

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



9 May 2012

To: Councillor Ray Manning, Portfolio Holder

James Hockney

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 **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 17 MAY 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.**

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## 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 16 March 2012 as a correct record.

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### DECISION ITEMS

3. **Stapleford Parish Plan**  
Representatives from the Parish Council will be in attendance at the meeting.

A copy of the plan is attached to the electronic version of the agenda on the Council's website and a paper copy will be available at the meeting.

4. **Grantfinder (Grant Funding Software)**

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### INFORMATION ITEMS

5. **Community Chest Grants - Update**

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### STANDING ITEMS

6. **Date of Next Meeting**  
To be arranged.

### **OUR VISION**

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

### **OUR VALUES**

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

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

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Leader's Portfolio Meeting held on  
Friday, 16 March 2012 at 2.00 p.m.

Portfolio Holder: Ray Manning

**Councillors in attendance:**

Opposition spokesmen: John Batchelor

**Officers:**

Patrick Adams	Senior Democratic Services Officer
John Garnham	Principal Accountant (General Fund and Projects)
Richard Hales	Team Leader (Communities)
Kathryn Hawkes	Partnerships Officer

The Leader apologised for the inconvenience caused by the rescheduling of this meeting, which was to allow him to meet with the Secretary of State for Communities and Local Government.

**26. DECLARATIONS OF INTEREST**

Councillor John Batchelor declared a general personal but not prejudicial interest as Chairman of Linton Action for Youth, an organisation that had received grants from the Council in the past.

Councillor John Batchelor declared a personal but not prejudicial interest in agenda item 3 as a Governor of Linton Village College, an organisation which had applied for a grant from the Council.

**27. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 23 January 2012 were accepted as a correct record.

**28. NEW COMMUNITIES CAPITAL GRANTS**

The Team Leader (Sustainable Communities) presented this report, which asked the Leader to consider all applications for community capital grants that had been received since the last round of approvals that were made at the Portfolio Holder meeting on 17 November 2011.

**Maximum for individual capital facilities grants**

It was noted that construction costs had increased since the maximum of £40,000 had been set for capital facilities building grants.

**Play equipment**

The Team Leader (Sustainable Communities) explained that play equipment needed to be robust and inevitably this had cost implications.

**Rolling over funds**

The Leader supported the principle of rolling over unspent grant funds to the following year.

**Arts capital grant to Comberton Village College**

It was noted that the nominal charge that Comberton Village College would make for the use of its music specific PA system would contribute to its long term upkeep as part of the

district-wide Arts Equipment Bank.

### **Arts capital grant to Swavesey Village College**

The Leader stated that he was not convinced that a grant for a baby grand piano for Swavesey Village College could be justified in the current economic climate and he explained that the parish of Swavesey had received nearly £50 per head in grants from the Council over the last three years. It was noted that the College were not expecting to purchase the piano until the summer of 2013. In light of this the Leader postponed making a decision on the awarding of £5,800 to Swavesey Village College towards the purchasing of a baby grand piano.

The Leader

### **AGREED**

- a) To the setting of a new maximum for capital facilities building grants of £50,000 to reflect the rise in construction costs since the previous £40,000 ceiling was set.
- b) The following Community Facilities Grants:
  - £8,800 for Installation of double-glazing and roof insulation to Arrington Assembly Rooms (Village Hall)
  - £2,200 for purchase and installation of a digital media projector to Abington Village Institute (Village Hall)
  - £13,500 for additional equipment on a play area to Toft Parish Council
  - £25,000 for improvements to a play area to Duxford Parish Council
- c) The vireing of £35,307 to the Community Facility Budget from the Village Sport Facilities Grants.
- d) The following Arts Capital Grants:
  - £1,480 for purchase of music specific PA system to Comberton Village College
  - £3,614 for purchase of oral history recording equipment and creation of a website to Voices from the Village of Hope (Papworth Everard)
  - £2,500 for purchase of portable staging to Linton Village College
- e) The rolling over of any unspent funds from the three grants schemes to the following year.

## **29. COMMUNITY CHEST GRANTS - UPDATE**

The Partnerships Officer presented this report which detailed the grants made since the previous portfolio holder meeting on 23 January 2012.

The Leader stated that he was pleased with the grants that had been awarded which had supported community initiatives by awarding relatively small amounts of funding.

The Partnerships Officer gave a demonstration of the grants portal which allowed community groups to apply online and provided statistical details of previous applications. The demonstration was well-received.

The Leader **NOTED** the report.

**30. SERVICE IMPROVEMENTS & FINANCIAL PERFORMANCE 2011/12 - Q3**

The Principal Accountant (General Funds and Projects) introduced this report which compared the actual and committed revenue expenditure for the Leader's Portfolio with the working budget for 2011/12 up to the end of the third quarter.

**Community Strategy**

It was noted that the overspend on the Community Strategy was due to payments of a Community Engagement and Empowerment Grant to Cambridgeshire ACRE and would be covered by underspends elsewhere.

**Parish Plans**

The Leader expressed concern that it was unfair to have a performance indicator on the number of returned parish plans as it was outside the Council's control. It was noted that the Council had now achieved its end of year target.

It was noted that a target was now unachievable as it related to Community Development Grants, which were no longer offered.

The Leader **NOTED** the report.

**31. LEARNING FROM CUSTOMER FEEDBACK (CELEBRATING SUCCESS AND SHARING BEST PRACTICE)**

This item was withdrawn from the agenda.

**32. FORWARD PLAN**

The Leader **NOTED** the Forward Plan.

**33. DATE OF NEXT MEETING**

The next meeting will be held on Thursday 17 May at 10am.

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**The Meeting ended at 3.00 p.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Leader's Portfolio Holder Meeting

17 May 2012

**AUTHOR/S:** Director, Planning and New Communities

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**GRANTFINDER  
(GRANT FUNDING SOFTWARE)****Purpose**

1. To present the options for acquiring a GRANTfinder licence for the purposes of:
  - (a) supporting communities and groups to source funding for local projects and;
  - (b) sourcing external funding for this Council to support the delivery of its corporate aims.
2. This is not a key decision but requires the Leader's approval given the resource and financial implications of acquiring the system and evaluating the impact of it. The item was first published in the January 2012 Portfolio Holder Forward Plan.

**Recommendation**

3. That the Leader agrees to the acquisition of a GRANTfinder licence for a trial period of up to one year, subject to:
  - (a) Cross-service commitment to resourcing the multi-user licence facility in order to source funding for this authority (resources include a financial commitment to purchasing the licence and personnel to manage the system);
  - (b) The development of an implementation plan, detailing timescales for launch, how the service will be used, managed and promoted;
  - (c) A monitoring and evaluation plan, to enable this Council to assess the impact of purchasing the system in terms of external funding sourced as well as benefits and resource implications for individual service areas.

**Reasons for Recommendation**

4. That a phased approach be adopted in order to effectively assess the benefits to the Council of purchasing GRANTfinder. Options exist to:
  - (a) Extend the contract at a later stage or at the expiration of this first trial licence;
  - (b) To join a consortium of local Councils in year 2, should such an arrangement be beneficial to this Council;
  - (c) To purchase GRANTnet at a later stage instead of, or in addition to, GRANTfinder, in order to bolster the support service this Council provide to local community groups.

**Background**

5. GRANTfinder is a database of EU and UK funding sources carrying over 6,000 funding programmes. These can be searched using a number of criteria such as geographical location, applicant type, project value and purpose of funding.

Licencees can have multi-user licences, which provide multiple points of access to the system at one time.

6. Purchasing a GRANTfinder licence would enable all corporate service areas to search for funding for the Council itself, as well as supporting community groups to source funding for local projects.
7. GRANTnet (a different service provided by the same company) enables community groups to search for their own funding via a link that can be posted on the licensee's website. However, this software limits searches to funds suitable for community groups and SME's. It does not allow a local authority to source funding for its own use.
8. GRANTfinder licences are currently held by a number of Cambridgeshire authorities, including Cambridgeshire County Council and Peterborough City Council and Hunts DC (who also provide the additional GRANTnet function through their website). These councils are looking to form a consortium and have approached GRANTfinder with a view to securing a reduced subscription fee for multiple licences. Fenland DC would like to be part of the consortium but East Cambs DC has declined to be involved.
9. This Council does not currently have a licence for GRANTfinder but provides some core grant funding to Cambridgeshire Council for Voluntary Service (CCVS) which contributes, amongst other things, to the provision a fund-seeking service to community groups. To date, organisations approaching SCDC for funding have been given advice and guidance from officers where appropriate, and signposted to CCVS and other agencies for further grant funding information. However, it is felt that the Council could benefit from a more substantial funding support service to communities and groups, and that this would complement our approach to 'Localism'.
10. GRANTfinder is available to the consortium of local councils at a discounted rate as follows:
  - (a) based on a consortium with membership as outlined in above, a rate of £9,000.00 + VAT<sup>1</sup> per organisation for a three-year GRANTfinder licence (GRANTnet would cost the same);
  - (b) each licence would provide multi-user access (in the past, up to 120 users per licence);
  - (c) the consortium approach provides a discount of £1,665.00 per licence off the current three-year GRANTfinder rate card or £2,850.00 over three years based on the cost of purchasing those licences annually.

### **Considerations**

11. As part of the implementation of such a service, evaluation and monitoring would need to be carried out to assess the impact on the Council and on local community groups of providing it.
12. The discounted rate outlined in 6. c) above is offered to the consortium until end July 2012, at which point a new rate would need to be negotiated.
13. Anecdotal evidence suggests that:

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<sup>1</sup> All prices quoted are ex-VAT.

- (a) Officers at Cambridgeshire County Council make good use of regular alerts that notify them when new and relevant streams of funding are launched;
- (b) Hunts DC has purchased the combined GRANTfinder and GRANTnet package to enable organisations to undertake their own searches in their own time. As part of the consortium, this Council could purchase both systems for three years for a discounted rate of £13,650.00.

14. Acting independently from the consortium, or outside the timescales of the quote received, would mean fees as follows:

- (a) An annual rate of £3,950.00 for either a GRANTfinder or GRANTnet licence;
- (b) A three-year rate of £10,665.00 for either a GRANTfinder or GRANTnet licence;
- (c) An annual rate of £5,925.00 for both GRANTfinder and GRANTnet licences;
- (d) A three-year rate of £15,997.00 for both GRANTfinder and GRANTnet licences<sup>2</sup>.

### Options

To agree to taking to the necessary steps to:

- 15. Purchase GRANTfinder only over three years as part of the consortium, benefitting from the £1,665.00 discount.
- 16. Purchase both GRANTfinder and GRANTnet for either one or three years, or as part of the consortium at a discounted three-year rate of £13,650.00.
- 17. Purchase GRANTfinder and/or GRANTnet independently from the consortium for one year at the rate card price of £3,950.00 with the option of opting into the consortium for years 2 & 3 (subject to the availability of the discounted rates at that time).
- 18. Continue providing support to organisations in the current way without purchasing GRANTfinder or GRANTnet.

### Implications

19.	Financial	Prices quoted for the licences are subject to change if the timescales outlined are not met or if the rate card for GRANTfinder services changes. The cost of purchasing any such licences (as outlined above) will need to be met upfront.
	Legal	In subscribing to GRANTfinder there will be contractual obligations, which will be determined once the decision to purchase has been made. Any breach of contract (for example by users of the system) could feasibly cause legal problems for the Council that are as yet unidentifiable.
	Staffing	Consideration should be given to how the GRANTfinder programme will be managed and how its impact will be measured. Officers will need to be able to build this function into their role and view it as complementary to the support function already provided.
	Risk Management	Proposals discussed with John Garnham, no risks identified.

<sup>2</sup> Prices quoted are based on the 2012-13 rate card.

Equality and Diversity	None – all eligible community groups and organisations would be able to receive support from the Council. Similarly, all service areas would be able to undertake searches for funding appropriate to their workstreams.
Equality Impact Assessment completed	No. If required, the purchase of GRANTfinder can be built into the EIA being undertaken relating to the grants review.
Climate Change	None.

**Consultations**

- 20. A number of teams that manage grants within the Planning and New Communities service area have been consulted and have agreed that GRANTfinder would be a useful tool in providing funding advice and guidance to the public. It is also felt that it would be useful to have the opportunity to see what external funds might be available to this Council as a whole.

**Consultation with Children and Young People**

Not applicable.

**Effect on Strategic Aims**

- 21. The purchase GRANTfinder and / or GRANTnet would greatly enhance this Council’s ability to support to local communities who might otherwise not have access to funding information, thereby supporting the corporate aims of engaging with communities, sustaining opportunities for enterprise and innovation, and continuing to offer outstanding quality of life for our residents.
- 22. The same corporate aims could be supported and enhanced if external funding could be sourced to enable delivery (by, for example, housing; planning; new communities; environmental health).

**Conclusions / Summary**

- 23. The purchase of GRANTfinder and / or GRANTnet would be of benefit to the Council and its many and diverse communities in the ways outlined above. The fit with Localism is clear as is the potential benefit to the Council of having access to additional funds.

**Background Papers:** Not applicable.

**Contact Officer:** Richard Hales – Team Leader, Sustainable Communities

Telephone: (01954) 713135

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Leader's Portfolio Holder Meeting

17 May 2012

**AUTHOR/S:** Director, Planning and New Communities

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**COMMUNITY CHEST GRANTS - UPDATE****Purpose**

1. To provide a summary of the decisions made to allocate grants, since the last Portfolio Holder Meeting, held on 15 March 2012.
2. This is not a key decision and is for information purposes only.

**Recommendation**

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

**Reasons for Recommendation**

4. Not applicable.

**Background**

5. Since the last report was presented, the following decisions have been taken:
  - (a) a conservation grant of £100.00 was allocated to Hatley Parish Council
  - (b) 19 Community Chest grants have been awarded totalling £12,120.00
6. See **Appendix 1** for details of the decisions taken.

**Considerations**

7. A range of issues have been taken into consideration in allocating these grants, including: whether the application meets the criteria for the scheme, meeting one or more Council aims; 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**

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

**Implications**

9. Financial	None. These grants fall within the budgetary allocation to each scheme. Members of the accountancy team have been involved in determining the coding and payment processes.
Legal	None.
Staffing	None.
Risk Management	If grant funds are unspent by the end of the current financial year, the appropriate decision-making process is followed to determine whether or not they can be rolled over into the following financial year. The grants contained in this report 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 is currently being undertaken of all grants affected by the Grants Review for 2011-12.
Climate Change	None.

**Consultations**

10. The Leader (or where relevant, his Deputy) has 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**

11. No further consultation necessary.

**Effect on Strategic Aims**

12. Each grant is allocated based on a demonstrable fit with the Council's aims.

**Conclusions / Summary**

13. This mechanism for awarding grants provides a quick and easy way for groups, organisations and individuals to apply for funding.

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

See Appendix 1

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

Appendix 1				
Grant Scheme	Recipient	Purpose	Applied for	Allocated
Capital (Conservation)	Hatley Parish Council	Planting costs for of one Quercus Robur	n/a	£100.00
Community Chest	1st Willingham Guides	Storage for guiding equipment	£1,000.00	£500.00
	William Westley C of E Primary School	Whittlesford Sustainability for All - water butts, outdoor tables and benches	£1,000.00	£500.00
	Royston and District Volunteer Centre	New Desktop Computer	£1,000.00	£500.00
	Stapleford Diamond Jubilee Committee	Jubilee Beacon	£1,000.00	£250.00
	Meldreth Village Hall	Repair and Redecoration of Village Hall Exterior	£1,000.00	£500.00
	Great and Little Eversden Parish Council	Signage for speed limit change	£1,000.00	£0.00
	Rampton 77 committee	Diamond Jubilee Celebrations	£1,000.00	£750.00
	Cambourne Timebank	Cambourne Timebank	£1,000.00	£0.00
	Willingham Parish Council	Pavilion Kitchen Refurbishment	£1,000.00	£1,000.00
	COPE	Member Recruitment Drive	£800.00	£500.00
	Melbourn Area Youth Development	The Bike Bank	£1,000.00	£900.00
	Cambourne Luncheon Club	Jubilee Tea Dance	£1,000.00	£500.00
	Willingham Action Group	Jubilee Field Picnic Area Seating	£1,000.00	£800.00
	Papworth Everard Parish Council	2012 Celebrations	£1,000.00	£1,000.00
	Haslingfield Parish Council	Jubilee Mugs	£1,000.00	£0.00
	Oakington and Westwick Short Mat Bowls Club	Short mat handling machine	£1,000.00	£1,000.00
	Teversham Parish Council	Play Equipment & Bus Shelter	£1,000.00	£1,000.00
	Cambridge Past Present and Future	Archery - Have a Go!	£753.80	£750.00
	Lt Shelford Parish Council	Garden Fields allotments water supply	£1,000.00	£750.00
	Bassingbourn Over 60's Club	Jubilee Trip & Lunch	£500.00	£200.00
	Mordens and Litlington Mobile Warden Scheme	Publicity for scheme	£500.00	£500.00
	Melbourn & District Gardening Club	Beautifying Melbourn' Project for Diamond Jubilee	£220.00	£220.00
<b>GRAND TOTAL:</b>			<b>£12,220.00</b>	

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