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22 August 2019

To: Chairman – Councillor Jose Hales  
Vice-Chairman – Councillor Clare Delderfield  
All Members of the Grants Advisory Committee - Councillors Dr. Claire Daunton,  
Sue Ellington, Peter McDonald, Bunty Waters, Dr. Shrobona Bhattacharya,  
Mark Howell, Heather Williams, Peter Topping, Bill Handley, Dr. Martin Cahn and  
Sarah Cheung Johnson

Quorum: 3

Substitutes: Councillors

Dear Councillor

You are invited to attend the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the at South Cambridgeshire Hall on **FRIDAY, 30 AUGUST 2019** at **10.00 a.m.**

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

Yours faithfully

**Mike Hill**

Interim Chief Executive

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

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AGENDA		PAGES
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 26 July 2019 as a correct record.	1 - 2
4.	Community Chest: Funding Applications	3 - 12
5.	Date of next meeting Friday 27 September 2019 starting at 10:00am.	

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## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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 you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our 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 get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.

## **EXCLUSION OF PRESS AND PUBLIC**

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

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

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

### **Notes**

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

# Agenda Item 3

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Grants Advisory Committee held on  
Friday, 26 July 2019 at 10.00 a.m.

**PRESENT:** Councillor Jose Hales – Chairman  
Councillor Clare Delderfield – Vice-Chairman

**Councillors:** Dr. Claire Daunton Sue Ellington  
Peter McDonald

Officers in attendance for all or part of the meeting:  
Siobhan Mellon (Development Officer)  
Ryan Coetsee (Development Officer)  
Ellen Bridges (Project Officer)  
Aaron Clarke (Democratic Services Officer)  
Emma Dyer (Project Officer)

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

None.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. MINUTES OF PREVIOUS MEETING**

The Committee authorised the Chairman to sign, as a correct record, the minutes of the meeting held on 28 June 2019.

### **4. COMMUNITY CHEST: FUNDING APPLICATIONS**

	<b>Applicant</b>	<b>Village(s) affected</b>	<b>Description</b>	<b>Total applied for (£)</b>	<b>Total recommended (£)</b>	<b>Additional conditions/ comments</b>
1	Meldreth Croquet Club	Meldreth	Replacement of rabbit-proof fencing	1,000.00	Nil	Application withdrawn
2	Meldreth Village Trust Hall	Meldreth (and surrounding villages)	Replacement of stage light to energy efficient alternatives	880.00	880.00	

3	The George Long Charity for Swavesey Memorial Hall	Swavesey (and the surrounding villages)	Landscaping of derelict piece of land adjacent to Memorial Hall into a remembrance garden	1,000.00	1,000.00	
4	Cottontails Pre-School	Girton	Purchase equipment to promote intergenerational and environmental learning	648.29	648.29	
5	Wilbrahams' Youth Group	Great and Little Wilbraham, Six Mile Bottom and surrounding villages	Purchase New Age Kurling Kit	611.60	611.60	
6	Bourn Primary Academy	Bourn, Caxton, Longstowe, Kingston and Cambourne	To create a reflective garden/quiet place within the existing playground	1,000.00	Nil	No wider community access

It was agreed that the Development Officer would create a graph or flowchart to demonstrate which wards and villages have benefitted the most financially from the Community Chest. This was going to be brought to the next meeting of the Grants Committee on Friday 30<sup>th</sup> August for comment before being circulated to all Members.

The Committee remarked that the Community Chest Criteria were not clear that applications which did not benefit the wider community would likely be rejected. It was agreed that officers would inform applicants of this precedent at which point it would then be the choice of the applicant to continue with the process.

## 5. DATE OF NEXT MEETING

The Grants Advisory Committee noted that its next meeting would be on 30 August 2019, starting at 10:00am.

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**The Meeting ended at 10.45 a.m.**

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**REPORT TO:** Grants Advisory Committee 30 August 2019

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

**LEAD OFFICER:** Gemma Barron

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## **COMMUNITY CHEST: FUNDING APPLICATIONS**

### **Executive Summary**

1. To consider new applications received between 1 July and 31 July to the Community Chest Grant funding scheme during 2019/20.

### **Key Decision**

2. No.

### **Recommendations**

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision, if further information is required, or reject an application if it doesn't comply with the grants' criteria.

### **Reasons for Recommendations**

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
  - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.

## **Details**

5. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:
  - Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
  - Repairs to historic buildings / monuments / memorials
  - Equipment / capital purchase
  - Materials
  - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
6. Guidance notes and eligibility criteria can be found at Appendix B.
7. Total amount of funding made available for 2019/20 is £58,140.00, with half of this being released on 1 April and the other half on 1 October 2019.
8. There are 4 new applications to consider at this meeting totalling £3445.50. The amount of funding remaining for allocation in the first tranche of the year is £10,412.22. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Sustainable Communities and Partnerships Team upon request).

## **Options**

9. In the last meeting it was agreed to present a map of how the Community Chest funding was distributed throughout the district in 2018/2019. This will be included in the grants to the voluntary sector update report, which will be coming to this Committee in next month.
10. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member to:
11.
  - (a) award the amount of funding requested,
  - (b) award an alternative amount of funding, including zero funding,
  - (c) defer a decision, if further information is required from grant applicants, or
  - (d) reject an application stating the reason for this.

## **Implications**

12. There are no significant implications.

## **Risk**

13. Applicants are required to provide supporting documents including copies of their constitution, financial accounts and quotes where applicable. Applicants must agree to the grant conditions before funds are released.



### **Consultation responses**

14. Local members have been consulted on applications that directly affect their local area.

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

15. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

### **AOB**

16. Discuss the launch for the updated Community Chest Criteria in October.

### **Appendices**

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest 19/20

**Report Author:** Ellen Bridges – Project Officer  
Telephone: (01954) 713 294

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## Applications Summary

### COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 July– 31 July 2019/20

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
1	Melbourn Mobile Warden Scheme	Mobile Warden Scheme	Melbourn, Meldreth and Shepreth	Catering of 50 meals at the next Celebrating Ages Event	Enable Inclusive Communities	3241.49	835.50	N/A	Pending
2	Duxford Preschool	Preschool	Duxford and the surrounding villages	Deliver a training workshop to staff	Develop Skills	1500.00	1000.00	No	Complete
3	Northstowe Social Committee	Social Committee	Northstowe	Printing and delivery of Northstowe News	Start-up Costs	1182.00	1000.00	N/A	Pending
4	Sustainable Cottenham	Volunteer Group	Cottenham	Establishing monthly Sunday Socials	Start-up Costs	610.00	610.00	N/A	Complete

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## Guidance notes for Community Chest 19/20

### What is the Community Chest?

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

### Who can apply?

Applicants must:

- Either be a non-profit group OR organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors
- 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 you have questions about these criteria, please contact us using the details below.

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

### What must the project deliver?

The community activity or project must:

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

### What can be funded?

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

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

### What cannot be funded?

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

### How much can be applied for?

The maximum award is £1,000 in any single financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.

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

### When can groups apply?

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

### What supporting documentation is required?

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

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

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

### How will the grant be paid?

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

### What are the conditions of funding?

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

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

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

**For further information please go to:**

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

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

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