

# AGENDA SUPPLEMENT (1)

---

**Meeting:** Chippenham Area Board  
**Place:** Wiltshire & Swindon History Centre, Chippenham, SN15 3QN  
**Date:** Monday 3 September 2012  
**Time:** 7.00 pm

---

Please direct any enquiries on this Agenda to Penny Bell, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01249 706613 or email [penny.bell@wiltshire.gov.uk](mailto:penny.bell@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

12a     **Funding** (*Pages 1 - 8*)

---

DATE OF PUBLICATION: Tuesday 28 August 2012
---



<b>Report to</b>	<b>Chippenham Area Board</b>
<b>Date of Meeting</b>	<b>3<sup>rd</sup> September 2012</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

## **Purpose of Report**

To ask Councillors to consider:

1. 1 application seeking 2012/13 Area Board Funding: Area Board Project - Award £1,000 for the Victorian Fayre

## 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 (4<sup>th</sup> April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 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 emphasis in the Coalition Government's 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. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Chippenham Area Board has been allocated a 2012/2013 budget of **£68,917** for Community Area Grants, Small Grants, Community Partnership core funding and Area Board/Councillor Led initiatives.
- 1.5. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The Area Board will not normally award more than £5,000.
- 1.6. Small Grants, new for this year will fund up to £350, where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.7. Area Boards will not consider Community Area Grant (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.
- 1.8. In addition to CAGs and Small Grants, Councillors can submit an Area Board/Councillor Led Initiative. This enables Area Boards to tackle community issues and/or community identified priorities. Cabinet has emphasised that it does not wish these applications to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.

- 1.9. 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.
- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.12. The 2012/2013 funding criteria and application forms are available on the council's website ([www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)) and paper versions are available from the Community Area Manager.
- 1.13. A decision was been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.14. All recipients of Area Board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the Area Board. This applies to all grants made by the Area Board.
- 1.15. On 30<sup>th</sup> April, 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.
- 1.16. 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
- 1.17. A budget of £6,900 ring-fenced for the needs of young people has again been made available in 2012/2013. This will be allocated using the "Participatory Budgeting" method.
- 1.18. Chippenham Area Board has a separate Community Area Transport Group (CATG) budget of £39,587 for 2012/13.
- 1.19. At the Area Board meeting on 30th April, Councillors approved the award of £2,000 towards the Olympic Torch Day Celebrations. The arrangements for the day were delivered under budget and as a result £907 has been returned. Funding awarded to date therefore totals £16,402. This leaves a balance of **£52,515** for 2012/13.

<b>Background documents used in the preparation of this Report</b>	<ul style="list-style-type: none"> <li>• Area Board Grant Guidance 2012/13 as presented for delegated decision</li> <li>• Chippenham and Villages Community Area Plan</li> </ul>
--	--

## 2. Main Considerations

2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.

2.2. There will be 6 rounds of funding during 2012/2013. The first took place on 30<sup>th</sup> April 2012, the second on 9<sup>th</sup> July, the third is contained in this report and the remaining will take place on:

- 5<sup>th</sup> November 2012                      deadline for applications 24<sup>th</sup> September 2012
- 7<sup>th</sup> January 2013                        deadline for applications 26<sup>th</sup> November 2012
- 4<sup>th</sup> March 2013                         deadline for applications 21<sup>st</sup> January 2013

2.3. Chippenham Area Board was allocated a 2012/2013 budget of **£68,917** for Community Area Grants, Small Grants, Community Partnership core funding and Area Board/Councillor Led initiatives.

## 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 Boards budget allocated to the Chippenham Area Board.

4.2. If grants are awarded in line with officer recommendations, Chippenham Area Board will have a balance of **£51,515**.

## 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 are outlined within section 8 – "Officer Recommendations".

## 8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Area Board Project	Victorian Fayre	£1,000

- 8.1.1. Funding is sought for a Victorian Fayre event as part of the Christmas celebrations in Chippenham.
- 8.1.2. This application meets funding criteria 2012/13
- 8.1.3. This application demonstrates a link to the Community Plan "Increase support for community facilities and events and to encourage a range of cultural opportunities for both residents and visitors to the area".
- 8.1.4. This project links to a Chippenham Vision Board key objective "Develop the town centre, making it more attractive to visitors and improve the retail offer".
- 8.1.5. Officers understand that this project will be delivered in partnership and supported by Chippenham Town Council, Chippenham & Villages Area Partnership, Chippenham Museum & Heritage Centre, Sevington Victorian School, Cherish Chippenham to provide:
- Stalls and stands
  - Street entertainers
  - Publicity and promotion

<b>Appendices:</b>	Appendix 1 – Area Board Project application – Victorian Fayre
--------------------	---

No unpublished documents have been relied upon in the preparation of this report.

<b>Report Author:</b>	Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: <a href="mailto:victoria.welsh@wiltshire.gov.uk">victoria.welsh@wiltshire.gov.uk</a>
-----------------------	--







## Area Board Projects and Councillor Led Initiatives Application Form 2012/2013

**To be completed by the Wiltshire Councillor leading on the project**

Please ensure that you have read the Funding Criteria before completing this form  
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE  
CONSIDERED

### 1. Contact Details

<b>Area Board Name</b>	Chippenham Area Board		
<b>Your Name</b>	Councillor Peter J Hutton		
<b>Contact number</b>	01249 660713	<b>e-mail</b>	peterjohnhutton@aol.com

### 2. The project

<b>Project Title/Name</b>	Victorian Fayre		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	A Victorian Fayre will be a family focussed event to form part of the Christmas celebrations in Chippenham. All of the stallholders and entertainers will be in Victorian Costume. There will be carol concerts and street entertainers and it is hoped that local schools will also participate. This will be a wonderful opportunity to provide both local business and our community with an event they can all be involved with.		
<b>Where is this project taking place?</b>	Chippenham Market Place/Buttercross		
<b>When will the project take place?</b>	Saturday 15 December 2012		
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	Local economy and community cohesion have been highlighted as priorities. This event is to help promote local business and get the community involved.		

<b>How will the local community benefit?</b>	It is anticipated that businesses will benefit by having additional people in the town centre. Local schools, groups, clubs and organisations will have the opportunity to promote themselves, gain support and recruit new members and supporters. Local events make a significant contribution to the quality of community life. Feedback from the Cherish Chippenham day and Torch Relay day indicates that local people are keen to participate in community activities.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)			
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	"Increase support for community facilities and events"		
<b>What is the desired outcome/s of this project?</b> The outcome would be to hold similar Christmas events to help promote both business and local community.			
<b>Who will be responsible for managing this project?</b> Joint management - Councillor Peter Hutton/Area Board/Chippenham Town Council			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 1,000		
<b>How much funding are you applying for?</b>	£ 1000		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)	Chippenham Area Board		
<b>4. Declaration – I confirm that...</b>			
<input checked="" type="checkbox"/> <b>The information on this form is correct and that any grant received will be spent on the activities specified</b>  <input type="checkbox"/> <b>Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</b>			
<b>Name:</b> Peter J Hutton		<b>Date:</b> 13/08/2012	
<b>Position in organisation:</b> Wiltshire Council Councillor			
<b>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</b>			