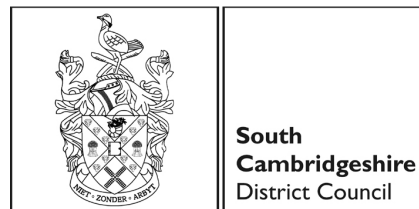


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13 January 2012

To: Councillor Ray Manning, Portfolio Holder

John Batchelor
James Hockney

Opposition Spokesman
Scrutiny and Overview Committee
Monitor

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 23 JANUARY 2012** at **10.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 17 November 2011 as a correct record.	1 - 4
RECOMMENDATION TO CABINET / COUNCIL		
3.	Capital and Revenue Estimates 2012/13 (Key)	5 - 18
DECISION ITEMS		
4.	MELBOURN Parish Plan The Leader is requested to approve the attached Parish Plan. John Travis, Chairman of the Parish Plan Steering Committee will be in attendance at the meeting. Due to the size and content, the Parish Plan is available to view as part of the agenda pack on the Council's website at www.scambs.gov.uk/meetings . Copies of the Plan will be available at the meeting.	
5.	Appointments to Cambridgeshire Joint Strategic Planning Board To make up to three appointments to the Cambridgeshire Joint Strategic	19 - 20

Planning Board. A paper from Cambridgeshire Together is attached for information.

6. **Grants Review Process** 21 - 34

INFORMATION ITEMS

7. **Community Chest Grants - Update** 35 - 50

STANDING ITEMS

8. **Forward Plan** 51 - 52

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.

9. **Date of Next Meeting**

The next meeting is scheduled for 10am, Thursday 15 March 2012.

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Security

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In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

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. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

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Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. Until such time as the Council's Constitution is updated to allow public recording of business, the Council and all its committees, sub-committees or any other sub-group of the Council or the Executive will have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) for the duration of that meeting to enable the recording of business, including any audio / visual or photographic recording in any format or use of social media to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Thursday, 17 November 2011 at 10.00 a.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Scrutiny and Overview Committee monitors: James Hockney

Opposition spokesmen: -

Councillors Dr David Bard, Lynda Harford, Deborah Roberts and Bunty Waters were also in attendance.

Officers:

John Garnham	Principal Accountant (General Fund and Projects)
Richard Hales	
Paul Howes	Corporate Manager, Community & Customer Services
Maggie Jennings	Democratic Services Officer
Jo Mills	Corporate Manager, Planning & New Communities
Jo Minutolo	Resource Officer

8. DECLARATIONS OF INTEREST

None.

9. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 September 2011 were agreed as a correct record.

Matters Arising**Minute 4 – Waterbeach: Farmland and Museum's Forward and Business Plans and Funding Arrangements**

The Leader reported that he had not yet succeeded in appointing a Member Champion for Museums.

10. GIRTON: PARISH PLAN

It was noted that unfortunately a representative from the Parish Council was unable to attend the meeting to present the Parish Plan, however, one of the local Members for Girton, Councillor Douglas de Lacey, in a communication to the Leader, commended the Plan to him.

The Leader, **APPROVED** the Girton Parish Plan as presented to the meeting.

Due to the uncertainty of the future of the Local Strategic Partnerships Board (LSP) where Parish Plans had previously been presented, it was proposed by Cllr James Hockney and subsequently **AGREED** that all future Parish Plans be presented to the Leader for approval.

11. NEW COMMUNITIES CAPITAL GRANTS

The Leader,

(a) **APPROVED** the following Community Facility Grants:

- Regeneration of Recreation Ground including Play Area for Thriplow Recreation Ground Committee - £18,000
- Extension of Village Hall for storage and relaying of car park for Horningsea Village Hall Trust - £8,000
- Storage building for village hall, Comberton Village Hall Trust - £2,000
- New play equipment on play area for Eltisley Parish Council - £1,207
- Refurbishment of play area for Foxton Play Area Improvement Group - £12,500
- Improvements to the village hall for Fowlmere Recreation Group and Village Hall - £3,000. The applicant was encouraged to apply for a further grant during Phase 2 of the project
- Improvements to the play area for Fowlmere Parish Council - £1,100
- Re-development of the Church Halls for St Andrew's Centre, Histon - £40,000 and increase the grant limit to £50,000

(b) **DEFERRED** the following application to allow the Parish Council to undertake further discussions on the project:

- Community and Sports Centre (Pavilion) Feasibility Study for Longstanton Parish Council

(c) **APPROVED** the following Village Sport Facilities Grants

- New Multi-use Hall for Townley Memorial Hall Trust, Fulbourn - £15,000 and after 1 April 2012
- New Sports Pavilion for Great Shelford Parish Council - £40,000 and after 1 April 2012
- New Sports Pavilion for Stapleford Parish Council - £40,000 and after 1 April 2012. David Pepperell, Chairman of Stapleford Parish Council was in attendance for this item and addressed the meeting, explaining the situation the Parish Council had found itself as a result of a promised grant of £150k from the Football Association not coming to fruition. Mr Pepperell was advised to apply, if required, for a further grant of up to £10k after 1 April 2012, subject to the grant limit being increased to £50k

(d) **APPROVED** the following Arts Capital Grants

- Purchase and installation of mid-stage curtains and rails for Swavesey RadSoc - £1,000
- Purchase of a portable exhibition hanging system for Cottenham Village College - £1,180
- New boiler at the Marven Centre (Sawston Cinema) for Sawston Village College - £8,000
- Satellite connections at Sawston Cinema for Sawston Village College - £1,000
- Satellite connections at Swavesey Screen for Swavesey Village College - £1,000

(e) **RECOMMENDED** that as part of the grant review, that the limit for Capital Grants

be increased from £40,000 to £50k from 1 April 2012.

12. SERVICE PLAN PRIORITIES 2012/13

The Leader considered the draft service plan priorities listed at paragraph 8 of the covering report and in particular highlighted the importance of the improved Community Chest application process and the proposed approach to localism. It was felt that Parish Councils in particular would benefit from officer briefings on the Localism Bill. In response, the Corporate Manager, Community & Customer Services informed the meeting that roadshows with links to localism and the grants process were planned for presentation around the district that would specifically benefit Parish Councils.

Clarification was sought on the Neighbourhood Panel process on whether they were Police or Parish led. The Corporate Manager, Community & Customer Services informed the meeting that the Police were undergoing changes and it was an area that would be evolving in the future. Priorities were decided at the Panel meetings to inform the Crime and Disorder Reduction Partnership (CDRP) meetings. Cllr Lynda Harford felt that historically the emphasis had been on police and not local matters, however, recently she had noticed there had been a reversal in that emphasis. Cllr Harford added that she felt that training in these matters would be beneficial to Parish Councils.

The Leader **AGREED** the emerging priorities set out in paragraph 8 of the covering report, together with any emerging priorities from other service plans, as the basis for the development of the Community and Customer Services service plan for 2012/13, having noted the resource requirements that would be addressed as part of the review of the Medium Term Financial Strategy.

13. COMMUNITY CHEST GRANTS - PROCESS AND APPLICATIONS

Consideration was given to the process for the recently launched Community Chest Grant scheme. As a result of publicity for the scheme, a number of applications had been received.

The grant scheme was being funded using remaining monies from the Community Development grants budget, together with outstanding budget from Partnerships, giving an approximate total of £10k. In addition, the Council has been informed that it will receive the outstanding Local Public Service Agreement (LPSA) money totalling £57k from the County Council to cover overspends incurred supporting Local Strategic partnership (LSP) projects. The monies would be used for the remaining 2011/12 financial year and 2012/13.

It was proposed that regular press releases on the Council's website would be undertaken when grants had been approved, giving details and the amount awarded.

Referring to the application form example contained in the agenda, concern was expressed that a newly formed organisation might be unable to provide up-to-date copies of their accounts. In response, the Leader was informed that additional wording would be included in the form to the effect that applicants would be advised to speak to either the Corporate Manager, Community & Customers Services or the Partnerships Officer, prior to completing the form. It was also noted that most organisations should be able to produce income and expenditure accounts.

The Leader,

(a) **NOTED** the process for Community Chest grants as outlined in paragraph 7 of the

covering report and the applications received to date as reproduced in Appendix D to the report,

- (b) **ENDORSED** the approaches set out in paragraph 10 of the covering report regarding the funding of the Community Chest scheme for 2011/12 and 2012/13 and paragraph 11 of the covering report regarding the proactive advertising of grant awards, and
- (c) **AGREED** that approval of Community Chest grants would be reported to his Portfolio Holder meetings.

14. **SERVICE IMPROVEMENTS & FINANCIAL PERFORMANCE 2011/12 - Q2**

The Corporate Manager, Community and Customer Services presented the report and informed the Leader that the information omitted from Appendix B, the CorVu Scorecard had now been updated. It was particularly noted that Action B1/4 – Plan for growing older population was on target and action SF770 – External funding (£'s) in Grants programme would be updated following the meeting. All remaining actions were on target.

Referring to action SX016 – No. of completed Community Led Plans, the Leader was advised that the Community Liaison Support Officer would be asking all parish councils if it was their intention to prepare a Plan for their parish. At the request of the Leader, Neighbourhood plans would be considered for inclusion in that action.

The Principal Accountant (General Fund and Projects) reported that Citizen Advice Bureaux grants had been paid.

It was noted that against a profiled budget of £160,720, expenditure and commitments to date totalled £159,760; it was anticipated that the budgets would be fully spent by the end of the financial year.

The Leader **NOTED** both the performance and financial expenditure for the quarter ended 30 September 2011.

15. **FORWARD PLAN**

The contents of the Forward Plan were noted with the following additions:

- Meeting dates 2012/13 to 19 January meeting
- Update on Community Chest grants to every meeting

16. **DATE OF NEXT MEETING**

It was **NOTED** that the next meeting would be held at 10am on 19 January 2012.

The Meeting ended at 11.25 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting

23 January 2012

AUTHOR/S: Executive Director, Corporate Services

REVENUE AND CAPITAL ESTIMATES FOR 2012/13**Purpose**

1. The purpose of this report is to enable the Leader to consider the Revenue Estimates for 2012/13 and the Capital Programme up to 2016/17, relating to services within the Leader's Portfolio.
2. This is not a key decision; however, the report presents the relevant estimates for endorsement by the portfolio holder, prior to being included as part of the overall estimates to be presented to Cabinet and confirmed by Council in February 2012.

Recommendations

3. That the Leader:
 - (a) endorses the Revenue Estimates for 2012/13 and the Capital Programme up to 2016/17, relating to services within the Leader's Portfolio, and recommends them for consideration by Cabinet;
 - (b) approves the Capital Expenditure Proposal Form relating to Community Grants for inclusion in the Capital Programme.

Reasons for Recommendations

4. The draft estimates for all the services of the Council need to be considered and endorsed by the relevant portfolio holders, in order to be collated and presented to the Scrutiny and Overview Committee on 6 February 2012 and to Cabinet on 9 February 2012. The final approval of the estimates and the levels of council tax and rents will be decided by the Council on 23 February 2012.

Background

5. The estimates for the Leader's Portfolio form part of the overall considerations for the Council's annual budget setting exercise and include Voluntary Sector Grants and Community Strategy. (Community Safety, previously under this portfolio, was transferred to the Policy & Performance Portfolio in May 2011.)
6. The Finance and Staffing Portfolio Holder approved the Staffing and Central Overhead Accounts Estimates on 20 December 2011. The recharges approved at that meeting are shown as "Central, Departmental and Support Services" in the detailed estimates attached and the analysis reflects the current service structure. It should be noted that, as all the recharges have already been approved, individual portfolio holders cannot amend them.
7. The estimates for each portfolio are being reported to the relevant portfolio holder. These estimates will then be summarised in a report for examination by the Scrutiny and Overview Committee on 6 February 2012, consideration by Cabinet on 9

February 2012 and finally presentation to the Council on 23 February 2012 for confirmation of the estimates and levels of council tax and rents.

8. The Revenue Estimates are set out in **Appendix A**, while the Capital Programme is shown at **Appendix B**, with the associated Capital Expenditure Proposal Form in **Appendix C**.
9. No automatic inflation allowance has been applied to the 2012/13 estimates – provisions for inflation have been applied to individual estimates only in cases where increases can be justified. (The Medium Term Financial Strategy assumed an inflation rate of 2.5% overall.)
10. Where applicable, the estimates of each portfolio take account of any rollover of budget from the previous year and virement made during the year; they also incorporate expenditure approvals by Cabinet and Council up to November 2011.
11. All the estimates exclude the small number of “Precautionary Items” that are listed at the back of the current estimate book. These are specific, exceptional items of expenditure, which may or may not occur during the budget period, but if they did the Council would be required to meet them. An updated list will be presented to Cabinet on 9 February 2012; however, none has been identified within this portfolio.

Considerations

REVENUE ESTIMATES: REVISED 2011/12 AND ESTIMATES 2012/13

12. The Revenue Estimates for this portfolio are shown at **Appendix A**. The total estimates have been analysed between direct costs and recharges, so that the direct costs can be identified for comparison. This is considered appropriate because the direct costs are specifically within the control of the relevant cost centre manager. By contrast, the Staffing and Central Overhead Accounts Estimates determine the recharges. Compared with the 2011/12 original estimates, the net direct costs increased by £7,200 in the revised estimates and by £18,050 in the 2012/13 estimates:
 - (a) The increase in 2011/12 is mainly due to the receipt of outstanding LPSA monies, of which £27,000 will be used to support Community Chest grants of £36,750. (A further £30,000 of LPSA monies will be similarly used in 2012/13 – see below.)
 - (b) The increase in 2012/13 is mainly due to estimated Community Chest grants of £55,000, part funded by £30,000 LPSA monies, as above. (The balance of £25,000 will be met by transfers from other service budgets, which show corresponding decreases in their portfolio estimates.)
 - (c) A final £43,000 of LPSA monies will be used on strategic projects yet to be identified.
13. Comments on the individual estimate headings are given in paragraphs 14 and 15. All comparisons therein are made with the 2011/12 original estimates. All the 2012/13 estimates include an element of inflation, where necessary. A general overview of the recharges applying to this portfolio is given in paragraph 16.
14. Voluntary Sector Grants:
 - (a) Inflation has been allowed for in the 2012/13 estimates in respect of Grants to Citizens Advice Bureaux/Centres and Grants to Voluntary Organisations.

- (b) Some of the budget for Grants to Voluntary Organisations has been transferred to the Community Chest budget (see paragraph 15 (b) below).
15. Community Strategy:
- (a) Community Transport: £1,900 has been included in the 2011/12 revised estimate relating to an approved rollover request from 2010/11, which will only be released once all other budgets have been committed within the portfolio. £8,500 has been included in the 2012/13 estimate for planned commitments to support actions flagged in service priorities, funding for which still needs to be identified.
 - (b) Community Chest: The grant scheme was agreed at the Leader's Portfolio meeting in September 2011, for community based initiatives and one-off projects. £36,750 has been included in the 2011/12 revised estimate and £55,000 in the 2012/13 estimate, funded from other service budgets and supported in 2011/12 and 2012/13 by LPSA Grant monies (as in paragraphs 12 (a) and (b) above).
 - (c) Other Grants: £43,000 has been included in the 2011/12 revised estimate to represent the potential use of LPSA monies on strategic projects yet to be identified.
 - (d) Government Funding: £70,000 has been included in the 2011/12 revised estimate: £27,000 to support Community Chest grants (paragraph 12 (a) above); and £43,000 for strategic projects (see paragraph 12 (c) above). £30,000 has been included in the 2012/13 estimate for further support of Community Chest grants (paragraph 12 (b) above).
16. Central, Departmental and Support Services: The variances result from changes in responsibilities within the Partnerships Team (Communities & Customer Services) and Planning Policy (Planning Services) and the timing of Internal Audit reviews (Corporate Services).

CAPITAL ESTIMATES: REVISED 2011/12 AND ESTIMATES 2012/13 TO 2016/17

17. The Capital Programme for this portfolio, attached at **Appendix B**, is for Community Grants, comprising several grant schemes previously under other portfolios:
- (a) grants previously under the Northstowe and New Communities Portfolio:
 - (i) Village Sports Facilities Grants (notional allocation £100,000);
 - (ii) Community Facilities Grants (£100,000); and
 - (iii) Arts Capital Grants (£40,000).
 - (b) grants previously under the Sustainability, Planning and Climate Change Planning Portfolio:
 - (i) Historic Building (including War Memorials) and Conservation Area Enhancement Scheme Grants (£42,600);
 - (ii) Wildlife Enhancement Scheme Grants (£10,500); and
 - (iii) Tree and Hedge Partnership/Parish Planting Grants (£14,500).

Funding for these grants is currently met from Capital Receipts; however, the overall Capital Programme for the Council will be subject to further consideration by Cabinet and Council, due to the shortfall of capital funding in future years. Both the expenditure and funding could, therefore, be subject to change.

18. In order that all significant capital items may be evaluated consistently across the Council, items in the Capital Programme for 2012/13 or later over £25,000 in value are subject to the completion of a proposal form, for consideration alongside the Capital Programme being approved. The relevant Capital Expenditure Proposal

Form for this portfolio is attached as **Appendix C** for approval for inclusion in the Capital Programme.

Implications

19. Financial	The financial implications resulting from this report are set out in paragraphs 12 to 18 above. (a) The Revenue Estimates for the General Fund services of this portfolio will be included in the General Fund Summary of estimates along with the expenditure of other portfolios. (b) The Capital Programme estimates for this portfolio will be included in the Council's Capital Programme.
Legal	There are no direct legal implications resulting from this report. The estimates show the financial effect of decisions that have already been made.
Staffing	There are no additional staffing implications resulting from this report. The estimates reflect staffing decisions previously made.
Risk Management	These estimates need to be endorsed so that they can be included in the General Fund Summary to be presented to Cabinet and confirmed by Council in February 2012.
Equality and Diversity	There are no direct equality and diversity implications resulting from this report. Equality and diversity issues will have been considered in the decisions which these estimates reflect.
Equality Impact Assessment completed	No As above.
Climate Change	There are no direct climate change implications resulting from this report. Climate change issues will have been considered in the decisions which these estimates reflect.

Consultations

20. The relevant cost centre managers, who are responsible for setting the level of their respective budgets and controlling the expenditure within them, have been consulted in the compilation of the estimate figures.

Effect on Strategic Aims

21. To determine detailed Leader's Portfolio budgets to provide the resources for the Council to continue its services to achieve its strategic aims as far as possible within the current financial constraints.

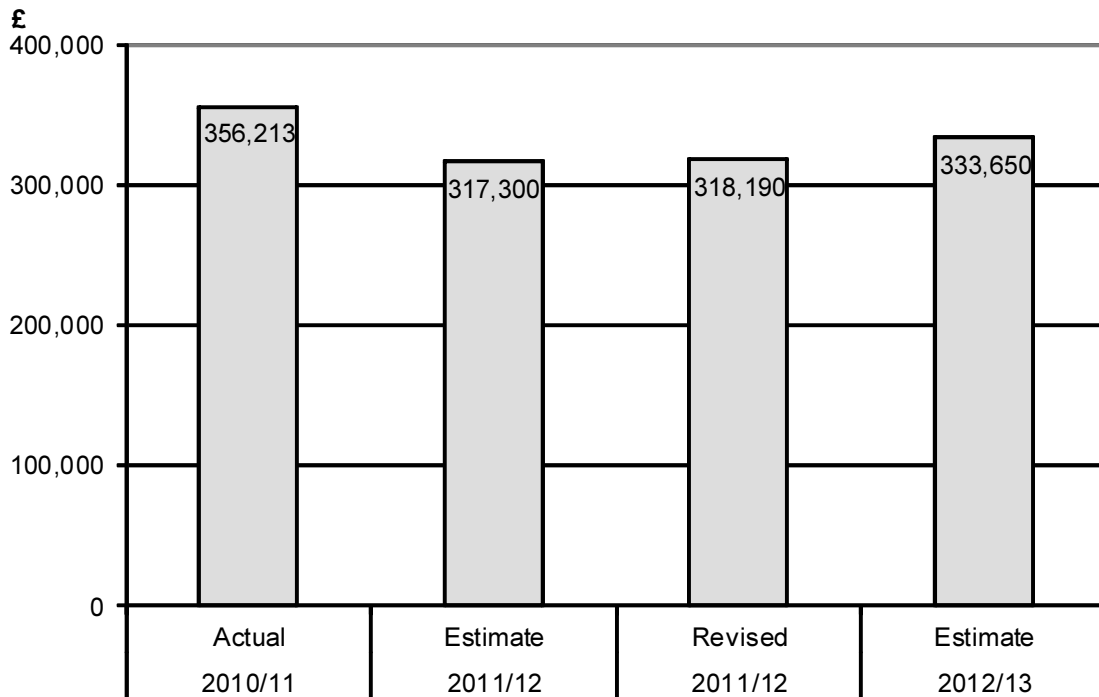
Conclusions / Summary

22. The total net expenditure as shown at **Appendix A** is reproduced below to show the percentage changes between budgets.

Year	Amount £	Change £	Change %
2010/11 Actual	356,213		
		- 38,913	- 10.9%
2011/12 Estimate	317,300		
		+ 890 }	- 0.3% }
2011/12 Revised	318,190	} + 16,350	} + 5.2%

		+ 15,460 }	+ 4.9% }
2012/13 Estimate	333,650		

These comparisons are shown diagrammatically below:



23. In broad terms, the decrease of £38,913 from 2010/11 actual expenditure to the 2011/12 original estimate was due to:
- A decrease of £14,000 on Consultancy costs, related to a one-off Community Transport project, as there is no ongoing budget requirement in 2011/12.
 - A net decrease of £27,000 due to the impact on Local Strategic Partnership expenditure of the Government's decision to withhold LPSA grant.
24. The increase of £890 in the 2011/12 revised estimate compared with the 2011/12 original estimate is mainly due to:
- The receipt of outstanding LPSA monies, of which £27,000 supports Community Chest grants of £36,750.
 - An overall net decrease of £6,000 in recharges from Staffing and Central Overhead Accounts.
25. The increase of £16,350 in the 2012/13 estimate compared with the 2011/12 original estimate is mainly a result of:
- An increased Community Chest budget, £10,000 of which has been transferred from Community Development in the Northstowe and New Communities Portfolio.
 - £8,500 for planned commitments to support Community Transport service priorities, funding for which still needs to be identified

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

Estimates files within Accountancy Services

Contact Officer: John Garnham – Principal Accountant (General Fund and Projects)
Telephone: (01954) 713101

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LEADER'S PORTFOLIO

Actual 2010/2011 £		Estimate 2011/2012 £	Revised 2011/2012 £	Estimate 2012/2013 £
NET EXPENDITURE SUMMARY				
173,287	Voluntary Sector Grants	178,240	181,410	173,290
182,926	Community Strategy	139,060	136,780	160,360
<u>356,213</u>	TOTAL NET REVENUE EXPENDITURE (carried to General Fund Summary)	<u>317,300</u>	<u>318,190</u>	<u>333,650</u>
Analysis of Total Net Expenditure				
201,166	Direct Costs	164,950	172,150	183,000
155,047	Recharges from Staffing and Overhead Accounts	152,350	146,040	150,650
<u>356,213</u>	TOTAL NET REVENUE EXPENDITURE	<u>317,300</u>	<u>318,190</u>	<u>333,650</u>

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CAPITAL PROGRAMME - GENERAL FUND

(at outturn prices, with grants adjusted to commitments basis)

Actual 2010/2011 £		Estimate 2011/2012 £	Revised 2011/2012 £	Estimate 2012/2013 £	Estimate 2013/2014 £	Estimate 2014/2015 £	Estimate 2015/2016 £	Estimate 2016/2017 £
Leader's Portfolio								
302,196	Community Grants	307,600	307,600	307,600	307,600	307,600	307,600	307,600
<u>302,196</u>		<u>307,600</u>	<u>307,600</u>	<u>307,600</u>	<u>307,600</u>	<u>307,600</u>	<u>307,600</u>	<u>307,600</u>
Financed by:								
(302,196)	Capital Receipts	(307,600)	(307,600)	(307,600)	(307,600)	(307,600)	(307,600)	(307,600)
<u>(302,196)</u>		<u>(307,600)</u>	<u>(307,600)</u>	<u>(307,600)</u>	<u>(307,600)</u>	<u>(307,600)</u>	<u>(307,600)</u>	<u>(307,600)</u>

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Proposals for Capital Projects Greater than £25,000
(For inclusion in the draft Capital Programme for the financial years 2012/13 – 2016/17)

1	Service	Planning & New Communities					
2	Service Manager	Corporate Manager					
3	Brief Details of Proposal	Community Grants Programme					
4	Costs (all, £000s)	2012/13	2013/14	2014/15	2015/16	2016/17	Total gross cost
Financial Year in which expenditure is expected to be incurred		307.6	307.6	307.6	307.6	307.6	1,538.0
5	What is the estimated life expectancy of the asset related to the proposal?	<p>This grants programme now combines sports and community facilities, arts, historic buildings, conservation & wildlife enhancement & tree planting.</p> <p>The estimated life expectancy varies dependent on the nature of the grant and the proposal: at least 5 years, usually over 20 years.</p>					
6	What benefit will service users or residents experience as a result of the expenditure?	<p>Community facilities and environmental enhancements benefit everyone in the community, including:</p> <ul style="list-style-type: none"> • improve the quality of village life; • opportunities for a wide range of activities for difference groups; • improve health and wellbeing; • opportunities for volunteers to support projects in their communities; • enhance the appearance and biodiversity of the district. <p>Works to historic buildings help to preserve heritage assets for the community.</p>					
7	How many individuals/properties will benefit from the expenditure?	<p>The whole district over time.</p> <p>The number that will benefit from the award of a particular grant varies from an individual to potentially a whole village, dependent on the nature of the award.</p>					
8	What evidence is there of public, tenant and/or user support for the proposal?	<p>The Council's policy of enabling support is well recognised and supported by Members and parishes alike.</p> <p>In most cases, community capital projects are developed in villages as a result of need being identified in local surveys and parish plans. Such evidence is usually provided in documents supporting each grant application.</p>					

9	<p>Which of the 2012/13 aims, approaches and actions will the proposal address and how?</p>	<p>The grants programme enables the Council to ensure that the district continues to offer outstanding and sustainable quality of life for our residents, by supporting local community, sporting and heritage projects across the district which are:</p> <ul style="list-style-type: none"> • accessible to a wide range of residents. • help promote active and healthy lifestyles • help fostering good citizenship and civic pride. <p>The provision of local facilities minimises travel, encouraging low carbon and sustainable living.</p> <p>The projects are identified and managed locally; the grants help villages to meet the needs and aspirations of current and future residents.</p> <p>New or enhanced meeting places and activities help with community cohesion and safety.</p> <p>Conservation grants help the Council and its residents to preserve local traditions, keeping villages attractive and enhancing the landscape for future generations.</p> <p>There is a specific Council Action for 2012/13, "Implement a streamlined and integrated grants process to support localism", under the Aim "We will listen to and engage with our residents and parishes and businesses to ensure we deliver first class services and value for money".</p>
10	<p>How will performance indicators be affected?</p>	<p>Different types of grants help to meet various existing performance indicators (PIs).</p> <p>The new Council Action will have its own PI.</p>
11	<p>Is this expenditure required to enable the Council to meet a statutory requirement? If so, please give a description of the relevant requirement.</p>	<p>These grants are not statutory requirement, but help considerably to bring in external funding, enabling communities to enhance and develop village life.</p>
12	<p>What will be the implications for the Council of not proceeding with the proposed investment?</p>	<p>Capital Grants enable many villages to develop community facilities that meet local need. Without SCDC funding many of these important projects would not happen and community benefits will not be provided.</p>
13	<p>How could the same outcome be achieved without the proposed expenditure?</p>	<p>The same outcomes could not be achieved as SCDC contributions are often vital to making projects happen. Beneficiaries would need to look for alternative funding, which would be difficult for many applicants as other sources of grant aid are reducing. This would either extend project timescales or make them unachievable, especially as most villages do not have a large population.</p>
14	<p>Is there likely to be any external funding contribution? If so, from where? (Please attach a copy of any written confirmation)</p>	<p>All community capital projects attract other sources of funding. Council grants are often very helpful to applicants in obtaining funding from other organisations; all go directly to the grant applicant. The proportion of a project's total costs that are met by SCDC grant depends on the scale and type of project.</p>

15	Contribution (£000s)	2012/13	2013/14	2014/15	2015/16	2016/17	Total contribution
	Financial Year in which contribution is expected to be received	Nil to Council					
16	Revenue impact (£000s)	Reason	2012/13	2013/14	2014/15	2015/16	2016/17
	Estimated consequential financial impact on net revenue expenditure of the proposal	Additional: income expenditure	No revenue implications for SCDC.				
		Reduction: income expenditure					
		Total for year					
17	Are any revenue changes likely to continue after 2012/13? If so, please complete the attached schedule.	N/a					
18	Brief description of the reasons for any revenue changes shown in 16	N/a					

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Agenda Item No.7

CAMBRIDGESHIRE JOINT STRATEGIC PLANNING ARRANGEMENTS

To: Leaders and Chief Officers

Date: 23rd November 2011

From: Alex Plant, Executive Director: Environment Services, Cambridgeshire County Council
Malcolm Sharp, Managing Director (Communities, Partnerships and Projects), Huntingdonshire District Council

1. INTRODUCTION

- 1.1 The Public Service Board have agreed to put in place a small joint unit to ensure we maintain the positive and joined-up approach to spatial planning that has served us well in recent years. Applications have been invited for a Head of Unit and Support Officer to be based at South Cambs at Cambourne. This paper is to agree the governance arrangements to guide the joint work.

2. PROPOSAL

- 2.1 Directing the work of the proposed unit will require a democratic mandate from all of the District Authorities and the County Council. This is similar to the direction provided jointly in respect of the response to the Regional Spatial Strategy undertaken by CRESSP. This body was chaired by the County Council recognising their statutory role in responding to the RSS review.
- 2.2 In the circumstances of the new statutory planning regime, the County Council no longer has that statutory strategic planning responsibility, although it does, of course, retain the role of minerals and waste planning authority as well as having a key role in relation to transport strategy. The role of the County Council also remains critical in terms of the planning and provision of key infrastructure, especially in ensuring a stronger link between spatial planning policies and sustainable transport provision.
- 2.3 It is therefore proposed that each District Planning Authority and the County Council nominate up to three Members to be part of a Board to be known as the Cambridgeshire Joint Strategic Planning Board (CJSPB).
- 2.4 In view of the significance of the issues being discussed and to ensure individual members have the necessary authority, it is envisaged that representation would likely be either the Leader or the Planning Portfolio Holder from the Councils' respective Cabinets. Each Council to consider individually the allocation of places across the Council's political groups.

- 2.5 Whilst decision making on policy issues would remain within the constituent local authorities, the CJSPB would be the primary means by which the authorities fulfil their 'duty to co-operate' in line with the statutory requirements of the forthcoming Localism Act. All meetings would be open to the public and agenda papers, and minutes of each previous meeting, would be published at least five days before each meeting.
- 2.6 The CJSPB would be supported by the JSPU, and by Cambridgeshire Chief Planning Officers (CCPOs). CCPOs would co-ordinate the secondment of staff time to support the work of the JSPU as necessary. CCPOs will also report quarterly to PSB to ensure that Chief Executives are fully informed about emerging strategic planning issues.
- 2.7 Proposed terms of reference for the CJSPB would be developed prior to its first meeting. It is assumed the Group would elect a Chair when they first meet and would probably meet quarterly or as needed.

3. RECOMMENDATION

- 3.1 That the above governance arrangements be agreed and arrangements made to call a meeting of the proposed CJSPB when appropriate.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting 23 January 2012
AUTHOR/S: Chief Executive / Corporate Manager (Community & Customer Services)

GRANTS REVIEW**Purpose**

1. To outline proposed changes to the existing grant schemes in place across the Council.
2. This is not a key decision.

Recommendation

3. That the Leader agrees to the proposal for streamlining the Council's existing grant schemes as outlined in the report for implementation from April 2012.

Reason for recommendation

4. A grants review is necessary for the improvement and streamlining of grants allocated to individuals, voluntary and community organisations and parish councils. A transparent, clearly defined and robust process will ensure that duplication is further limited and that Council Aims are met through the support of local projects.

Background

5. The intention of the review was to develop a new grant giving framework that is transparent and flexible, consolidates activity and ensures that grant aid is used to support corporate aims and actions.
6. The Leader's Portfolio Holder meeting in September 2011 was presented with comprehensive information following this review outlining all capital and revenue grants provided by the Council, to individuals, community and voluntary sector groups, parish councils and businesses. The review focused upon the non-statutory grants that SCDC provides to its communities.
7. Following this work it has become clear that that the Council's grants schemes would benefit from reorganisation under three clear themed headings, under which all grants would sit, namely: Service Support Grants; Capital Grants; Community Chest Grants (**Appendix A** outlines under which heading existing grant schemes should fall). In summary, this would cover:

Service Support Grants – where SCDC is providing grants to support agencies or voluntary sector groups to deliver their service either across the district or in a specific geographical area. This would include grants to CAB's, village warden schemes, housing grants etc.

Capital Grants – to include New Communities Capital grants, i.e. for community sports, arts and facilities, covering community resource capital development projects

and for the construction or renovation of community/historic/ environmental resources and assistance to private individuals to improve their homes.

Community Chest Grants - for community based initiatives and one off projects. These would be limited to <£1,000 and applied for through a simple grants application form.

8. Research has also shown that a fourth strand of Council funding exists and should be called Commissioned Services / Partnership Funding (or similar). This funding currently sits outside the existing grants application process as it is not currently administered through a grant giving process, i.e. organisations/agencies do not apply for funding against set criteria, rather they are approached by service areas to deliver a service on behalf of the authority. Examples of these are given below:
 - Parish Paths
 - Archaeology
 - Parish Planning
 - Young People's Work
 - Museum
 - Travel for Work
 - Arts Development Managers
9. Discussions are required with each service area administering this funding to ensure that Value for Money (VfM) is being achieved; there are clear links to the 3 A's and that there are synergies between this and the grants scheme. It is suggested that the proposed way forward for each of these examples should be outlined to the Leader's Portfolio Holder meeting in March 2012.
10. Following the reorganisation of grant schemes, practical changes to the existing process are necessary including the development of an online grants 'portal' to receive applications, criteria linked more explicitly to the Council's 3A's and common application forms (where possible). More information on progress within these areas is given below.

Decision making process

11. It is proposed that all service support and capital grants should be approved by the Leader as part of their regular Portfolio Holder meetings. Each of these grant schemes will be subject to individual timescales, which are outlined in **Appendix B**. It is proposed that reports to the PFH meeting should make recommendations as to which grants should be awarded and at what level. Similarly the reports should highlight which applications are not recommended for approval, together with clear reasons why. Each of these grant schemes will have a designated budget. Although notional allocations will be included for the capital grants scheme it is proposed that it will be treated as one budget with the usual provisions for money to be vired across in the usual way.
12. The only exception to this decision making process is the Community Chest which, due to the nature and level of the grants, will be approved by the Leader and one other member of Cabinet outside of the Portfolio Holder meeting. A decision notice outlining the grants made will then be published in line with existing requirements. This process has worked well in the pilot phase of the scheme and it is proposed that it should continue. A process chart has been developed for this (attached as **Appendix C**).

13. It is proposed that, for simplicity and urgency reasons, all capital grants of under £1,000 should be approved in the same way as Community Chest grants, i.e. outside of a formal PFH meeting by way of approval by the Leader and one other member of Cabinet.

Accessibility

14. It is proposed that all grants should be accessed through a grants 'portal' on the SCDC website. This will include links to all of the 3 schemes outlined above, giving clear guidance on the application processes, timetables for applications to be made and contact details for further information. As part of this simplification of the application process and increased accessibility, work has been undertaken to develop common application forms and criteria for each scheme. It is also proposed that when applications are submitted through the 'portal' they will come through to a specific nominated contact. This will ensure consistency of approach and co-ordination. Work is continuing to develop this 'portal' so that it is ready for launch in April 2012. **Appendix D** outlines an indicative view of what the portal will look like.

Co-ordination

15. It is proposed that a central record of all grants awarded across the authority throughout the year should be maintained to ensure that we have a clear view, at any one time, of what organisations/groups/individuals have been supported by the authority. The development of the portal and generic e-mail address outlined above and the common decision making process will assist in this task.

Publicity

16. In terms of proactive publicity, it is proposed that details of all grants awarded should be recorded on the website. A regular press release should also be issued detailing how much funding has been awarded, to which organisations and outlining any opportunities to see the funding 'in action' (through photo opportunities, interviews with recipient organisations etc). This will be supplemented by individual, ad hoc press releases (including photographs) when appropriate.
17. Initial investigations have been made into the benefits of using GRANTfinder as part of the refreshed grant framework. This is a software tool that would enable the authority to search the GRANTfinder database for available grant funding in real time. This would be on behalf of external organisations/groups/individuals and also a mechanism for SCDC to identify and apply for external funding. It is proposed that a further report will be brought to the Leader's PFH meeting in March outlining the full benefits and costs of this approach.

Considerations

18. South Cambridgeshire District Council is a signatory to the Cambridgeshire Compact and as such, any review of grants and emerging decisions should be undertaken with a view to remaining Compact compliant at all times.
19. In some cases, multi-agency joint monitoring meetings take place where more than one statutory organisation funds a voluntary or community sector organisation. Joint monitoring ensures that double funding does not occur and means that if one statutory organisation makes a change to its grant funding the impact upon another organisation can be limited. The elite athletes grants are currently awarded by a multi-agency panel.

20. It is rare that a voluntary or community sector organisation receives a grant from more than one grant scheme in any given year. There is generally good co-ordination between officers who are managing the different grant schemes. Where there is duplication it should be to enable specific, but different, pieces of focused work to be carried out. In addition, an organisation will invariably, if they are based in the district, also receive discretionary rate relief (DDR), although the link between DDR and grant funding needs to be strengthened as part of the development of new grant awarding criteria.

Implications

21. This review seeks not only to streamline the Council’s existing grant schemes but also to ensure clarity for the South Cambridgeshire community and transparency regarding the availability of funds, timescales and eligibility.
22. Officers are currently managing grant schemes with maximum possible communication to avoid duplication. However, a formal process is required to ensure that commissioned services and partnership grants do not duplicate the grants allocated through the formal application processes.
23. It is important that any changes to the existing grant process are communicated effectively and pro-actively with all affected parties. The move to a new process will be accompanied by a clear communications plan, highlighting the benefits of a more transparent, flexible and robust system and its links to the localism agenda.

24. Financial	There are no planned changes to the total grant scheme funding provided by the Council. However, any future funding will have to have a clear link to the emerging MTFS. Also any changes in criteria to each scheme may require the Council to commit funds over a 3-year period instead of 1-year, and vice versa.
Legal	Changes to grant scheme names, criteria and supporting paperwork must take account of the Council’s legal position on the difference between a Contract, a Service Level Agreement and a Grant Funding Agreement, as well as accommodating procurement regulations.
Staffing	Existing staff will continue to manage their grant schemes as they currently do.
Risk Management	Changes to the grant schemes will be implemented in order to improve them for our customers, to ensure they are open and transparent and to continue to prevent duplication wherever possible.
Equality and Diversity	
Equality Impact Assessment completed	No An Impact Assessment will be completed in advance of implementation.
Climate Change	Grants are available to organisations wishing to carry out environmental work and to projects set up to limit climate change.

Consultations

25. A limited response was received from organisations asked to give their views on SCDC grants management but of these responses, all said they were easily able to understand the schemes and the link to the Council's objectives, officers made themselves available and gave appropriate support in a timely manner (when necessary). Respondents want to see a simple and 'easy to travel' grants portal or website where, alongside grants information and application forms, they can see details of the grants given to other recipients. They want to be able to complete their forms by hand as well as electronically (as is currently the case) and wherever possible they would like 3 year funding to enable longer term financial planning. Simple application forms are preferred but the current ones were considered perfectly suitable for the purpose.

Consultation with Children and Young People

26. Children and young people had the opportunity to be involved in the above consultation if they or their organisations have been in receipt of grant funding in the past and in accordance with their organisation's youth engagement strategy.

Effect on Strategic Aims

27. Grant schemes already have a clear link to the 3 A's however this review will ensure that this link is strengthened and grants are allocated by the Council in accordance with the 3A's and with the priorities set out in service plans.

Conclusions / Summary

28. This grants review is necessary for the improvement and streamlining of grants allocated to individuals, voluntary and community organisations and parish councils. A transparent, clearly defined and robust process will ensure that duplication is further limited and that Council Aims are met through the support of local projects.
29. The proposals in this paper form part of a broader approach to the support of the South Cambridgeshire community, and are inextricably linked to Localism and the Big Society.

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

Cambridgeshire Compact

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

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APPENDIX A

Service Support Grants	£175,000.00	Capital Grants	£537,600.00	Community Chest Grants	£25,700.00
Citizens Advice Bureaux	£87,350.00	Community Facilities inc Play	£100,000.00	Small VCS Grants	£15,700.00
Other Vol Orgs	£50,150.00	Community Facilities inc Sport	£100,000.00	Community Development	£10,000.00
Mobile Warden Scheme	£17,500.00	Arts Grants	£40,000.00		
Homelessness Grants (inc. CDCMS, YMCA)	£10,000.00	Historic Bldg & Cons Area	£42,600.00		
Housing Grants (inc. CDCMS, Cambridge CAB) - exact amount tbc	£10,000.00	Wildlife Enhancement	£10,500.00		
		Trees & Hedges	£14,500.00		
		Disabled Facility Grants	£10,000.00		
		Home Repair Assistance	£100,000.00		
		Private Sector Housing Renewal	£100,000.00		
		Elite Athletes *	£20,000.00		

* Due to finish March 2012

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2012-13	Service Support Grants (3 Yr)	Capital Conservation	Capital New Comms
Scheme Opens	01/10/09	Ongoing	Ongoing
Scheme Closes	17/12/09	Ongoing*	Ongoing
Applications Assessed	31/01/10	Ongoing	March & Sept

2013-14	Service Support Grants (3 Yr)	Capital Conservation	Capital New Comms
Scheme Opens	01/10/12	Ongoing	Ongoing
Scheme Closes	21/12/12	Ongoing*	Ongoing
Applications Assessed	31/01/13	Ongoing	March & Sept

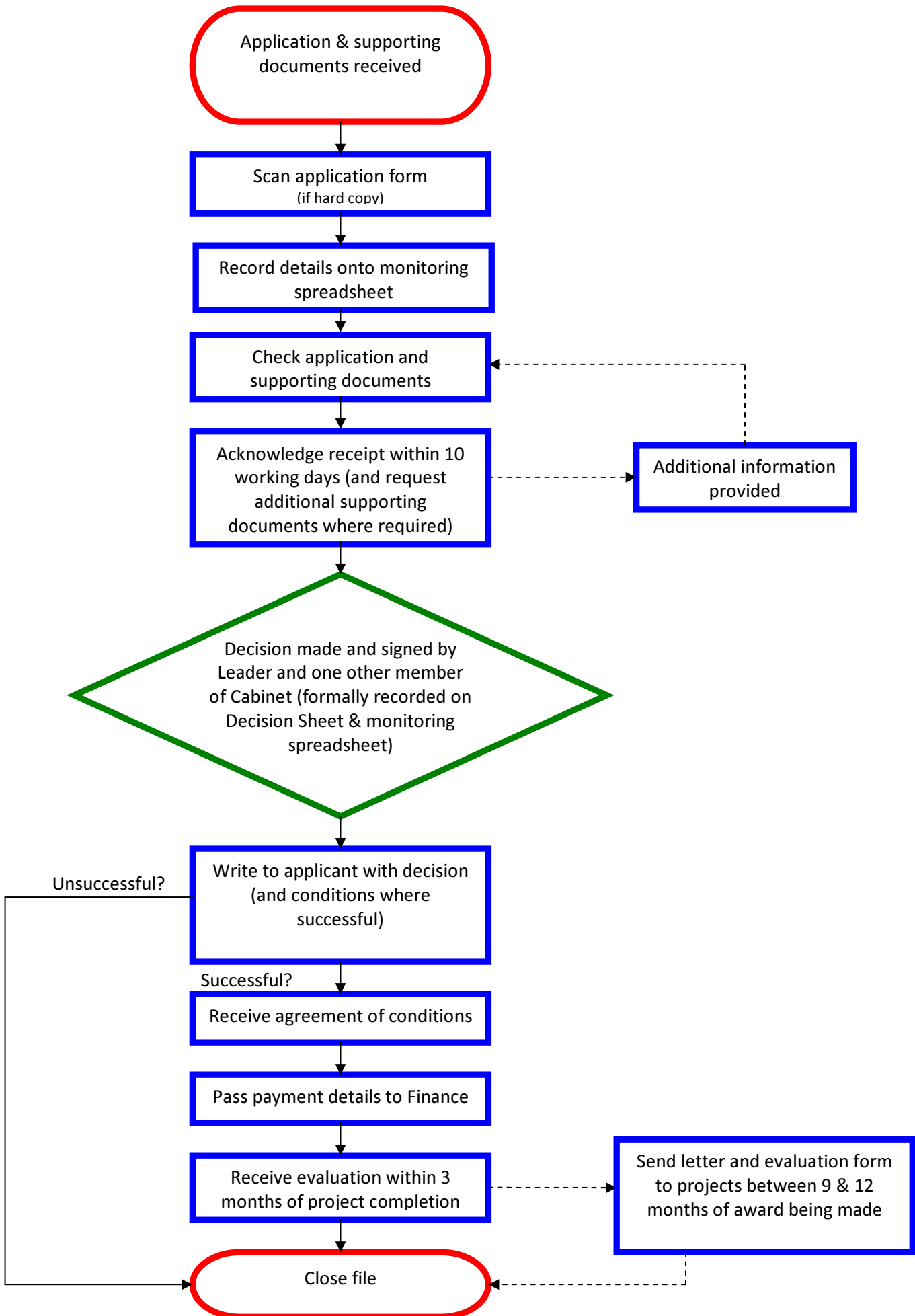
* applications dealt with on first come first served basis and scheme closes when funds run out.

Community Chest

01/04/12
Ongoing*
Ongoing

Community chest

01/04/13
Ongoing*
Ongoing



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South Cambs Council - iSiteSQL - Site Builder

Page Filename: default1.htm
Include in Menus:

Grants Portal

Here, you will find all information relating to grants available from SCDC. The grants you can apply for now fall into 3 categories as follows:

Service Support Grants

Service Support Grants are available to the voluntary and community sector only. They are a contribution to the running costs (revenue costs) of an organisation, group or project. There are 3 types of service support grant. Follow this link to find out more and to find out if you are eligible.

Capital Grants (Facilities and Conservation)

Capital grants are available to a wide range of voluntary and community sector organisations, parish councils, facility committees, individuals and other groups - it all depends on the type of grant sought and there are many different types. Follow this link to find out more and to find out if you are eligible.

Community Chest Grants

Community Chest Grants are available to voluntary and community sector groups and parish councils. They are small grants of up to £1000 for one-off costs relating to a project or activity. Follow this link for more information and to find out if you are eligible.

Local intranet 100%

South Cambs Council - iSiteSQL - Site Builder - Windows Internet Explorer

http://insite/admin/site_builder/default.asp?mode=78pk_page=957804&clearform=1#owner_picker

File Edit View Favorites Tools Help

South Cambs Council - iSiteSQL - Site Builder

Review Date: 30/9/2010
Created By: Dave Coates
Created Date: 13 December 2011 00:00
Owner: Hawkes, Kathryn
Publication Date: 18/5/2005

Grant Applications - Timetable

	Service Support (3 Year)	Capital (Facilities)	Capital (Conservation)	Community Chest
2012-13				
Scheme Opens	01/10/2009	Ongoing	Ongoing	01/04/2012
Scheme Closes	17/12/2009	Ongoing*	Ongoing	Ongoing*
Applications Assessed	31/01/2010	Ongoing	March & September	Ongoing
2013-14				
Scheme Opens	01/10/2012	Ongoing	Ongoing	01/04/2013
Scheme Closes	21/12/2012	Ongoing*	Ongoing	Ongoing*
Applications Assessed	31/01/2013	Ongoing	March & September	Ongoing

* Applications are dealt with on first come first served basis and this scheme closes when funds run out.

As you will see on the following pages, groups and organisations in the Voluntary and Community Sector (VCS) are eligible for many of our grants. At SCDC we are committed to maintaining Compact principles wherever possible. This means that we will work as closely as possible with the VCS with regard to:

- Procurement
- Grants
- Services and Programming
- Policy
- Consultation and Engagement
- Community Involvement and Partnerships
- Strategic Leadership and Management

For more information about Compact, visit the Compact pages of our website. For support to find grant funding from other

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting 23 January 2012
AUTHOR/S: Executive Director, Operational Services / Corporate Manager, Community and Customer Services

COMMUNITY CHEST GRANTS 2011-12**Purpose**

1. To provide a summary of the decisions made to allocate Community Chest grants, since the scheme's inception in October 2011.
2. This is not a key decision, it is for information only.

Recommendation

3. That the Leader notes the information contained in the report.

Reasons for Recommendations

4. Not applicable.

Background

5. As part of a corporate review of all grants given by SCDC, the Community Chest was formed to ensure local groups and parishes could apply for small grants to cover one-off capital and revenue costs.
6. This phase of the Community Chest grants scheme from October 2011-March 2012 serves as a 'pilot' for a year-long scheme in 2012-13. The guidance notes and application form (**Appendices 1 & 2**) will be altered to reflect learning throughout this 6-month pilot phase and implemented prior to the launch of the 2012-13 scheme on 1 April 2012.
7. £36,750 was made available for this pilot phase, of which nearly £14,000 has been allocated. Any funds remaining at the end of March 2012 will roll forward into the scheme for 2012-13. See **Appendix 3** for details of the decisions taken.

Considerations

8. A range of issues have been taken into consideration in allocating these grants, including: whether the application meets the criteria, including meeting one or more Council aim/s; the geographical spread of applications – funds must be distributed as evenly as possible across the district; whether or not the applicant has received grant funding from other SCDC sources in the same financial year, and what for.

Options

9. To note the decisions taken and take them into consideration when making future grant awards.

Implications

10. Financial	None. These grants fall within the budgetary allocation to the Community Chest. Members of the accountancy team have been involved in determining the coding and payment processes.
Legal	None.
Staffing	None.
Risk Management	If the grant fund is unspent by 31 March 2012, it will be rolled over into the 2012-13 financial year. Grants are allocated on a first come, first served basis and once the fund is spent, no further grants will be allocated until the scheme re-opens for the following year.
Equality and Diversity	Grants are available, and should be allocated to, a broad range of organisations. All groups meeting the criteria are eligible.
Equality Impact Assessment completed	An EQIA will be undertaken once the grants review is complete and the final application forms, criteria and guidance notes have been finalised, incorporating any changes as identified by the pilot phase.
Climate Change	None.

Consultations

11. The Council Leader and a second Cabinet member have made these decisions in consultation with relevant district councillors and grants officers. All decisions are subject to a five day call-in period.

Consultation with Children and Young People

12. Children and young people, and the groups serving them, have been invited to give their views on the ongoing grants review, along with all other grant-seeking organisations.

Effect on Strategic Aims

13. Each of the grants allocated has been given to a group or organisation capable of demonstrating how their project fits with the Council's priorities.

Conclusions / Summary

14. Community Chest grants provide a quick and easy way for groups and organisations to apply for one-off or start up grant and have benefitted 19 organisations in total so far.

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

See attachments.

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

South Cambridgeshire District Council

Community Chest 2011-2012 Guidance Notes



What is the Community Chest?

The Community Chest is capital funding available to community and voluntary sector groups and organisations and Parish Councils. The funding has been made available to further improve quality of life in South Cambridgeshire.

The total amount of funding available from October 2011 until March 2012 is:

Financial Year	Total Community Chest
1 st April 2011 – 31 st March 2012	£32,000

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents.
- 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.

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

What can be funded?

The project must:

- Be a one-off capital or revenue expense
- Relate to one of the South Cambridgeshire District Council priorities/aims listed overleaf.
- Meet local need.
- Ensure equality of access.

How much can be applied for?

The maximum award is £1,000 in the financial year (April-March) and can be for 100% of the project's costs.

When can groups apply?

Groups can apply at any time during the financial year; there are no closing dates for applications.

It is advisable to apply early in the year due to the limited amount of total funding available.

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.
 - 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.
-

Community Chest 2011- 2012: SCDC Priorities/Aims

- Being a listening council, providing first class services accessible to all
 - Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family
 - Making South Cambridgeshire a place in which residents can feel proud to live
 - Assisting provision of local jobs for you and your family
 - Providing a voice for rural life
-

For further information please contact:

Kathryn Hawkes
Partnerships Officer

South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

Tel. 01954 713290
Email: kathryn.hawkes@scambs.gov.uk

South Cambridgeshire District Council



Community Chest Application Form

Please ensure that you have read the conditions and guidelines before completing this form

A. Your details	Complete this section
1 Name of organisation	
2 Address of organisation	
3 Contact name & position	
4 Telephone number	
5 E-mail	
6 Name of project	
7 Amount of funding requested	
8 Cheque to be made payable to	<p data-bbox="84 1529 667 1653">If the cheque is being accepted on your behalf by another organisation please include name and signature here. This person's organisation agrees to make full payment to your organisation after accepting the cheque.</p> <p data-bbox="699 1529 916 1563">Name of organisation:</p> <p data-bbox="699 1585 951 1619">Name and role of contact:</p> <p data-bbox="699 1682 799 1715">Signature:</p>
9 Address cheque to be sent to (if different from above)	

B. Declaration

I have read the guidelines for completing this form and have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given on this form and in any supporting documentation is correct to the best of my knowledge.

Signed

Print name
(and position if different
from section A)

Date

For official use only

Reference:

Date received:

C. South Cambridgeshire District Council Priorities/Aims

Please indicate which of these priorities your project relates to. Only tick the box or boxes that apply to your project.

Being a listening council, providing first class services accessible to all	<input type="checkbox"/>
Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family	<input type="checkbox"/>
Making South Cambridgeshire a place in which residents can feel proud to live	<input type="checkbox"/>
Assisting provision of local jobs for you and your family	<input type="checkbox"/>
Providing a voice for rural life	<input type="checkbox"/>

D. About your organisation**Guidance**

1 What does your organisation do?

Please state the overall aim of your organisation and describe the usual activities / services your organisation provides.

2 If the project involves working with children, young people or vulnerable adults you will need to have an appropriate protection policy.

Do you have the appropriate protection policies in place?

Yes

No

If relevant please include a copy with this application form or contact Cambridge Council for Voluntary Service for advice.

3 Is your organisation affiliated to another body? If Yes state which.

Please include any national or local bodies to which your organisation belongs.

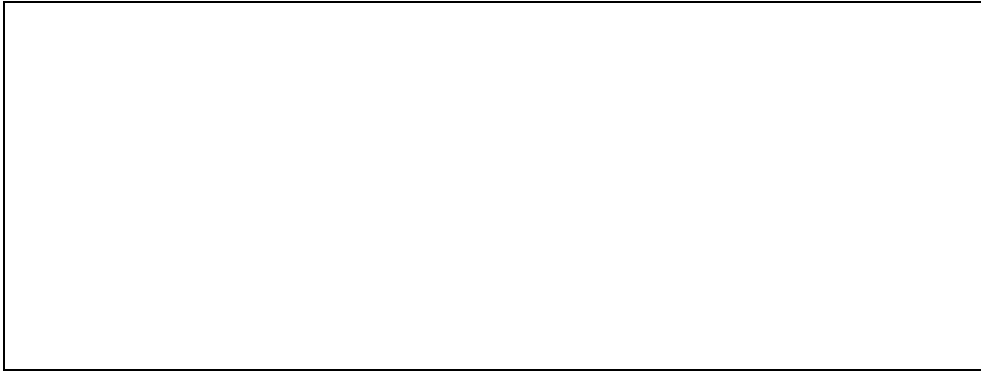
E. About your proposal**Guidance**

1 How do you plan to use the funding?

Please remember that this fund is for one-off projects and purchases and should not be relied upon in future years. Therefore, the sustainability of your project should be considered before submitting your application.

2 What difference will the funding make to the local community?

Appendix 2

A large, empty rectangular box with a thin black border, intended for the user to provide their response to the question in Appendix 2.

Try to explain who will benefit from your project and in what way. Please relate this back to the priorities set out in section C.

3 Which village/s will benefit from the funding?

--

Please note that projects based solely in one village are as important to us as those covering more than one village

4 Please tell us about any consultation that took place before you decided there is a need for this funding.

--

How did you know there was a need for this funding? Who did you talk to? E.g. Children, young people

5 Are there any risks involved in completing your project?

a) Risk to successful completion of the project?

Yes No

b) Risk to service users?

Yes No

If yes, please state how you will minimise these risks.

--

It is your responsibility to carry out appropriate risk assessment for the project. If you are unsure about this please ask for guidance.

F. Financing your project	Guidance
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1 Please give a breakdown of estimated costs for your proposal?

Expenditure Item	Cost (£)
Total	£

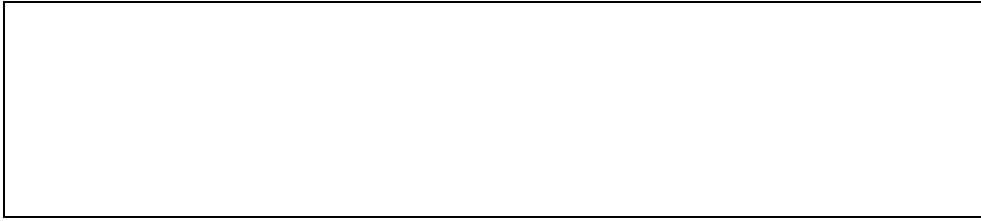
Expenditure Item	Cost (£)
Total	£

Please give as much detail as possible and include ALL costs. We will also require an up to date copy of your accounts.

If you do not provide correct information, it may jeopardise your application's success.

2 Please list all other sources of income you hope to receive if the total cost is more than that applied for.

Appendix 2



This can include any money coming into the project including contributions from other funders, ticket sales etc.

G. Checklist

Please ensure you have included the following with your application:

- | | | | | |
|---|--|--------------------------------------|--------------------------------------|--------------------------------------|
| 1 | A copy of your organisation's constitution or mission statement | <input type="checkbox"/> | | |
| 2 | An up-to-date copy of your accounts | <input type="checkbox"/> | | |
| 3 | Appropriate protection policy, please tick relevant box: children, young people, vulnerable adults | Children
<input type="checkbox"/> | Y People
<input type="checkbox"/> | V Adults
<input type="checkbox"/> |
| 4 | Any other material you feel would support this application | <input type="checkbox"/> | | |

H. What to do now

Send your application to:

**Partnerships Officer
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA**

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				Appendix 3
Organisation	Project	Applied for	Allocated	Comments
Oakington and Westwick PC	Oakington Community Orchard	£480.00	£480.00	Full Sum Allocated
Cambourne FC	Cambourne FC	£940.00	£940.00	Full Sum Allocated
Relate Cambridge	Family Counselling	£1,000.00	£500.00	Contribution towards Computer equipment
Fen Ditton PC	Village Sign Refurbishment	£1,000.00	£500.00	Contribution only
Swavesey PC	Gazebos - Christmas Carols in Market Street	£507.91	£500.00	Purchase of gazebos
CDCMS	Presentation / Training Equipment	£1,000.00	£0.00	Not funded - in receipt of another SCDC grant which is under review
Coton Football Club	Football Equipment and Goalposts	£1,000.00	£537.00	Purchase of goalposts
Centre 33	Young people's drop-in resources	£1,000.00	£600.00	Purchase of books, literature and resources
The Phoenix Trust (Milton) Lts	Workshop Upgrade	£1,000.00	£575.00	Purchase of power tools
Cambourne Crescent	Community Support to Muslims in Cambourne	£1,000.00	£0.00	Applied for ongoing costs-criteria not met.
Mission Impossible 7 Netball Club	Junior's Netball Programme	£1,000.00	£1,000.00	Purchase of netball equipment
Cambourne CLIC	2012 International Festivals	£450.00	£150.00	Contribution towards Chinese New Year festival 2012
OWLS Community Car Scheme	OWLS Community Car Scheme	£500.00	£450.00	Start up costs
2484 Cambourne Air Training Corps	2484 Cambourne Detached Flight	£1,000.00	£1,000.00	Contribution towards purchase of camping equipment
Fulbourn Day Centre	Day Trips	£1,000.00	£800.00	Entry fees for clients (older people) into events on day trips.
Time Traveller Media Group	Youth Radio Project	£1,000.00	£600.00	Contribution towards purchase of camping and outdoor equipment
Meadows Children & Family Wing	Freedom Programme - DV	£1,000.00	£716.15	A contribution towards elements of the cost of the DV programme
Cambridge & District Volunteer Centre	Digital Data Projector	£703.83	£700.00	Equipment for presentations and training to other organisations in how to recruit, train and manage volunteers
Cambridge Joint Playschemes	Saturday Cinema Club	£1,000.00	£1,000.00	A contribution towards an element of the cost of Saturday Cinema Club for young people with disabilities.
Gt Shelford Mobile Warden Scheme	Gt Shelford Mobile Warden Scheme	£1,000.00	£0.00	Applied for ongoing costs-criteria not met.
Gt Shelford Bowling Club	Refurbishment of Pathways	£1,000.00	£1,000.00	Paving for pathways which are currently a trip hazard.
Grinell Hill BMX Club	Storage Container Unit	£1,000.00	£1,000.00	Container unit for maintenance tools.
CamSight	Sight Loss Service	£998.00	£0.00	Deemed to be ongoing costs.
City of Cambridge Brass Band	Jubilee Concert	£600.00	£350.00	A contribution towards Comberton venue hire for concert with Eversden band.
Fulbourn Forum for Community Action	Modular Display Panels	£514.80	£500.00	Purchase of display panels to exhibit Forum work.

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Leader's Forward Plan – as at 12 January 2012

Portfolio Holder Meeting	Agenda Title	Key Purpose	Corporate Manager(s)	Responsible Officer(s)	Issue and Agenda Items Created ?	Added to Plan Date
15 Feb 12	Community Chest Grants - Update	Decision	Paul Howes	Kathryn Hawkes		23.12.11
15 Mar 12	Service Improvements & Financial Performance 2011/12 – Q3	Monitoring	Paul Howes	Richard May / John Garnham	Y	15.04.11
	Community Chest Grants - Update	Decision / Monitoring	Paul Howes	Kathryn Hawkes	Y	01.12.11
19 Apr 12	Community Chest Grants Udate	Decision	Paul Howes	Kathryn Hawkes		23.12.11
17 May 12	Community Chest Grants - Update	Decision / Monitoring	Paul Howes	Kathryn Hawkes	Y	01.12.11
July 2012	Service Improvements & Financial Performance 2011/12 – Q4	Monitoring	Paul Howes	Richard May / John Garnham	Y	15.04.11
	Community Chest Grants - Update	Decision / Monitoring	Paul Howes	Kathryn Hawkes	Y	01.12.11

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