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| Report to | Chippenham Area Board |
| Date of Meeting | 10 September 2013 |
| Title of Report | Area Board Funding |

Purpose of Report

To ask councillors to consider officer recommendations in respect to:

1. Kington St Michael Parish Council – award £4,662 towards the Tor Hill Footpath Phase Two, conditional upon the balance of funding being in place.
2. Sheldon Road Methodist Church – award £500 from the Digital Literacy fund for the purchase of a projector for the Computer Assist project.
3. The Salvation Army – award £500 from the Digital Literacy fund towards the Computer Assist programme.
4. To note expenses of £650 paid for Skatepark consultation meetings, under delegated authority.
5. To note expenses of £250 paid for the Chippenham Area Board Community Awards, under delegated authority.

1. Background

- 1.1. Area Boards have authority to approve area grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014.
- 1.2. In accordance with the Scheme of Delegation, any decision of an area board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. Chippenham Area Board has been allocated a 2013/2014 budget of **£112,590** for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led initiatives. In 2013/14 only capital funding is available for community area and digital literacy grants.
- 1.6. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. In support of the Olympic and Paralympic legacy, in 2013/14 the Chippenham area board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.8. Applications of up to and including £500 can be made for a Community Area Grant, which will not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000. Grants of up to £500 are available for Digital Literacy projects.
- 1.9. New for 2013/14 is a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).

- 1.10. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.11. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire councillors on the area board.
- 1.12. Funding applications will be considered at every area board meeting whilst there is money available.
- 1.13. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to their area board blog-site. Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

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| Background documents used in the preparation of this report | <u>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</u> <u>Chippenham Community Area Plan</u> <u>Local Area Joint Strategic Assessment for Chippenham 2011</u> |
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2. Main Considerations

- 2.1. Chippenham Area Board has been allocated a 2013/2014 budget of **£112,590** that may be allocated through Community Area Grants, Digital Literacy Grants, Area Board/Councillor Led Initiatives and core funding for the CAP.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2013/2014 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are 5 funding rounds during 2013/14. Deadlines for receipt of funding applications are as follows:
 - Monday 20 May 2013 to be considered at the Chippenham Area Board meeting on 1 July 2013

- Monday 22 July 2013 to be considered at the Chippenham Area Board meeting on 10 September 2013
 - Monday 23 September 2013 to be considered at the Chippenham Area Board meeting on 4 November 2013
 - Monday 25 November 2013 to be considered at the Chippenham Area Board meeting on 6 January 2014
 - Monday 20 January 2014 to be considered at the Chippenham Area Board meeting on 3 March 2014
- 2.5. On 30th April 2012, Chippenham Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings.
- 2.6. The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting.

3. Environmental & Community Implications

- 3.1. Area board grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the area board's budget allocated to the Chippenham Area Board.
- 4.2. If grants are awarded in accordance with officer recommendations Chippenham Area Board will have a balance of **£95,633**.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

7.2. Implications relating to individual grant applications will be outlined in section 8, 'Officer Recommendations' of the funding report.

8. Officer Recommendations

| Ref | Applicant | Project proposal | Funding requested |
|------|-----------------------------------|-----------------------------|-------------------|
| 8.1. | Kington St Michael Parish Council | Tor Hill Footpath Phase Two | £4,662 |

8.1.1. Officers recommend that Kington St Michael Parish Council is awarded £4,662 towards the Tor Hill Footpath Phase Two, conditional on the balance of funding being in place.

8.1.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council's finance department.

8.1.3. This application meets the aspirations of the Community Area Plan: improving the environment (4.9) and poor condition of public footpaths (7.6).

8.1.4. Kington St Michael Parish Council has contributed to stage one of this project and is now looking for a contribution to provide a stable surface on the newly created footpath at Tor Hill (phase one).

8.1.5. The footpath runs along a narrow stretch of road with a bend that has an increased footfall particularly children.

8.1.6. In addition to phase one of the project, the parish council has also paid for a community shelter and does not want to deplete its reserves further this year.

8.1.7. The parish council would like to start phase two of the project as soon as possible to stop the newly created footpath slipping into the highway and to protect its surface.

| Ref | Applicant | Project proposal | Funding requested |
|------|-------------------------------|------------------------------|-------------------|
| 8.2. | Sheldon Road Methodist Church | Projector – Digital Literacy | £500 |

8.2.1. Officers recommend that Sheldon Road Methodist Church is awarded £500 for a projector in line with the aspirations of the Digital Literacy initiative.

8.2.2. This application meets digital literacy recommendations and has been classified as a capital project by Wiltshire Council's finance department.

- 8.2.3. The Beacon Centre is hired by many users from Chippenham for a cross section of services: adult literacy programmes, Alabare Include, NHS Mental Health Team, Alzheimers Society, training courses etc.
- 8.2.4. The centre facilitates groups and local organisations to provide training, teaching and assistance to a diverse range of people from our community on a variety of subjects including web safety and how to find information of the internet - training is also linked to websites which are accessed during training and presentations.
- 8.2.5. The current projector needs replacing and the organisation are particularly short funds due to an exceptionally long, cold period leading to utility bills that exceeded their budget.
- 8.2.6. The centre has a high rate of bookings from September which require the use of the projector for their digital literacy courses.

| Ref | Applicant | Project proposal | Funding requested |
|------|--------------------|--|-------------------|
| 8.3. | The Salvation Army | Computer Assist – Digital Literacy project | £500 |

- 8.3.1. Officers recommend that The Salvation Army is awarded £500 towards the Computer Assist project in line with the aspirations of the Digital Literacy initiative.
- 8.3.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council's finance department.
- 8.3.3. The Salvation Army offer a weekly drop-in session that enables those without computers or computer knowledge to access internet services and become technologically-aware.
- 8.3.4. Not having access to a computer can be a barrier to those who are would like to apply for housing and providing access to the internet can help to remove these barriers. The centre offers an ongoing network and support as clients make bidding applications for housing in order for them to make the transition towards more independent living.
- 8.3.5. The centre also assists clients to look for employment though online job searches. The centre's volunteers help with the display and content of CVs and train users to use email to apply for jobs researched online.
- 8.3.6. The centre's volunteers also advise clients how to go about researching comparative utility providers to help them manage their budgeting more successfully.

8.3.7. There is a particular focus on the elderly, jobless, vulnerable and those who are financially disadvantaged. Clients range from those who have never used a computer before to those who are regular and competent users who need help with specific applications or problems.

8.3.8. The Computer Assist volunteers are trained in skill sharing and working with the vulnerable and due to their high volunteer/client ratio they are able to provide individual support where needed.

8.3.9. This grant will help the centre with a major upgrade of their equipment and they are contributing £3,689 themselves.

| Ref | Applicant | Project proposal | Funding requested |
|------|---|-------------------------|-------------------|
| 8.4. | To note expenditure under delegated authority | Skatepark meeting costs | £650 |

8.4.1. Under the delegated authority described in section 2.5 above, please note that the Chippenham Area Board Chairman authorised the payment of the hire of two halls for meetings and the hire of sound equipment and technician.

8.4.2. Breakdown of the costs are as follows:

- Monkton Park School Hall £30
- West End Club £50
- Status Audio Visual £570

| Ref | Applicant | Project proposal | Funding requested |
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| 8.5. | To note expenditure under delegated authority | Chippenham Area Board Community Awards | £366 |

8.5.1. Under the delegated authority described in section 2.5 above, please note that the Chippenham Area Board Chairman authorised the payment for the purchase of cheques for the Community Area Awards.

- Winners' cheques £250

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| Appendices | <p>Appendix 1 – Kington St Michael funding application</p> <p>Appendix 2 - Sheldon Road Methodist Church digital literacy funding application</p> <p>Appendix 3 – Salvation Army digital literacy funding application</p> |
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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