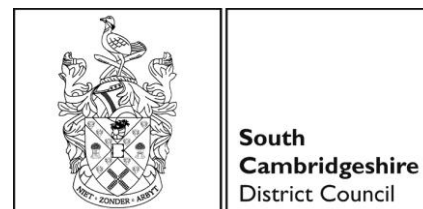


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16 September 2021

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

Quorum: 3

Substitutes: Councillors Bunty Waters, Dr. Shrobona Bhattacharya, Mark Howell,
Heather Williams, Tom Bygott, Dr. Martin Cahn and
Sarah Cheung Johnson

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 24 September 2021 at 1.30 p.m.** A weblink to enable members of the press and public to listen to the proceedings will be published on the page of the Council's website containing the online version of this agenda, normally, at least 24 hours before the meeting.

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
Liz Watts
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.

Agenda		Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chair to sign the Minutes of the meeting held on	1 - 4

Friday 27 August 2021 as a correct record.

4. Community Chest: Funding Applications 5 - 18

5. Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item of business in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act).

Paragraph 3 refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).

6. Zero Carbon Communities Grant 19 - 1262

7. Date of next meeting

Friday 26 November 2021 at 10:00am.

GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 27 August 2021 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chair
Councillor Sue Ellington – Vice-Chair

Councillors: Dr. Claire Daunton Bill Handley
Peter McDonald

Officers in attendance for all or part of the meeting:
Aaron Clarke Democratic Services Officer
Jay Clarke Programme Manager
Lesley McFarlane Development Officer (Health Specialist)

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

Councillors were in attendance remotely, by invitation.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

Cllr Sue Ellington declared a non-pecuniary interest as a director for Care Network UK.

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 25 June 2021.

4. Community Chest: Funding Applications

The Grants Advisory Committee reviewed all Community Chest applications received between 16 June 2021 and 15th August 2021.

After consideration of these applications, the Committee recommended to the Lead Cabinet Member for Finance that:

1. Arthur Rank Hospice (BNTSJXGH) – to be funded at the requested amount of £1,000
2. Foxton Football Club (TXMMDXXG) – to be funded at the requested amount of £1000
3. Gamlingay Schools Out Club (TCSCDBTD) – to be funded the requested amount of £350
4. Hardwick Pre School (PWPDTNMW) - to be funded at the requested amount of £1000
5. Harston Residents Group (JXWFDGDV) - to be funded at the requested amount of £441.36

6. Meldreth Bowls Club (JNLCSPZX) - to be funded at the requested amount of £1000
7. Northstowe Community Wing (ZZGDWWGM) - to be funded at the requested amount of £1000
8. Shelford Feast RMHPJVVZ – deferred, the committee requested further information regarding the income received at the event before making a decision.
9. Wilbraham Memorial Hall (FVZGBTBZ) - to be funded at the requested amount of £999.99

5. Service Support Grant Annual Reports

The committee queried if this was the right time to be making new agreements with the economic uncertainty that existed. It was noted that it would be difficult to come up with a business case for the next three years based on unprecedented circumstances and that there would be little evidence to support any prospective business cases. It was commented that this would allow officers to work with organisations to determine what type of support was needed to allow them to flourish.

It was agreed that Lesley McFarlane would discuss funding for Cambridge Women's Aid (CWA) with Heather Wood and Kathryn Hawkes reflect their input and work on the DHRP.

The Grants Advisory Committee recommended the Lead Cabinet Member for Finance to:

- I. Note the delivery of all grant programmes within the scope of this report and agree with officers that despite not all organisations meeting performance objectives, no further action would be taken. This was due to the unprecedented economic environment resulting from the ongoing pandemic and not reflective of business as usual.

6. Service Support Grant Funding Agreement Review

It was agreed that Lesley McFarlane would organise a meeting with the Children & Young People's Coordinator at Cambridge County Council to discuss funding arrangements and that an invitation would be sent to Cllr Bill Handley.

The Committee commented that organisations should be asked to estimate and consider annual inflationary increases within their applications for their 3-year grant funding period.

The Grants Advisory Committee recommended the Lead Cabinet Member for Finance to:

- I. Extend the existing 3-year grant agreements for another year to allow time for the climate to settle post-pandemic and to enable budget forecasts to be based on more predictable circumstances.
- II. Use the unspent £38K from the Mobile Warden Grant Scheme to begin a new theme specifically to support charities and organisations working to advance the wellbeing of children and young people. This would be a 1-year fund initially (pilot), to support demand resulting from the pandemic. We would then offer a 3- year grant agreement moving forwards beginning in 2023 in line with the Voluntary and Community Service Support grants (see part 1a option above). Suggestions for the aims and objectives of this fund can be found in Appendix B
- III. Continue to fund the Farmland Museum for a further year, to finish in March 2023. Thereafter, following the introduction of a cultural and heritage strategy, invite the Museum to apply for grant funding from the associated budget.
- IV. Review and increase funding to the Voluntary and Community Service Support grants to reflect anticipated ongoing demand and service provision and offering inflationary increases three-yearly at re-launch (2023).

7. Date of next meeting

Friday 24 September 2021 at 1:30pm.

The Meeting ended at 11.20 a.m.

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Agenda Item 4



**South
Cambridgeshire
District Council**

Report to:	Grants Advisory Committee	24 September 2021
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Finance	
Lead Officer:		

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 16 August 2021 and 15 September 2021 to the Community Chest funding scheme during 2021/22.

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. 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 2022/21 is £58,140.00
8. There are 3 new applications and 1 application deferred from the August Committee totalling **£3,216** for consideration. The amount of funding remaining for allocation is **£37,324.76**. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Sustainable Communities and Wellbeing Team upon request).

Options

9. 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:
 - 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

10. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

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

Background Papers

[Grants Advisory Committee Meeting reports and papers](#)

Appendices

Appendix A: Applications summary

Appendix B: Guidance notes for Community Chest

Report Author:

Vicky Hoover – Community Development Officer

e-mail: Vicky.Hoover@scambs.gov.uk

Telephone: (01954) 713218

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Reference	RMHPJVVWZ			Deferred Application
Name of Organisation	Shelford Feast			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Great Shelford			
Land Owner	Parish Council			
Project Type	Community event			
Green option considered?	n/a			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Email request sent – update will be available at meeting			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	The Parish Council is providing pavilion for the event			
Officer Summary	-			

UPDATE - Since the application was heard at the last committee the group have advised that whilst the day was successful, they made an overall loss of £1,102.

This is a retrospective application as could not be taken to committee before the event.

Owing to Covid-19 restrictions the group postponed the Shelford Feast in 2020. They ran a much reduced one-day event on 10 July 2021; a free-to-enter afternoon and evening with food, drink and live music.

The intention was to bring together the community and to raise funds for local charitable causes. By staging a small event this year, entirely outdoors in line with Covid-19 restrictions, they aimed to continue an appetite for the Feast and improve their prospects for a return to their normal week-long programme in 2022.

The Shelford Feast's charitable object is to benefit the local community, largely by the provision of grants to local groups, for example the local primary school, support groups for older residents, children's sports and activity clubs and social groups. The holding of the Feast in the heart of the village is also a positive and much-loved village tradition. The Feast not taking place in 2020 meant the village lost this opportunity for the community to come together and of course with no funds raised, no grants were made to local organisations.

Although the Feast Day was free entry it incurred costs to stage. There was free-to-view live music, and sales of food and drink on the Great Shelford recreation ground. The group hoped that people would buy food and drink and thus the set-up costs would be recovered. The group also applied to businesses within the community for sponsorship/donations to help cover the costs.

However, the overall loss reduced the group's reserves, thereby increasing the risk that it may not be possible to hold next year's Feast.

Whilst the group have selected Great Shelford as the parish benefitting, people typically attend the Feast from neighbouring parishes of Little Shelford, Stapleford, Hauxton, Sawston, and other villages as well.

Requesting support with start-up costs

Total Project Cost:	£3000	Total Applied For:	£1000
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Reference	ZRSLNWWW			New application
Name of Organisation	Duxford Bowls Club			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Duxford			
Land Owner	PC			
Project Type	Repair to community buildings			
Green option considered?	n/a			
Documentation Status	Safeguarding	No, requested	Accounts	Yes
	Quote	Yes	Constitution	No, requested
District Councillor Support	Email request sent – update will be available at the meeting			
Parish Council Support – does the PC support this project in principle	The group has not asked the Parish Council. They have been asked for an update in advance of the meeting			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Group asked for further information			
Officer Summary	-			

Project: Repair to Bowls Club House

The bowls club was first established in 1991. It currently has 33 members who pay a subscription of £45 annually. The club provides exercise and social activities for its members.

The club house requires repair due to the discovery of cracks in the foundations

The cost of these repairs has been quoted at £3,680. A detailed quote has been provided by the group. They are requesting a grant of £1,000 towards the costs.

Costs include

1. Removing the perimeter fencing to allow the works to be accessed. Fencing to be laid aside for Re-use on completion.
2. Remove the bottom 3/4 boards along the rear of the building.
Set Aside for Re-use.
3. Break out existing concrete fillet, clean and make good slab edge ready for a priming coat.
4. Install Approx. 300mm marine plywood upstand and fix treated wood angle fillet along the rear base of the building.
5. Allow a sum for renewing the battens/ base plate /breather membrane/new boards if required once exposed. Square Meter rate is £25.
6. Prime the slab and upstand with water proofing liquid.
7. Apply the waterproofing membrane over the slab/upstand.
8. Re-fix the boards.
9. Re-fix perimeter fencing along rear of building.

The group have not advised how the shortfall will be met. Further information has been request in the aim of this being available in advance of the committee date. A verbal update will be provided.

Further information has also been requested to help clarify their application.. An update will be provided for the Grants Advisory Committee at the meeting.

Total Project Cost:	£3,680		Total Applied For:	£1,000

Reference	FVZSLLWF	New Application		
Name of Organisation	Little Shelford Bowls Club			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Lt Shelford			
Land Owner	PC			
Project Type	Levelling of bowls green			
Green option considered?	Not applicable			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Email request sent – update will be available at the meeting			
Parish Council Support – does the PC support this project in principle	The group has not asked the Parish Council. They have been asked for an update in advance of the meeting			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Group asked for further information			
Officer Summary	-			

Project Description

Little Shelford Bowls Club established in 1950. The Club provides opportunities for exercise and recreation to members, who as well as from Little Shelford come from other local villages such as Great Shelford, Stapleford, Hauxton and Thriplow. They play against teams from around the South Cambs area, which also provides opportunities for socialising.

The group currently has 26 members who each pay an annual subscription of £20.

The group would like to improve their playing surface, which will improve the quality of the games played not only for their own members but also for those visiting teams. It is hoped that this improvement will also attract more members to the club.

The cost of the works has been quoted at £2,250. This will cover the cost of materials and labour required to complete the project. A detailed quote has been provided by the group from ProGreen Fine Turf specialists.

Renovation to the whole green would consist of the following;

Spike green

Scarify green

Topdress and over seed using 6 tons kiln dried dressing

Fertilise green

Application of worm suppressant.

The total cost for this work would be £2,250 including vat.

If the group was successful in their application to the Community Chest there would still be a project shortfall. They have not advised how the shortfall will be met. Further information has been requested. An update will be provided to the committee.

Total Project Cost:	£2,250	Total Applied For:	£1,000
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Reference	ZNBMXQNR			New Application
Name of Organisation	Sustainable Northstowe			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Northstowe			
Land Owner	Not applicable			
Project Type	Start-up costs			
Green option considered?	Not applicable			
Documentation Status	Safeguarding	Yes	Accounts	Not available - start up
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Email request sent – update will be available at the meeting			
Parish Council Support – does the PC support this project in principle	The group has not asked the Parish Council. They have been asked for an update in advance of the meeting			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Group asked for further information			
Officer Summary				
<p>Project: Sustainable Northstowe Insurance</p> <p>Sustainable Northstowe is a community group established in May 2021. The group currently has 21 members.</p> <p>They are a constituted community group with aims to promote the awareness and to help with sustainable living to reduce climate change. They would like to hold a variety of events including litter picking, workshops, talks, swap events and information stalls at public events about the topic of sustainability</p> <p>The events they intend to hold, will be held within Northstowe and surrounding villages</p> <p>In order to carry out these events the group require insurance. The group have provided a detailed quote for insurance which covers Public Liability and Employers Liability. They are seeking grant funding to cover the first annual premium as part of their start-up costs.</p> <p>Insurance Quote £216</p>				
Total Project Cost:	£216	Total Applied For:		£216

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Guidance notes for Community Chest

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

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

- a) The PC or PM have multiple settlements and the application pertains to any one of these which satisfies the 160 elector threshold or
- b) Registered electors are within 10% of the threshold.

What must the project deliver?

The community activity or project must:

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

What can be funded?

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

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)

- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

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.

Preferred green options

Applications to the Community Chest to renovate or purchase items that include an internal combustion engine (including accessories) will not normally be considered.

For such an application to be considered evidence must be provided to demonstrate why an electric variant is not being considered. Such evidence should include market research demonstrating that a similar electrically powered variant is not within price range, or that due to technical differences such a unit would not be fit for purpose.

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
- A copy of your safeguarding policy

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: community.chest@scambs.gov.uk

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Notes to help those attending meetings in person at South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the Covid-security measures relating to meetings in the Council Chamber which are on the website page for each relevant meeting.

Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.

Members of the public wishing to attend the meeting in person, please contact Democratic Services at democratic.services@scambs.gov.uk

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

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 is 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 and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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. The Council Chamber is accessible to wheelchair users. 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. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair 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 can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Until the lifting of Covid restrictions, no vending machines are available. Bottled water is available for attendees at meetings.

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