



OFFICER REPORT TO LOCAL COMMITTEE (Surrey Heath)

Members Allocations 09/10

9 July 2009

KEY ISSUE

To set out the funding available for County Councillors' allocations for 2009/10, 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 £2,250 per Member into a central revenue fund for 09/10.
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 17 – 20.
6. Agree the allocations detailed in paragraphs 21 – 30

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 £49,500 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 £8,250 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. Plus £3,000 capital funds that have been returned as unspent.
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 £2,250 for 2009/10.
5. Previously Members also agreed that a maximum level of funding of £3,000 would be considered for each project. Members are asked to 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 09 / 10

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 Sustainable Community Strategy for Surrey Heath:
 - health and wellbeing
 - safer and stronger communities
 - housing, infrastructure and environment
 - children and young people
 - economic development
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 or 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

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

Capital Funding

14. 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

Allocation Procedure

15. 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.

16. 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

17. 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.
18. 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
19. 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.
20. 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

21. Title: It's a Knockout Community Day

Members Name: David Ivison
 Project Cost: £1,000.00
 Amount Requested: £ 500.00 (50%)

An opportunity for children, young people and local residents of Heatherside to come together in a days sporting activities to help minimise vandalism and foster community spirit during the summer holidays in August.

22. Title: Outings for Senior Citizens – Older & Bolder Group

Members Name: Bill Chapman
 Project Cost: £900.00
 Amount Requested: £900.00 (100%)

Costs towards taking up to 38 senior citizens living on the Old Dean estate, Camberley, who have limited outing opportunities on 2 off day coach trips to the New Forest and Windsor in August 2009. This funding will pay for the return coach travel, a canal trip and light refreshments

PROPOSALS FROM POOLED BUDGET

23. Title: Wet 'N' Wacky Girlguiding Centenary Launch

Members Name: David Ivison
 Project Cost: £1,500.00
 Amount Requested: £1,000.00 (66%)

A project to include 100 plus girlguides from the Surrey Heath area in a national celebration of 100 years of girlguiding. The funding is to pay for coaches to transport the girls to the event at Imber Court, East Molesey in September 2009.

24. Title: Church Activity Directory – Churches Together

Members Name: Bill Chapman
 Project Cost: £200.00
 Amount Requested: £200.00 (100%)

Costs to produce a Churches Together directory for churches in Surrey Heath, detailing all events happening for 2009. This directory is distributed to local contacts in the Surrey Heath area.

25. Title: Training for Counsellors in Couples work – Connect Christian Counselling Services

Members Name: Bill Chapman
 Project Cost: £ 800.00
 Amount Requested: £1,000.00 (80%)

Costs to train 4 workers in specialist couples counselling. Currently the waiting time for couples counselling is approximately 8 weeks.

26. Title: Toys and Equipment for EYFS – St Francis Pre-School

Members Name: David Ivison
 Project Cost: £1,920.35
 Amount Requested: £1,000.00 (52%)

Costs towards toys and equipment appropriate to the Early Years Foundation Stage recommendations. The pre-school has had a review to look at provisions for this stage of the children's learning and it highlighted a need for equipment to help the children in their education. A detailed list has been given with their bid form to explain what equipment the pre-school would like to purchase and why.

PROPOSALS FROM CAPITAL BUDGET**27. Title: Laptop computer and printer – St Paul’s Church**

Members Name: Bill Chapman
 Project Cost: £1,800.00
 Amount Requested: £1,800.00 (100%)

Costs to provide a laptop and printer for the Partnership Development Officer at St. Paul’s Church, Crawley Ridge to enable him/her to develop their role in projects such as Street Angels, in which volunteers go to Camberley Town Centre to talk to people and help them where possible.

28. Title: Car Park extension – Chobham Community Centre

Members Name: Lavinia Sealy
 Project Cost: £27,000.00
 Amount Requested: £ 3,000.00 (11%)

Costs towards increasing the car park at Chobham Community Centre from 25 to 51 spaces. This will ease congestion in the existing car park, which is used by the playgroup, customers of the doctor’s surgery, the Post Office and Chemist, making it difficult for regular users of the hall to park. By increasing the spaces, it is hoped that congestion will ease parking problems at the Centre and the surrounding roads.

29. Title: Engine replacement of lawn mower – Bagshot Football Club

Members Name: Stuart MacLeod
 Project Cost: £ 3,500.00
 Amount Requested: £ 300.00 (8%)

Costs towards replacing the engine on the lawn mower belonging to the Football Club. The mower is used to maintain Bagshot Playing Fields, which is used by Bagshot Playing Fields Association members and the general public.

ALLOCATIONS MADE UNDER DELEGATED POWERS SINCE 6TH MARCH 08**30. Title: The Grove School Puppet After School Club**

Members Name: David Ivison
 Project Cost: £360.00 (From 08/09 funds)
 Amount Requested: £360.00 (100%)

To set up an 8 week beginners course in puppeteering with Hubble Community Enterprise to help address PHSE and character building for vulnerable children at the school. It is anticipated that up to 60 children in three groups will benefit from this project, who will each received a certificate at the end of the course.

VARIATION TO EXISTING ALLOCATIONS

31. None

RETURNED FUNDS

32. £3,000 capital funding returned form Friends of Whitebourne.

CONCLUSION AND REASON FOR RECOMMENDATION

33. 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

34. 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: 01/07/09

Initials: JB

No of annexes: 2

Annex A

	Project	Allocation £	Date agreed	Paid ?
Capital				
£38,000	Car Park Extension – Chobham Community Centre	3,000.00		
	Laptop and printer for Partnership Officer – St Paul's	1,800.00		
	Replacement mower engine – Bagshot Football Club	300.00		
	Total	5,100.00		
Pooled				
£13,500	Coach travel to centenary – Camberley Girlguides	1,000.00		
	Directory of events – Churches Together	200.00		
	Toys and equipment – St Francis Pre-School	1,000.00		
	Couples counselling – Connect Christian Counselling	800.00		
	Total	3,000.00		

Mr Chapman				
£6,000	Senior Citizens Outing – Older & Bolder Group	900.00		
	Total	900.00		
Mr Fuller				
£6,000.00				
	Total			
Mrs Sealy.				
£6,000				
	Total			
Mr Ivison.				
£6,000	It's a knockout fun day – Heatherside Res. Assoc	500.00		
	Total	500.00		
Mr MacLeod				
£6,000				
	Total			
Mr Pitt.				
£6,000				
	Total			



Annex B

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 9th July 2009, please return your completed form by Friday 26th June 2009.

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
Denis Fuller	Camberley West	11b Kings Ride, Camberley GU15 4HU	01276 27276	denis.fuller@surreycc.gov.uk
Lavinia Sealy	Bisley, Chobham & West End	Timber Hill Chertsey Road Chobham GU24 8JF	01932 873875	lsealy@surreycc.gov.uk
Stuart MacLeod	Bagshot, Windlesham & Lightwater	171 Macdonald Road, Lightwater GU18 5UR	01276 489173	stuart.macleod@surreycc.gov.uk
David Ivison	Heatherside & Parkside	1 Dundaff Close Camberley GU15 1AF	01276 27778	david.ivison@surreycc.gov.uk
Bill Chapman	Camberley East	41 Hillcrest Road, Camberley GU15 1LF	01276 26383	william.chapman@surreycc.gov.uk
Chris Pitt	Frimley Green, Deepcut & Mytchett	Moor Farm 20 Henley Drive Frimley Green GU16 6NE	01252 834221	chris.pitt@surreycc.gov.uk

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.



Surrey County Council's Local Committee for Surrey Heath

Bids for Members' Allocations

<p>1. Name of project:</p>
<p>2. Which organisation would be responsible for carrying out the project?</p> <p>Name of contact person:</p>
<p>3. Description of Project:</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>4. What consultation has been undertaken?</p>
<p>5a. When will the project be: a) started</p> <p>b) completed</p> <p>b. When will you need the funds?</p>

6. What is the total cost of the project?
7. How much of the total cost would you like from the Local Committee?
Please include a breakdown of these costs and attach any relevant quotations.
8. a. Where is the rest coming from?
b. Is it promised already, or still to be found?
9 a. Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.
b. Have you applied for this funding from any other part of Surrey County Council? Please give details.
10. Have you received Local Committee funding for this or any other purpose in the past? Please give details.
11. If this project will need funding in the future, how will that be met?
12. Details of the contact person for your project. This should be the person with whom the Local County Councillor will liaise.
Name:
Role in project:
Address:
Tel. No.:
Email address:
<input type="checkbox"/> Please tick box if you do not wish to receive further SCC information by email.
13. Name of local County Councillor proposing request to the Local Committee:

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 or amber.jenkins@surreycc.gov.uk