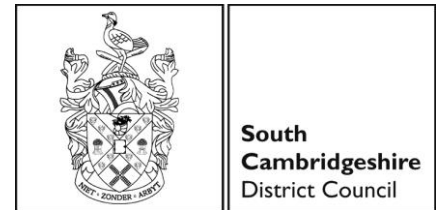


South Cambridgeshire Hall  
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21 June 2019

To: Chairman – Councillor Jose Hales  
Vice-Chairman – Councillor Clare Delderfield  
All Members of the Grants Advisory Committee - Councillors Dr. Claire Daunton,  
Sue Ellington and Peter McDonald

Quorum: 3

Substitutes: Councillors Bunty Waters, Dr. Shrobona Bhattacharya, Mark Howell,  
Heather Williams, Peter Topping, Bill Handley, Dr. Martin Cahn and  
Sarah Cheung Johnson

Dear Councillor

This is a supplement for the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the **SWANSLEY A - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **FRIDAY, 28 JUNE 2019 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Mike Hill**  
Interim Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

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## AGENDA

5. Community Chest: Criteria Review

**PAGES**  
**1 - 12**

## EXCLUSION OF PRESS AND PUBLIC

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

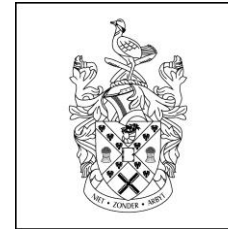
"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

### **Notes**

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

# Agenda Item 5



**South  
Cambridgeshire  
District Council**

**REPORT TO:** Grants Advisory Committee

28 June 2019

**LEAD CABINET MEMBER:** Councillor John Williams Lead Cabinet Member for Finance

**LEAD OFFICER:** Trevor Nicoll

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## **COMMUNITY CHEST: REVIEW**

### **Executive Summary**

1. To consider revisions to the Community Chest grant criteria, making recommendations to Cabinet, as appropriate.

### **Key Decision**

2. No.

### **Recommendations**

3. It is recommended that the Grants Advisory Committee approve the updates to the grants criteria (see Appendix A) and recommend any amendments to Cabinet, as appropriate.

### **Reasons for Recommendations**

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
  - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.
5. Having recently reviewed the criteria for the Community Chest Grant Fund, members of the Grants Advisory Committee felt it prudent to make some additional changes to refine the criteria further following meetings held in February and March 2019. These additional changes are recommended in order to keep the scheme's criteria relevant and in-line with the Council's recently published Business Plan.

### **Details**

6. On 24 May 2018 the Council Leader and Lead Member for Finance decided to temporarily close the Community Chest Grant scheme to allow newly elected members to review the scheme's criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the scheme's existing criteria.

7. Applications were suspended between 1 June and 7 October 2018 in order to review the criteria and aims so as to ensure alignment with the priorities of the new Administration. Following a workshop between the Grants Advisory Committee and Officers, the revised criteria and guidance were put forward to Cabinet and agreed on 5 September 2018.
8. Two notable changes at that time were:
  - (a) Parish Councils with 160 registered electors or more are ineligible to apply.
  - (b) Projects or initiatives on Parish Council land, if successful, will only receive a 50% grant with the other half expected to be match-funded by the Parish Council.
9. Since the new grants criteria has been in use, there have been a number of representations made to members of the Committee regarding the eligibility criteria, and in particular, with relation to Parish Councils or Parish Meetings with less than 160 registered electors especially where there are multiple settlements under a single Parish Council/Meeting.
10. Consequently some additional changes have been made to refine the criteria further and, if accepted, will take effect from 1 October 2019 when the second half of the Grant Fund is released – as per the current guidance.

### **Considerations**

11. At the February Grants Committee meeting it was suggested that parishes that have more than one settlement, some of which are very small, are currently disadvantaged by the criteria. There are two such Parishes in the South Cambridgeshire District:
  - (a) Great Chishill (454) and Little Chishill (50), and
  - (b) Little Wilbraham (239) and Six Mile Bottom (103).
12. There are 6 Parishes where elector numbers are over the 160 threshold by 10%, namely: Graveley, Madingley, Hatley, Croydon, Longstowe and Hildersham, which constitutes 5% of total electorate. Total electorate numbers can be found at Appendix B of this report.
13. In previous meetings it was noted that Political parties are not eligible to apply and the criteria should be changed to reflect this.
14. It is appropriate to remove any reference to “Community Energy Grant” as this has been discontinued.
15. Any further changes to the criteria and application form that are debated in the meeting will be included in this as a final version and recommended to the Lead Cabinet Member for final sign off.

### **Options**

16. The Grants Advisory Committee could:
  - (a) approve the updates to the grants criteria (see Appendix A to this report), and recommend to the Lead Cabinet Member to refine the Community Chest grant scheme criteria; or

(b) reject the updates to the grants criteria made in Appendix A to this report and recommend to the Lead Cabinet Member to make no further changes to the Community Chest grant scheme criteria at this time.

### **Implications**

17. There are no significant implications.

### **Risk**

18. Risk to the Council is managed via the documentation that is required of applicants plus agreement of the grant conditions.

### **Consultation responses**

19. The additional changes are the result of representations made to elected members and feedback on the changes made in Sept 2018.

### **Effect on Council Priority Areas**

20. The review will ensure that the Community Chest grant scheme reflects Council priorities.

### **Appendices**

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest 19/20

**Report Author:** Ryan Coetsee – Development Officer  
Telephone: (01954) 713 461

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## Guidance notes for Community Chest ~~18/19~~19/20

### What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

### Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents OR a public sector body with a demonstrable community focus (individuals, ~~and~~ businesses ~~and~~ Political parties/activities are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors\*  
~~(a) Parish Councils and Parish Meetings with more than one settlement, as long as the settlement they are applying for has less than 160 registered electors;~~  
~~OR~~  
~~(b) Parish Councils and Parish Meetings, where they have more than 160 registered electors, who can demonstrate special circumstances.~~
  - Have a written constitution or mission statement
  - Have an elected committee or representative steering group
  - Be able to provide an up to date copy of their accounts and any relevant protection policies

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If you have questions about these criteria, please contact us using the details at the end of these guidance notes below.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

**\* Please note:** The Committee reserves the right to supersede this clause should the PC or PM show good cause, for example:

(a) The PC or PM have multiple settlements and the application pertains to any one of these which satisfies the 160 elector threshold; or

(b) Registered electors are within 10% of threshold.

### What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
  - Promote healthy and active communities
  - Enable inclusive communities
  - Develop skills
  - Enhance the natural environment
- Meet local need and leave a legacy for the community

- Ensure equality of access

### What can be funded?

The community activity or project should be one of the following:

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

~~Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest—additional questions may need to be asked.~~

### What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group ~~(e.g. sports kits)~~
- Projects that have previously received Community Chest funding in the same financial year

### How much can be applied for?

The maximum award is £1,000 in any single financial year (April-March) and can be for 100% of the project's costs. ~~unless Where the initiative seeks to upgrade a Parish Council asset, there is an expectation that the PC will match-fund the project up to the £1000 limit (except where the PC/Parish Meeting qualifies due to its size). the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.~~

If there is high demand for funding it may mean that the Council is only able to make a contribution to your project. The Council reserves the right to prioritise based on funding available, size of electorate, parish precept, indices of deprivation, number and type of applications received at any given time, priorities for the financial year and value for money. Eligibility does not guarantee grant funding.

### When can groups apply?

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is fully allocated for that period.



### **What supporting documentation is required?**

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

### **How will the grant be paid?**

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

### **What are the conditions of funding?**

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

### **For further information please go to:**

<https://www.scambs.gov.uk/communitychest>

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) , 01954 713070

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# South Cambridgeshire District Council

## Electorate for June 2019 Register

Polling District	Electors
NA1 - Bourn	761
NB1 - Boxworth	187
NC1 - Caldecote	1,319
ND1 - Caxton	454
NE1 - Conington	108
NF1 - Croxton	130
NG1 - Elsworth	540
NH1 - Eltisley	323
NI1 - Fen Drayton	672
<b>NJ1 - Graveley</b>	<b>173</b>
NK1 - Knapwell	76
NL1 - Lolworth	118
NL2 - Childerley	21
NM1 - Papworth Everard	2,765
NN1 - Papworth St. Agnes	49
NO1 - Swavesey	1,873
NP1 - Cambourne	7,246
NP2 - Cambourne West	10
OA1 - Histon	3,541
OA2 - Impington North	2,755
OA3 - Impington South	505
OA4 - Orchard Park	1,722
OB1 - Landbeach	722
OC1 - Milton	3,259
OC2 - Milton (Detached)	116
OD1 - Waterbeach	3,766
OD2 - Chittering	100
PA1 - Barton	685
PB1 - Comberton	1,854
PC1 - Coton	693
PD1 - Grantchester	442
PE1 - Hardwick	2,061
PF1 - Harlton	242
PG1 - Haslingfield	1,235
PG2 - South Trumpington	236
PH1 - Toft	491
QA1 - Bar Hill	3,077
QC1 - Dry Drayton	491
QD1 - Girton	3,430
QE1 - Longstanton	2,930
<b>QF1 - Madingley</b>	<b>167</b>
QG1 - Oakington & Westwick	1,190
RA1 - Fen Ditton West	592

## Electorate for June 2019 Register

Polling District	Electors
RA2 - Fen Ditton East	31
RB1 - Fulbourn Village	3,079
RB2 - Fulbourn Beechwood	653
RC1 - Horningsea	284
RD1 - Stow-Cum-Quay	436
RE1 - Teversham Village	765
RE2 - Teversham Foxgloves	1,295
RF1 - Great Wilbraham	500
RG1 - Little Wilbraham	239
RG2 - Six Mile Bottom	103
SA1 - Cottenham	4,681
SB1 - Over	2,267
SC1 - Rampton	373
SD1 - Willingham	3,176
SD2 - Willingham Highgate	16
TA1 - Harston	1,391
TB1 - Hauxton	754
TC1 - Newton	297
TD1 - Great Shelford	3,511
TE1 - Little Shelford	648
TF1 - Stapleford	1,563
VA1 - Abington Pigotts	112
VB1 - Bassingbourn	2,286
VC1 - Gamlingay	2,927
<b>VD1 - Hatley</b>	<b>175</b>
VE1 - Litlington	661
VF1 - Guilden Morden	785
VG1 - Steeple Morden	902
VH1 - Shingay-Cum-Wendy	89
VI1 - Tadlow	151
WA1 - Great Chishill	454
WA2 - Little Chishill	50
WB1 - Duxford	1,467
WC1 - Fowlmere	970
WD1 - Heydon	180
WE1 - Hinxton	261
WF1 - Ickleton	568
WG1 - Thriplow Village	381
WG2 - Thriplow Heathfield	506
WH1 - Whittlesford	1,439
XA1 - Arrington	308
XB1 - Barrington	843

## Electorate for June 2019 Register

Polling District	Electors
<b>XC1 - Croydon</b>	<b>167</b>
XD1 - Great Eversden	197
XE1 - Little Eversden	476
XF1 - Foxton	1,015
XG1 - Little Gransden	252
XH1 - Kingston	197
<b>XI1 - Longstowe</b>	<b>162</b>
XJ1 - Melbourn	3,660
XK1 - Meldreth	1,523
XL1 - Orwell	898
XM1 - Shepreth	636
XN1 - Whaddon	428
XO1 - Wimpole	240
YA1 - Great Abington	698
YB1 - Little Abington	425
YC1 - Babraham	232
YD1 - Pampisford	266
YE1 - Sawston	5,482
ZA1 - Balsham	1,266
ZB1 - Bartlow	81
ZC1 - Carlton	152
ZD1 - Castle Camps	541
<b>ZE1 - Hildersham</b>	<b>170</b>
ZF1 - Horseheath	398
ZG1 - Linton	3,476
ZH1 - Shudy Camps	258
ZI1 - West Wickham	348
ZJ1 - West Wratting	398
ZK1 - Weston Colville	376
Report Total	119,122

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