



## OFFICER REPORT TO LOCAL COMMITTEE (Surrey Heath)

### Members Allocations 08/09

10<sup>th</sup> July 2008

#### KEY ISSUE

To set out the funding available for County Councillors' allocations for 2008/09, and consider the requests received.

#### SUMMARY

This report lists and makes recommendations on bids received for Members' Allocations that have been sponsored by at least one Member.

#### OFFICER RECOMMENDATIONS

##### The Local Committee (Surrey Heath)

1. Agree to pool £5,000 per Members into a central revenue fund for 08/09.
2. Agree a maximum level of funding per project for revenue allocations of £3,000.
3. Agree that capital projects over £3,000 may be considered by the Local Committee.
4. Agree the criteria in paragraphs 6 - 12
5. Agree to delegate the power to approve revenue bids up to £1000 to the Area Director in consultation with Members as outlined in paragraphs 16 – 19.
6. Agree the allocations detailed in paragraphs 20 – 31
7. Notes the allocations agreed under delegated powers in paragraphs 32 and 33

#### CONTACT DETAILS

Accountable Officer: Carolyn Rowe  
Area Director  
01483 518093

Responsible Officer: Jane Biscombe  
Local Committee & Partnership Officer  
01276 800269

#### INTRODUCTION

1. The budget available to Members is £66,000 of revenue funding to be spent on local projects to promote the social, environmental or economic well-being of the people of Surrey Heath. This amounts to £11,000 for each County Member of the Committee.

2. An additional capital allocation of £35,000 has been made available to each Surrey County Council Local Committee.
3. The current allocations are set out in Annex A to this report, together with the balance remaining to be spent.
4. Previously Members agreed to pool an amount from each fund to a central pot. Members are asked to agree to pool £5,000 for 2007 / 08.
5. Previously Members also agreed that a maximum level of funding of £3,000 would be considered for each project. Members are asked to discuss this and agree to this maximum level for revenue funded projects only. Members are asked to agree that projects over £3,000 may be considered for capital funding.

#### **Allocation criteria 08 / 09**

6. To be considered, projects should support County Council's Corporate plan 2007/08, One: Outstanding Council Making Surrey a better place, which sets out the following four priorities:
  - Improving highways and maintaining roads;
  - Ensuring that looked after children grow up better equipped for life, in particular through education;
  - Increasing the number of vulnerable adults able to live independently;
  - Increasing waste minimisation and recycling.
7. and should support the priorities of the Community Strategy for Surrey Heath:
  - Health
  - Housing and Employment
  - Transport
  - Safety
  - Community Support
  - Education
  - Environment
8. The project must also be possible to implement within the time and budget, offer value for money, have a clear audit trail and demonstrate its impact within 12 months of receiving funding.
9. The Local Committee does not have enough money to fund all the good ideas. In choosing what to fund, the Local Committee considers projects which
  - have the support of the Local County Councillor
  - benefit a variety of communities of interest (for example, young people, old people, ethnic minorities, disabled), and different areas of Surrey Heath;
  - A large project that benefits a lot of people will take priority over a project that benefits only a few people.
10. Within this framework the Committee seeks to assure:
  - The funding is needed "one-off". All payments are made on a one off basis. There is no expectation of future funding. Consequently any organisation that uses funding from this source will have to make arrangements for securing any future ongoing funding

necessary for their project. If the project involves ongoing costs such as maintenance, repair etc. there must be confirmation that an organisation has agreed to take on these costs.

- The project will commence within 12 months of Local Committee approval.
- The project will give long-term benefit and be preventative in purpose.
- The project targets more disadvantaged areas or communities.
- Local Committee funding will unlock much more funding from other sources.
- If small and local, the project has a significant impact on the quality of life of the people affected.

11. Capital funding must meet the above criteria but also:

- it must be applied to a physical asset/s with life of more than one year
- it must not be used to meet staffing costs or other routine running costs

12. The funding should not:

- be used to fund schools for the direct delivery of the National Curriculum, as this is already resourced on a formula basis by the County Council
- be used as a “grant” to an individual
- sponsor a political party, including contributing to the expenses of any conference, meeting or other event organised by on behalf of the party  
**NB** Some Surrey residents’ associations and local societies have to register as political parties because they have candidates standing in District, County or General Elections
- a project which has already started

### **Capital Funding**

13. To be considered projects need to be sponsored by their local County Councillor in the first instance.

### **Allocation Procedure**

14. If the local County Councillor feels that a project meets the criteria and wishes to sponsor the project and put it forward to the Local Committee for approval, then a bid form (Annex B) needs to be completed by the group applying for funding and returned to the Local Partnerships Team. The Local Partnerships Team will confirm eligibility and, if appropriate, will ensure the project is included in the next Members Allocations Local Committee report for Local Committee approval.

15. If the Local Committee approves the funding then the Local Partnership Team will forward a Service Level Agreement to the group for completion and on receipt of a fully completed Service Level Agreement form will ensure payment is made.

### Delegated Powers

16. On the 17 October 2006 the County Council amended the scheme of delegation to give Area Directors, in consultation with the Local Committee Chairman, authority to approve grants from Member's revenue allocations, subject to agreed criteria in order to minimise the time taken to respond to grant applications.
17. The criteria agreed by the Executive on 12 September 2006 are set out below:
- (i) The application must have been endorsed by the appropriate local Member.
  - (ii) The application should be for a maximum of £1,000
  - (iii) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project
  - (vi) Projects must not contravene any of the Council's agreed policies or priorities
  - (v) The application should be for a future project, not a retrospective request
  - (vi) The application should not be to cover ongoing revenue costs
18. The amended scheme of delegation also enables Local Committees to, by resolution of the Committee, retain the power to approve all grants from Members' revenue allocations, in which case the Area Director will have no authority to approve any such grant from an allocation of a Member of that Committee. In order to minimise the time taken to respond to grant applications, it is suggested that this Local Committee does not retain this power.
19. The County Council agreed that the Local Committee could further outline the circumstances in which the Area Director may exercise his or her delegated authority by adding to the criteria set out in paragraph 9 of this report. These are as follows:
- (i) The money is required before the next Local Committee meeting.
  - (ii) Each individual Member may sponsor up to two grants for approval in between each formal Local Committee meeting.
  - (iii) On receipt of a completed application form that is supported by the local Member the application will be shared with the six County Councillors for their agreement prior to approval by the Area Director.
  - (iv) Allocations made under delegated powers will be reported back to the next Local Committee meeting.

### PROPOSALS FROM INDIVIDUAL REVENUE ALLOCATIONS

#### 20. Hubble Enterprise

To run an Old Dean holiday club at Pine Ridge School, costs include volunteer T-shirts, expenses and craft materials. 100 young people will attend the club over a 5 day period for activities designed to increase confidence and promote working together.

Members Name: Maurice Neighbour

Project Cost: £3,500

Amount Requested: £ 2,000 (57%)

#### 21. Youth Development Service

To run Arts, Sports and adventurous activities for a summer programme for 13-17 year olds on the Old Dean Estate, Camberley. This programme will help to reduce anti-social behaviour by helping young people develop new skills, learn about respect for each other and for the community.

Members Name: Maurice Neighbour  
 Project Cost: £3,500  
 Amount requested: £750.00 (21%)

## **22. Youth Development Service**

To purchase a filing cabinet for safe storage of play equipment and activities used at the newly opened Bagshot Youth Café, a meeting place for 13-19 year olds.

Members Name: Alan Peirce  
 Project Cost: £950.00  
 Amount requested: £950.00 (100%)

## **PROPOSALS FROM POOLED BUDGET**

### **23. Youth Development Service**

Training costs towards Duke of Edinburgh expedition to Sweden. Funding will cover instructor and assessor costs. 16 young people from the Chobham and St Michael's area will benefit from this funding.

Members Name: Lavinia Sealy and Fred Chipperfield  
 Project Cost: £13,000  
 Amount Requested: £2,000 (15%)

### **24. Surrey Fire and Rescue**

Part funding for a new DVD for the Safe Drive Stay Alive initiative. A new DVD is needed to keep the message relevant. This project is available to all young people in Surrey and is usually held at Dorking Halls. The aim is to reach 100% of Surrey students this year. This allocation will require a variation to the limit of £3,000 if agreed. Each Local Committee in Surrey has been asked to contribute.

Members Name: Maurice Neighbour  
 Project Cost: £120,000  
 Amount Requested: £5,000 (4%)

### **25. Camberley Town Centre CIC**

Funding towards costs for street entertainment at a proposed "Party in Park Street" event to be held in Camberley Town Centre on Saturday 16<sup>th</sup> August. This event will reintroduce the newly pedestrianised area of Park Street, part of the Atrium Development to members of the public.

Members Name: Maurice Neighbour  
 Project Cost: £12,000  
 Amount Requested: £1,000 (8%)

## **PROPOSALS FROM CAPITAL BUDGET**

### **26. Bisley Scouts**

Funding towards refurbishing kitchen, insulate roof and install new fuse board at the scout and guide headquarters. This will make the building safer and enable cookery sessions to be held.

Members Name: Lavinia Sealy  
 Project Cost: £6,523  
 Amount Requested: £2,000 (30%)

### **27. St Francis Hall**

Funding to resurface car park to allow children and the disabled to access the hall safely and to avoid parking on the road.

Members Name: David Ivison  
 Project Cost: £33,000  
 Amount Requested: £3,000 (9%)

### **28. Heather Ridge School Parent Teacher Association**

Funding to cover costs to install new toilet block at the swimming pool. At present the pool does not have toilet facilities. This will allow the facility to be used in the summer as the only toilets available now are in the main school building.

Members Name: David Ivison  
 Project Cost: £4,500  
 Amount Requested: £3,000 (66%)

### **29. Bisley Village Hall**

Funding to replace the roof in the Jubilee room. This will allow 15 local organisations and local residents to continue using the hall to provide local services.

Members Name: Lavinia Sealy  
 Project Cost: £43,100  
 Amount Requested: £3,000 (7%)

### **30. Camberley Town Football Club**

Funding to improve disabled access to the toilets and ensure all are able to use the facilities.

Members Name: Fred Chipperfield  
 Project Cost: £3,525  
 Amount Requested: £3,000 (85%)

### **31. Tringham Hall Management Trust**

Refurbishment of main entrance to the hall, including new floor, ceiling and lighting. The funding will also will enable cloakroom facilities to be added to ensure the hall remains user friendly.

Members Name: Lavinia Sealy  
 Project Cost: £4,000  
 Amount Requested: £3,000 (75%)

## **ALLOCATIONS MADE UNDER DELEGATED POWERS SINCE 6TH MARCH 08**

### **32. Older and Bolder Group**

Funding of a seaside trip and canal cruise for older residents at Ballard Court. This group have limited outing opportunities and seek to offer stimulating activities for members.

Members Name: Maurice Neighbour (individual allocation)  
 Project Cost: £700  
 Amount Requested: £700 (100%)

### **33. Bisley All-Stars football club**

Funding for a new football strip for the youth team aged 16 – 24.

Members Name: Lavinia Sealy (individual allocation)  
 Project Cost: £650  
 Amount Requested: £650 (100%)

## **VARIATION TO EXISTING ALLOCATIONS**

34. None

**RETURNED FUNDS**

35. £500 has been returned to Maurice Neighbour's individual allocation. This had been allocated to Surrey Police originally for a residential trip for young people and then varied to cover costs for bikes. This funding has not been spent and so will be added to Maurice Neighbour's allocation for this year.

36. £2,815 has been returned to Chris Pitt's individual allocation. This had been allocated to the Deepcut Village Association to improve acoustics in the hall. This has been identified as a fault with the building and so alternative funds were found.

**CONCLUSION AND REASON FOR RECOMMENDATION**

37. The spending proposals put forward for this meeting have been assessed against the criteria and also against County standards for appropriateness and value for money and it is recommended that they should be approved.

**WHAT HAPPENS NEXT**

38. The agreed payments will be progressed for payment as soon as possible. Agreement forms will be sent to the organisations and payment made when the form is returned.

Version No.1

Date:

Initials: JB

No of annexes: 2

## Annex A

	Project	Allocation £	Date agreed	Paid ?
<b>Capital</b>				
£35,000	Bisley Scouts – kitchen, fuse board and roof	2,000.00	10.07.08	
	St Francis Hall car park	3,000.00	10.07.08	
	Heather Ridge School PTA - toilets	3,000.00	10.07.08	
	Bisley Village Hall roof	3,000.00	10.07.08	
	Camberley Town Football Club – toilet access	3,000.00	10.07.08	
	Tringham Hall - refurbishment of entrance hall.	3,000.00	10.07.08	
	Total	17,000.00		
<b>Pooled</b>				
£30,000	Youth Development Service – Sweden trip	2,000.00	10.07.08	
	Surrey Fire and rescue – Safe Drive Stay Alive	5,000.00	10.07.08	
	Camberley town Centre CIC – “Party in Park Street”	1,000.00		
	Total	8,000.00		

<b>Mr Neighbour</b>				
£6,500.00	Hubble – summer play sessions at Pine Ridge School	2,000.00	10.07.08	
	Older and Bolder – trip for elderly residents.	700.00	14.05.08	
	Youth Dev. Service – Old Dean Summer Programme	750.00	10.07.08	
	Total	3,450.00		
<b>Mr Chipperfield.</b>				
£6,000.00				
	Total	0		
<b>Mrs Sealy.</b>				
£6,000.00	Bisley All-stars soccer strip	650.00	12.05.08	
	Total	650.00		
<b>Mr Ivison.</b>				
£6,000.00				
	Total	0		
<b>Mr Peirce.</b>				
£6,000.00	Youth Dev. Service – Lockable Filing cabinet	950.00		
	Total	950.00		
<b>Mr Pitt.</b>				
£8,815.00				
	Total	0		



Annex B



## Surrey County Council's Local Committee for Surrey Heath

### Bids for Members' Allocations

<p><b>1. Name of project:</b></p>
<p><b>2. Which organisation would be responsible for carrying out the project?</b></p> <p><b>Name of contact person:</b></p>
<p><b>3. Description of Project:</b></p> <p>a) what will be done?</p> <p>b) what needs will it address?</p> <p>c) what geographical area will it cover?</p> <p>d) who will benefit?</p> <p>e) Please confirm that, where expenditure is for maintenance or repair of a non-Surrey County Council building, you envisage that building will remain in use for the foreseeable future.</p>
<p><b>4. What consultation has been undertaken?</b></p>
<p><b>5a. When will the project be:</b> a) started</p> <p style="text-align: center;">b) completed</p> <p><b>b. When will you need the funds?</b></p>
<p><b>6. What is the total cost of the project?</b></p>

<b>7. How much of the total cost would you like from the Local Committee?</b>
<b>Please include a breakdown of these costs and attach any relevant quotations.</b>
<b>8. a. Where is the rest coming from?</b>
<b>b. Is it promised already, or still to be found?</b>
<b>9 a. Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</b>
<b>b. Have you applied for this funding from any other part of Surrey County Council? Please give details.</b>
<b>10. Have you received Local Committee funding for this or any other purpose in the past? Please give details.</b>
<b>11. If this project will need funding in the future, how will that be met?</b>
<b>12. Details of the contact person for your project. This should be the person with whom the Local County Councillor will liaise.</b>
<b>Name:</b>
<b>Role in project:</b>
<b>Address:</b>
<b>Tel. No.:</b>
<b>Email address:</b>
<b>13. Name of local County Councillor proposing request to the Local Committee:</b>

Please return to:

The Local Partnerships Team, Surrey County Council, The Absolute Building, Lyon Way, Frimley, Camberley, Surrey, GU16 7ER.

Tel: Jane Biscombe: 01276 800269 or Amber Jenkins: 01276 800208

Email: [jane.biscombe@surreycc.gov.uk](mailto:jane.biscombe@surreycc.gov.uk) or [amber.jenkins@surreycc.gov.uk](mailto:amber.jenkins@surreycc.gov.uk)



## **Surrey County Council's Local Committee (Surrey Heath)** **Members' Allocations – Details & Criteria**

The Surrey County Council Local Committee has funding to be used on projects which will benefit the people of Surrey Heath. The maximum amount which can be allocated for any one project is £3,000.

If you would like your bid to be considered at the meeting on Thursday 10<sup>th</sup> July 2008, please return your completed form by **Friday 20<sup>th</sup> June 2008**.

### **Criteria for Members' Allocations**

To be considered, projects should support County Council's Corporate plan 2007/08, One: Outstanding Council Making Surrey a better place, which sets out the following four priorities:

- Improving highways and maintaining roads;
- Ensuring that looked after children grow up better equipped for life, in particular through education;
- Increasing the number of vulnerable adults able to live independently;
- Increasing waste minimisation and recycling.

and should support the priorities of the Community Strategy for Surrey Heath:

- Health
- Housing and Employment
- Transport
- Safety
- Community Support
- Education
- Environment

The project must also be possible to implement within the time and budget, offer value for money, have a clear audit trail and demonstrate its impact within 12 months of receiving funding.

The Local Committee does not have enough money to fund all the good ideas. In choosing what to fund, the Local Committee considers projects which

- have the support of the Local County Councillor
- benefit a variety of communities of interest (for example, young people, old people, ethnic minorities, disabled), and different areas of Surrey Heath;
- include a mix of large and small projects, but not a lot of very small ones
- A large project that benefits a lot of people will take priority over a project that benefits only a few people

Within this framework the Committee seeks to assure:

- The funding is needed "one-off". All payments are made on a one off basis with no expectation of future funding. If the project involves ongoing costs such as maintenance, repair etc. there must be confirmation that an organisation has agreed to take on these costs
- The project will commence within 12 months of Local Committee approval
- The project will give long-term benefit and be preventative in purpose
- The project targets more disadvantaged areas or communities
- Local Committee funding will unlock much more funding from other sources.
- There is no other probable alternative source of funding

### **What cannot be funded**

The funding should not:

- be used to fund schools for the direct delivery of the National Curriculum
- be used as a “grant” to an individual
- sponsor a political party, including contributing to the expenses of any conference, meeting or other event organised by on behalf of the party  
**NB** Some Surrey residents’ associations and local societies have to register as political parties because they have candidates standing in District, County or General Elections
- a project which has already started

### **Capital Funding**

Capital funding must meet the above criteria but also:

- it must be applied to a physical asset/s with life of more than one year
- it must not be used to meet staffing costs or other routine running costs

### **How to apply for Members Allocation Funding**

1. If your project meets the above criteria and you wish to apply for funding, you should contact your local County Councillor in the first instance. Details are as follows:

Councillors Name	Division	Address	Telephone No.	Email
Maurice Neighbour	Camberley East	2, Russett Gdns. Camberley GU15 2LG	01276 63631	<a href="mailto:maurice.neighbour@surreycc.gov.uk">maurice.neighbour@surreycc.gov.uk</a>
Lavinia Sealy	Chobham, Bisley & West End	Timber Hill Chertsey Road Chobham GU24 8JF	01932 873875	<a href="mailto:lsealy@surreycc.gov.uk">lsealy@surreycc.gov.uk</a>
Alan Peirce	Bagshot, Windlesham & Lightwater	11 Arthur Close Bagshot GU19 5QT	01276 453721	<a href="mailto:a.pierce@surreycc.gov.uk">a.pierce@surreycc.gov.uk</a>
David Ivison	Heatherside & Parkside	1 Dundaff Close Camberley GU15 1AF	01276 27778	<a href="mailto:david.ivison@surreycc.gov.uk">david.ivison@surreycc.gov.uk</a>
Fred Chipperfield	Camberley West	4 Melville Ave. Frimley GU16 8LX	01276 65138	No email
Chris Pitt	Frimley Green & Mytchett	Moor Farm 20 Henley Drive Frimley Green GU16 6NE	01252 834221	<a href="mailto:chris.pitt@surreycc.gov.uk">chris.pitt@surreycc.gov.uk</a>

2. If the County Councillor feels the project meets the criteria and wishes to support the project, the applicant should complete the bid form and return it to the Local Partnerships Team. They will confirm compliance with the allocation criteria and if this is met, will ensure the project is included in the next report to the Local Committee for their approval.
3. If the funding is approved, the Local Partnerships Team will complete the allocation process by sending out a confirmation letter, funding agreement form and payment advice form. Once these are received back, the payment can be made.
4. Evidence of expenditure (ie. Invoices and/or receipts totalling the amount given) should be sent through to the Local Partnerships Team within 3 months of receipt of the funding.

If you have any questions, please contact the Local Partnerships Team on 01276 800269 or email Jane Biscombe at [jane.biscombe@surreycc.gov.uk](mailto:jane.biscombe@surreycc.gov.uk)