

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: Wednesday 9 July 2014
Time: 7.00 pm

COMMUNITY AREA GRANT – APPLICATION FORMS

Relating to item 12 on the agenda for the above meeting

WILTSHIRE COUNCIL

Appendix 1

MALMESBURY AREA BOARD
9 July, 2014

Malmesbury & Villages Community Area Partnership (MVCAP) Claim for Core Funding 2014/2015

1. Purpose of the Report

- 1.1. To seek the Board's approval to core funding to MVCAP covering the financial year 2014/15 to be agreed at this meeting, 9 July.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community area partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be one tranche of funding to community partnerships during 2014/15. Details of this award are contained within this report.
- 2.3. Malmesbury Area Board has been allocated a 2014/2015 budget of £40,621 for community grants, community partnership core funding, digital literacy and councillor led initiatives of which £6,093 is revenue.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. MVCAP were awarded £8,118 in 2013/2014.
- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if MVCAP's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, MVCAP are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer and WfCAP's Manager as a workable document as well as having been discussed with area board councillors.

- 3.5. Malmesbury & Villages Community Area Partnership submitted a 2014/15 claim for £8,118 total core costs. This figure is greater than the amount of revenue funding Malmesbury Area Board has available to award. The area board have therefore regretfully given notice to the Partnership that they are unable to fund their operating costs in future. However, in order to comply with the Wiltshire Compact, will be funding operating costs for the next 6 months to a level of £4,059.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Malmesbury Area Board.
- 4.2.2 This will mean that in future MVCAP will need to look for operational funding from other charities, but will be able to apply to the area board for capital projects.

4.3. Legal Implications

- 4.3.1 There are no specific legal implications related to this report. The area board has complied with the Wiltshire Compact by giving MVCAP notice and 6 months funding.

4.4. HR Implications

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

4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of MVCAP is open to anyone with an interest in the community area.

5. Recommendation

The Partnership Development Officer recommends that the area board:

- approve six months core funding of £4,059 with an agreement to release this money immediately and thereafter cease funding MVCAP operational costs.

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E-Mail: andrew.jack@wiltshire.gov.uk

Appendices:
Appendix A MVCAP Annual Workplan 2014/15
Appendix B MVCAP Action Plan 2014/15

Annual Workplan 2014/15

| CAPA commitments | Proposed initiatives and activities |
|---|---|
| <p>Partnership Development</p> <p><i>“To establish and maintain a Partnership Steering Group and Thematic Groups as necessary”</i></p> | <p>The Management Committee is made up of the charity's trustees plus other individuals who support the work of MVCAP. Its purpose is to co-ordinate direction of MVCAP and provide mutual support.</p> <p>MVCAP is affiliated to WfCAP and members attend WfCAP meetings and events.</p> <p>MVCAP’s work is supported by a Project Officer and Administrator. The Project Officer* (engaged on a self-employed basis) plays a proactive role in organising events and consultations; manages and develops the MVCAP online presence; organizes MVCAP planning processes and project management; and works to drive forward themed projects, assisting project teams as required. The Administrator* provides administrative support for the Steering Group including minute taking, meeting scheduling, and facilities bookings.</p> <p>MVCAP have themed groups on the subjects of the environment, walking, community safety, WW1 centenary, and sporting participation. Each group may have multiple projects running or in development.</p> <p><i>* Currently the Project Officer and Administrator roles are being undertaken by the same person</i></p> <p>To further develop MVCAP over the next 12 months, members will work to raise its profile by</p> |

Annual Workplan 2014/15

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| | <p>attending a range of community events, by increasing its profile in local physical and online media, and by developing projects that bring tangible benefits to the local community.</p> <p>Management Committeemembers will be provided with training thus increasing the individual and collective skills and knowledge of the group.</p> <p>MVCAP will support local groups, projects and initiatives by providing practical support, seeking funding and encouraging and facilitating greater partnership working within the community.</p> <p>MVCAP will seek to work in partnership with the Area Board to deliver projects that benefit the community and to carry out further consultation when required.</p> |
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Annual Workplan 2014/15

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| <p>Accountability</p> <p><i>“To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”</i></p> | <p>MVCAP has open membership. Everybody can apply at no charge to be a full voting member. Everybody in the community is automatically considered to be an associate member.</p> <p>MVCAP uses its own public events, attendance at community events, its website and social media presence, and a range of other publicity methods in order to communicate its workplan and ongoing projects. It also uses these opportunities to further consult on issues highlighted within the Community Plan or highlighted by JSA events.</p> <p>MVCAP continues to develop an extensive database of organisations, community groups and projects within its area and will work to support them.</p> <p>All events, meetings and projects undertaken or supported by MVCAP will be evaluated and where necessary an impact assessment will be undertaken. This will evidence community support and highlight areas of action. This will be particularly important in cases where there has been an application for external funding.</p> |
| <p>Communication</p> <p><i>“To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers”</i></p> | <p>MVCAP uses a range of methods for communicating with the wider community including website, newsletter, social media, posters, contact database, personal invitation and press releases. MVCAP also have a Communication and Publicity sub-group.</p> <p>MVCAP will use its range of communication methods to encourage wider participation in its activities and will demonstrate the personal and collective value and benefits of volunteering.</p> <p>MVCAP will work to raise its profile at community events and enhance its reputation with the Town and Parish Councils in its area.</p> <p>MVCAP will use its website to promote all MVCAP and local events. The website can also be used to gain public views through online consultations or surveys.</p> <p>MVCAP will continue to develop its use of online social media so that it can engage and consult with</p> |

Annual Workplan 2014/15

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| | <p>a wider demographic including younger people.</p> <p>MVCAP will continue to develop and update online and physical media that explain MVCAP’s purpose and its role within the wider community area.</p> <p>MVCAP will hold open events to communicate and engage with the wider community on a range of issues that affect them. It will also seek to use these events to target hard to reach groups.</p> <p>MVCAP continues to expand its contact database which currently holds the details of over 750 organisations, clubs, and individuals in the MVCAP area.</p> |
| <p>Consultation</p> <p><i>“To consult widely on a range of socio-economic issues including the holding of public engagement events and activities”</i></p> | <p>During 2014/15 MVCAP will continue to develop relationships with groups and individuals within all sectors of the community including young people. MVCAP will continue to develop its use of social media to engage with hard to reach groups. This will enable MVCAP consultation and engagement initiatives to collect a broader and more representative range of views from within the community.</p> <p>MVCAP use public events as a means to consult. During 2013/14 MVCAP successfully ran a series of Community Safety Forums. It also ran information stalls at many local events.</p> <p>Moving forward MVCAP will use its public events and website to survey and consult with the community on a range of topics. It will use events to undertake further consultation on issues arising from the Community Plan or JSA and to target the needs of hard to reach groups within the community.</p> <p>It is important for MVCAP to build and maintain strong links to the local councils. The MVCAP website maintains direct links to all available Parish Council and School websites. In 2013/14 MVCAP worked with local councils on the PHEW! Olympic Legacy and Great War Project. MVCAP aim to build on these successes and will continue to identify areas or projects where partnerships can be built.</p> |

Annual Workplan 2014/15

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| <p>Community Planning</p> <p><i>“To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop and action plan and identify projects to address these issues. This will be done in consultation with the wider community, in order that it properly represents their concerns and aspirations”</i></p> | <p>MVCAP will use public events, their website, social media, and Parish Council liaison to promote awareness of and review issues raised within the Community Plan or JSA.</p> <p>MVCAP will aim to develop projects to address concerns identified in the Community Plan or JSA - particularly in the areas of community engagement and cohesion.</p> <p>MVCAP will develop an update to the Community Plan building upon the previous versions, consulting with the community, and analyzing resources such as Wiltshire's Joint Strategic Assessment to reflect local concerns and interests.</p> |
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Annual Workplan 2014/15

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| <p>Local action</p> <p><i>“To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate.”</i></p> | <p>MVCAP will continue to host Community Safety events on a quarterly basis in partnership with a range of community agencies.</p> <p>MVCAP will continue to facilitate the Station Yard Working Group to develop long-term solutions to some of the ASB experienced by neighbours.</p> <p>MVCAP will continue to work with the Police and other stakeholders in the promotion of the Police's Facebook presence.</p> <p>MVCAP will support local organisations, groups and projects within the community area by helping with areas such as funding applications and exploiting website & social networking, and acting as an "incubator" for new groups. This will help develop and increase community volunteering.</p> <p>MVCAP will undertake fundraising and apply for external funding for key pieces of work. MVCAP will work with WfCAP and other agencies to develop this.</p> <p>MVCAP will continue to work with the Youth Advisory Group and Youth Centre.</p> <p>MVCAP will run projects to continue the Olympic Legacy, commemorate the centenary of WW1 and to encourage participation in Wiltshire Council's "Big Pledge".</p> |
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Malmesbury and the Villages Community Area Partnership

Action Plan 2014-15

| Action | Aim |
|---|--|
| MVCAP Profile | Raise profile of MVCAP and increase awareness of its work (Outreach) |
| MVCAP Times | Continue to produce & distribute quarterly newsletter. Expand its role to increase the coverage of other groups' activities. |
| Community Consultation | Ongoing work to engage with community to identify issues and aspirations. Includes Community Safety Forum, stalls at events, surveys, supplying members of neighbourhood planning forums and other groups, MVCAP and partner information promoted through social networking. |
| Training | Improve group skills |
| Fund-raising | Raising money for MVCAP operations and projects. |
| Develop links with young people's representatives | Continue links with YAG |
| MVCAP Green | Reduce environmental impact of MVCAP work |
| Green Matters | Promote local green events, talks and groups. Organise discussions or lectures. |
| Malmesbury Area Pathfinders (Walks group) | Continue to support work establishing walking trails and promoting walking in the area |
| Community Plan 2014-18 | Incorporate JSA results into update for Arts & culture |
| Station Yard Car Park group | Continue work with provisional target for AB submission in Autumn/Winter 2014 |
| Community Safety Forums | Hold 4 CSFs per year. |
| Stalls at events | MVCAP static displays temporarily at various locations including Malmesbury Library and village locations. Information stalls for themed groups at selected events. |
| Supporting village halls | Promoting use of village halls and making booking information etc more widely available |

Grant Applications for Malmesbury on 09/07/2014

| ID | Grant Type | Project Title | Applicant | Amount Required |
|-----|----------------------|---|-----------------------------|-----------------|
| 502 | Community Area Grant | New Kitchen, Store and Toilets for Recreation Field | Brinkworth Heritage Society | £5000.00 |

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|-----|----------------------|---|-----------------------------|-----------------|
| 502 | Community Area Grant | New Kitchen, Store and Toilets for Recreation Field | Brinkworth Heritage Society | £5000.00 |

Submitted: 01/04/2014 01:02:03

ID: 502

Current Status: Application Received

To be considered at this meeting:
09/07/2014 Malmesbury

1. Which type of grant are you applying for?
Community Area Grant

2. Amount of funding required?
£5001+

3. Are you applying on behalf of a Parish Council?
No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?
New Kitchen, Store and Toilets for Recreation Field

6. Project summary:
Project is to remove old Kitchen (portable cabin 30ft by 10ft), two old Containers and a horse box presently used as stores(one container is standard, end opening shipping container 8ft by 20ft, the other is an articulated container 8ft by 40ft) and install new buildings plus the provision of Toilets at Brinkworth Recreation Field.

7. Which Area Board are you applying to?
Malmesbury

Electoral Division
Brinkworth

8. What is the Post Code of where the project is taking place?

SN15 5AH

9. Please tell us which theme(s) your project supports:

Children & Young People
Arts, crafts and culture
Festivals, pageants, fetes and fayres
Food, farming and local markets
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Safer communities
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2013

Total Income:

£7927.29

Total Expenditure:

£5942.46

Surplus/Deficit for the year:

£1984.83

Free reserves currently held:

(money not committed to other projects/operating costs)

£11201.00

Why can't you fund this project from your reserves:

On average the society organises at least six fund raising events each year. Most revenue comes from the annual Bonfire and Fireworks Night on November 5th (Â£1500.00 in 2013). Present reserves are only Â£11,201.00 and the total estimated project cost for the renewal of the recreation field kitchen, store and provision of new toilets is over Â£47,000.00. While the Society has already allocated Â£3,000 towards this project from its reserves it requires working capital to stage its events, fund raising activities and contingencies.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

| | | | | |
|--|----------|-----------------------------|-----------------------------|---------|
| Total Project cost | | £47978.48 | | |
| Total required from Area Board | | £5000.00 | | |
| Expenditure (Itemised expenditure) | £ | Income (Itemised income) | Tick if income confirmed | £ |
| Foundations & Materials | 2000.00 | Scottish Widows | yes | 5551.20 |
| Kitchen Unit | 12333.60 | Bank Current a/c | yes | 5565.00 |

| | | | | |
|---|------------------|-------------------------------|-----|-----------------|
| Storage Units (2) | 9633.60 | Cash in hand | yes | 1.00 |
| Toilets | 14950.80 | Landfill Tax Credit Scheme | yes | 20000.00 |
| Plumbing and Drainage | 1400.00 | Race Night Event | yes | 965.00 |
| Furniture, tables and chairs | 2098.80 | Brinkworth Parish Council | yes | 5000.00 |
| Electrical Installation including cookers | 1200.00 | Wiltshire Council Grant | | 5000.00 |
| Contingency (10%) | 4361.68 | | | |
| Total | £47978.48 | | | £42082.2 |

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

1. Each year on the recreation field five major events are organised and run by Brinkworth village organisations. Attendance at these includes all ages but children are expected to be accompanied by a parent or adult on bonfire night. 2. During daylight hours on all other days the children's playing area is used by youngsters usually supervised by their parents. 3. The football field is available for practice and games and is used by youngsters almost every evening when weather permits, except when the major events are taking place. There is also a basketball practice area. 4. The kitchen and other facilities are available to those taking part in recreational events and games as and when required. Walkways and access to buildings and facilities will be provided for the disabled as and when the new facilities are installed.

14. How will you monitor this?

Facilities at the recreation field are monitored weekly when waste bins are checked and emptied by volunteers. Volunteer working parties carry out maintenance and clearing up after major events. It is envisaged that additional monitoring by volunteers will take place to safeguard the new facilities.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

A Project Committee of The Brinkworth Heritage Society is raising funds and will provide project management for the renewal of recreation field facilities which are expected to take up to two years. Applications to various grant aid organisations have and will be made. The Society has enrolled as an Environmental Body to obtain money from the Land Fill Tax Credit Scheme. A Landfill Operator has offered Â£20,000 under this scheme towards this project - see under income in 10b above.

16. Is there anything else you think we should know about the project?

Presently Brinkworth Recreation Field has several portable/temporary buildings/storage containers, and these are being renewed under this project in three phases. Phase I - The kitchen - one old container will be removed and the new kitchen installed in its place. Phase II - the old kitchen will be removed and the two new containers will be installed in its place. The remaining container and horse box will be removed. Phase III - the new toilets will be installed and connected to the existing septic tank. Because Entrust wanted us to complete the project in two years we dropped the provision of new toilets from the original project since we

doubted we could raise the necessary funds for all these facilities within two years. However, we now envisage it should be possible provide the toilets under this project but, after the kitchen and storage facilities have been renewed.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.