

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Leader's Portfolio Meeting held on  
Thursday, 15 September 2011 at 10.00 a.m.

Portfolio Holder: Ray Manning

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: -

Opposition spokesmen: John Batchelor

Also in attendance: Lynda Harford, Nick Wright, Economic Development  
Portfolio Holder

### **Officers:**

David Bevan	Conservation & Design Manager
John Garnham	Principal Accountant (General Fund and Projects)
Steve Hampson	Executive Director, Operational Services
Paul Howes	Corporate Manager, Community and Customer Services
Maggie Jennings	Democratic Services Officer
Jo Mills	Corporate Manager, Planning & new Communities

## **1. DECLARATIONS OF INTEREST**

Cllr John Batchelor declared an interest as Chairman of Linton Action for Youth who had previously received grant aid for the organisation from the Council.

## **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 31 March 2011 were agreed as a correct record.

## **3. GRANTS REVIEW**

A review of the grants process had been undertaken by officers in respect of the grants given by the Council to various individuals and organisations. The review focussed upon the non-statutory grants that SCDC provided to its communities and developed a new grant giving framework that would be transparent, flexible and ensured that grant aid was used to support the Council's aims and actions.

The outcome of the review resulted in the recommendation to re-organise the grant schemes under three themed headings: Service Support Grants, Capital Grants and Community Chest Grants, with the possibility of a fourth scheme to process applications from organisations or agencies that do not apply for funding against set criteria.

As a result of subsequent discussion, the following issues were raised:

- Community Chest Grants were to commence as soon as possible
- Confirmation was given that those grants given to deliver a service on behalf of the council, eg parish paths, archaeology, (para 12 of the covering report refers), would be subject to approval by the Leader and relevant Portfolio Holder
- The County Council's Parish Paths Partnership received SCDC funding towards

improvements to and for the promotion the Rights of Way network; officers were requested to include re-consideration of the grant provided during the review process

- Conservation grants to be included within one of the schemes
- Grants should take account of the views of local Members
- The practice of virement between the individual grant schemes to continue as necessary, recognising the difference between capital and revenue spend
- It was confirmed that spend in respect of St Denis Church, East Hatley would be the responsibility of the Sustainability, Planning and Climate Change Portfolio Holder
- Promotion of the grants given by SCDC should be more widely publicised
- In the next few weeks, informal consultation should be undertaken with relevant parties on how the process for submitting grant applications could be streamlined/improved

The Leader, **AGREED**

- (a) to the outline proposal for streamlining the Council's existing grant schemes as outlined in Appendix B to the report,
- (b) to the immediate creation of a new Community Chest grant fund for the second half of the 2011-12 period from remaining uncommitted grant funding and possible virement,
- (c) the process for Community Chest Grants to be drawn up by officers and presented to the Leader at his next meeting for approval, together with any grant applications, and
- (d) that all grants should receive the approval of the Leader and one other member of Cabinet.

The Leader, **NOTED** that a final report outlining the practical details of the new grants schemes would be presented to his meeting on 19 January 2012.

The Executive Director, Operational Services left the meeting after the conclusion of this item.

#### **4. WATERBEACH: FARMLAND MUSEUM'S FORWARD AND BUSINESS PLANS AND FUNDING ARRANGEMENTS**

The Council had historically provided substantial annual funding to the Museum and with the encouragement of the Economic Development Portfolio Holder and Corporate Manager, Planning & New Communities, the museum management had been encouraged to re-evaluate the operation of the museum and associated buildings by producing a business plan that would re-vitalise the site and subsequently enable a reduction in the contribution made by the Council in future years.

The Conservation & Design Manager informed the Leader of an error at para 14 of the report relating to the funding for SCDC financial year 2013/14, which should have read £16,875.

Cllr John Batchelor was disappointed in the expected income from donations to the Museum; he felt that English Heritage could contribute more and that no monies had been allocated for fund raising during 2013. It was noted, however, that a lottery bid to replace

the flooring in the refectory was being considered.

The Leader felt this was an ideal project in which local members of the community could help, and undertook to seek a Member Champion for Museums.

**Action: Cllr R Manning**

The Leader,

- (a) **NOTED** the business planning carried out by the Farmland Museum and supported the results in terms of maximising the potential of the site and making funding changes that will reduce the Council's contribution over three years, and
- (b) **AGREED** to a three-year Service Level Agreement with the Museum with annual reviews.

The Corporate Manager, Planning and New Communities and the Conservation & Design Manager left the meeting after this item.

## **5. SERVICE IMPROVEMENTS & FINANCIAL PERFORMANCE 2011/12 - Q1**

The Corporate Manager, Community & Customer Services presented the report and informed the Leader that as shown in the accompanying appendices, it was predicted that all actions would be completed within the timeframe and budget.

The Principal Accountant (General Fund and Projects) reported that Citizen Advice Bureaux and Voluntary Sector Grants were committed and that any resources not required for Community Strategy grants could be vired to the budget for Community Chest Grants.

The Leader **NOTED** the report.

## **6. FORWARD PLAN**

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

- An item relating to Community Chest Grants – Process and Applications to be considered on 17 November 2011
- The Q4 report on Service Improvements & Financial Performance 2011/12 would be presented to the Leader at the July 2012 meeting

## **7. DATE OF NEXT MEETING**

It was **NOTED** that the meeting would be held at 10am on 17 November 2011.

---

**The Meeting ended at 11.20 a.m.**

---