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11 February 2010

To: Councillor Ray Manning, Portfolio Holder

John Batchelor

Scrutiny Monitor and Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 19 FEBRUARY 2010** at **2.00 p.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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## AGENDA

	PAGES
<b>1. Declarations of Interest</b>	
<b>2. Minutes of Previous Meeting</b> The Leader is asked to sign the minutes of the meeting held on 14 <sup>th</sup> January 2010 as a correct record.	<b>1 - 4</b>
<b>DECISION ITEMS</b>	
<b>3. Grant Funding to Voluntary Organisations</b>	<b>5 - 12</b>
<b>STANDING ITEMS</b>	
<b>4. Forward Plan</b> The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.	<b>13 - 14</b>
<b>5. Date of Next Meeting</b> The Leader is asked to note the date of the next meeting as Thursday 11 March 2010.	

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Leader's Portfolio Meeting held on  
Thursday, 14 January 2010 at 10.00 a.m.

Portfolio Holder: Ray Manning

**Councillors in attendance:**

Scrutiny and Overview Committee monitors and Opposition spokesmen: John Batchelor

**Officers:**

Philip Aldis	Community Safety Officer
Gemma Barron	Partnerships Manager
Peter Harris	Principal Accountant (General Fund and Costing)
Paul Howes	Corporate Manager, Community and Customer Services
Paul Quigley	Environmental Services Manager
Guy Moody	Democratic Services Officer

**11. DECLARATIONS OF INTEREST**

Councillor John Batchelor declared a personal, but not prejudicial, interest as a member of the Police Authority.

**12. MINUTES OF PREVIOUS MEETING**

The notes of the meeting held on 12 November 2009 were agreed as a correct record.

There were no matters arising.

**13. CAPITAL AND REVENUE ESTIMATES FOR THE LEADER'S PORTFOLIO**

The Principal Accountant (General Fund and Costing) presented the Revenue and Capital Estimates for the Leader's portfolio.

The Leader was advised of the following:

- The Revenues budget had been amended to include identified savings.
- Recharges had been included in the figures, and had already been approved by the Finance and Staffing Portfolio Holder.
- Activities funded by the Home Office and other Partnerships were excluded from the bottom line.
- Savings from the Crime and Disorder Reduction Partnership would not be reflected in the Council's figures.
- The capital programme was funded by the Local Strategic Partnership.
- The capital budget for the current year had been spent.

In reply to a question the Leader was advised that recharges were high due to the amount of work performed by various officers in relation to such things as the Community Strategy.

In reply to a further question the Leader was advised that the required level of savings had been achieved.

The Leader **RECOMMENDED TO CABINET** the Revenue Estimates and Capital Programme as shown at Appendices A and B.

Peter Harris left the meeting at the end of this item.

#### 14. **REVIEW OF CCTV PROVISION IN THE DISTRICT**

The Corporate Manager, Community and Customer Services, presented a report to:

- a) Advise the Leader on the result of a review of CCTV provision in the District, and
- b) To request that the Leader consider and agree to the principle of Cambridgeshire Police using SCDC surveillance equipment to deter anti-social behaviour.

The Leader was advised that the initiative had been designed to help Partners make best use of existing resources and negate the need for Parish Councils to buy their own CCTV systems

In reply to a question the Leader was advised that Environmental Services favoured the loan of CCTV equipment to the Police for both overt and covert purposes, but reservations were expressed about loaning the equipment to Parish Council for covert operations due to their perceived ability to meet RIPA requirements.

It was confirmed that the equipment would only be released for loan when not required by the Council. Areas for potential use would be identified through the CDRP, the ASB Group and Neighbourhood Panels, with deployment prioritised by the Neighbourhood Panel.

The Leader was advised that there was likely to be a high demand for loan of the equipment and was further advised that capital existed within the CDRP budget for further purchases if required, and agreed by the CDRP.

The Leader **AGREED** to establish an arrangement to loan the SCDC mobile CCTV camera to the Police Neighbourhood Policing Team (NPT) for deployment to deter Anti Social Behaviour.

Phil Aldis and Paul Quigley left the meeting at the end of this item.

#### 15. **COMMUNITY ENGAGEMENT ACTION PLAN**

The Corporate Manager, Community and Customer Services, presented a report to

- a) Update the Leader on progress made with the Community Engagement Action Plan, and
- b) Provide an opportunity for the Leader to highlight actions requiring further development.

Following a review of the action plan the following comments were made:

- The Leader agreed that it was no longer appropriate to
  - consult on draft service plans,
  - produce an A-Z of council services as the information was already available in a number of formats in the public domain.

- The Leader advised that Parish Councils seemed reluctant to invite Cabinet Members, other than the Planning and Housing Portfolio Holders, to their meetings.
- The Leader was advised that
  - information collected by the Place Survey was used as a basis in the formation of the 'Hard to Reach' groups consultation.
  - the level of satisfaction with the rent collection and payment options for residents of council managed Travellers sites should be evaluated in the interests of equality with other council tenants. It was agreed that this work could possibly be combined with other work with Travellers.
  - responses to the budget survey in the South Cambs Magazine were still being received.
  - no community clean up events had been held to date.

The Community Engagement Action Plan was **NOTED**.

**16. FORWARD PLAN**

The following amendments to the Forward Plan were noted:

**11 March 2010**

Amend:

- Performance report.
  - Corporate Manager – Paul Howes
  - Responsible Officer – Richard May

Add:

- Final Service Plan – Paul Howes.

**17. DATE OF NEXT MEETING**

The Leader **NOTED** the date of the next meeting as Friday 19 February 2010.

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**The Meeting ended at 11.05 a.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Leader's Portfolio Holder Meeting 19 February 2010  
**AUTHOR/S:** Chief Executive / Corporate Manager, Community & Customer Services

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**GRANT FUNDING TO THE VOLUNTARY SECTOR 2010-11****Purpose**

1. To present details of the applications received from the voluntary sector for grant funding for 2010 onwards, including:
  - (a) Requesting approval by the Leader of recommendations made regarding grants over £5,000; and
  - (b) Presenting for information only, Officer decisions regarding grants under £5,000 in accordance with current decision thresholds.
2. This is a key decision because it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. It was first published in the November 2009 Forward Plan.

**Background**

3. The South Cambridgeshire District Council scheme of grants to the voluntary sector was publicised in October 2009 and closed for applications on 23 December 2009.
4. There were a number of themed headings, under which organisations could apply, as agreed at the Leader's Portfolio Holder Meeting on 2 July 2009. These headings, and the approximate budget apportioned to each, are as follows:
  - (a) Citizens Advice and Guidance (3 year funding) - £87,350
  - (b) Infrastructure Support (3 year funding) - £16,500
  - (c) Specialist Services, including Community Transport (3 year funding) - £33,650
  - (d) Specialist Services (annual grants of under £3,000) - £15,350
5. The total fund available is £152,850. 38 applications were submitted totalling nearly £233,000. The scheme was over-subscribed by approximately £80,000.
6. A panel of officers met on 2 February to discuss and review all applications. Decisions have been made regarding those requesting less than £5,000 in accordance with current decision thresholds and will be confirmed formally after this meeting. Recommendations are made in this paper to the Leader regarding applications for more than £5,000. Supplementary questions have been asked of some applicants where information was lacking.

**Considerations**

7. According to Cambridge Council for Voluntary services, the infrastructure support organisation covering the South Cambridgeshire district, there are approximately 800 small voluntary and community organisations in South Cambridgeshire.

8. Of the organisations in South Cambridgeshire that have applied for grant funding, some are in greater need than others. Officer decisions regarding grants under £5,000 and recommendations to the Leader for grants over £5,000 have been made taking into account factors such as council priorities, annual turnover, reserve levels, other sources of funding sought, policies and procedures followed, organisation sustainability, value for money, accessibility of service. Additionally, officers also gave priority to organisations/projects that support the ageing nature of the South Cambridgeshire population.
9. Local Authorities are assessed against National Indicator 7: the creation of an environment for a thriving Third Sector. The Office of the Third Sector surveys voluntary and community organisations about a number of factors that contribute to the overall assessment, including whether and to what extent they are dependent on public sector funding and whether they feel supported and valued. One of the many benefits of running this scheme of grants is the impact it will have on the perception organisations have of their local Council.
10. All funded organisations will be asked to demonstrate their commitment to quality and to use the South Cambridgeshire District Council logo in any publicity associated with the funded project. Some will have further conditions placed on their grant as per Table 1 below.
11. Table 1 details the organisations that have applied for funding and is in sections as follows:
  - (a) Section 1: Citizens Advice Bureaux, all of which are applying for more than £5,000 per year for three years – **Leader’s decision required.**
  - (b) Section 2: Infrastructure and specialist organisations applying for more than £5,000 per year for three years – **Leader’s decision required.**
  - (c) Section 3: Organisations applying for less than £5,000 per year for three years - **Officer decision, presented here for information only.**
  - (d) Section 4: Organisations applying for less than £5,000 for one year - **Officer decision, presented here for information only.**



12. Table 1

	Organisation Name	Grant Awarded 2009-10	Grant Requested 2010-11	Grant Proposed 2010-11	Comments
<b>Section 1: Citizens Advice - 3 Yr Term, Leader's Decision Required</b>					
1	North Herts CAB	£17,528.00	£17,600.00	£17,974.00	To be paid in 2 instalments, the first up front and the second after successful monitoring at 6 months.
2	Haverhill CAB	£5,796.00	£6,100.00	£5,943.51	Grant to be made subject to specified monitoring information.
3	Cambridge CAB	£56,062.00	£60,880.00	£57,488.85	To be paid in 2 instalments, the first up front and the second after successful monitoring at 6 months.
4	Uttlesford CAB	£5,796.00	£6,090.00	£5,943.51	Grant to be made subject to specified monitoring information.
	<b>Subtotal</b>		<b>£90,670.00</b>	<b>£87,350.00</b>	
<b>Section 2: Other Grants Over £5,000 - 3 Yr Term, Leader's Decision Required</b>					
5	Cambridge Council for Voluntary Services	£7,500.00	£7,500.00	£7,500.00	Conditions: funded events to be named in advance, CVS needs to expand membership in S Cambs. £4,500 to be allocated to core costs and £3,000 to representation (incl. planning for growth events).
6	Cambridgeshire ACRE	£9,351.00	£9,000.00	£9,000.00	Condition: ACRE to share parish profile information sheets with SCDC.
7	Care Network Cambridgeshire	£6,000.00	£6,000.00	£5,500.00	Grant reduced from 2009-10. Condition: services to be provided must be specified in advance.
8	Romsey Mill	£0.00	£16,580.00	£0.00	Funding over-subscribed. SCDC would like to fund but cannot prioritise given the turnover and given the focus on older people's services in the district.
9	Crossroads Care Cambridgeshire (West Anglia Crossroads)	£5,099.00	£5,045.00	£3,500.00	Grant reduced from 2009-10. Funding over-subscribed. High turnover. Condition: this is an ambitious application and might need to be scaled back.
10	Woodside Rural Care CIC	£0.00	£16,275.00	£0.00	Funding over-subscribed. SCDC supports this work but cannot fund such high set up costs. A lower grant would not necessarily be as useful if remaining funds were not found. Would like to invite to apply again next year once set up costs are covered.
	<b>Subtotal</b>		<b>£60,400.00</b>	<b>£25,500.00</b>	

	Organisation Name	Grant Awarded 2009-10	Grant Requested 2010-11	Grant Proposed 2010-11	Comments
<b>Section 3: Specialist Services Grants - 3 Yr Term, For Information Only</b>					
11	Encompass Network	£0.00	£3,000.00	£0.00	Funding over subscribed, not essential to fund, seems to duplicate work of other infrastructure / sexual health groups.
12	The Cambridge and District Community Mediation Service	£3,152.00	£3,175.00	£2,500.00	Grant reduced from 2009-10 because of lower referral numbers. Condition: must seek referrals from CDRP.
13	The Connections Bus Project	£3,678.00	£4,050.00	£3,095.00	Funding over-subscribed. Grant reduced from 2009-10. Condition: must visit Haslingfield and Harlton if possible.
14	Cambridge Family Mediation Service	£2,500.00	£3,550.00	£2,500.00	Grant maintained at 2009-10 level. Funding over-subscribed so, despite increased need for family mediation as a result of the current economic climate, cannot increase grant amount.
15	Age Concern Cambridgeshire Core Funding	£3,152.00	£4,500.00	£3,155.00	Grant maintained at 2009-10 level. Condition: presentation and conference themes need to be agreed in conjunction with SCDC.
16	Disability Cambridgeshire & Disability Huntingdonshire (joint application)	£3,413.00	£4,500.00	£3,250.00	Separate grants in 2009-10. Disability Cambridgeshire grant was over 3 years. Disability Huntingdonshire grant was for 1 year. Combined grant is slightly lower but over 3 years to enable medium-term planning.
17	Relate Cambridge	£3,750.00	£4,000.00	£2,500.00	Grant reduced from 2009-10 level. Funding over-subscribed and cannot prioritise given focus on older people. Condition: need to encourage introduction of minimum client charges to increase income.
18	Dhiverse	£0.00	£1,852.00	£0.00	Funding over-subscribed and cannot prioritise given focus on older people. SCDC is supportive of this work but feels there are better, more relevant sources of funding to be found.
19	Cambridge Dial-a-Ride	£4,203.00	£4,203.00	£3,500.00	All to be funded at appropriate levels given activity in South Cambs during the last few years and given council priority of Community Transport. Conditions:
20	Royston & District Community Transport	£800.00	£3,500.00	£2,650.00	CRB checks, Insurance, H&S, only charging clients agreed national levels, involvement in CT Strategy.
21	3CT	£0.00	£2,500.00	£1,500.00	
<b>Subtotal</b>			<b>£38,830.00</b>	<b>£24,650.00</b>	

	Organisation Name	Grant Awarded 2009-10	Grant Requested 2010-11	Grant Proposed 2010-11	Comments
<b>Section 4: Specialist Services Grants - 1 Yr Term, For Information Only</b>					
22	Cambridge Joint Play Schemes	£1,500.00	£2,000.00	£2,000.00	Grant to be increased slightly due to increased demand for this service and under-funded in the past.
23	The Meadows Children & Family Wing	£0.00	£3,000.00	£1,000.00	Funding over-subscribed but SCDC would like to make a contribution to a valuable piece of work for South Cambs residents.
24	STRADA Cambridgeshire	£2,000.00	£3,000.00	£2,000.00	SCDC would like to fund at same level as 2009-10. Condition: need updated policies where they haven't been supplied.
25	Cambridgeshire Older People's Enterprise	£0.00	£3,150.00	£500.00	Organisation does good work. SCDC would like to make a contribution towards newsletter production costs and costs of surveying the real needs of the older people of South Cambs, in particular regarding transport.
26	Vitalise	£0.00	£1,050.00	£0.00	Funding over-subscribed. SCDC cannot prioritise given the high turnover of this organisation. SCDC very appreciative of their services in our district.
27	Cruse Bereavement Care	£850.00	£850.00	£850.00	SCDC would like to fund at same level as 2009-10. Condition: must give advice on Community Transport for South Cambs residents to access Cambridge Drop-ins.
28	Haslingfield and Harlton Youth Club Bus Project	£0.00	£1,500.00	£0.00	SCDC considers it better VFM to fund the core costs of the Connections Bus Project. Can Parish Council funding be sought as in other parishes?
29	Cam Sight	£2,800.00	£3,000.00	£1,000.00	SCDC would like to make a contribution to costs due to priority being given to older people's work but with over six months of reserves, this organisation's grant must be reduced.
30	Guilden Morden Pre-School	£0.00	£2,057.36	£0.00	Funding over-subscribed. SCDC is supportive of this work but feels there are better, more relevant sources of funding to be found. Cannot prioritise given the focus on older people's services in the district.
31	123 Soleil	£0.00	£328.92	£0.00	Funding over-subscribed. SCDC is supportive of this work but feels there are better, more relevant sources of funding to be found. Cannot prioritise given the focus on older people's services in the district.
32	CAMREAD	£0.00	£3,000.00	£500.00	Applied for 3 year grant but allocated on 1 year basis. Funding over-subscribed. Does good work, would like to make a contribution.
33	The WAY Project	£0.00	£4,615.00	£650.00	Applied for 3 year grant but allocated on 1 year basis. Funding over-subscribed. Does good work, would like to make a contribution, but cannot prioritise given the focus on older people's services in the district.

	Organisation Name	Grant Awarded 2009-10	Grant Requested 2010-11	Grant Proposed 2010-11	Comments
<b>Section 4: Specialist Services Grants - 1 Yr Term, For Information Only</b>					
34	STARS Children's Bereavement Support Services	£0.00	£2,400.00	£1,000.00	Applied for 3 year grant but allocated on 1 year basis. Funding over-subscribed. Does good work, value for money, would like to make a contribution but cannot prioritise given the focus on older people's services in the district.
35	Royston & District Volunteer Centre	£750.00	£2,000.00	£1,500.00	Applied for 3 year grant but allocated on 1 year basis. Has been significantly under funded in the past and current economic climate has put additional strain on resources.
36	SexYOUality	£0.00	£3,000.00	£500.00	Applied for 3 year grant but allocated on 1 year basis. Funding over-subscribed. Does good work, would like to make a contribution. Condition: need to ensure young people from South Cambs can access City sessions.
37	Cambridge St Raphael Club	£850.00	£3,000.00	£850.00	Applied for 3 year grant but allocated on 1 year basis. Funding over-subscribed. Does good work, would like to make a contribution. Condition: encourage use of Community Transport by clients.
38	Cambridge and District Volunteer Centre	£1,700.00	£4,700.00	£3,000.00	Applied for 3 year grant but allocated on 1 year basis. Has been significantly under funded in the past and current economic climate has put additional strain on resources.
	<b>Subtotal</b>		<b>£42,651.28</b>	<b>£15,350.00</b>	
	<b>Total</b>		<b>£232,551.28</b>	<b>£152,850.00</b>	

### Options

13. The Leader is asked to approve grants to organisations in Sections 1 & 2 only of Table 1 and in each case, there are three options available, as follows:
- (a) Option 1 – award the grant as detailed.
  - (b) Option 2 – award a grant of a different sum, bearing in mind the impact of any changes on the total funding available within the scheme.
  - (c) Option 3 – award no grant, specifying reasons for the refusal.

### Implications

14. Financial	The amounts are subject to Cabinet and Council approval of the Portfolio Holder Estimates. Organisations will not be informed of decisions until after Council. Three year grants will be subject to budget approval each year, however, as per the Cambridgeshire Compact the Council will be required to give organisations at least three months notice of termination of a grant.
Legal	Funding agreements with each funded organisation need to be drawn up, stipulating where possible the detail of project activities and monitoring requirements. Monitoring will take place annually and in person for those awarded three year grants, and once in writing in November 2010 for those awarded a one year sum.
Staffing	None, current staffing capacity is sufficient to manage the scheme.
Risk Management	Some organisations may consider their grant to be insufficient based on previous grants or project costs. It is hoped that the reputation of the Council with respect to NI7 and related performance indicators will be improved as a result of this scheme, which has been publicised more widely, and received more applications, than in recent years.
Equal Opportunities	It is felt that the spread of awards presented in this paper is fair. It is recommended that thought be given in future to developing a policy regarding niche groups, for example children and young people's services, to which County Council provide dedicated grant funding.

### Consultations

15. The panel of officers that met to consider the applications included: Gemma Barron, Partnerships Manager; Kathryn Hawkes, Partnerships Officer; Jane Thompson, Cultural Services Manager; Joseph Minutolo, Senior Administration Officer (New Communities).

### Effect on Strategic Aims

16. **Commitment to being a listening council, providing first class services accessible to all.**
- Grant funding to the voluntary sector enables the local, community-based provision of a range of high quality services (often heavily subsidised or free of charge) to residents of South Cambridgeshire who otherwise might not be able to access them.
- Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.**

<p>Many of the grants proposed are to organisations, which have as their primary or secondary objective the provision of services to those in poor health, the elderly and disabled.</p>
<p><b>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</b></p> <p>This scheme of grants to voluntary organisations demonstrates a commitment to supporting a thriving Third Sector. Many of the grants will enable residents to continue to live in their communities independently.</p>
<p><b>Commitment to assisting provision for local jobs for all.</b></p> <p>The grants being given to the four Citizens Advice Bureaux and the two Volunteer Centres in particular will support the work of these agencies to provide advice about employment, training and volunteering opportunities to those who want and/or need support.</p>
<p><b>Commitment to providing a voice for rural life.</b></p> <p>The grant to Cambridgeshire ACRE will help them support rural communities, including supporting Parish Councils to develop and implement Community-Led Plans.</p>

**Conclusions/Summary**

17. This scheme of grants to the voluntary sector is vital to the development of a thriving Third Sector, to the maintenance of positive relationships with community-led organisations, to the provision of additional services across the district and to the engagement of communities in the work of the District Council.

**Recommendations**

18. To approve all grants where the Leader’s decision is required, as per Option 1.
19. To note all grants approved by Officers.

**Background Papers:** the following background papers were used in the preparation of this report:

- Paper to Leader’s Portfolio Holder Meeting, 2 July 2009
- Criteria and Guidance Notes for grants to voluntary organisations, 2010-11

**Contact Officer:** Kathryn Hawkes – Partnerships Officer  
Telephone: (01954) 713290

Date of Portfolio Holder Meeting	Agenda Item	Key	Purpose	Corporate Manager(s)	Responsible Officer(s)
19-Feb-10	Grant Funding to Voluntary Organisations	Y	to adopt recommendation to approve funding for proposed organisations	Paul Howes	Kathryn Hawkes
11-Mar-10	Performance and Budget report		Discussion	Paul Howes	Richard May
	Review of LGA Membership			Paul Howes	Richard May
	Service Plan 2010 -2011			Paul Howes	
13-May-10	Service Plan improvement milestones full year report 2009 - 2010		Monitoring		
	Performance Indicators full year report 2009 - 2010.		Monitoring		
	Financial Performance full year report 2009 - 2010		Monitoring		

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