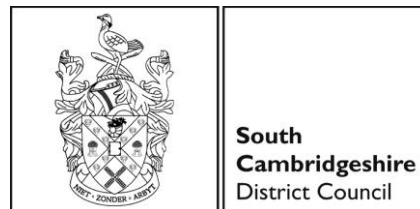


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18 January 2023

To: Councillor Jose Hales Vice-Chairman – Councillor Sue Ellington All Members of the Grants Advisory Committee - Councillors Bill Handley, Sunita Hansraj and Judith Rippeth

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell, Bunty Waters, Dr. Shrobona Bhattacharya, Peter Sandford, Peter McDonald and Dr. Martin Cahn

Dear Sir / Madam

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 27 January 2023 at 10.00 a.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 Friday 25 November 2022 as a correct record.	3 - 8
4.	Community Chest: Funding Applications	9 - 30

5. **Date of next meeting**
Friday 24 February 2022 at 10:00am.

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Guidance For Visitors to South Cambridgeshire Hall

Agenda Item 3

South Cambridgeshire District Council

Minutes of the Grants Advisory Committee held on
Friday, 25 November 2022 at 10.00 a.m.

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

Councillors: Bill Handley, Sunita Hansraj, Judith Rippeth

Councillors John Williams was in attendance remotely, by invitation.

Officers:

Gareth Bell	Communications and Communities Service Manager
Aaron Clarke	Democratic Services Technical Officer
Emma Dyer	Development Officer (Community-Led Plans)
Siobhan Mellon	Development Officer - Climate and Environment
Jane Mountain	Customer Service Adviser
Luke Waddington	Climate and Environment Project Officer

1. Apologies for Absence

There were no apologies.

2. Declarations of Interest

Councillor Sue Ellington declared an interest in Care Network but noted she was not responsible for how money was spent.

3. Minutes of the meeting on Friday 30 September 2022

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 30 September 2022.

4. Minutes of the meeting on Friday 28 October 2022

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 28 October 2022.

5. Service Support Grants: 6-month Progress Report

It was noted that on 25 November 2022 the Grants Advisory Committee met to examine the 'Grants to the Voluntary Sector – Service Support Grants: 6-month progress report'.

Six-monthly reports had been requested from organisations in receipt of sums greater than £10,000 per annum unless specifically requested by the Council.

Reports were received from Care Network Cambridgeshire and Citizens Advice for the first two quarters of the previously agreed extension year (2022-23) for funding agreements for 2019-2022. It was noted that both organisations were on track to deliver the agreed outputs on time and to budget, achieving the objectives of individual grant agreements. A further report from CCVS, had not been received but was noted that it would be provided informally to members.

Another report had been received from Disability Cambridgeshire who received £5,000 from South Cambridgeshire District Council for the 2022-23 financial year, noting, within the report, a request had been made to transfer the remaining unspent funds (£2,500), to Disability Huntingdonshire (DISH) who also received funding from South Cambridgeshire District Council. DISH would be able to use the funding to extend their support, advice and advocacy service to clients in South Cambridgeshire in the remaining months of the 2022-23 period.

It was noted that the Grants Advisory Committee had requested the £2,500 of unspent funds from Disability Cambridgeshire grant was returned to South Cambridgeshire District Council. The funding would then be paid to DISH Huntingdonshire if further assurance could be provided that they had the capacity to take on the extra work and that the funding would support South Cambridgeshire residents.

It was emphasised that all organisations (except Disability Cambridgeshire) that were in receipt of funding were on track to deliver the agreed outputs on time and to budget, achieving the objectives of individual grant agreements.

It was noted that funding was paid annually in April for all recipients except Citizens Advice and Care Network due to the large amounts granted, fundings were split in to two instalments paid in April and October.

It was noted, Care Network were awarded £18,500 under the Combined Community Transport and Independent Living theme, noting that funding was provided for the delivery, development and promotion of Community Transport Services for South Cambridgeshire and residents.

The Specific Measures were noted:

- To deliver a community car schemes sustainability project via community-based participatory research activity.
- To develop an area-based initiative and collaborative approach to community transport via Care Network Transport membership scheme.
- To raise awareness of Care Network and other local services and connections to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network .
- To use social network theory to increase awareness of community car schemes.
- To redesign the annual community car schemes survey.
- To provide 1-1 support for community car schemes as required.

- To provide six networking and training events per year for community car schemes.

The specific measures for Care Network Independent Living/Support for Parishes and Communities were noted:

- To offer support to established community groups as well as new, responsive, informal community groups, and in so doing, provide information and support to 100 South Cambridgeshire residents/year on how to increase their community involvement. (186 contacts made).
- To trial ways of connecting self-isolating and / or vulnerable residents and carers with community groups and activities via a range of different communication methods. (Face to face and access to Zoom).
- To set up 6 intergenerational befriending and good neighbour projects, (2 formally structured and 4 informally structured) per year.
- To offer general support and information regarding formal and informal volunteering to help combat social isolation and loneliness to all parish councils within South Cambridgeshire. (All parishes contacted).
- To develop a profile of informal group activity across South Cambridgeshire.
- To support communities with a consistent presence for community development activity across the district.

It was noted that, Care Network's Project Catalyst supported people who may have been shielding or those who were anxious about going back out in the community and that it would help to boost confidence and independence. It would provide free, short-term support for people not already receiving similar support elsewhere and not living with more complex and enduring mental ill health. Project Catalyst volunteers could accompany individuals to go out for a walk, take their first trip to the local shops, get back to a group or social activity or to take their first steps in attending a group. It would also include the Check-in-and-Chat Service.

It was noted that Citizens Advice were awarded £85,000 under the Advice Services theme funding to provide free, confidential and impartial advice to South Cambridgeshire residents. Outcomes were requested and provided.

It was highlighted that the Bus pass system required applicants to have an email address which made it impossible for those who do not have access to the internet. It was expressed the application process should be addressed to make it viable for people to apply.

There was a request for an outreach system provided by Citizens Advice to make it easier for people to access the service.

6. Service Support Grants: Funding Applications April 2023 - March 2026

It was noted, a total of 12 applications were received between 5 September 2022 and 14 October 2022 which were brought forward to the Grants Advisory Committee.

After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the following awards would be made, subject to agreement by Council on budget, and subject to annual funding agreements with the organisations concerned:

- **Farmland Museum (FGZBLRVN)** would not be approved for funding (full amount requested-£10,000 per year).
- **Arts & Minds (LNKSDSMK)** would be approved and funded at the reduced amount of £4,000 instead of the full amount requested of £6,000
- **Home Start Royston & South Cambridgeshire (NMXLNSZC)** would be approved and funded at the full amount requested of £13,711
- **Citizens Advice (CA) (SPPWFTNL)** would be approved and funded at the full amount requested of £100,000
- **Cambridge Dial-a-Ride (CDAR)(PDDCDXBP)** would be approved and funded at the reduced amount of £5,000 instead of the full amount requested of £15,000
- **Care Network Cambridgeshire (CNC)(XXDKPVVG)** would be approved and funded at the reduced amount of £8,000 instead of the full amount requested of £23,009
- **Cambridge Council for Voluntary Service (CCVS) (CWZJPBSB)** would be approved and funded at the full amount requested of £11,400
- **Cambridgeshire Older People's Enterprise (COPE)(CJMLTHGP)** would be approved and funded at the reduced amount of £2,000 instead of the full amount requested of £3,333
- **The Voluntary Network (TVN) (FNHQWTBJ)** would be approved and funded at the reduced amount of £5,000 instead of the full amount requested of £8,807
- **REACH Community Projects (GWSZHPKC)** would be approved and funded at the reduced amount of £5,000 instead of the full amount requested of £10,000
- **Disability Huntingdon (DISH) (PSKNFZLV)** would be approved and funded at the reduced amount of £6,289 instead of the full amount requested of £34,186

- **Royston & District Community Transport (RDCT) (GJWSZHML)** would be approved and funded at the full amount requested of £7,000.

7. Electric Vehicle Charge Point Grant

The report presented to the Grants Advisory Committee summarised the grant application and recommendations to Grants Advisory Committee (GAC) for an award to SCDC's Electric Vehicle Charge Point Fund 2022/23. Members were asked to consider the grant application and make a recommendation to the Lead Cabinet Member for Finance.

After consideration of these applications, the Committee recommended to the Lead Cabinet Member for Resources that the following awards be made, subject to agreement by Council on budget, and subject to annual funding agreements with the organisations concerned:

- **Steeple Morden Parish Council (SQJNGBNN)** to be approved and funded at the full amount requested of £3,500

8. Community Chest: Funding Applications

Six applications were received between 12 September 2022 and 7 November 2022 and were brought forward to the Community Chest Grant funding scheme.

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

- **Mother Goose Pre School (JXCZXQNK)** was rejected and not funded £2,000 due to there not being a long-term lease in place at Wimpole Village Hall.
- **Whittlesford United Reformed Church (SFPKJMDZ)** to be approved and funded at the full amount requested of £1,998
- **Ickleton Cricket Club (HFGVDRJJ)** to be approved and funded at the full amount requested of £1,034.88
- **Bourn Sports Club (KFJPFMTS)** request of £2,000 was not funded but deferred, pending further information relating to the relationship between the Sports Club and the Parish Council and whether it was the Parish Council, or the sports Clubs who were the recipient of the Mick George Community Fund.
- **Cambridge Online (MLWXPVRR)** request of £2,000 was not funded but deferred, pending further information on their relationship between Cambridge City Council and if they intended to publicise on their website and branch out into South Cambridgeshire.
- **Willingham Community Plan Group (NMTTGWBR)** to be approved and funded at the full amount requested of £2,000

9. Date of next meeting

Friday 27 January 2022 at 10:00am.

The Meeting ended at 12.00 p.m.



Report to:	Grants Advisory Committee	27 January 2022
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 November 2022 and 6 January 2023 to the Community Chest Grant funding scheme.

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 for Finance regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant criteria.
4. It is also recommended that the Grants Advisory Committee considers the criteria considerations set out in Appendix C to this report and makes a recommendation to the Lead Cabinet Member for Finance regarding amending the criteria, stating the changes to be made or defers a decision to amend the criteria, if further information is required, or rejects any criteria changes stating the reason(s) for this.

Reasons for Recommendations

5. 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) Reviewing the Council's grants schemes to ensure they reflect Council priorities.
- b) Designing any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- c) Considering applications made under the Council's grants schemes.

Details

6. 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 £2,000 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)
 - Costs involved with the creation of a Community-Led Plan (not the resulting projects)
 - Enhance the natural environment / result in a sustainable increase in local biodiversity
 - Provide a benefit to those affected by the cost-of-living crisis

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund if they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund for the current financial year.

Parish Councils are also eligible to apply if they are using funds to deliver community engagement for the creation of a Community-Led Plan.

Parish Councils are also eligible to apply if they are using funds to provide a benefit to those affected by the cost-of-living crisis.

7. Guidance notes and full eligibility criteria can be found at Appendix B. This includes the newly included cost-of-living crisis criteria highlighted in grey.
8. Members are asked to consider amending the Community Chest Criteria (Appendix C) to provide clarity to applicants on which (if any) applications can be made again in the same financial year.
9. The total amount of funding available for Community Chest Grants in 2022/23 is **£48,225.31**.

10. In addition, there is **£20,000**** ringfenced for 2022/23 for **Biodiversity Grants**, **£48,000** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£20,000** ringfenced until end March 2023 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**

11. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Communities Team upon request).

12. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (£48,225.31)*	31 March 2023	£12,536.47	3	£6,000	£6,536.47
Biodiversity (£20,000) **	31 March 2023	£17,264.41	1	£1,795	£15,469.41
Community-Led Plans (£48,000)	October 2023	£46,000	0	0	£46,000
Cost- Of Living (£20,000)	31 March 2023	£20,000	1	£1,531.92	£18,468.08
Total	-	£95,800.88	5	£9,326.92	£86,473.96

* £58,000 (annual allocation) minus £9,774.69 (- £9,774.69 being the balance after the applications received in March were funded in April).

**£10,000 plus remaining £10,000 from 2021/2022 financial year

Options

13. 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 for Finance 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.

14. The Grants Advisory Committee may consider the criteria considerations that are set out in Appendix C of this report and recommend to the Lead Cabinet Member for Finance to:

- A) amend the criteria, stating the changes to be made
- B) defer a decision to amend the criteria, if further information is required
- C) reject any criteria changes stating the reason(s) for this.

Implications

15. There are no significant implications

Consultation responses

16. Wherever possible, local members have been consulted on applications that directly affect their local area.

Alignment with Council Priority Areas

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

Background Papers

Grants Advisory Committee Meetings

<https://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Appendix C: Criteria Considerations

Report Author:

Emma Dyer –Development Officer

e-mail: emma.dyer@scambs.gov.uk

Telephone: (01954) 713344

Appendix A

Reference	QGFQLBND			Community Chest Grant
Name of Organisation	Croydon Reading Room			
Organisation Type	Charity - 1185668			
CCVS Registered	No			
Parish	Croydon			
Landowner	Croydon Reading Room			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes- bricks sold for re-use and recycled seating			
Documentation Status	Safeguarding	Yes	Accounts	Yes 2021
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Heather Williams			
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?	Yes £2,800 towards new flooring			
Officer Summary	-			
<p>Formed in 2019, The Croydon Reading Room (https://www.croydonreadingroom.co.uk/), stands on land owned by the Village and is run by six voluntary trustees. Pre-Covid it was well used for events including Elections, dance groups, Tia Chi, Jazz Club, children's parties, First Tuesday Group, Parish Council Meetings, coffee mornings, parties, wakes, fund raising events, training & even a Wedding Reception! Being the only such facility in Croydon, it is a vital part of the village; the need for a community facility such as this is also stated in the Croydon Parish Plan.</p> <p>However, the Reading Room is badly in need of repair and restoration to broaden and extend its use. New ideas for its use include a Home Working Hub & warm hub. The addition of an attractive outside area will also provide funding opportunities such as coffee mornings, as well as opportunities for hiring from groups and individuals.</p> <p>Improvements to the building and outside areas amount to £24,671 and much of the below work has already been completed:</p> <ol style="list-style-type: none"> 1. Removal of shed (chairs and tables temporarily back in the Reading Room), dismantling of the redundant and damp chimney and formation of new door in North Wall- £8,200 2. Construction of the Storeroom, and the new doors opening onto a terrace and play area- £4,510 3. Widened Kitchen hatch fireproof doors- £376 4. Construction of steps, seating and picnic table paved area and turfing/seeding and continuation of a Jubilee Garden which was designed and made by the Villagers- £1,500 5. Construction of pitched roof porch over disabled entrance- £1,835 6. New path to the rear and paving of rear courtyard- £2,500 7. Inside and out decoration & repairs- £2,900 8. New Flooring- £2,850 <p>£2,000 is being requested from the Community Chest for the outside play area & terrace. A grand opening & raffle will take place in February when work on the outside play area & terrace will begin. The cleaned chimney bricks were recently sold for £410 locally and several fund-raising plans are in</p>				

Appendix A

progress, including a car show in July. Lots of the work is being done by Villagers or when tradespeople can do it cheaply between jobs.

The Parish Council have also contributed £2,800 for the new flooring.

Cllr Heather Williams:

I can confirm that I support the application for funding. The Assembly Room is the only parish village amenity. There is little to no recreation space for children and the improvements would help seek to address this. Croydon residents work incredibly hard to improve their village and have done an excellent job to raise the funds they have so far from a small parish - they simply need a little help from SCDC to help get them across the line. I believe that committee should support this application and provide a helping hand with this project.

Total Project Cost:	£24,671	Total Applied For:	£2,000
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Cost Of Living

Reference	QGNKWFPH			Community Chest Grant
Name of Organisation	Disability Huntingdonshire - DISH			
Organisation Type	Charity - 1198841			
CCVS Registered	Yes			
Parish	Multiple			
Landowner	N/A			
Project Type	Start-up costs			
Green option considered?	N/A			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	N/A			
Parish Council Support – does the PC support this project in principle	N/A			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No			
Officer Summary	-			

Disability Huntingdonshire (DISH) is a small local charity set up to provide specialist benefit advice, support, and advocacy for people of all ages with disabilities throughout Huntingdonshire and South Cambridgeshire

Support with form preparation is provided for the following disability welfare benefits:

- Disability Living Allowance (DLA) for children up to 16
- Employment Support Allowance (ESA)
- Personal Independence Payment (PIP)

Appendix A

- Attendance Allowance (AA)
- Carers Allowance
- Mandatory Reconsideration, Appeal preparation and attendance at Tribunal

Other support includes:

- Client Advocacy – to work with our clients who may need additional support e.g.: liaison with housing, debt advice, energy advice, foodbanks, mutual aid societies
- Volunteering – volunteers support clients with a buddy service as they are going through the benefit application process, which can be a very stressful time for them.

Funding from the Community Chest is requested to establish a once-a-month advice service (known as Advice On Your Doorstep) to the disabled community in South Cambridgeshire. This would be at a pre-agreed location and would benefit disabled residents by maximising their income, providing information and signposting to other organisations. For example, supporting with disability benefit, attendance allowance and carers allowance queries. Having trialled this outreach in other areas (Ramsey, Huntingdon), DISH feel it would be beneficial to the South Cambridgeshire residents too.

The project would be developed over a year (2023 –24) by increasing the hours of one of their staff members so they could facilitate the outreach session. If successful, it will be expanded in further years and with more frequency.

Total project costs of £1,531.92 are being requested from the Community chest:

Proposed Project Expenditure	Amount of Project
Staff Hours (additional) 5 hours per month including admin (12 months)	£696.60
Mileage paid @45per mile -Huntingdon to Papworth (etc)return	£100.00
Venue costs - based on average of £20 per hour	£480.00
Management costs including reporting	£255.32
Total	£1,531.92

Please note- DISH Huntingdonshire were awarded a £6,289 Service Support Grant (SSG) at November's GAC (total amount requested £34,186). Their SSG application was for funding to provide extra staffing, support through appeals, food/fuel/debt/and housing issues and the recruitment of telephone buddy volunteers whilst applications are being processed. It also included this initiative but as part funding was provided through the SSG process not all the planned work could be progressed. They are now approaching this as a separate project and bidding for CCG funding to carry this out.

Total Project Cost:	£1,531.92	Total Applied For:	£1,531.92
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Biodiversity

Reference	RWTJKTDM	Community Chest Grant
Name of Organisation	Sheddit!	

Appendix A

Organisation Type	Charity - 1182235			
CCVS Registered	Yes			
Parish	Swavesey			
Landowner	Swavesey Parish Council			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Cllr Sue Ellington			
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?	Yes £600 01/01/2023			
Officer Summary	-			
<p>Sheddit! is a community organisation formed in 2019 that organises activities for local people. These are aimed at reducing social isolation and promoting opportunities for social engagement, skill sharing and building friendships. There are currently 25 members who meet and carry out creative projects of their own choosing, individually, jointly and for the benefit of the wider community. These projects include repairing and building items for the benefit of individuals and the wider community. Projects promote sustainability through recycling, reuse, sharing and reducing consumption of materials.</p> <p>This project is about involving different parts of the local community in making Swavesey a more wildlife friendly, biodiverse, and enjoyable place. Working together with local groups and individuals (scouts, cubs, local ecologist, local gardener, Parish Council, primary school and residents), areas in the village have been identified for planting and rewilding. Consent for this has been provided by The Parish Council, South Cambridgeshire District Council (SCDC) and Swavesey Primary School.</p> <p>The areas on SCDC and Parish Council land will be accessed by any member of the public and will improve the overall aesthetic of the area. The raised beds in the primary school will naturally be limited to pupils, their families and the staff. However, these benefits will remain for many years to come as students pass through the school.</p> <p>The primary school will introduce some growing beds for the reception aged children to learn and enjoy planting and caring for their plants, the Eco Committee at the primary school will work towards their School's Gold Eco Award by being one of the 'planting groups', along with various other children's group such as Scouts, Rainbows, Beavers, and also various local adults who live in the vicinity of the areas identified.</p> <p>Following on from two very well attended and received sustainability events and a primary school biodiversity project this year, the group will seek to include residents in identifying and sharing plants which they have in abundance in their own gardens for the communal areas. Donations of plants and seeds have already been received and a springtime event will further aid this.</p> <p>Total project costs are £2,444 (including In-kind contributions) and £1,795 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • Soil- £850 • Rotavator hire-£95 • School raised beds- £550 				

Appendix A

<ul style="list-style-type: none"> • Small shrubs £300 			
In-kind contributions:			
<ul style="list-style-type: none"> • Wildflower & grass seed-£49 (local business- CDTS South & East Ltd) • Bulbs- £200 (Parish Council) • Digger- £400 (Parish Council) 			
Cllr Sue Ellington:			
<i>I think this project sounds fantastic in that it involves young people who will have the advantage of watching the areas develop over their lives and encourage native wildlife to our village</i>			
Total Project Cost:		£2,444	Total Applied For: £1,795

Applications deferred from previous meetings for consideration

Reference	MLWXPVRR	Community Chest Grant		
Name of Organisation	Cambridge Online			
Organisation Type	Charity-1097218			
CCVS Registered	Yes			
Parish	Based in Cambridge but will benefit Waterbeach, Cambourne, Fen Ditton			
Landowner	N/A			
Project Type	Equipment / capital purchase and materials			
Green option considered?				
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	N/A- benefits multiple parishes			
Parish Council Support – does the PC support this project in principle	N/A			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	N/A			
Officer Summary	-			

This application was deferred from November's Grant's Advisory Committee meeting. Below is a summary provided in that meeting:

Cambridge Online is an educational charity and social enterprise consisting of 32 members (15 of these are from South Cambridgeshire). The charity helps people in Cambridgeshire get online by teaching digital skills and providing a range of courses to help people make the most of being online – for example, searching and applying for jobs, shopping online, using Facebook and socialising online, contacting government and health services, and for leisure and healthy living purposes.

IT services and support to the community are provided through their community hub and digital outreach sessions. Support is also given to charities, voluntary and non- profit organisations in Cambridge City, including equipment loans. The Charity also specialises in helping disadvantaged and disabled people and have donated over 100 laptops this year. Three more workstations have also opened at the Hester Adrian Centre in Cambridge as the average numbers per session have grown.

The charity is currently in need of purchasing new tablets and smart phones to loan out to those disadvantaged as the cost-of-living crisis has meant demand has greatly increased over the last six months. It is estimated that 1 in 6 families will not have access to a device and the internet, this in part widens the gap for the poorer families, with no chance of finding cheaper deals on the internet, or to search for employment, fill out important online submissions or keep in contact with family and friends.

Funding is requested for 10 tablets and 8 mobile phones for donation to be shared between clients at Fen Ditton, Cambourne and Waterbeach (clients will be shown how to use the devices and to access google, set up email addresses and bank accounts online etc). Total project costs are £2,000 all of which is requested through the Community Chest:

- 10 new tablets for donation £1,100
- Connectivity for tablets £175
- 8 mobile telephones (reconditioned) £640
- Set up costs £85

Applications for laptops, tablets and mobile phones can be made online and those with no internet access can either call the centre or come into the centre where staff will help the client to fill in the form. Promotion will include a feature in their monthly newsletter which is sent to everyone who has provided an email address, and this is also available to collect from their main office.

Assessments of eligibility depend on need- for example, low-income and unemployed families, those needing help to complete training courses and those wanting to search for jobs.

As this project spans multiple wards, the grant process does not include contacting all local members this initiative would cover. However, Cambridge Online directly contacted Cllr Graham Cone as part of their application process and he has provided his support.

The application was deferred pending details of the following details:

- Further information on their relationship with Cambridge City Council
- If they intend to publicise on their website that they are branching out into South Cambridgeshire

This information has now been provided:

- Cambridge City Council has supported Cambridge Online through grants. These grants fund the main learning hub at the Hester Adrian Centre, the internet kiosks and three members of staff within Cambridge City and does not include South Cambs, although if people in South Cambs wish to use the Hester Adrian Centre then they can attend for free (residents from South Cambridgeshire make up 15% of the guests at the centre).
- If they receive funding from the Community Chest, this will be added to their website stating the support provided. This has already been done for previous grants received from the Council- <https://cambridgeonline.org.uk/south-cambs-winter-support-grant/> . They will also publicise all the communities they support when they upgrade their website.

Total Project Cost:	£2,000	Total Applied For:	£2,000
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Appendix A

Reference	KFJPFMTS	Community Chest Grant		
Name of Organisation	Bourn Sports Club			
Organisation Type	Community Group			
CCVS Registered	Yes			
Parish	Bourn			
Landowner	Bourn Parish Council own the pavilion and there is a long term lease for the tennis courts from South Cambridgeshire District Council to Bourn Parish Council.			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Tumi Hawkins			
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?	Yes- The Parish Council has agreed to contribute £9,790			
Officer Summary				

This application was deferred from November’s Grant’s Advisory Committee meeting. Below is a summary provided in that meeting:

Bourn Sports Club is a registered Charity formed in 1995 which aims to prioritise the wellbeing of all children and adults at risk and to provide community sports activities for residents of Bourn and nearby villages. Currently there are 140 members. 2022 prices are:

- £12 Junior (under 18)
- £12 Concession (students, unemployed, seniors over 65)
- £25 Adult
- £50 Family (up to 2 adults and any number of children living at the same address)

The main users of the tennis courts are members of Bourn Tennis Club. Court charges are £5 per hour for non-members.

The Sports Club would like to replace the luminaires and drivers on their tennis court floodlights as well as replace the current halogen bulbs with low-energy LED bulbs. Halogen bulbs are being phased out nationally as part of a series of measures to address climate change. LED floodlights use just 10% of the electricity used by Halogen bulbs and are the recommended solution to replacing floodlights.

The following work is required:

- Take down and store/remove from site all existing floodlight luminaires and control gear.
- Supply and install 6 LED floodlight luminaires complete with attached drivers.

Total costs are £11,944 plus VAT, and £2,000 has been requested from the Community chest.

The application was deferred pending details of the following details:

Appendix A

- Information relating to the relationship between the Sports Club and the Parish Council
- Whether it is the Parish Council, or the sports Club who are the recipient of a Mick George Community Fund grant.

This information has now been provided:

- The relationship between the Sports Club and the Parish Council is one of co-operation, but they are two independent organisations. However, there is no formal lease between the Parish Council and the club.
- The Mick George grant application was made in the name of Bourn Parish Council and they will receive the funding.

Total Project Cost:	£11,944 plus VAT	Total Applied For:	£2,000
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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 (including Community Interest Companies, CIC) 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*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- 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@cambridgecvs.org.uk

*Please note:

The Committee reserves the right to supersede this clause should the Parish Council or Parish Meeting show good cause, for example:

Appendix B

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

What must the funded project deliver?

The community activity or project must:

- Meet local need and leave a legacy for the community
- Ensure equality of access
- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment / a sustainable increase in local biodiversity
 - Deliver community engagement through the undertaking, creation or refreshing of a Community-led Plan
 - Provide a benefit to those affected by the cost-of-living crisis

What can be funded?

The 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)
- Costs involved with undertaking and creating or refreshing a [Community-Led Plan](#) (resulting projects will only receive funding where they would have been eligible for the Community Chest anyway).
- Regarding cost-of-living projects, examples could include repair cafes where the local community can help in getting household items fixed for free; Timebanking projects (an exchange-based work trading system in which hours are the currency instead of money); lunch clubs (excludes the cost of food); Community support initiatives that provide food/ activities/ support services/ educate individuals on reducing food waste and cooking low-cost meals; setting up/running a group or charity where people can obtain free furniture, clothing, food, toys (Free, impartial legal guidance can be found on the [Business Companion website](#)); establishing or building the capacity of food hubs, food banks or community fridges; Capital costs needed to set up a warm hub

Appendix B

(excluding warm hubs run by Cambridgeshire ACRE and any ongoing revenue costs, for example, heating costs)

- Regarding biodiversity projects: the purchase and planting of native trees, hedgerows, wildflower meadows or other vegetation in appropriate and suitable locations and their ongoing maintenance; the construction and erection of bird and bat boxes in suitable locations; the creation or improvement of wildlife habitats (terrestrial or aquatic); the improvement of existing habitat.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials). There are 2 exceptions to this. Exception 1 - The creation of Community-led Plans (revenue costs associated with the resulting projects will not be funded). Exception 2 - Cost-of-living projects (revenue costs cannot be used to cover the cost of food or the ongoing costs needed to run a warm hub, such as heating costs)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Projects that have not received the support of all [local District Councillor\(s\)](#) for the ward/s concerned. Please ensure when contacting your local District Councillor(s) that they are all provided with full details of your project or a copy of your application form.
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest or Zero Carbon Communities Grant funding in the same financial year
- Non-native flower tubs

How much can be applied for?

The maximum award is £2,000 in any single financial year (April-March) and can be for 100% of project costs unless the initiative is on parish council land, in which case a 50% financial contribution from the parish council is expected.

If there is high demand for funding, it may mean that the District 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?

Groups can apply at any time during the financial year until the funding is fully allocated for that period. Additional funding has been allocated until October 2023 for the creation of Community-led Plans and until the end of March 2023 for cost-of-living crisis projects

Appendix B

Preferred green options

We will always ask applicants to seek a green option when purchasing items for their projects and this must be evidenced within the application.

For example, a group may be looking to purchase a new minibus for their community. We would expect the group to evidence and include market research with their application demonstrating that a similar electrically powered vehicle has been considered. However, if the electric alternative is not within price range, or would not be fit for purpose this must be explained before we would consider contributing towards an alternative

Regarding biodiversity projects: planting of trees, hedgerows, wildflower meadows or other vegetation must be native. The construction and erection of bird and bat boxes must be in suitable location

Natural Cambridgeshire have produced a useful [Local Nature Recovery Toolkit](#) which provides guidance, advice and support for Communities wanting to create nature recovery plans.

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
- A copy of any correspondence from your [local District Councillor\(s\)](#) showing they are supportive of your project
- A bank statement for the account you wish the funds to be paid into. Statement must be dated within the last month.
- Applications for funding towards the creation of Community-led Plans that are not made by the Parish Council itself should demonstrate that the Parish Council is supportive of the application.
- For biodiversity projects please include:
 - A plan of the proposed work, including a project map and project outcomes
 - A timeline of the proposed work indicating mileposts and delivery dates
 - A brief management plan which describes how the project will be sustainable
- For Community-led Plan applications, details should be supplied of any funding being allocated by the Parish Council to the creation of the Plan.

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

Appendix B

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 South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.
- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times.

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:

- [South Cambridgeshire District Council Community Chest webpage.](#)
- [Community-Led Plan toolkit - South Cambs District Council \(scamb.gov.uk\)](#)
- Contact Details: community.chest@scamb.gov.uk

Explanatory table

The Community Chest is made up of 3 streams of funding, below:

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Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £48,225.31	✓	✓	x
Biodiversity Grants £20,000	✓	✓	✓
Community-Led Plans £48,000	✓	✓	✓
Cost-Of-Living (£20,000)	✓	✓	✓

Appendix C

Criteria Considerations

Current guidance states that the maximum Community Chest grant award is £2,000 in any single financial year (April-March). However, officers are frequently asked for further details in relation to this. Members are asked to consider the below three questions to help provide further clarity to future applicants:

1. If an organisation is successful in receiving funding of less than £2,000 in any single financial year, can they apply again within the same year for extra funding providing their total allocation for that year does not exceed £2,000?
2. If an organisation is successful in receiving funding (up to and including £2,000) for any of the themes shown in the first column in the below table in any single financial year, can they apply again within the same financial year for (up to and including £2,000) Community Chest funding for other themes in the first column. Officers' view is this is permitted.

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £48,225.31	✓	✓	✗
Biodiversity Grants £20,000	✓	✓	✓
Community-Led Plans £48,000	✓	✓	✓
Cost-Of-Living (£20,000)	✓	✓	✓

3. If an organisation is successful in receiving funding (up to and including £2,000) for any of the themes shown in the first column in the above table in any single financial year, can they apply again within the same financial year for other grants offered by the Council? These are grants sitting outside of the Community Chest scheme. Officers' view is this is permitted and has been allowed previously, but member clarification is sought at this point.

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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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