging baskets was £1806 and Mrs Turner-Stewart gave £1000 towards these costs. The rest of the funding was met through Borough Councillors Neighbourhood Grant funding.

#### Delegated authority

### 2.2 Winter hanging baskets £1000 (Denise Turner-Stewart)

A sum of £1000 from Mrs Turner-Stewart's allocation was agreed towards the costs of winter hanging baskets within Staines South and Ashford West Division

### 2.3 Winter hanging baskets £1000 (Carol Coleman)

A sum of £1000 from Mrs Coleman's allocation was agreed towards the costs of winter hanging baskets with Ashford Division.

### 2.4 Knightsbridge Crescent tree pit £200 (Denise Saliagopoulos)

A sum of £200 from Mrs Saliagopoulos' allocation was agreed towards a tree pit in Knightsbridge Crescent.

### 2.5 Thomas Knyvett College £1000 (Denise Turner-Stewart)

A sum of £1000 from Mrs Turner-Stewart's allocation was agreed towards the costs of new signage.

## **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.

### **2.6 Advertisement for Local Committee £200 (Denise Turner-Stewart as Chairman)**

At the last Local Committee meeting, funding of £235 per Member was agreed towards the cost of publishing advertisements in the Surrey Herald and Staines and Ashford News. Members expressed a desire to widen the publicity for the Local Committee and asked that research be carried out to determine all free newspapers within Spelthorne and the costs of advertising in those newspapers. There are currently four local newspapers within Spelthorne (shown below) and advertisements for the Local Committee are placed in the first two:

- Surrey Herald – distribution dependent upon edition. We use Sunbury & Shepperton edition
- Staines & Ashford News (free) – distribution Spelthorne-wide
- The Heathrow Villager (free) – distribution covering Stanwell Moor, Stanwell, Ashford and Staines
- Staines Informer (free) - distribution Spelthorne-wide

The costs of additional advertisements would be:

- The Heathrow Villager - £100 per advertisement (total for remaining two Local Committees = £200)
- Staines Informer - £547.50 per advertisement (total for remaining two Local Committees = £1095)

Members are asked if they wish to fund additional advertisements and if so, how much and by whom, and in which newspapers.

### **2.7 Shepperton Allotment Association £675.84 (Richard Walsh)**

Shepperton Allotment Association has submitted a bid for funding of £675.54 to replace the double doors on the existing toolstore. This will ensure that the shed is secure as it is used to house expensive machinery. This will benefit the Association's 119 members, who reside in Shepperton, Sunbury, Ashford and Chertsey. This will be funded from Mr Walsh's allocation.

### **2.8 Friends of Spelthorne Museum £ 3900 (Carol Coleman)**

The Friends of Spelthorne Museum are seeking funding of £3900 towards overall costs of £5200 for the costs of reprinting the Spelthorne Book, which is sold in the Spelthorne Museum. The books will be sold at a profit to enable more to be printed or to self fund future museum book projects. The rest of the funding is being met through Spelthorne Borough Council Leisure grant (£500) and Spelthorne Borough Councillors Neighbourhood Grant (£800).

Members are asked if they wish to contribute and if so, how much and by whom.

**2.9 Shepperton Pre-school £1092.50 (Richard Walsh)**

Shepperton Pre-school operates on a non-profit making basis and is a registered charity, with funds reinvested for the benefit of the children. They are seeking funding of £1092.50 to clear the outdoor space which is currently unusable. Once the area is cleared the Pre-school will be able to lay a suitable surface and turn the space into a safe play area and small garden. This will be funded from Mr Walsh's allocation.

**2.10 Thomas Knyvett College Relational Worker £5000 (Carol Coleman)**

The East to West Trust are seeking to provide a Relational Support Worker in Thomas Knyvett College to offer pastoral and development support to vulnerable and struggling students. This total cost of the project is £18462 (which includes salary, training, travel and expenses and management fee) and the Trust is seeking £5000 towards these costs. The rest of the funding will be met through donations from East to West, the Hedley Foundation and donations from individuals and a local church. It is anticipated that if this bid is successful there will be £2812 outstanding which will be raised through local fundraising events. This project will provide over 800 hours of care through 1-2-1 mentoring and support groups. The majority of students at Thomas Knyvett College come from Stanwell and North Ashford. Members are asked if they wish to contribute and if so, how much and by whom.

**2.11 Catholic Children's Society £10000 (Carol Coleman)**

The Catholic Children's Society are proposing to run a pilot project to place a qualified and experienced play therapist or counsellor in four schools within Spelthorne, namely Town Farm, Thomas Knyvett, Stanwell Fields and Kenyngton Manor schools. They have prioritised schools that have the highest proportion of pupils receiving free school meals which is used by the government and local authorities as a gauge of the level of deprivation within a school population. The total cost of the project is £48657 and the Society is seeking funding of £10000 (staff costs £6000, insurance £2000, equipment, toys, materials £700, management support £1300) towards these costs. This will provide a day a week at each school to support children and young people with mental health problems and disorders in need of specialist emotional support and will address two main areas of need: the specific needs of children and young people at risk of developing mental illness and improve access to mental health services for children and young people. It is anticipated that the rest of the funding will be met by Catholic Children's Society (£1570), Town Farm and Kenyngton Manor and Spelthorne Schools Together (£2000) with a further £12000 expected to be raised from applications to charitable grants and local trusts. Members are asked if they wish to contribute and if so, how much and by whom.

**2.12 Benches in Stanwell £1500 (Victor Agarwal)**

Mr Agarwal would like to fund the purchase and installation of three benches within Stanwell (two on Clare Road and one on Town Lane). They will be installed by Spelthorne Borough Council following any necessary public

consultation. The cost will be up to £1500 – the exact cost and locations to be reported to the next Local Committee.

### **3.00 Capital Allocation**

#### **3.1 Stainash Parade**

Surrey Highways are seeking funding of up to £2200 for the purchase and installation of a hanging post to be sited in Stainash Parade. This will improve the street scene and benefit local residents and businesses. The exact amount will be reported to the next Local Committee. It is suggested that this be funded through Denise Turner-Stewart's capital allocation.

#### **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 the revenue projects to be funded. The bid for capital funding exceeds the allocation left and Members should agree how this should be distributed.

#### **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.

**Report by: Keely Duddy, Local Support Assistant - Spelthorne**

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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 divided equally between Members but are agreed 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.