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06 December 2019

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

Quorum: 3

Substitutes: Councillors Bunty Waters, Dr. Shrobona Bhattacharya, Mark Howell,
Heather Williams, Peter Topping, Bill Handley, 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 **SWANSLEY ROOM A AND B - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **MONDAY, 16 DECEMBER 2019** at **10.00 a.m.**

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

Yours faithfully
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 Chairman to sign the Minutes of the meeting held on 25 October 2019 as a correct record.	1 - 4
4.	Community Chest: Funding Applications	5 - 16
5.	Service Support Grants - Lesley McFarlane	17 - 50

6. **Extension of Mobile Warden funding scheme - Lesley McFarlane**

51 - 52

7. **Date of next meeting**

Extraordinary meeting on Friday 20 December 2019, starting at 10:00am.

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GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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

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

Security

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

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

Emergency and Evacuation

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- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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Toilets

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

Recording of Business and Use of Mobile Phones

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

Banners, Placards and similar items

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

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

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Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

EXCLUSION OF PRESS AND PUBLIC

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

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

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

Notes

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

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 25 October 2019 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chairman

Councillors: Dr. Claire Daunton Sue Ellington

Officers in attendance for all or part of the meeting:

Lesley McFarlane (Development Officer)
Ryan Coetsee (Development Officer)
Ellen Bridges (Project Officer)
Aaron Clarke (Democratic Services Officer)

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

1. APOLOGIES FOR ABSENCE

Councillors Peter McDonald and Clare Delderfield sent Apologies for Absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

Claire Daunton commented that she was a life member of English heritage and not of Denny Abbey.

Having revised the minutes, the Grants Advisory Committee authorised the Chairman to sign, as a correct record, the minutes of the meeting held 27 September 2019.

4. COMMUNITY CHEST: FUNDING APPLICATIONS

	Applicant	Village(s) affected	Description	Total applied for (£)	Total recommended (£)	Additional conditions/ comments
1	Duxford Lawn Tennis Club	Duxford and surrounding villages	Resurfacing the court particularly the new net posts.	1,000.00	Deferred	EB to find out how much the P.C. are contributing to the community centre which the tennis club will benefit from
2	Cambridge Cangaroos Trampoline Club	Whittlesford and other villages	Improvements to facilities including purchasing a new	1,000.00	1,000.00	

			overhead rig			
3	Shepreth Spitfires Football Club	Shepreth and surrounding villages	Purchasing new equipment	978.41	978.41	
4	Cottenham Brass Juniors	Cottenham and surrounding villages	New uniforms for the brass band	250.00	250.00	
5	Sawston Bowls Club	Sawston	Purchase of 8 new bowls collectors	499.00	499.00	
6	UK Unsigned Cambridge	Sawston and South Trumpington	Set up 2 new youth clubs in Sawston and South Trumpington	875.44	875.44	

Appendix C

The committee noted & discussed the appendix.

It was **agreed** the officers would circulate the map to the Cambridge Council for Voluntary Service (CCVS) so that areas which had not previously applied for or received any funding could be targeted.

It was **agreed** that this map would be distributed with the Weekly Bulletin to inform councillors.

Officers were praised by the members of the Committee and the Lead Member for Finance for all their work on creating the appendix.

5. EXTENSION OF MOBILE WARDEN SCHEME GRANT PERIOD - LESLEY MCFARLANE

The committee noted the content of the report.

The Chairman commented that DBS checks should be mandatory for all Mobile Warden Schemes and receive training for the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS) and that there were day courses available for this.

Cllr John Williams highlighted an issue of officer capacity if all grants are refreshed every three years at the same time; it was suggested that these should be staggered over the three-year period.

Having regard to this, the committee agreed option 4 of the report to avoid overlap with Service Support Grants.

It was agreed that new schemes should be assessed at the time of application and then phased into a rolling three-year renewal programme.

The committee noted that for any new Mobile Warden Scheme applications, the council would underwrite their costs for the first two years of the programme and thereafter the scheme would apply for grant funding, as per the existing application process.

6. DATE OF NEXT MEETING

The next scheduled Grants Advisory Committee would be on Monday 16 December 2019, starting at 10:00am.

The Meeting ended at 11.40 a.m.

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Agenda Item 4



**South
Cambridgeshire**
District Council

REPORT TO: Grants Advisory Committee 16 December 2019

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

LEAD OFFICER: Mike Hill

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 1 October and 30 November to the Community Chest funding scheme during 2019/20.
2. No

Recommendations

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

Reasons for Recommendations

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

Details

5. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
6. Guidance notes and eligibility criteria can be found at Appendix B.
7. Total amount of funding made available for 2019/20 is £58,140.00. On 27 September 2019, Grants Advisory Committee recommended to the Lead Cabinet Member for finance that £20,000.00, for 2018/19 and 2019/20 from the discontinued Elite Athlete Award Scheme, be allocated to the Community Chest Grant. This decision was taken by the Lead Cabinet Member for Finance on 3 October bringing the total pot up to £78,140.00.
8. There are 11 new applications to consider at this meeting totalling £10,975. The amount of funding remaining for allocation is £51,018.87. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Sustainable Communities and Partnerships Team upon request).

Options

9. 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:
10.
 - 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

11. There are no significant implications

Risks/Opportunities

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

Consultation responses

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

Effect on Council Priority Areas

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

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest 19/20

Report Author:

Ellen Bridges – Project Officer

Telephone: (01954) 713 294

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Applications Summary

COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 May to 31 May 2019/20

	Name of applicant	Type of organisation	CCVS Registered	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
1	Duxford Lawn Tennis Club	Tennis Club	-	Duxford and surrounding villages	Resurfacing the court including new net posts	Improvements to community buildings and spaces	22,744.00	1,000.00	YES	COMPLETE

COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 October to 30 November 2019/20

	Name of applicant	Type of organisation	CCVS Registered	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
2	Hauxton Village Hall Charity	Village Hall	No	Hauxton and neighbouring villages	To install library shelving to create a self-service library facility and a couple of lockers in our new village hall.	Improvements to community buildings and spaces	1,668.56	1,000.00	NO	COMPLETE
3	Sawston Church Institute	Snooker building	No	Sawston	To replace smoke laden (from 80s) ceiling tiles/framework.	Improvements to community buildings and spaces	4,200.00	1,000.00	NO	COMPLETE

	Name of applicant	Type of organisation	CCVS	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
4	Hinxton Parish Council	Parish Council	No	Hinxton and surrounding villages	To help towards replacing a train on the playground	Improvements to community buildings and spaces	4,570.32	1,000.00	YES	COMPLETE
5	Gamlingay Community Centre	Community Centre	No	Gamlingay and surrounding villages	To replace worn out bowls carpet and winder.	Equipment/ capital purchase	1,000.00	1,000.00	YES	COMPLETE
6	Meadow Primary School	Primary School	No	Balsham and surrounding villages	Redeveloping their Forest School	Materials	1,473.00	975.00	NO	COMPLETE
7	Fulbourn Primary School PTfA	Primary School	No	Fulbourn	Modernise the library and reading spaces	Improvements to community buildings and spaces	13,650.00	1,000.00	NO	COMPLETE
8	Fowlmere Recreation Ground and Village Hall	Village Hall	No	Fowlmere	Re-gravelling the car park	Improvements to community buildings and spaces	2,550.00	1,000.00	YES	COMPLETE
9	Oakington Vikings Youth Football Club	Football Club	No	Oakington and surrounding villages	Purchase a new line marking machine	Equipment/ capital purchases	1,026.00	1,000.00	YES	COMPLETE
10	Parkrun UK	A free weekly run	No	Cambourne and surrounding villages	To start-up Cambourne Junior Parkrun	Start-up costs	3,000.00	1,000.00	N/A	COMPLETE

11	Active New Communities Forum	Community Group	No	Northstowe	Purchase a pool of sports equipment	Equipment/capital purchases	1,269.00	1,000.00	N/A	COMPLETE
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Guidance notes for Community Chest 19/20

What is the Community Chest?

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

Who can apply?

Applicants must:

- Either be a non-profit group OR organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

If you have questions about these criteria, please contact us using the details below.

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

What must the project deliver?

The community activity or project must:

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

What can be funded?

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

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

What cannot be funded?

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

How much can be applied for?

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

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

When can groups apply?

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

What supporting documentation is required?

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

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

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

How will the grant be paid?

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

What are the conditions of funding?

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

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

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

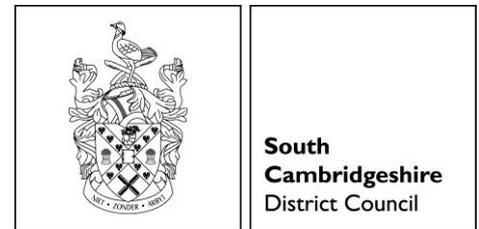
For further information please go to:

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

Contact Details: duty.communities@scambs.gov.uk , 01954 713070

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Agenda Item 5



REPORT TO: Grants Advisory Committee

20 November 2019

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gemma Barron

Grants to Voluntary Sector – 6-monthly Update Report

Executive Summary

1. To examine the delivery of grant programmes funded by the Council for 2019.
2. Following a decision made by the Grants Advisory Committee at its meeting in September 2019; 6-monthly updates are only now required from organisations in receipt of sums greater than £15,000 unless specifically requested by the Council.
3. The reports provide a review of activity for Q1-Q2 only.

Key Decision

No

4. This not a key decision because it reviews expenditure within current budgets.

Recommendations

5. The Grants Advisory Committee is asked to review the report and make recommendations to the Lead Cabinet Member for Finance to inform his decision-making in respect of service support grants to the voluntary sector. Reports have been requested specifically for those organisations in receipt of £15,000 funding per annum or greater or due to a specific request by the Committee Members.
6. It is recommended that the Lead Member:
 - a. Notes the delivery of grant programmes within the scope of this report as currently being delivered, or
 - b. Highlights any concerns for further investigation or action.

Reasons for Recommendations

7. All organisations receiving grants, are on track to deliver the agreed outputs to time and to budget, achieving the objectives of individual grant programmes. All recipients are being actively monitored.

8. It was agreed at the GAC in September 2019 that only organisations in receipt of grant funding greater than £15,000 pa would need to prepare mid-year reports (unless specifically requested by committee) with the exception of The Farmland Museum, which, following major change, a mid-year report was required to report against objectives.
9. Those charities which fall outside of the above criteria were notified by letter of the change to reporting in early October 2019.

Details

10. The scope of this report covers the following grant funds:
 - a. Voluntary Sector Advice and other grants
 - I. Service Support Grants
 1. Community Transport
 2. Generalist and Specialist Advice
 3. Support Parishes and Communities
 4. Independent Living
 - II. Planning and Economic Development
 1. Farmland Museum
11. Q1 and Q2 requested reports have been received from the following organisations:
 - (a) Care Network, Community Transport Scheme
 - (b) Citizens Advice Bureau,
 - (c) CCVS
 - (d) Care Network, Open Arms project
 - (e) The Farmland Museum
12. A summary report of progress during quarters one and two for these grant programmes is provided in Appendix 1. The summary also gives an officer opinion on the status against targets agreed within the grant agreements.
13. Funding agreements for grants provided through the Service Support Grants programme are for three years, subject to satisfactory performance at annual review. This report is on the first two quarters of year 1 for funding agreements for 2019-22. Monitoring and reporting on grants take place at six monthly intervals for organisations in receipt of funding sums greater than £15,000 per annum.
14. Monitoring and reporting on grants will take place annually for organisations in receipt of funding sums less than £15,000 per annum unless specifically requested otherwise.

Options

1. Grants Advisory Committee could:
 - (a) note the delivery of all grant programmes within the scope of this report, as currently delivered; and/or

- (b) highlight any concerns for further investigation or action

Implications

- 15. There are no significant implications.

Legal

- 16. Arrangements are in place with grant recipients, which should be followed, if a variation or discontinuation of funding is agreed.

Effect on Council Priority Areas

A modern and caring Council

Funding community and voluntary groups that benefit local people

Background Papers

None

Appendices

Appendix A: Individual reports by Service

Report Author:

Lesley McFarlane – Development Officer
Telephone: (01954) 713443

Appendix A : Grant Programmes 2019 – Q1 Q2

(a) Voluntary Sector – Advice and other grants

Service Support Grants

General Welfare Advice and Specialist Advice

CAB

Review of progress under existing policy and plans for an updated policy 2021-2026

Report to client and advisory committee and cabinet

Plans for next year under the existing policy

Plans to renew/refresh the existing policy

Update them in March

Funding is granted under this theme for the provision of free, independent, confidential advice and advocacy in two categories:

To residents on their rights and responsibilities in the areas of debt, benefits, employment, housing, legal and relationship/family matters (General Welfare Advice).

To residents who are disabled, to carers and to families with disabled children (specialist advice).

Funding for the delivery of General Welfare Advice was allocated to four Citizen Advice Bureaux (CABx) as shown below:

	2019/20	2020/21	2021/22
	Year 1	Year 2	Year 3
General and Specialist Welfare Advice			
Cambridge and District CAB	£52,000 £3,250	£52,000 £3,250	£52,000 £3,250
North Herts CAB	£16,800 £1,050	£16,800 £1,050	£16,800 £1,050
Suffolk West CAB	£5,600 £ 350	£5,600 £ 350	£5,600 £ 350
Uttlesford CAB	£5,600 £ 350	£5,600 £ 350	£5,600 £ 350
Year totals	£85,000	£85,000	£85,000

The four CABx report jointly with Cambridge and District CAB compiling the report on behalf of others.

Specific measures agreed with the four CABx for Year One of the funding agreement were as follows:

South Cambs residents accessing CAB advice services in the reporting period:

- Breakdown showing the number of clients dealt with by each CAB

- Number of clients
- Number of advice issues
- Number of sessions
- Total income gains for clients
- Number of cases where homelessness prevented

Issues dealt with by

- i) category
- ii) channel (in person/phone/email)
- iii) age of client
- iv) gender of client
- v) health status of client
- vi) ethnicity of client

Category of issue data for age groups:

- i) under 25s
- ii) 25-64
- iii) 65+

Map indicating relative concentrations of CAB clients by ward
Map showing index of multiple deprivation (IMD) by ward

Financial outcomes
Client case studies
Selection of client feedback

A full report including case studies is provided in Appendix 2.

STATUS: ON TRACK

Community Transport

Funding is provided for the delivery, development and promotion of Community Transport Services with South Cambridgeshire and for its residents.

Although funding for Community Transport services was allocated to three organisations for this period, we have only asked Care Network to report Q1, Q2 outcomes as they fall within the funding criteria of granting funding exceeding £15,000 per annum.

Community Transport

- Deliver a community car schemes sustainability project via community-based participatory research activity
- Develop an area-based initiative and collaborative approach to community transport via Care Network Transport membership scheme
- Provide Open Arms training to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network
- Use social network theory to increase awareness of community car schemes
- Redesign the annual community car schemes survey
- Provide 1-1 support for community car schemes as required
- Provide 6 networking and training events /year for community car schemes

STATUS: ON TRACK

Support Parishes and Communities

CCVS

Key Aims To provide support services to community and voluntary groups in South Cambridgeshire; to support and advice parish councils on community related projects and advice on non-statutory governance matters; to provide representation on the behalf of the community and voluntary sector in South Cambridgeshire.

Key Deliverable Organisational development
Improvements in the confidence and knowledge of people who run local community and voluntary activities. The following to be provided:

Specific Measures Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information;
Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders;
One training, information and advice-giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested
Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)

Key Deliverable Representation
Provision of a collective voice for the voluntary and community sector, offering expert and impartial representation, so that the views of the sector be taken into account as statutory policy makers make decisions.

Specific Measures Representation on the South Cambs Living Well Area Partnership
Representation on the Crime and Disorder Reduction Partnership
Representation at other occasional and ad hoc district forums and meetings that require a Voluntary & Community Sector voice

Key Deliverable Networking and communications
Sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions:

Specific Measures 1 South Cambs funders fair, bringing together various funders and allowing groups to book appointments to discuss funding opportunities and individual projects
11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information.
Regular e-bulletins to all CCVS members giving them additional local information, news and advice
11 funding bulletins to CCVS members
Social media updates and promotion
2 newsletters to local councillors to promote CCVS and the work of the sector

2 newsletters to parish clerks to promote CCVS and the work of the sector
Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council

STATUS: ON TRACK

Independent Living

Care Network Open Arms Project

Trial Open Arms training on co-ordinators of 10 community groups before official launch of the project. Amend training based on feedback
Offer Open Arms to current community groups as supported by Care Network as well as community groups new to Care Network, and in so doing, provide information and support to 100 South Cambridgeshire residents/year on how to increase their community involvement. Present information to community groups regarding wellbeing to stimulate interest to set up peer support groups for carers and cared-for of those with depression and mild to moderate dementia
Set up 6 intergenerational befriending and good neighbour projects, (2 formally structured and 4 informally structured)/year

Support for Parishes and Communities

Offer Open Arms training and general support regarding social isolation and loneliness to all parish councils within South Cambridgeshire
Develop a profile of informal group activity across South Cambridgeshire
Support communities with a consistent presence for community development activity across the district

STATUS: ON TRACK

Planning and Economic Development

Overall Mission To provide a valuable visitor attraction and leisure amenity for the benefit of residents of South Cambridgeshire

Specific Deliverables

To continue to operate the Farmland Museum as a visitor attraction and leisure amenity

To continue to develop a plan which will enable the Farmland Museum to continue to operate beyond a time when no further funding is provided by South Cambridgeshire District Council

To provide a six month report by the end of October on activities and visitor numbers for the period 01 April to 30 September, and an annual report by the end of April covering the financial year.

STATUS: ON TRACK



Joint Bureau Half Year 2019/20 Report for South Cambridgeshire District Council

Figures and case studies have been provided by Citizen Advice North Herts, Suffolk West CAB, Cambridge and District CAB and Uttlesford CAB.

Summary of key statistics (brackets indicate the number at the half year report last year):

South Cambridgeshire DC people seen = **3,107** (3,270)

Questions answered/ advice issues = **7,469** (7,044)

Amount of work generated by them = times seen (most need more than one session to get to point of resolution) = **4,681** (4,596)

Financial outcomes:

Income gains and money restructured for clients = **£1,904,062** (£989,772)

Added funding (not client money) levered with SCDC grant to do work in the area e.g. Lottery and other grants = **£230,040** (£157,829. This does not include the SCDC grant)

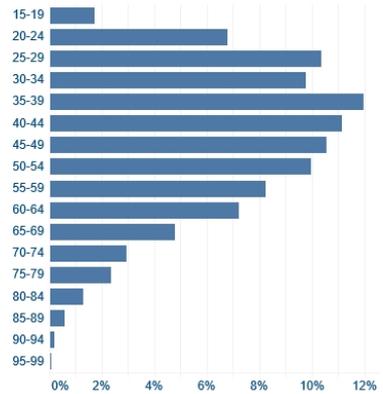
Summary

Clients	1,584
Quick client contacts	
Issues	7,469
Activities	4,681
Cases	1,523
Outcomes	
Income gain	£1,245,010
Re-imburements, services, loans	£7,523
Debts written off	£523,871
Repayments rescheduled	£408
Not recorded/not applicable	£136,424

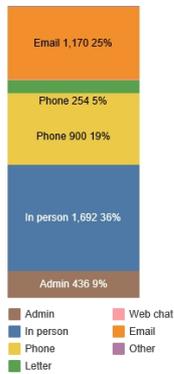
Issues

	Issues all	Distinct count ..
Benefits & tax credits	1,501	463
Benefits Universal Credit	912	276
Consumer goods & services	219	93
Debt	1,130	298
Discrimination & Hate & GVA	67	43
Education	36	28
Employment	573	219
Financial services & capability	543	183
Health & community care	150	65
Housing	573	249
Immigration & asylum	175	73
Legal	328	185
Other	149	85
Relationships & family	755	258
Tax	71	51
Travel & transport	118	63
Utilities & communications	169	67
Grand Total	7,469	

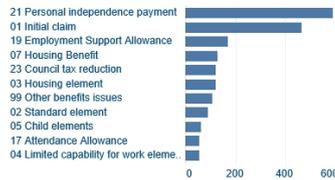
Age



Channel



Top benefit issues



Top debt issues



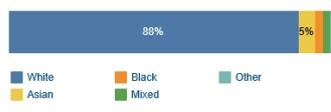
Gender



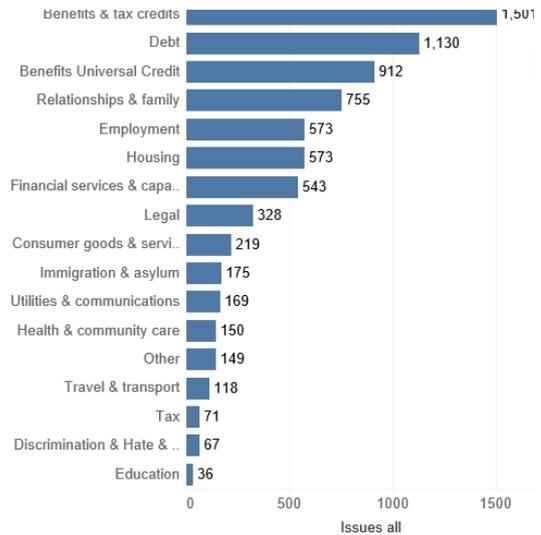
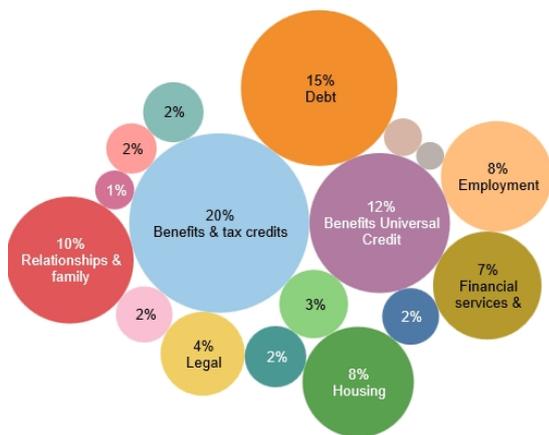
Disability / Long-term health



Ethnicity



Part 1 issues %



Ethnicity	Clients	% Clients
Asian or Asian British - Bangladeshi	9	1%
Asian or Asian British - Chinese	7	1%
Asian or Asian British - Indian	26	2%
Asian or Asian British - Other	17	1%
Asian or Asian British - Pakistani	4	0%
Black or Black British - African	25	2%
Black or Black British - Caribbean	5	0%
Black or Black British - Other	3	0%
Mixed - Other	11	1%
Mixed - White & Asian	6	0%
Mixed - White & Black African	2	0%
Mixed - White & Black Caribbean	6	0%
Other - Any Other	27	2%
Other - Arab	8	1%
White - British	833	64%
White - English	131	10%
White - Gypsy or Irish Traveller	10	1%
White - Irish	12	1%
White - Other	142	11%
White - Scottish	6	0%
White - Welsh	3	0%
Grand Total	1,293	100%

Issues by age:

Under 25 = 8.4% of issues

1 Debt

2 Benefits and Tax credits

3 Universal Credit

4 Housing

25-64 = 80% of issues

1 Benefits and Tax Credits

2 Debt

3 Universal Credit

4 Housing

65+ = 9.2% of issues

1 Benefits and Tax Credit

2 Debt

3 Housing

4 Utilities

Channel (number of activities)

	2019-20							Grand Total
	Q1			Q2				
	April	May	June	July	August	September		
In person	248	272	263	348	279	276	1,686	
Adviceline Phone	50	41	65	36	33	29	254	
Telephone	160	118	143	188	143	148	900	
Email	204	212	223	176	144	211	1,170	
Web chat		2					2	
Admin	84	70	64	86	62	70	436	
Letter	49	43	40	35	21	26	214	
Other	4	1	2	2	4		13	
Grand Total	799	759	800	871	686	760	4,675	

Offices (number of activities)

	2019-20							Grand Total
	Q1			Q2				
	April	May	June	July	August	September		
Cambridge Citizens Advice Bureau	651	631	711	728	581	632	3,934	
Citizens Advice Suffolk West (Brandon)	1						1	
Citizens Advice Suffolk West (Bury St Edmunds)	1	1				2	4	
Citizens Advice Suffolk West (Haverhill)	15	19	10	13	14	16	87	
Citizens Advice Suffolk West (Mildenhall)		2					2	
Newmarket CAB	2	2	1	7	1	3	16	
North Hertfordshire - Letchworth	82	88	49	84	71	76	450	
Uttlesford CAB	47	16	29	39	19	31	181	
Grand Total	799	759	800	871	686	760	4,675	

Financial outcomes summary

	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Income gain	405	228	£1,245,010	£3,074	£5,461
Re-imbursements, services, loans	27	26	£7,523	£279	£289
Debts written off	44	34	£523,871	£11,906	£15,408
Repayments rescheduled	4	4	£408	£102	£102
Income loss	1	1	£826	£826	£826
Other	237	128	£136,424	£576	£1,066
Grand Total	718	324			

	Income gain				
	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Benefits & tax credits	199	131	£510,378	£2,565	£3,896
Benefits Universal Credit	104	64	£417,068	£4,010	£6,517
Consumer goods & services	1	1	£54	£54	£54
Debt	2	2	£2,601	£1,300	£1,300
Employment	3	3	£10,179	£3,393	£3,393
Financial services & capability	31	27	£15,857	£512	£587
Legal	2	2	£1,600	£800	£800
Other	35	28	£5,547	£158	£198
Relationships & family	2	2	£275,000	£137,500	£137,500
Tax	3	3	£1,760	£587	£587
Utilities & communications	23	19	£4,967	£216	£261
Grand Total	405	228	£1,245,010	£3,074	£5,461

Homelessness prevention:

Issue (part 1) Issue (part 2) Count issues or clients

	2019-20							Grand Total
	Q1			Q2				
	April	May	June	July	August	September		
Housing								
02 Actual homelessness	1	2	5	3	3	1	13	
03 Threatened homelessness	12	5	9	13	6	3	43	
04 LA homelessness service	6	3	2	3	5		15	
05 Access to & provision of accomm.	9	4	4	4	9	6	36	
06 Local Authority housing	8	2	5	8	9	6	37	
07 Housing association property	5	2	3	11	4	4	27	
08 Private sector rented property	13	12	22	13	13	14	82	
09 Owner occupier property	3	5	6	9	1	5	29	
10 Environmental & neighbour issues	5	4	7	9	2	4	29	
99 Other housing issues	2	3	3	5	6	5	24	
Grand Total	49	27	50	63	45	41	249	

Case studies:

- 1) Mr D was in receipt of ESA and his partner was about to move in with him. Both had health problems and both were in receipt of disability benefits. They wanted to know how to manage a benefit claim and whether they had to claim Universal Credit. His partner had recently claimed Universal Credit in another area.

The benefits case was complex and we sought advice from CPAG. We advised his partner, Miss V, to terminate her claim for UC. We also advised Mr D that as a single person he should have been in receipt of severe disability premium which would have significantly increased his benefits during that time and that he was entitled to have this backdated.

We assisted him to claim ESA as couple as both clients were disabled and therefore should not have to claim Universal Credit. Their income trebled. We also assisted the claim for a backdate of benefit which should result in a lump sum payment of thousands of pounds. We contacted the council to ensure Housing Benefit and Council Tax Reduction stayed in payment. The clients advised that they were very happy that they stayed on ESA and with the support offered.

- 2) Client is 62 yrs old, and lives on her own in sheltered accommodation. She has rheumatoid arthritis, depression, and occasional ulcerated colitis. She was shaking most of the time when seen and tearful in the interview. She lost her Personal Independence Payment in August 2018, and was supported to appeal this decision. We produced a submission to the tribunal which resulted in the decision being overturned by the tribunal reviewing the paperwork on the morning of the hearing in April 2019. They notified the client that they were awarding standard rate Daily Living component, and she did not need to attend. The client was happy with this result.
- 3) A longstanding client with serious mental health problems, who has difficulty dealing with documents and processes, came in to see us because her benefits had stopped. A considerable amount of time was spent unravelling why this had happened, and it was helpful that Citizens Advice in Haverhill share the local authority offices with the Jobcentre. After reaching the conclusion that it was not possible for the client to go back on to Income Support because she no longer had any caring responsibilities we supported her to claim Universal Credit. We are continuing to provide regular support to try and ensure that she is able to manage being on this benefit, as well as appealing the decision to suspend her PIP application because she did not attend the assessment.
- 4) Susan (not her real name) attended an appointment at one of our GP outreach sessions after a referral from her doctor. She suffers from various chronic health conditions which affect her mobility and her ability to care for herself. She had been on Disability Living Allowance (DLA) but had been asked to re-apply for Personal Independence Payment (PIP) as her DLA was to be stopped. She had filled in the PIP application and attended a medical assessment. The outcome of this was that she was only awarded a small amount of points, which was not enough for an award of PIP. Susan came to CAB for help to appeal this decision. Our adviser explained the appeal process to Susan, including her next steps, and that appealing can be a lengthy process. A Mandatory Reconsideration of her PIP application was written and submitted by our adviser. Following this, Susan did not hear anything from the Department for Work and Pensions (DWP) for many weeks; this issue was then chased by our adviser on numerous occasions. The decision was finally changed by the DWP before the appeal stage and Susan's PIP was awarded early with no need to continue with the appeal. Susan was also awarded backdated PIP payment back to the date of her initial claim.

Feedback:

- *'At the time that I approached CA I was in a very difficult place. Unable to see a way out, I was guided every step of the way and all of the many problems that I was incapable of dealing with were taken over by your advisors who went above and beyond the call of duty. I can never repay all the help and support I have received but will be eternally grateful and will do everything I can to support your work in the future that I now have. I have asked a good friend to help me compose this, which expresses my feelings entirely. Thank you.'*
- *'The team have always helped me when I've found myself isolated in the system. Everyone is really on board with advice. All my questions are answered and a resolution is always given at the end of appointments.'*
- *'I had been trying to make contact with my electricity supplier (by telephone, email and letter) for 6 months without success. The staff at Citizens Advice contacted them direct and arranged for them to contact me. My problem (I wanted to setup a new Direct Debit) was resolved within 24 hours following the intervention of the staff at Citizens Advice. Many thanks.'*
- *'The lady who dealt with my case was both kind and helpful and I left feeling so much calmer and a lot less worried than when I arrived.'*
- *'I'm so glad I went to the CAB. The lady who helped me was lovely and very helpful and knowledgeable. She made it so easy to understand and solved my problem straight away. I didn't feel judged at all. All in all I would always turn to the CAB for help and would advise others to do the same. They provide a great service and are always helpful and kind*
- *Always impressed with the patience you have and the quality of your service*
- *I was so very happy with my consultant who went over and above to help me just that I was delighted with the help and guidance I received from my adviser who I felt went that extra mile to help. the result was writing to the ombudsman who took up my complaint and happily resolved the issue.*
- *Hi there Just to say that the times that I have been to the CAB, your workers have been absolutely brilliant. The case that they have helped me with, has been a big win for me .I shall be popping in this week and let them know of the great news :) Many thanks*

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Half Year Report for South Cambridgeshire District Council		01/11/2019
Overall Mission	To support communities to involve local people to support each other both individually and through groups and activities.	
Key Deliverables	Support for local community initiatives and groups	
Specific Measures	<p>Community Transport</p> <p>Deliver a community car schemes sustainability project via community-based participatory research activity</p> <p>Earlier this year, we commenced a research project across the whole of Cambridgeshire to identify sustainability threats and support needs to community car schemes to gather comprehensive learnings and ensure people can continue to access this transport service in the coming years. A questionnaire went out to all Community Car Scheme groups on Survey Monkey at the beginning of May and we were delighted to have a response rate of over 85%. We then held two Focus groups with representatives of community car schemes covering South & East Cambs and Hunts & Fens to delve deeper into the findings of the questionnaire. Car Scheme Coordinators from Fulbourn, Cambourne and Cottenham kindly volunteered their time and shared their knowledge. The conversations have been transcribed and are undergoing analysis. The results of the research will be available early 2020.</p> <p>Develop an area-based initiative and collaborative approach to community transport via Care Network Transport membership scheme</p> <p>This work is underway through our Care Network Membership Scheme and details have been circulated to all the Community Car Schemes in South Cambridgeshire. The findings of the community car scheme research project will assist the development of the Membership Scheme.</p> <p>Provide Open Arms training to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network</p> <p>Our Open Arms training includes information on:</p> <ul style="list-style-type: none"> • Raising awareness of increased health risks of social isolation and loneliness • The risk factors which can trigger loneliness • Signs to look out for in your neighbours and members of your community. • Offering ideas and ways to make contact and small acts of kindness a neighbour might be able to carry out • Open Arms postcards to be dropped in to a neighbour as an introduction when wanting to make a connection; 	

	<ul style="list-style-type: none"> • Informal and more formal volunteering opportunities. <p>The Community Car Schemes listed below have taken up our offer so far -</p> <ul style="list-style-type: none"> • Heron Group CCS – covering Litlington, Steeple Morden, Guilden Morden, Basingbourn, • OWLS • Bourn • Cottenham • Fulbourn <p>Care Network Cambridgeshire provides leaflets, details of information and services and a point of contact for the drivers regarding loneliness, and any other issues which might be raised by the passenger.</p> <p>Understandably, some drivers see their role as providing transport to a local person and are wary of any further involvement. Others are very happy to give more support. Our training aims to make loneliness and social isolation an issue that drivers are easily able to address.</p>
	<p>Use social network theory to increase awareness of community car schemes</p> <p>The Care Network Facebook and Twitter pages regularly schedule posts to raise awareness of local Community Car Schemes and any requests for volunteer drivers and co-ordinators. The dates of forthcoming CCS Get-Togethers are posted on Care Network’s Facebook and Twitter pages, as well as being circulated by email. Our Community Development coordinators are members of the local South Cambridgeshire village pages on Facebook to enable ‘sharing and liking’ of relevant information.</p> <p>We work closely with our colleagues in Community Navigators and Help at Home and our team of Senior Coordinators to share knowledge of the provision each Community Car Scheme can offer and suggest alternative forms of transport if a passenger has particular needs or lives in an area with a car scheme. All our Navigator and Help at Home volunteers have knowledge of the community car schemes and copies of the South Cambridgeshire Community Transport directory to give to people they contact, if necessary.</p>
	<p>Redesign the annual community car schemes survey</p> <p>The learnings and evidence of issues raised in the CCS Get Togethers over the year, and the outcomes and further learnings from the car scheme research project will assist in the design of the forth-coming survey, to identify trends, challenges, training needs. Care Network Cambridgeshire’s annual CCS survey is sent to all the schemes throughout Cambridgeshire in mid-March.</p>
	<p>Provide 1-1 support for community car schemes as required</p> <p>In the first half of this year we have:</p> <ul style="list-style-type: none"> • Attended six car scheme meetings as invited. • Responded to enquiries raised and made over 165 contacts with car schemes. In addition, we have

	<ul style="list-style-type: none"> • Sent out 15 group emails to all the Community car Schemes in South Cambridgeshire. <p>Concerns raised include –</p> <p>Wheelchair accessible vehicles – each CCS is an independent organisation, as such, each decides whether they have the capacity to transport passengers with wheelchairs. It might be dependent on the ability of the driver, many are elderly, or whether there is a driver with a suitable car.</p> <p>A more challenging problem is the transportation of motorised wheelchairs as the passenger is unable to transfer. Coordinators are usually directed to Royston & District Community Transport, who have adapted vehicles, or Panther Taxis, if enough notice is given as availability is limited.</p> <p>Both options incur greater costs for the passenger and journeys required at short notice may not be fulfilled.</p> <p>Royal Papworth Hospital – the move of the hospital to the Addenbrooke’s site in May 2019, caused concerns for all the community car schemes across Cambridgeshire. Along with Gavin Moulton of Cambridgeshire County Council, we were in consultation with a named contact at the new hospital site in order to make access by CCS drivers as straightforward as possible. We arranged a site visit so we were equipped to answer any questions from the coordinators and drivers. A month before the hospital was due to open, we sent details of parking arrangements and a map to the car schemes along with a contact number in case of difficulties. As far as the schemes drivers are concerned, the move has been uneventful, although we continue to monitor and raise any difficulties with the Access Office.</p>								
	<p>Provide 6 networking and training events /year for community car schemes</p> <table data-bbox="496 1473 1029 1608"> <tr> <td>Fulbourn</td> <td>23/04/2019 – 15 attended</td> </tr> <tr> <td>Hardwick</td> <td>04/06/2019 – 4 attended</td> </tr> <tr> <td>Hardwick</td> <td>25/07/2019 – 8 attended</td> </tr> <tr> <td>Barton</td> <td>25/09/2019 - 8 attended</td> </tr> </table> <p>Participants from the following schemes have attended –</p> <ul style="list-style-type: none"> • Haslingfield and Harlton CCS • Cottenham Care Car • Heron Group • Barton CCS • Orwell • Granchester CAN • Cambourne CCS • Bourn CCS • Toft CCS • Fulbourn CCS 	Fulbourn	23/04/2019 – 15 attended	Hardwick	04/06/2019 – 4 attended	Hardwick	25/07/2019 – 8 attended	Barton	25/09/2019 - 8 attended
Fulbourn	23/04/2019 – 15 attended								
Hardwick	04/06/2019 – 4 attended								
Hardwick	25/07/2019 – 8 attended								
Barton	25/09/2019 - 8 attended								

	<ul style="list-style-type: none"> • Barton CCS • Histon, Impington and Girton CCS • Hardwick, Caldecote and Dry Drayton CCS <p>Gavin Moulton from Cambridgeshire County Council attended the meetings at Fulbourn, the July meeting in Hardwick and Barton. His attendance is useful as queries can be answered directly for example, the insurance provided by Cambridgeshire County Council and reminding the coordinators to notify CCC when a volunteer driver reaches eighty years old as this impacts on insurance cover.</p> <p>Common issues which continue to be raised include the increase in requests for hospital and medical journeys, transporting passengers with mobility issues, requests for transport to visit relatives in care homes, insurance and recruiting new drivers.</p> <p>The Cambridgeshire and Peterborough Against Scams Partnership speaker attended the event on the 25th July. They were keen to raise awareness with the CCS drivers about the impact on SCAMS across the county and gave information to pass onto car scheme users if concerned that they might be a victim of a scam.</p> <p>At the June Get-Together we were able to show the car schemes passenger assistance equipment supplied by the NRS Safe and Well Demonstrations team including – Handy Bar Car Caddie Rotary Transfer Cushion</p>
	<p>Independent Living</p>
	<p>Trial Open Arms training on co-ordinators of 10 community groups before official launch of the project. Amend training based on feedback</p> <p>The Open Arms team developed and trialled the information session across Cambridgeshire early in 2019. This included delivering the information to groups and having pop up stalls in Cambridge. We found that the group coordinators were reticent to engage with the concept of pledging an engagement. Consequently, we have amended our 'training' to 'information sessions' which are more of a discussion about loneliness and social isolation, including individual's experiences of being lonely and actions they have taken.</p>
	<p>Offer Open Arms to current community groups as supported by Care Network as well as community groups new to Care Network, and in so doing, provide information and support to 100 South Cambridgeshire residents/year on how to increase their community involvement.</p> <p>In July, an Open Arms pack was sent to the 29 groups and mobile warden schemes in South Cambridgeshire. The pack contains an overview of the project, the health risks of loneliness, signs to look out for, how to make contact, ideas for volunteering and our contact details, however, as there has been very little response to this first</p>

	<p>approach, we plan to arrange to visit the groups throughout the life of the project. We believe discussions about loneliness and social isolation are more productive if carried out in person.</p> <p>We attended the Cottenham Mobile Warden Scheme AGM where I presented information about the Open Arms project to the committee, mobile wardens and attendees from the village. Left a further 10 packs for distribution</p> <p>We sent out Open Arms information pack to all Parish Councils in South Cambridgeshire and will be attending the Local Council Conference organised by Cambridgeshire Acre in November 2019. It is a great opportunity to engage with Parish Councillors from across Cambridgeshire, raise awareness of loneliness and community actions to help build connections, and we hope this will help us to garner interest to go out to more interested groups in communities.</p>
	<p>Present information to community groups regarding wellbeing to stimulate interest to set up peer support groups for carers and cared-for of those with depression and mild to moderate dementia</p> <p>At Care Network, we use asset-based community development to identify Community Connectors, local skills, talents, groups and organisations. Currently, we are looking at what is already available so that we can identify the areas of least support in South Cambridgeshire, and are testing interest.</p> <p>We can use our findings to present information to groups in areas where community interest has been shown, to enable the seed of community involvement to grow. Depending on the locality, ideas for support might include a social group or via telephone.</p> <p>We continue to support the Farming Memories group at Wimpole Hall Home Farm, which is for people with a farming connection who have mild to moderate dementia and their carers. Our learning from this group has furthered our knowledge about the needs of both carers and cared-for.</p> <p>We intend to trial the idea of using poetry in aiding memory following the findings of a recent study by Cambridge University. It appears that reading and memorising poems assist speaking and literacy skills in young people, whilst older people can still recite poetry learnt in early life, even when experiencing memory loss.</p> <p>At the first Cottenham Connected Sunday Social, our community development coordinator was engaged in a discussion about setting up a group for people living with dementia and their carers. We plan to take this forward, find out what ideas they have and make it happen.</p>
	<p>Set up 6 intergenerational befriending and good neighbour projects, (2 formally structured and 4 informally structured)/year</p> <p>Cambourne 50s Tea Party was collaboration between Cambourne Village College School Council and Care Network to hold an event for the older people in the village. We supported the young people in event planning, deciding the theme, designing invitations and posters, publicity and menu planning and purchase.</p>

The School Council members decided on the 50s theme and invited residents of Darwin Manor and Cavendish Court. Twenty – six residents accepted the invitation and transport was arranged if requested with the help of Cambourne CCS and Cambourne Time Bank. Musical entertainment was provided by the school jazz band and a very talented young pianist. School Council members served tea to the older people and spent time talking to their guests. The feedback was very positive with some suggestions to make future events even better. The next event is planned towards Christmas and in the future, these events will be part of the School Council’s responsibilities every year.

Cottenham Connected Sunday Socials was an idea which came out of the work we have done with the Connections Bus Project ‘Generation Game’ a ten week course, where young people learn to interact with older people. It seemed that the next step was missing where the young people could continue to make connections in their own village and put their learnings into actions.

Ideas had been shared then at a tentative meeting between a Cottenham Parish Councillor, who was involved with Sustainable Cottenham, the facilitator of the Generation Game and Care Network senior coordinator, a plan began to form for Cottenham Connected Sunday Socials. We know that Sundays can be very lonely days of the week, so plans for a monthly event on a Sunday afternoon for everyone in the village who wanted to come, began.

Organisations in the village were contacted; flyers and posters were designed free by a local designer and distributed by willing volunteers. Participants were asked to bring something to share for tea and there was a donation box if people wanted or were able to give money towards costs. Lifts were offered and arranged for those people who wanted to come but were unable to get there.

The first Sunday Social was held in September in the British Legion Hall, attended by twenty-eight people with six young volunteers and four older helpers. Each person signed in giving a contact phone number, was encouraged to make and decorate their own name badge which are handed back at the end of the session. If someone is missing, a friend or neighbour can call them to check if all is well.

The young helpers showed each person to a seat, served tea and engaged in conversation starters which were typed on to coloured paper strips and placed in a container on each table.

The hall was buzzing with conversations, craft activities, shared life stories. Skillshare cards, where you can offer to share a skill or hobby with others and also request to learn a new skill, were completed by some. It seemed that a few people wanted to learn to crochet and helpfully, one person was willing to teach others, so this craft will be available at the next event.

When we think about sustainability, we forget that it is not just being eco-friendly, it is also being community –friendly, sustaining connections in the place where we live.

	<p>The Colour Wheel in Hardwick is an informal, mindful colouring group; the participants have a fun and relaxing time colouring in beautiful patterns and pictures. No experience or artistic ability is needed, all ages are welcome. The group leader contacted us for guidance when she had the idea of setting up the group. The venue is provided free of charge and the suggested donation of £2 per person, per session covers materials, so funding was not required. We provided information about insurance and helped with publicity. The Colour Wheel runs for two hours alternate Wednesdays and has 10-20 people at each session enjoying mindful colouring.</p>
	<p>Support for Parishes and Communities</p>
	<p>Offer Open Arms training and general support regarding social isolation and loneliness to all parish councils within South Cambridgeshire</p> <p>In June, we contacted all the South Cambs Community Groups and Mobile Warden Schemes to share information regarding -</p> <p>SCAMS Talk / Presentation from Sarah Freeman, Community Protection Officer with the Strengthening Communities Service part of Trading Standards. She is happy to come out to community groups or schemes in South Cambridgeshire to raise awareness of ongoing SCAMS.</p> <p>We trialled a 'Bring and Share' lunch for groups at our office in Hardwick in September. The idea is to network local groups and schemes, unfortunately, there was little interest, so we are looking at holding more local showcases for groups, car schemes and parish councils, to raise awareness of loneliness and social isolation.</p> <p>We also raised awareness of possible sources of funding including SCDC Community Chest, Cambridgeshire Community Foundation and music related grants https://www.makingmusic.org.uk/resources/find-a-funding-opportunity</p> <p>We introduced Open Arms-</p> <p>Open Arms Project. Care Network is working on a new countywide project. I've attached a leaflet and the web link below. Please do let Sarah or Mirella know in South Cambridgeshire if we can help with further information or for us to deliver a short information session to your group. My colleagues Liz and Adam are covering the rest of the county if they can be of help regarding the project. The areas they are covering are Cambridge City, East Cambridgeshire, Huntingdon, Fenland and Peterborough. Please see more details below. https://care-network.org.uk/the-open-arms-project</p>
	<p>Develop a profile of informal group activity across South Cambridgeshire</p> <p>Working in collaboration with Care Network Cambridgeshire's Community Navigators, we share information about any informal social groups we hear about in the area, for example, when visiting Sawston Senior Citizens group, our community</p>

	<p>development coordinator received an invitation to go to the next Soup and Sandwiches lunch in the village. Whilst there, she was told about the knitting group who met up following the lunch.</p> <p>Information about groups and contacts are recorded on Charity Log and this will aid us in developing this work.</p>
	<p>Support communities with a consistent presence for community development activity across the district</p> <p>Care Network has an office in Hardwick where coordinators from community development, navigators, help at home, wellbeing service and Open Arms are based. Staff share information to provide a seamless service to members of the community accessing support and information.</p> <p>The meeting room in Hardwick is made available to groups accessing networking and training opportunities whilst assistance in producing publicity materials is available to all car schemes and community groups.</p>

Key deliverable	Specific measures	Activity	RAG	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 41</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Organisational development</p> <p>Improvements in the confidence and knowledge of people who run local community and voluntary activities. The following to be provided annually:</p>	<p>Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information</p>	<p>CCVS delivered 137 support sessions organisations that work in South Cambs. Of these sessions 36 were 1-2-1 sessions.</p> <p><i>"Thanks for this I found our meeting very, very helpful and have since made a start on the bare bones of a Project Plan! I'm working on getting terms of reference for the group and also information from other branches on their successful plans and funding applications / methods. It feels like progress."</i></p>	<p style="background-color: #008000; color: white; text-align: center;">RAG</p>	
	<p>Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders</p>	<p>CCVS delivered 58 Finance and Fundraising sessions <u>in total</u> in this period.</p> <p><i>"It is great, so vital. Everything is clear and we never feel like we cannot ask questions or be seen as stupid because we are not experienced!"</i></p>		
	<p>One training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested.</p>	<p>A recent request to parish councils and village halls for possible venues to bring events to the parishes has seen us inundated with offers of help and venues. This format of events are welcomed by those attending and allow us to deliver a broader service with the funding. The only issue is trying to reduce the training to a shorter time.</p> <ol style="list-style-type: none"> Event held in Cambourne on 25th July. 21 people attended a total of 33 sessions. All bar one attendee (who rated it average) rated the event as Excellent or Good. <p><i>"I've also benefitted from a 1-1 advice session with CCVS recently and this was helpful to consolidate the guidance. I'll be able to go back to our fundraising working group & present something much more robust in preparation for our planning to progress"</i></p> <ol style="list-style-type: none"> Event Planned in Girton for 23rd October. Event being planned for Feb/Mar 2019. 		
	<p>Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)</p>	<p>No invitations to attend events made in this period.</p> <p>Happy to attend additional meetings as required.</p>		

<p>Representation</p> <p>Provision of a collective voice for the voluntary and community sector, offering expert and impartial representation, so that the views of the sector be taken into account as statutory policy makers make decisions</p>	<p>Representation on the Local Health Partnership;</p> <p>Representation on the CDRP;</p> <p>Representation at other occasional and adhoc district forums and meetings that require a VCS voice.</p>	<p>We continue to attend the Crime and Disorder Reduction Partnership (CDRP) and the Living Well Area Partnership (LWAP). We did miss the last LWAP due to personal issues within the team. We also attend meetings in the growth areas as required and have been to community meetings in the Southern Fringe and in Northstowe as well as attended events regarding the Northwest Cambridge development.</p>
<p>Sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions:</p>	<p>11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information</p> <p>Regular e-bulletins to all CCVS members giving them additional local information, news and advice</p> <p>11 funding bulletins to CCVS members</p> <p>Social media updates and promotion</p> <p>2 newsletters to local councillors to promote CCVS and the work of the sector</p> <p>2 newsletters to parish clerks to promote CCVS and the work of the sector</p> <p>Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council</p>	<p>Over the period CCVS sent out</p> <ul style="list-style-type: none"> • 6 editions of the Monthly newsletter. • 9 e-bulletins to members, • 5 editions of the funding bulletin that is produced in partnership with other County CVS • 1 bulletin to all councillors • 1 bulletins to all parish clerks <p>The website is constantly updated. In this period, we had over 274,000 hits from over 21,000 unique visitors.</p> <p>The CCVS twitter feed has over 3000 followers and has been averaging an engagement rate of nearly 2,000 a day over this period. We have been able to sign up to a number of village facebook pages and have used to publicise events and training that are happening locally.</p> <p>We have also had an article published in the South Cambs magazine and are working to look at how we can build on this.</p>

Giving Pinpoint Volunteering an added boost!

Introduction



[Pinpoint](#) is a well-established charity that helps parent carers of children and young people aged 0 to 25 with additional needs get the help and information they need and have their say in improving local services. There is a small staff team that rely on the support of a fantastic team of volunteers doing everything

from supporting other parents with a kind word and a cup of tea, to the trustee board who are responsible for managing and planning the future for the charity.

The need



Linda, the volunteer engagement manager was looking for resources and guidance in her bid to make the Pinpoint volunteer offer even more meaningful and appealing. As Linda says

“Looking after our volunteers is paramount”

What was done

Linda met up with a CCVS development worker and identified several workshops on volunteer management she felt would be helpful. These included Recruiting & Retaining Volunteers, Inclusive volunteering, Legal issues for volunteer managers and Supervision skills. Linda was then able to book onto these courses as they came up.



There was also an opportunity for Linda to access support on volunteering best practice and make use of the extensive online resources on the CCVS website.

The Impact/change

As a result of the training, the support and the online resources, as well as attending networking events Linda

- Reviewed and updated all the Pinpoint volunteering policies and processes
- Met lots of amazing people managing volunteers in other groups to bounce ideas off
- Gained even more enthusiasm and confidence for working with volunteers

Testimony

“I don’t know what I would have done without all this guidance and training. It was informative and inspiring and there was lots of energy in the room. The training has given us a great health check I feel I know more about the policies and processes we need.”

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Getting Safe Soulmate off to a great start!

Introduction



Safe Soulmate is a new social enterprise run by volunteers which helps diversely able adults meet new people, socialise and create friendships and/or relationships in a safe and supportive way. Everyone is interviewed face to face before being invited to take part in a chaperoned event. In addition, regular workshops are run in collaboration with Dhiverse, a sexual health education charity, on topics such as understanding relationships and staying safe online.

Safe Soulmate is a new social enterprise run by volunteers which helps diversely able adults meet new people, socialise and create friendships and/or relationships in a safe and supportive way. Everyone is interviewed face to face before being invited to

The need

Although the founders Vicky and Christine are hugely experienced in working with people with disabilities, autism or anxiety they were new to setting up a charitable enterprise and turned to CCVS for training and support.

Setting up a new organisation can be difficult and confusing, and they were looking for support to enable them to develop a successful, safe and well run organisation.



The Safe Soulmate launch party

What was done

Vicky and Christine have attended a range of CCVS training which they were able to access free as CCVS members. They have also accessed one to one support on funding using our critical friend service.

Help has been given in many areas including governance, policies and procedures and fundraising. They have also been able to meet other organisations who have been able to refer people to them.

The Impact/change

Cambridgeshire now has a successful and vibrant new organisation offering much needed services to diversely able adults. Safe Soulmate have organised a series of events and have been able to build links with a number of other local charities and organisations.

In particular the volunteers that run Safe Soulmate have

- Developed confidence to build on their ideas. By accessing training and 1-2-1 support they have been able to ensure they are putting the correct policies in place to grow a successful organisation.
- Gained access to an invaluable bank of resources. As well as training and support they have been able to make use of templates and tools to make setting up much easier.

- Extended their network which may lead to future collaborations with other organisations. The networks and learning that other organisations can offer are essential to any organisation old or new. Collaboration improves services to people and strengthens organisations.

Testimony

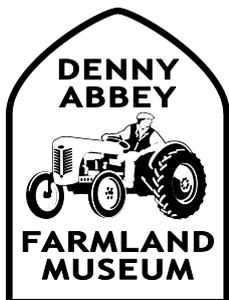
“The training is very relaxed and very clear we never feel like we cannot ask questions. I did not feel intimidated by us being new and having little knowledge of topics. Everyone is so supportive!”

“The feedback CCVS gave us on the bids we have put together has been absolutely brilliant and we will be acting on their suggestions.”

“A huge thank you for your help and your positivity”



“Invaluable to us as a new organisation! On top of the excellent training, it’s been so important for networking and also to have one place to come for advice (or at least know where to signpost us) Thank you”



THE FARMLAND MUSEUM
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info@farmlandmuseum.org.uk www.farmlandmuseum.org.uk

Report to South Cambridgeshire District Council. October 2019.

Summary of the season up to the end of September 2019:

The season for us started on Tuesday 2nd April when the doors were opened officially for the beginning of the season. Having said this, there had been a school visit prior to opening in March, and scent-works dogs session. We ran a series of well attended children's holiday activities over the Easter school holidays, and on the Easter Saturday, we hosted the English Heritage members day. On Easter Sunday there was a Dawn service attended by people from congregations of all the churches in Waterbeach and Landbeach, which was broadcast live for the second year running on BBC Radio Cambridgeshire. In August there was a late afternoon annual service to celebrate St Clare's day, organised by the 3rd Order of the Society of St Francis. In addition she was interviewed by Christopher South on the radio with someone from Stretham Pumping station. All good publicity.

The volunteers, and trustees also had two sessions at Tesco, one to attract volunteers and one to publicise the opening of the museum and attract visitors. As a direct result, we met someone who had worked at the farm, talked to Cam Conservancy about liaison with education, met the photographer for the Cambridge Independent, who subsequently ran two articles on the museum, picked up a couple of volunteers and publicised the museum. Very worthwhile.

From the beginning of the season, we introduced annual pass tickets for all, so that people could revisit as many times as they like over the following 12 months. We are now asking all pass buyers if they are willing to sign for gift aid. This seems to be working well and so far over 70% have agreed,

Throughout the season, we have had a series of well organised events:

- May 6th , early May bank holiday, visitors to the Farmland Museum celebrated its 50th birthday with a party themed day with traditional games and activities, Maypole and Molly dancing and a free piece of cake and a balloon. Afterwards there was a celebration tea for friends, funders, sponsors, volunteers, staff and Trustees. We were delighted that a good number of District Councillors were able to come to the event.
- May Bank holiday. 1940's Living History weekend with military and civilian re-enactors. Over 400 visitors over the weekend and £2800 taken in the café and museum shop.
- Father's day event with steam trains in the stone barn arranged at short notice, but a great success with good visitor numbers and good takings in the café.

The Farmland Museum's supporters, funders and partners:



ENGLISH HERITAGE



Patrons of The Farmland Museum: *Sir Hugh Duberly Esq KCVO,CBE, Lady Rosemary Hughes, John Martin CBE, Rodney Dale. The Rt Hon Lord Smith of Finsbury, Master of Pembroke College Cambridge.*

- In July, we had a great day organized for children as part of the Festival of Archaeology week. There were handling boxes, meet an archaeologist and digging in the sand organized. Unfortunately, as this day turned out to be one of the hottest of the year, we only had 36 attendees.
- August bank holiday was the Denny Time Machine, with medieval re-enactors and camp. Again a very hot time, but we had over 250 visitors over the weekend with over £1600 taken in the café and museum shop.
- 15th September, Heritage open day with a theme of People Power. Free admission event to celebrate volunteers and founders. Attendance 122.
- 27th October. Final event Halloween: Rats, Bats and Cats. This attracted 190 people and takings in the shop and café were over £900.

Also through the school holidays there have been a series of craft and activity kids clubs which have again been well attended. Handling boxes were taken to Hatley Court in Waterbeach, and we had a visit from members of the Denson Close Day Centre and Hatley Court, and three other care/ elderly homes which were very successful. We have also sent volunteers to give a number of talks to outreach groups, we are now using volunteers because of the other demands on staff time. We had a visit from the retired farmers club, which was a very interesting and informative visit for both them and us! There have also been several temporary exhibitions through the season, including Morris Dance costume dolls from the National Museum of Folklore; Merry in Maytime from the Museum of Cambridge Tracing Traditions partnership; and Eddie's, an organisation supporting people with learning disabilities based in Milton, held an Art Exhibition with their colourful works displayed in the cafeteria for June and July. Two of our volunteers, Graham and Steve, now are displaying their work which is for sale with a percentage going to the museum.

We have also manned stalls at various events during the season including a stand at Welney Wetland Trust, Ely Cathedral harvest festival and Waterbeach feast.

We have had a few school visits over the year, but as this was the first year for our new employed staff, we aim to increase these next year. We have also had several clubs and groups visit, and have started to offer guided tours and room hire which we will develop further next year.

Feedback:

There have been some very positive comments on social media and trip advisor including:

- *Excellent, but need more investment English Heritage. June 2019*
- *Re-enactment really brought it to life...Everyone very friendly. Nice little coffee shop.27 Aug 2019*
- *Excellent value for money,..good facilities...love the bookshop...Kids loved it...Farming displays outstanding...8 July 2019*
- *Great venue for a child's birthday party...Children loved outside play area...staff extremely helpful 22 June 2019.*
- *Farmland museum is great for kids 10 June 2019*

Overall our tripadvisor rating is 4.0 star, but this is based on 73 reviews over several years. This includes some 1 and 2 star historic ratings. Our ratings for this year have all been 4 and 5 star with the exception of one 3 star (average).

One of the groups that visited was the Cambridge Hard of Hearing Club. They were shown around the museum or looked at the handling boxes and were given a cream tea in the grounds. They gave us an excellent review in their magazine and also provided feedback on the hearing supports that we used.

We also worked in collaboration with the University of Cambridge for "Summer at the Museums 2019" project. This aimed to promote family events and activities over summer and provide feedback and interpretation for each participant museum. During the events measured for this project, new visitors made up 48% of all visitors, whilst 17% were on repeat passes from this year. The average spend in the café and shop was £8.80 per adult visitor.

In addition, there were exit surveys on visitors based on simple tick boxes given to every tenth visitor for two of the events, medieval days and heritage day. We also collect postcode data, but this is currently still being worked through.

Visitor numbers:

	2016	2017	2018	2019
April	865	1399	1231	1442
May	1401	1270	1225	1412
June	881	1021	774	845
July	1392	1432	1024	849
August	1878	2119	1713	1714
September	910	1025	811	765
TOTAL	7327	8266	6778	7047*

* figures for 2019 are now recorded automatically and are more accurate than previous years.

Site changes:

For this season, we have renovated the inside of the café and provided a new customer servery, installed a new kitchen fridge and a cold drinks fridge in the café. We have provided picture rails for hanging artworks from local groups or artists with a view to selling them in the café.

The education room has been redecorated and set up for corporate hire, with a volunteer setting up a new overhead projector with appropriate wiring and Wifi provision. This has had some success, but more volunteers are needed to set up and clean after use so that it does not use the valuable staff time.

We continue to work on policies and procedures, risk assessments, and accruing evidence of all we do for accreditation as well as the efficient running of the museum. We purchased a new till for the shop this year which provides invaluable data on visitor numbers and category, income, sales numbers etc. so that we can evaluate where our income comes from and how to improve what we sell and when. We want to expand this to our café for next season.

We are still working to maintain the collection and have spent the summer completing condition reports on the outside equipment, and then treating appropriately to maintain condition. During the year English Heritage have removed all archaeological collections to do a complete inventory, photograph, and store. They will send back to us for displays on the ground floor of the abbey. This has freed a lot of space for us to better use for farmland museum exhibits.

From the beginning of the season we decided to offer a full year pass for the price of the one off visit, to encourage repeat visits and increase secondary spending in the shop and cafeteria. We await the full year results, but we seem to have achieved our targets so far of a spend per visitor of greater than £2 per visit. In addition, we are now asking all tax paying visitors if they are prepared to gift aid this entry pass.

This year has seen the negotiation of a new 5 year contract with English Heritage to care take their part of the site. We now do not charge their members to come on to site if they wish to visit the Farmland Museum, but we do get a sum from EH to compensate for our work and the visitors. This amount can be renegotiated each year over the next 5 years. We have seen a significant increase in EH members visit the site over this year.

We have reviewed our paid advertising for the season and changed much more to social media and writing articles for village magazines in South Cambs. These posts have been shared well by South Cambs. D.C. and the Museums in Cambridge Partnership, which has been a very supportive group. We have however, been disappointed by the support that we have received from "Visit Cambridge and beyond", which does cost a significant amount, and have had no help with issues on their website, and we are considering whether this is worthwhile. However,

as part of this deal, it does allow us access to put leaflets in Cambridge tourist office as part of the package. Urban and Civic have been giving us valuable coverage in the quarterly magazine that they send to local residents.

We are, as ever, grateful to South Cambridge District Council for the grant that we have received this year and we are continuing to work hard to become self-sufficient. We also appreciate the coverage they have given us in their magazine this summer as part of "things to do in South Cambridgeshire".

Staffing:

This year has been an embedding process for our two part-time Museum Officer and Commercial Officer posts. For them this has been a year of fact finding and they have both done a brilliant job. We look forward to working with them in the future. This year we went from two to on museum assistants to help open up and man the shop/kiosk.

Trustees, we have been very fortunate to attract two new Trustees, Fiona and Viv, who have skills that will be a benefit to the team. In addition, we have appointed Michael Williamson, who has been the museum's Treasurer for many years, as a Trustee. I have taken over from Jane Williamson as chair of Trustees, with effect from September, and I am grateful that Jane will remain a trustee with all of her knowledge and experience.

Volunteers, we have been fortunate to attract 7 new volunteers: two of whom will cover some hours in the shop, two for the gardens and two have taken on tours as guides. We also have one who is experienced in grants and seeking funds, and she is currently spearheading our applications for access funding to improve wheelchair and disabled access.

Future:

The Trustees are holding a series of meetings in November to solidify our long term forward plan to cover 25-30 years. We will then prioritise the steps that we will need to take in our 1-3 year plan with budgeting, and the medium term plans. We will then interlink these with the English Heritage plans, and with the Waterbeach Heritage Strategy group members plans. Members of which include the Waterbeach military museum, Wicken Fen, Urban and Civic as well as County and Parish council representation.

Over the short term, we will need to recruit more volunteers to help with education, collections, manning the shop and café, cleaning and general duties

We will need to maintain our museum accreditation.

We will need to become self-sufficient, increasing our café and shop income, increasing footfall and by taking on new income generating projects (such as possible escape room) and renting out space for corporate or external use.

Arrange space for the loan punt gun and short punt that will be coming to us over winter, with redesign of the fenman hut area.

Improved signage on the A10.

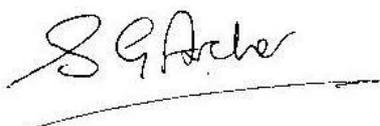
Use of buildings, such as the refectory.

Implementing more from the marketing review that was undertaken.

Increasing schools and other visits.

Refreshing displays or exhibitions to keep visitor interest.

Plus whatever else comes from the business planning process.



Signed:

S. G. Archer.

Chairman Trustees of the Farmland Museum

Agenda Item 6

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL RECORD OF EXECUTIVE / CHIEF OFFICER DECISION

This form should be used to record key decisions made by Chief Officers and both key and other decisions made by individual Portfolio Holders. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules.

Portfolio	Finance
Subject Matter	Mobile Warden Scheme
Ward(s) Affected	Various
Date Taken	25 October 2019
Contact Officer	Lesley McFarlane, Development Officer, 01954 713 461, Lesley.McFarlane@scams.gov.uk
Key Decision?	No
In Forward Plan?	No
Urgent?	No

Purpose / Background

There are currently 14 mobile warden schemes across the District in receipt of annual grant funding. The funding agreed for the smaller independent schemes range from £250 to £2500 per scheme per year. The average cost per scheme provided by Age UK is approximately £1885.

Each scheme employs wardens, many of whom have been in post for many years. However, each year there is uncertainty over the continuation of their employment contracts as well as uncertainty about the continuation of the service to clients as a result of short-term funding.

Extending the grant period would provide greater job security for the wardens and reassure clients of the continuation of the service in an environment where many services affecting the elderly are being reduced.

The GAC met on 25 October and recommended the following to the Lead Member for Finance:

- Maintain annual grant funding for 2020/21 and begin funding for 3 consecutive years from April 2021 with an annual report at the end of each year to avoid overlap with Service Support Grant funding.

Declaration(s) of Interest

Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.

"None"

Dispensation(s)

In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Monitoring officer or Civic Affairs Committee.

"None"

Consultation <i>Record below all parties consulted in relation to the decision.</i>
"None"

Other Options Considered and Reasons for Rejection
The other options were discussed and rejected due the capacity implications of paragraph 11 of the report. The status quo was rejected due the uncertainties alluded to in paragraph 7 of the report.

Final decision	Reason(s)
To accept the recommendations of the Grants Advisory Committee (see above).	These decisions were considered in detail and agreed unanimously with the Lead Cabinet Member for Finance present for the duration.

Signed	Name (CAPITALS)	Signature	Date
Portfolio Holder	John Williams		
Chief Officer	Gemma Barron		

Further Information