

Record of decision taken under delegated powers by a council officer



Title:	Your Fund Surrey Application: CF288 Shepherd's Rest Café
Divisions Affected:	1. Shalford – Matt Furniss
Key Decision:	No Note: This record relates to a decision which impacts solely on one division as set out above.
Reason Key:	N/A
Decision taken under delegation by virtue of:	Cabinet/ Committee decision Cabinet 21st July 2020 Min Ref: 112/20 COMMUNITY PROJECTS FUND [Item 10] Link

Summary

This decision record sets out the key information for publication on the decision by the Executive Director for Customer and Communities to approve expenditure for a Your Fund Surrey project located in Shalford.

The agreed recommendations are set out below and details of the project are set out in a decision report attached as an annex to this record.

Decision made

Decision made:

It was AGREED to:

- fund the full amount requested of £27,065 (26% of total project cost), comprised of:**
 - £25,712 of capital funding towards the accessible toilet installation, heating, landscaping and general fit-out of the extension to be paid in staged payments, on evidence of spend.
 - £1,353 (5%) to be held by SCC until final evidence of income, expenditure and evaluation is received

Reasons for Decision:

These decisions are to enable expenditure from the Your Fund Surrey to be awarded to a project which have been the subject of a rigorous assessment process by officers and considered by the Your Fund Advisory Panel.

Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.

Decision taken by:

Marie Snelling, Executive Director - Customer and Communities

Decision taken on:	3 July 2023
To be implemented on:	3 July 2023 (decision not subject to call-in)

Alternative options considered

N/A

Summary of any financial implications

<p>This project that has been approved for funding and has been through the due diligence and agreed governance process.</p> <p>Cabinet agreed in July 2020 the funding for these projects would be drawn from capital funding allocated to Your Fund Surrey within the Capital Programme</p>

Declarations of conflicts of interest

None

Consultation/Process Followed

<p>Decision taken in consultation with Cllr Denise Turner-Stewart, the Cabinet Member for Communities and Community Safety and following Your Fund Surrey Advisory panel review.</p>
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Background Documents

Exempt:

Annex 1 – Your Fund Surrey Decision Report CF288	No
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Annex 1

Your Fund Surrey - Delegated Officer Decision Report

DATE: 22nd June 2023

SUBJECT: YOUR FUND SURREY APPLICATION – THE CHURCH OF THE GOOD SHEPHERD

PROJECT NAME: Shepherds Rest Café

CF REFERENCE: CF288

Purpose of the Report:

This decision record sets out the key information for publication on the decision by the Executive Director for Customer and Communities to approve expenditure for a Your Fund Surrey.

This is to enable expenditure from Your Fund Surrey to be awarded to projects which have been assessed by Officers to meet the fund criteria and further considered by the Your Fund Advisory Panel. The vision of Your Fund Surrey (YFS) is to bring community-led and place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

Recommendations:

Officer Recommendations in consultation with the Advisory Panel.

It is recommended:

- To fund the full amount requested of £27,065 (26% of total project cost), comprised of:**
 - £25,712 of capital funding towards the accessible toilet installation, heating, landscaping and general fit-out of the extension to be paid in staged payments, on evidence of spend.**
 - £1,353 (5%) to be held by SCC until final evidence of income, expenditure and evaluation is received.**

Reason for Recommendations

- This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.
- The café is well used by the local community and the proposed improvements will bring the building up to standard and ensure it can be used by the whole community.

Executive Summary

- The Shepherds Rest Café, in the Church of the Good Shepherd, is located in the Division of Shalford in the Borough of Guildford. The café was opened by volunteers eight years ago and serves hot lunches and light refreshments to local people who are isolated and vulnerable. The café is located in a semi-rural area with limited transport links to bigger towns in the area. The café had to close during the COVID-19 pandemic and has only opened sporadically since due to the space not being fit-for-purpose.

Lower Super Output Area (LSOA)	Guildford 017A – Pilgrims
National Index of Multiple Deprivation (IMD)	8 (1 being the most deprived 10%)
Surrey Index of Multiple Deprivation	4 (1 being the most deprived 10%)

4. Despite its condition the café has seen an increase in demand for its services, particularly for young people and families, people with caring responsibilities and walkers on the proposed Farnham Pilgrimage Route. Consequently the church has fundraised to extend the church kitchen into a café area and improve accessibility. The outer shell of the extension has been completed and they are now seeking funding to complete the project. The bid to Your Fund Surrey seeks to install an accessible toilet, electric heaters and landscape the rear of the café to improve its appearance.
5. The church and its café play an active role in the local community, offering themed lunches and fund raising events such as jumble sales and book swaps. The café is run as a not-for-profit and any surplus is reinvested into the café to continue to provide affordable services for local people.

Details

Description of project benefits

6. The benefits to the project include:
 - Reduces isolation for vulnerable residents
 - Increases volunteering opportunities in the area
 - Provides a space for enhanced social cohesion

Project Timeframes and Management

7. The delivery of the project will be managed by the working group of volunteers from the church who have already delivered the extension build. The ongoing operation of the café will continue to be the responsibility of the volunteers already running the café.

Financial and Value for Money Implications

8. YFS funding is requested to contribute towards the heating, accessible toilet and landscaping. The project has applied for £27,065 which equates to 26% of the overall project costs. The remaining monies needed for the project have been raised from various sources (see Table 1).
9. Table 1. Financial Summary details the £76,990 of other funding against the total project cost of £104,055. Table 2 details the total project cost breakdown.

Table 1. Financial summary

Amount applied for:	£27,065
Total project cost:	£104,055
Percentage of cost against total:	26%
Have other funding sources been secured?	Yes
Other funding:	Donations – £33,455 Church contributions - £10,154 Fundraising - £15,631 Grants - £17,749
Is there a commercial element to the project?	No
Amount suggested for funding:	£27,065

Table 2. Project Cost breakdown:

Activity	Total Cost
Extension construction	£47,500
Guildford inspector	£660
Materials	£774

Accessible toilet and installation	£1,605*
Insulating ceiling and plastering	£2,565
Floor surfacing	£1,520
Doors	£182*
Kitchen fit out	£6,000
Kitchen completion	£2,340
External rendering	£5,600
Heating installation	£2,345*
Electrics	£2,918
Decorating	£1,500
Stackable chairs	£4,017*
Outdoor furniture e.g. parasols	£915*
Landscaping of gardens	£12,400
Contingency	£11,211
Total	£104,055

*Denotes element with YFS contribution.

10. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded.

Expert Hub Review

11. Finance - The application has been reviewed and all outstanding queries are now resolved. Partnership funding has been contributed from a relatively wide range of sources. Overall, it is a small-scale investment and risk is considered to be low.

Advisory Panel Comments

12. The Advisory Panel functions in an advisory capacity and its role is intended to assist the formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel is to review shortlisted applications and to advise and inform the final officer recommendations to the appropriate decision-maker.

13. The Advisory Panel met on 14th June 2023. A report detailing project CF288 was shared with panel members in advance and questions were invited ahead the meeting. There were no issues raised by panel and a unanimous decision was reached to recommend the project for the full amount requested.

Consultation

Summary of Support

14. This project did not feature on Have Your Say due to concerns of digital poverty for a large proportion of the café's users. However the project has received the following support:

- Seven letters of support from residents
- Forty two signatures supporting the project

15. The Divisional Councillor Matt Furniss fully supports the application and has commented as follows:

I am in full support of the Shepherd's Rest Café project. This is a hardworking and dedicated community providing for the wider area including other villages. The applicants have been exceptional in their delivery of the project which had its dedication last Sunday by the vicar. It was well attended by the local community which has been supporting the project. The extension allows for a greater use of the facilities with a new disabled toilet meaning that they can cater to all areas of the community. The further

improvements will allow even more use of the site, providing additional alternative space for the users of the church and facilities.

Risk Management and Implications:

16. The applicant has provided an overview of risks against the project in Table 3 below. Officers consider there to be adequate control measures in place.

Table 3. Summary Table of Risks and Key Mitigations

Risk description	RAG	Mitigation action/strategy
Prices rises above current predications		Applicant has submitted recent quotes.
Café is under utilised		Strong partnerships locally and well used currently despite the need to upgrade.

Equalities and Diversity:

17. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that it will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.

18. An Equalities Impact Assessment has been produced for YFS and was circulated as an Annex to the YFS Cabinet Report 26th January 2021.

Legal implications – Monitoring Officer:

19. The report sets out the information and steps for the consideration of the application further to the Council’s governance arrangements for Your Fund Surrey.

20. Further to those arrangements, if approved, the Council and the organisation will enter into a comprehensive funding agreement which will include the performance measures that will be put in place to ensure the funding is used as intended as well as clearly describing any support or additional conditions agreed as part of the funding award.

Other Implications:

21. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail in Table 4 below.

Table 4. Implications for council priorities and policy areas

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	No direct implications
Environmental sustainability	No direct implications
Public Health	The project has a positive impact on wider health determinants with specific reference to older adults having a place to socialise and connect with local people.

What Happens Next:

- Following Delegated Officer approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this

decision will be included in the YFS Decision Tracker and the next Cabinet report containing an update on Your Fund Surrey.

- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
 - The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement incorporating any additional conditions.
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Consulted:

Division County Councillor

Corporate finance

Sources/background papers:

Your Fund Surrey Governance Document

