



## OFFICER REPORT TO LOCAL COMMITTEE (Surrey Heath)

### Members Allocations 09/10

15 October 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 the allocations detailed in paragraphs 20 - 30
2. Notes the summary of allocations in Annex A
3. Notes the allocations agreed under delegated powers in Annex C

#### 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.
3. The current allocations are set out in Annex A to this report, together with the balance remaining to be spent.

4. Members agreed to pool £2,250 from each fund to a central pot. Members have also agreed that a maximum level of funding of £3,000 for revenue bids can be considered for each project but that projects over £3,000 may be considered for capital funding.

#### **Allocation criteria 09 / 10**

5. To be considered, projects should support County Council's Corporate plan 2009/10, Surrey County Council has identified five service improvement priorities for 2009/2010:
  - Protecting vulnerable children and young people
  - Helping adults to live independently and safely
  - Minimising and recycling waste
  - Improving Surrey's roads
  - Working to keep Surrey's economy successful
6. 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
7. 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.
8. 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.
9. 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.

10. 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
11. 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
12. To be considered projects need to be sponsored by their local County Councillor in the first instance.

### **Capital Funding**

13. 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**

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
  - (iv) 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. Title: Halloween on the Green – Heatherside Residents Association**

Members Name: David Ivison  
 Project Cost: £ 7,500.00  
 Amount Requested: £ 3,000.00 (40%)

To give local residents, young and old, food and entertainment, fostering community spirit. To help prevent crime, vandalism and associated mischief on one of the most difficult nights of the year. The money will go towards costs of games, bands, barbeque food and drinks, fancy dress, fireworks and other entertainment.

##### **21. Title: Old Dean Community Fun Day – Surrey Police**

Members Name: Bill Chapman  
 Project Cost: £ 3,000.00  
 Amount Requested: £ 1,500.00 (50%)

A multi agency day giving safety advice on crime prevention, drinking and the effect, bike safety and general safety around Halloween in the lead up to November. It will help build relationships between agencies, residents and clubs throughout Surrey Heath (ie. guides, cadets, brownies). The funding

will be used to cover the costs of outside entertainers (punch and judy, balloon modelling and a magician).

**22. Title: Family Learning Day – Surrey Lifelong Learning Partnership**

Members Name: Chris Pitt  
 Project Cost: £ 800.00  
 Amount Requested: £ 550.00 (68%)

A fun community day with plenty of activities for parents and children to work together. Many stalls will provide information about learning aimed at delivering learning locally. The aim is to draw the community together and giving an opportunity to learn a new skill that is transferable. It will also encourage people to engage in learning with their children.

**23. Title: Community social evening for Frimley Green and Mytchett – Surrey Police**

Members Name: Chris Pitt  
 Project Cost: £ 500.00  
 Amount Requested: £ 500.00 (100%)

An opportunity to bring the communities of Frimley Green and Mytchett together before Christmas. The evening will consist of the Surrey Police band and Army brass band playing carols, a buffet and stalls in the local church hall selling Christmas items. The funding will pay for the bands and food.

**PROPOSALS FROM POOLED BUDGET**

**24. Title: Crux Theatre Company – Camberley Youth for Christ**

Members Name: Denis Fuller  
 Project Cost: £ 1,000.00  
 Amount Requested: £ 1,000.00 (100%)

The funding will provide costs for the theatre company to give a 50 minute performance to local young people followed by a 60 minute workshop, helping young people to discuss issues of citizenship and their own impact on the environment. They will also examine how the choices they make impact people around them and in their community.

**25. Title: Newsletter - Surrey Heath Carers**

Members Name: Bill Chapman  
 Project Cost: £ 637.00  
 Amount Requested: £ 637.00 (100%)

Funding to cover the costs of producing 3 off newsletters to carers in the Surrey Heath area. Carers often feel very isolated because of their caring and the newsletters help them feel part of a group. It also offers information which is relevant to their caring. There are approximately 550 carers on their register.

**26. Title: Christmas Cracker Event – Camberley Town CIC**

Members Name: Bill Chapman/Denis Fuller  
 Project Cost: £ 10,000.00  
 Amount Requested: £ 1,000.00 (10%)

An event for and involving the local community. It will hopefully raise the profile of the town centre to attract visitors, shoppers and inward investment. It will create a vibrant atmosphere which can be enjoyed by all and support the local economy. The funding will be used to pay for entertainment including stilt walkers (£800) and balloons to give away to children.

**27. Title: Surrey Youth Games – Active Surrey Sports Partnership**

Members Name: David Ivison  
 Project Cost: £ 64,000.00  
 Amount Requested: £ 1,000.00 (1.5%)

The Games offer competitive opportunity to a wide range of young people, giving them a taste of taking part in a county wide event and wetting their appetite for further involvement in sport. The funding will go towards the costs of the event including venue hire, marketing, first aid, catering and signage. All other Local Committees have been or will be approached for funding towards this Countywide event.

**PROPOSALS FROM CAPITAL BUDGET****28. Title: Signage for Deepcut Village Centre and Cross Farm School - Highways**

Members Name: Chris Pitt  
 Project Cost: £ 966.00  
 Amount Requested: £ 966.00 (100%)

Costs to provide and erect road signage for the Deepcut Village Centre Hall and for Cross Farm School, Frimley Green.

**29. Title: New telephony system – Camberley Citizens Advice Bureau**

Members Name: Bill Chapman  
 Project Cost: £ 3,978.00  
 Amount Requested: £ 3,000.00 (75%)

Funding towards costs to provide a new phone system at the Bureau. It will allow staff to deal with more problems by phone rather than expecting all callers to come into the Bureau. It will also help staff handle the rapidly growing number of cases and be more helpful for urgent enquiries and for residents who have problems getting to the Bureau during office hours. The new phone system will comply with compulsory national standards being introduced in October 2010.

**30. Title: Community Safety Toolkit – Surrey Fire and Rescue**

Members Name: David Ivison  
 Project Cost: £ 3,025.00  
 Amount Requested: £ 3,000.00 (99%)

Funding to purchase a community safety tool kit consisting of a station banner, branded tent, pop up banner, leaflet dispenser and trestle table to enable community safety education to be delivered more effectively to the community. The tool kit will be used by all personnel attending a community event run by the Service or where they are in attendance.

**VARIATION TO EXISTING ALLOCATIONS**

31. Capital funding given to Camberley Library in 2007-2008  
 £1,800 was given towards new shelving at the library. To date only £1,144.00 had been spent and they have requested for the remainder of the money to be spent on 5 pieces of equipment for children's storytime and craft sessions. Bill Chapman has agreed to this variation.

**RETURNED FUNDS**

32. £3,000 revenue funding returned from Friends of Whitebourne to Cllr Denis Fuller's allocation.

**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 ?
<b>Capital</b>				
£35,000	Car Park Extension – Chobham Community Centre	3,000.00	09.07.09	
	Replacement mower engine – Bagshot Football Club	300.00	09.07.09	
£21,234.00	Replacement boiler – Windlesham United Charities	3,000.00	09.07.09	Y
remaining	Widening of gates at Pilgrims Way Play area – Bisley PC	500.00	22.07.09	
	Community Safety Tool Kit – Surrey Fire & Rescue	3,000.00		
	New phone system – Camberley CAB	3,000.00		
	Road signage in Deepcut / Frimley	966.00		
	Total	13,766.00		
<b>Pooled</b>				
£13,500	Coach travel to centenary – Camberley Girlguides	1,000.00	09.07.09	Y
	Directory of events – Churches Together	200.00	09.07.09	
£6,040.75	Toys and equipment – St Francis Pre-School	1,000.00	09.07.09	Y
	Couples counselling – Connect Christian Counselling	800.00	09.07.09	Y
	Replacement lighting for hallway – Heatherside Centre	822.25		
	Christmas Cracker Event – Camberley Town CIC	1,000.00		
	Printing of Newsletters – Surrey Heath Carers	637.00		
	Theatre Productions – Camberley Youth for Christ	1,000.00		
	Costs towards Surrey Youth Games – Active Surrey Sports Partnership	1,000.00		
	Total	7,459.25		



ITEM 7

<b>Mr Chapman</b>				
£6,000	Senior Citizens Outing – Older & Bolder Group	900.00	09.07.09	Y
	Laptop and printer – Churches together	500.00		
£4,600.00 remaining				
	Total	1,400.00		
<b>Mr Fuller</b>				
£9,000.00 *				
	Total			
<b>Mrs Sealy.</b>				
£6,000	Village Design Statement – West End Village Group	750.00		
£5,250.00 remaining				
	Total	750.00		
<b>Mr Ivison.</b>				
£6,000	It's a knockout fun day – Heatherside Res. Assoc	500.00	09.07.09	Y
	Halloween on the Green – Heatherside Res. Assoc.	3,000.00		
£2,500.00 remaining				
	Total	3,500.00		
<b>Mr MacLeod</b>				
£6,000				
	Total			
<b>Mr Pitt.</b>				
£6,000	Family Learning Day – Surrey Lifelong Learning	550.00		
	Community Social Event – Surrey Police	500.00		
£4,950.00 remaining				
	Total	1,050.00		

\* £3,000 returned from Friends of Whitebourne



## 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 9<sup>th</sup> July 2009, please return your completed form by Friday 26<sup>th</sup> 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](mailto:jane.biscombe@surreycc.gov.uk).



## 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>b) completed</p> <p><b>b. When will you need the funds?</b></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

Annex C

**ALLOCATIONS UNDER DELEGATED POWERS****Laptop and Printer – Churches Together in Camberley**

Members Name: Bill Chapman

Project Cost: £ 500.00

Amount Requested: £ 500.00 (100%)

Funding for a laptop and printer to be used by their Partnership Development Officer in projects like Street Angels.

**Village Design Statement – West End Village Design Committee**

Members Name: Lavinia Sealy

Project Cost: £ 1,500.00

Amount Requested: £ 750.00 (50%)

Funding towards costs of producing a village design statement for the village of West End. The Committee aim to collect and co-ordinate the aims and aspirations of the community of West End in order to preserve and enhance what is valued in the village. They plan to fully engage the community by using questionnaires, consultations and providing feedback via posters, newsletters and the WEVS website.

**Gate widening at Pilgrims Way play space – Bisley Parish Council**

Members Name: Lavinia Sealy

Project Cost: £ 500.00

Amount Requested: £ 500.00 (100%)

Funding towards removing an existing metal gate and posts and enlarge to comply with the Disablement Discrimination Act. This will enable the play space to be used by children from Bisley and the surrounding area who are currently excluded if they have parents/carers who cannot get access into the play space in order to be able to supervise their children.

**Lighting replacement – Heatherside Community Centre**

Members Name: David Ivison

Project Cost: £ 822.25

Amount Requested: £ 822.25 (100%)

Funding towards replacing the lighting in the entrance hall of the Centre, which is currently very dim and poorly lit, with low energy commercial white downlighters thus making a much more welcoming place for the many visitors from all over Surrey Heath who use the Centre on a daily basis.