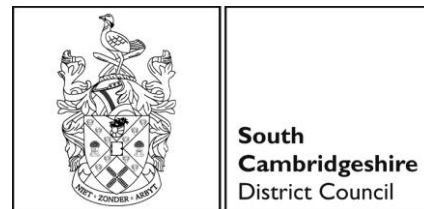


South Cambridgeshire Hall
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Cambridge
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Wednesday 21 June 2023

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

Quorum: 3

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

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 30 June 2023 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 Chair to sign the Minutes of the meeting held on 26 May 2023 as a correct record.	5 - 8
4.	Electric Vehicle Charging Point Grant: Funding Applications	9 - 20

5.	Harston & District Village Warden Trust - Status Update	21 - 24
6.	Care Together Seed Funding for Mobile Warden Schemes	25 - 36
7.	Mobile Warden Scheme Grants - End of Year Progress Report 22/23	37 - 62
8.	Service Support Grants: End of Year Progress Report 22/23	63 - 108
9.	Community Chest: Funding Applications	109 - 132
10.	Date of next meeting	

GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Exclusion Of Press And Public

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

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

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

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 the Grants Advisory Committee held on
Friday, 26 May 2023 at 10.00 a.m.

Present: Councillor Jose Hales– Chair
Bill Handley, Sunita Hansraj

Officers: Emma Dyer Development Officer (Community-Led Plans)
Laurence Damary-Homan Democratic Services Officer
Keira Mbye Democratic Services Officer
Lesley McFarlane Development Officer (Health Specialist)
Luke Waddington Climate and Environment Project Officer

Councillors Cllr Sue Ellington and Cllr John Williams were in attendance remotely, by invitation.

1. Apologies for Absence

Councillor Sue Ellington was in attendance remotely.

2. Declarations of Interest

Councillor Jose Hales declared a pecuniary interest in, Item 7 - Harston & District Village Warden Trust – Status Update.

3. Minutes of Previous Meeting

The minutes of the previous meeting were not available and would be approved at the next meeting.

4. Electric Vehicle Charge Point Grant: Funding Applications

The Grants Advisory Committee was asked to consider applications and recommendations for an award to SCDC's Electric Vehicle Charge Point Fund 2023/24.

Members were asked to consider the grant application (detailed in Table 1 of Appendix A) and make a recommendation to the Lead Cabinet Member for Finance.

Cambridge Sport Lakes Trust (KRPQCHBP) - Would be approved and funded at the full amount requested, £5,000 pending clarification of the contract.

5. Grant Funding for Health Condition Specific Activity Programmes

The Grants Advisory Committee was asked to make a recommendation to the Lead Member for Resources regarding the creation of a grant fund to the Voluntary, Community and Social Enterprise Sector (VCSE), and Leisure Centres offering physical activity programmes to support people living with chronic long-term conditions, using £13,000 from available funding held by the Council's Physical Activity Coordinator.

It was confirmed by the Development Officer (Health Specialist) that ongoing conversations were in place with Primary Care Networks to priorities specific focuses.

It was clarified that, Primary Care Networks may support groups, but they would be run by voluntary organisations.

The Grants Advisory Committee recommended to the Lead Member for Resources to approve the allocation of £13,000

6. Grant Funding for South Cambridgeshire Leisure Centres

The Grants Advisory Committee was asked to make a recommendation to the Lead Member for Resources regarding the creation of a one-off grant fund for Dual Use Leisure Centres using £9,000 from the Council's existing and available funding held by the Physical Activity Coordinator.

The Development Officer suggested the £1000 allocated to each centre would offer them the opportunity to recruit and train staff that were not qualified to provide the requested classes.

The Grants Advisory Committee recommended to the Lead Member for Resources to approve the allocation of £9,000 of existing and available funding to the one-off scheme.

7. Harston & District Village Warden Trust - Status Update

This item was deferred to Friday, 30 June 2023 Grants Committee.

8. Orchard Park Community Council's Children and Young People's Grant update

The Grants Advisory Committee was reminded that the report followed on from the Children and Young People's Grant Review end of year update provided to Grants Advisory Committee on 28 April 2023 and gave a further update from Orchard Park Community Council as to how their funding was spent and the outcomes

attained.

Members of the Grants Advisory Committee recommended to the Lead Member for Resources an extension to the timescale originally set.

9. **Community Chest: Funding Applications**

The Grants Advisory Committee was asked to consider new applications received between 1 April 2023 to 6 May 2023 the Community Chest Grant funding scheme and make a recommendation to the Lead Cabinet Member for Finance.

Cambridge Acorn Project (TKWGHWSQW) - to be funded at the requested amount of £2,000

Linton Village Cricket Club (LHQVMVNT) - to be funded at the requested amount of £1,718.43

Shelford & Stapleford Strikers FC (JZWFVZDF) - to be funded at the requested amount of £1,329

Hardwick Pre-School (NHLSTMSR) - to be deferred pending further information.

In regard to Shelford & Stapleford Strikers FC (JZWFVZDF) it was noted that the contract had been extended to three years.

As per above, the application from Hardwick Pre-School (NHLSTMSR) requesting £2,000 was deferred, pending further information on:

- whether a formal agreement between the Pre-School and Cambridgeshire County Council or the School could be sought.
- whether the proposed area would be suitable for a hedgehog dwelling given that it would be enclosed within an area of tarmac and artificial grass.

10. **Date of next meeting**

Friday, 30 June 2023 at 10:00

The Meeting ended at 11:30

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Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	30 th June 2023
Lead Cabinet Member:	Lead Cabinet Member for Finance	
Lead Officer:	Head of Climate, Environment and Waste	

Electric Vehicle Charge Point Grant: Funding Applications

Executive Summary

1. This report summarises a grant application and recommendation to Grants Advisory Committee (GAC) for an award to SCDC's Electric Vehicle Charge Point Fund 2023/24. Members are asked to consider the grant application (detailed in Table 1 of Appendix A) and make a recommendation to the Lead Cabinet Member for Finance.

Key Decision

2. This is not a key decision as the funding amount is below the value for £200,000.

Recommendations

3. It is recommended that the GAC:
 - a. reviews the application to SCDC's Electric Vehicle Charge Point Fund 2023/24 as set out in **Table 1 of Appendix A** to this report; and
 - b. agrees the recommendation to the Lead Cabinet Member for Finance for allocating the requested funding with reference to the application criteria and guidance set out at **Appendix B**.

Reasons for Recommendations

4. Officers consider that the application has demonstrated that the project meets the key criteria for grant funding, as set out in detail below.

Details

5. The Council is committed to supporting the shift to net zero carbon emissions in the district by 2050, as demonstrated by the motion passed at its November 2018 meeting and set out in the Council's Zero Carbon Strategy (2020) and Zero Carbon and Doubling Nature Action Plan 2020-2025 supporting the transition to decarbonisation of transport within the district is a crucial aspect of the Council's approach. Electric vehicles (EVs) are likely to play a key role in this transition.
6. However, one barrier to EV adoption is the lack of suitable EV charging infrastructure particularly issue in rural areas. To help address this, aim the Grants Advisory Committee recommended to the Lead Cabinet member for Finance that the Electric Vehicle Charge Point Grant was to be established. The decision to establish the grant scheme was issued on 2nd November 2022.
7. This grant scheme is therefore intended to enable and encourage parishes, village halls and community buildings to install public EVCPs by providing financial support in addition to other funding sources raised by the applicants.
8. The grant is available to fund capital costs towards installation of public EVCPs, and associated works, in the car parks of community buildings and village halls within South Cambridgeshire.
9. Applicants may apply for up to £5,000 per project, with funding awarded on a first come first served basis.
10. Full application criteria and guidance notes as published on the SCDC website can be found at Appendix B. Scoring methodology for applications is set out in Appendix B
11. The total amount of funding available for the EVCP Grant for the remainder of 2023/24 is £46,500. This includes £30,000 allocated to the 2023/24 grant fund and rolled over funding of £16,500 from the 22/23 fund. The below table sets out funding applied for in 2023/24 and remaining funding to be allocated.

Total Grant Available Budget 2023/24	Applications received to date in 2023/24	Total applied for	Remaining budget
£46,500	3	£15,000	£31,500

12. There is one application for consideration by the Grants Advisory Committee, submitted by Over Community Association for installation of two single socket 22kW EVCPs in the car park of at Over Community & Conference Centre. A detailed summary of the submitted application can be found at Appendix A. The applicant requests £5,000 towards the total project capital cost of £7,545. The remaining costs would be paid by Over Community Association.

13. Officers consider that as a registered charity (Number 1040693), that manages Over Community and Conference Centre, Over Community Association would be eligible as an organisation to receive funding under this grant scheme, and that the site has a community use providing recreation, sporting activities, a venue for hire, pre-school and a café.
14. The Community & Conference Centre appears to be a well-used facility for local community events and for conferences, which bring in visitors from outside Over. Other amenities include an on-site café and pre-school, and the Over Pharmacy on nearby Drings Close. The adjacent Over Recreation Ground is also used for sporting events and casual recreation.
15. Visitors are therefore likely to be at the site from two hours to an entire day or potentially multiple days in the case of some conferences, and so it is considered that there would be demand for the chargers, from visitors to these amenities. The site is also approximately seven minutes' walk from Over High Street which hosts several shops, amenities, and businesses, which EVCP users could access while their vehicle is charging.
16. Therefore, the application demonstrates a likely prospect of demand and future use, due to the good range of amenities both at the Centre, and nearby within walking distance.
17. In addition, there are approximately thirty dwellings on Drings Close without private off-street parking that could benefit from the proposed chargers, due to their proximity to these homes. There are also properties without off-street parking on Webster Way and Asplin's Close, which are only 4 minutes' walk from the Centre.
18. The site is not open 24/7, however it is open until 11pm allowing for some charging to take place later into the evening. Given the 22kW speed of the chargers, and the potential for fast (circa two-hour) charging times that this brings, the need for slower overnight charging is negated to a degree.
19. A project timeline chart, an installer quote and a financial breakdown including match funding have been provided, showing that the project is deliverable. The applicant's proposal has the support of the District Councillors for Over and Willingham.
20. Using the methodology in Appendix B the application has been given a score of 83/100. Taking the above into account, the application is considered to comply with the criteria and conditions of the grant fund.

Options

21. The Grants Advisory Committee may consider the application for funding as set out in Appendix A of this report and recommend to the Lead Cabinet Member for Finance to:

A) award the amount of funding requested,

- B) award an alternative amount of funding, including zero funding,
- C) defer a decision, if further information is required from grant applicants, or
- D) reject an application stating the reason for this.

Implications

22. There are no significant implications

Consultation responses

23. The Lead Member for Climate has been consulted on this report and its recommendations.

Alignment with Council Priority Areas

Growing local businesses and economies

24. By funding EV chargers at community buildings and village halls, the EV Charge Point Grant could encourage and support local businesses in their switch to zero emissions vehicles by increasing charging opportunities and supporting charging infrastructure at business premises.

Being green to our core

25. Visual presence of EV chargers can promote behavioural change by encouraging uptake of EVs, reducing reliance on fossil fuels and reducing tailpipe emissions from petrol or diesel vehicles that would otherwise have been used.

26. EVCPs funded through this grant would represent encouragement from SDC for the uptake of electric vehicles by supporting provision of public EVCPs and therefore addressing wider district emissions

A modern and caring Council

27. EV chargers at parish and community buildings that are funded by this grant would be used by, and would benefit local people as well as visitors to the area

Background Papers

Grants Advisory Committee – 28th October 2022:

[Agenda for Grants Advisory Committee on Friday, 28th October 2022, 10:00 am \(moderngov.co.uk\)](#)

Appendices

Appendix A: Application summary

Appendix B: Application criteria and guidance notes for the SCDC Electric Vehicle Charge Point Grant


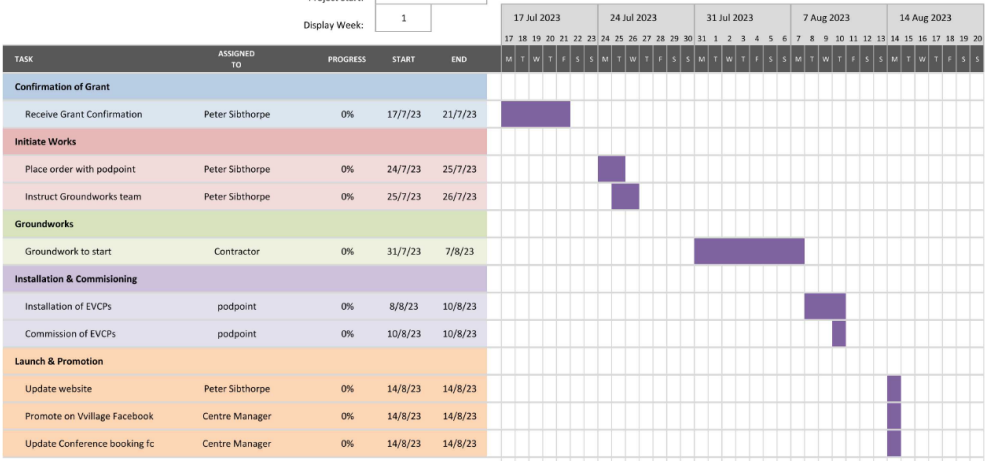
Report Author:

Luke Waddington – Project Officer
Telephone: (01954) 713493

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Appendix A: Cambridge Sport Lakes Trust application summary

Reference	XMQWGLVX
Organisation	
Name of organisation	Over Community Association
Organisation Type	Charity (Number 1414710)
Site details	
Location	Over Community Centre, 16 The Doles, Over, CB24 5NW
24/7 Public access	No – car park opens 7 days a week from 7am to 11pm.
Landowner	No – Over Community Association lease the site from Over Parish Council on a long-term lease. Over Parish Council has confirmed its support of the proposal.
Map location (red marker)	
Photograph of site	
Eligibility	
Proposed EVCPs	2x 22kW EV chargers with single socket output each.
Demand for EVCPs	<p>The Centre is used for community events and conferences, and hosts an on-site café and pre-school. The site is adjacent to Over Recreation Ground and Over Pharmacy, and is approximately 7 minutes walk from Over High Street where there is a range of shops, businesses and amenities. The chargers could serve users of all these facilities and due to their 22kW rating, would allow for a higher turnover of users than slower chargers.</p> <p>There are also around 30 dwellings on adjacent Drings Close, and more on Webster Way and Asplins Close, that do not have access to private parking.</p>

	Residents of these areas could also benefit from chargers at the Centre, which is within walking distance, approximately 4-5 minutes walk.																																																																											
Sufficient power at site	Yes, confirmed by an electrician that the site has a three-phase power supply sufficient for the proposed EVCPs.																																																																											
District Cllr Support	Yes, Cllrs Lentell and Handley have both confirmed support via emails dated 8 th June 2023.																																																																											
Funding																																																																												
Total project capital cost	£7,545																																																																											
Total applied for	£5,000																																																																											
Project cost breakdown	 <p>Supply, fit, test, commission basis with us doing groundworks</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Net Value</th> <th>VAT Value</th> <th>Total Value</th> <th>Less OZEV Workplace Grant</th> <th>Total Payable</th> <th>Net Value Less OZEV Workplace Grant</th> </tr> </thead> <tbody> <tr> <td>2 x Twin 22kW</td> <td>7,545.00</td> <td>1,509.00</td> <td>9,051.00</td> <td>-</td> <td>1,400.00</td> <td>7,654.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>6,145.00</td> </tr> </tbody> </table>	Description	Net Value	VAT Value	Total Value	Less OZEV Workplace Grant	Total Payable	Net Value Less OZEV Workplace Grant	2 x Twin 22kW	7,545.00	1,509.00	9,051.00	-	1,400.00	7,654.00							6,145.00																																																						
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						6,145.00																																																																						
Quotes provided	Yes, a detailed itemised quote has been provided from the chosen installer of the chargers, Pod-Point.																																																																											
Match funding	The remaining capital cost of £2,545 will be met by Over Community Association.																																																																											
Project delivery																																																																												
Timeline	<p>Yes, the below chart has been submitted targeting installation by mid- August 2023</p> <p>Over Community Association Peter Sibthorpe</p> <p>Project Start: Mon, 17/07/2023 Display Week: 1</p>  <table border="1"> <thead> <tr> <th>TASK</th> <th>ASSIGNED TO</th> <th>PROGRESS</th> <th>START</th> <th>END</th> </tr> </thead> <tbody> <tr> <td colspan="5">Confirmation of Grant</td> </tr> <tr> <td>Receive Grant Confirmation</td> <td>Peter Sibthorpe</td> <td>0%</td> <td>17/7/23</td> <td>21/7/23</td> </tr> <tr> <td colspan="5">Initiate Works</td> </tr> <tr> <td>Place order with podpoint</td> <td>Peter Sibthorpe</td> <td>0%</td> <td>24/7/23</td> <td>25/7/23</td> </tr> <tr> <td>Instruct Groundworks team</td> <td>Peter Sibthorpe</td> <td>0%</td> <td>25/7/23</td> <td>26/7/23</td> </tr> <tr> <td colspan="5">Groundworks</td> </tr> <tr> <td>Groundwork to start</td> <td>Contractor</td> <td>0%</td> <td>31/7/23</td> <td>7/8/23</td> </tr> <tr> <td colspan="5">Installation & Commissioning</td> </tr> <tr> <td>Installation of EVCPs</td> <td>podpoint</td> <td>0%</td> <td>8/8/23</td> <td>10/8/23</td> </tr> <tr> <td>Commission of EVCPs</td> <td>podpoint</td> <td>0%</td> <td>10/8/23</td> <td>10/8/23</td> </tr> <tr> <td colspan="5">Launch & Promotion</td> </tr> <tr> <td>Update website</td> <td>Peter Sibthorpe</td> <td>0%</td> <td>14/8/23</td> <td>14/8/23</td> </tr> <tr> <td>Promote on Village Facebook</td> <td>Centre Manager</td> <td>0%</td> <td>14/8/23</td> <td>14/8/23</td> </tr> <tr> <td>Update Conference booking fc</td> <td>Centre Manager</td> <td>0%</td> <td>14/8/23</td> <td>14/8/23</td> </tr> </tbody> </table>	TASK	ASSIGNED TO	PROGRESS	START	END	Confirmation of Grant					Receive Grant Confirmation	Peter Sibthorpe	0%	17/7/23	21/7/23	Initiate Works					Place order with podpoint	Peter Sibthorpe	0%	24/7/23	25/7/23	Instruct Groundworks team	Peter Sibthorpe	0%	25/7/23	26/7/23	Groundworks					Groundwork to start	Contractor	0%	31/7/23	7/8/23	Installation & Commissioning					Installation of EVCPs	podpoint	0%	8/8/23	10/8/23	Commission of EVCPs	podpoint	0%	10/8/23	10/8/23	Launch & Promotion					Update website	Peter Sibthorpe	0%	14/8/23	14/8/23	Promote on Village Facebook	Centre Manager	0%	14/8/23	14/8/23	Update Conference booking fc	Centre Manager	0%	14/8/23	14/8/23
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Commitments																																																																												
Provide usage data to SCDC for 3 years	Yes																																																																											
Maintain for 3 years	Yes																																																																											
Register EVCP on map	Yes																																																																											
Officer Score /100	76																																																																											

Appendix B: EV Charge Point Grant Criteria and Guidelines

What is the grant?

The Electric Vehicle Charge Point Grant is available to fund installation of electric vehicle charge points (EVCPs) for use by the public, and related works, in the car parks of community buildings and village halls within South Cambridgeshire.

Who can apply?

- Parish councils
- Village hall or community centre/community building Trusts,
- Charitable and not-for-profit organisations directly involved in running village halls, community centres, and community buildings with parking.

What can be funded?

- Capital costs for purchase and installation of Electric Vehicle Charge Points for public use, including associated costs such as electrical works, ground works, bay markings, barriers, and signs.
- The EVCPs must be located in off-street car parks.

What cannot be funded?

- On-going revenue costs (for example, maintenance, software, electricity costs).
- EVCPs at locations which already have an EVCP(s) installed.
- EVCPs that are restricted in use to an individual, business or organisation. Chargers must be for public use.

How much can be applied for?

- The maximum award is £5,000.
- Applicants can apply at any time during the financial year until the funding is fully allocated for that period.

What supporting information is needed?

- A completed application form and any attached documentation that is needed to support responses to the questions in the form.
- The form requires a copy of confirmation of support from your local district councillor by letter or email.
- Confirmation of match funding including the source and amount of match funding.
- A bank statement for the account you wish the funds to be paid into, dated within the last month.

How are applications assessed?

- Applications will need to meet the criteria set out in this guidance document, which will be demonstrated by completing by the application form.

- Applications will then be scored out of 100 based on how well they have addressed the criteria of site suitability, project management and delivery, and ongoing commitments.
- Grant applications are discussed and decided at the [Grants Advisory Committee](#). Grants Advisory Committee usually meets monthly.
- Of particular importance is the need to demonstrate consideration of likely demand for EVCPs at the chosen location, to provide evidence that the chargers in the chosen location have a good prospect of being used.

What are the conditions of funding?

- Funding must only be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing)
- Successful applicants are to notify SCDC on completion of the funded project.
- Usage data from the EVCP must be provided to SCDC quarterly for 3 years from the date of successful commissioning.
- The successful applicant must commit to maintaining the EVCP in good working condition for 3 years from the date of commissioning.
- EVCPs installed as a result of funding shall be registered on an online EV charging directory such as ZapMap or similar.
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to South Cambridgeshire District Council.

How are successful applicants paid?

- If successful, the applicant will receive the grant payment into the account stated on the application form, once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

Where to begin?

When first considering a site for an EVCP, think about what might make it attractive to EV drivers. For instance:

- Are there nearby attractions or facilities for drivers to access, ideally more than one and within walking distance?
- Would the EVCP be publicly visible, making it more likely to be noticed and used?
- Are there nearby homes without private driveways who could benefit from a public charger?
- Does the location feel safe for an EV to be left while charging?

Here are some other factors to consider:

- Signs and/or bay markings can be used to denote parking spaces for EV use only, to discourage parking by petrol and diesel cars
- Minimising the distance between EVCPs and the electricity supply can reduce installation costs
- Ensure there is pedestrian accessibility to the charger and parking space
- Barriers or wheel stops in front of an EVCP can reduce damage from collisions
- EVCPs capable of taking contactless payments are easier to use for drivers

If you think your site might be suitable then EVCP installers can provide site surveys free of charge.

Application Scoring Methodology

- Each application is assessed on the below criteria, derived from the application form and conditions set out in the application guidance.
- Each criterion is given a weighting of 33%, and applications are scored out of 10 for each one.
- The scores are then added together, and the application given a total score out of 100.

Criteria	Weighting
Site suitability: The application shows that the site is suitable for the proposed installation, has demonstrated likely demand (such as nearby amenities, and lack of residential off-street parking), has conducted resident surveys and ensured there is sufficient electricity capacity.	33%
Project management and delivery: The applicant has shown their ability to manage project timelines and funding by providing project timescales, evidenced costings, quotes, and other sources of funding.	33%
Ongoing commitments: The applicant has agreed to meet the ongoing commitments to SCDC to provide charger usage data for 3 years, maintain the EVCP(s) in a working condition, and register the EVCP(s) on a national charge point map.	33%

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Report to:	Grants Advisory Committee	30 June 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Harston & District Village Warden Trust – Status Update

Executive Summary

1. Grants advisory committee (GAC) is asked to review the report and make recommendations to the Lead Member for Resources regarding the re-allocation of monies from the Harston & District Village Warden Trust (HVWT)

Key Decision

2. No. This report to GAC seeks to make recommendations to the Lead Member for Resources regarding the re-allocation of funds from the HVWT.

Recommendations

3. It is proposed that GAC recommends to the Lead Member for Resources, to allocate all remaining unspent funds from the HVWT to the Melbourn Mobile Warden Scheme (MMWS) to provide continued support until March 2024.

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider options and make recommendations regarding grants to the Lead Cabinet Member for Resources (or to Cabinet as appropriate), including, but not limited to:
 - a) Reviewing the Council's grants schemes to ensure they reflect Council priorities;
 - b) Designing new or revising existing grants schemes, including consideration of criteria;
 - c) Consideration of applications made under the Council's grants schemes.

Details

5. HVWT is a local charity that provides support to 14 clients (with another 2 clients joining imminently) in Barrington, Grantchester, Harston, Hauxton, and, until recently, Orwell and Newton. From 2021-2024 the Council provided a total of £5,500 to this scheme.
6. MMWS is also a local charity and it provides support to 48 clients in the neighbouring parishes of Melbourn, Meldreth, Shepreth and, more recently, Whaddon. From 2021-2024 the Council provided a total of £12,000 to this scheme.
7. Age UK Cambridgeshire and Peterborough also run 13 community warden schemes in the district. These schemes operate in a different way to independent schemes by employing the wardens and providing the management that is required for them to operate.
8. In 2022 the HVWT approached both Age UK and MMWS to see if either would be in a position to take over their scheme. The reasons given by HVWT were:
 - Age of current trustee board – many wanting to stand down.
 - Inability to attract younger or new trustees.
9. At a first meeting of representatives of the MMWS and HVWT, MMWS was informed that Age UK had indicated they would not seek to take over the running of HVWT.
10. MMWS agreed to take over HVWT and has already entered into a formal negotiation process which is nearing completion (in approximately 6 weeks' time). The final stages are as follows:
 - A Memorandum Of Understanding (MOU) is nearly completed (the schemes created the MOU together in a bid to demonstrate a transparent process, which both schemes believe has been achieved).
 - Each trustee board is to meet individually to formally agree hand over
 - Both boards are then to meet together, formally to complete the hand over
 - HVWT wardens will visit and brief/inform their clients of the transfer (they have already been informed the discussions were taking place and why).
 - Both boards will issue via HVWT Wardens a Welcome Pack (MMWS already does this with all new clients) that will inform both clients and client family members of the transfer. The pack will contain all the usual documents MMWS issue such as contact details, complaints and compliments process, details of community transport groups, payment instructions etc, and a letter from both trusts saying goodbye and hello!

The above processes will include necessary formal notification to the Charity Commission of the changes.

11. MMWS are requesting that the current 3-year funding award for HVWT be transferred back to South Cambridgeshire District Council to be re-allocated to the MMWS to extend their support services to clients of the HVWT for the remainder of the 2023-24 period.

12. It has been arranged that HVWT will continue to maintain their current bank account so that any imminent donations can be transferred easily to the MMWS bank account. It is expected that the HVWT scheme including bank accounts will be fully closed by the end of 2023.
13. All previous funding by parish councils has been agreed to continue. MMWS will be contacting all parish councils towards the end of August/September to discuss future funding for 2024 onwards. MMWS will do this with all parish council funders, to both schemes.
14. There will be minor changes to the delivery of the scheme for HVWT in that weekend calls will end. MMWS will re-employ the HVWT wardens who have elected to become contractors with the same arrangements as MMWS contracted wardens. They will continue to serve their existing clients so that clients remain secure. The HVWT wardens will also take part in training sessions in the coming weeks with the MMWS wardens. This has been planned as part of the amalgamation to the two warden teams into one warden team.

Options

15. The Committee is asked to recommend that SCDC grant funding to HVWT is returned to SCDC for reallocation to MMWS who will continue to use the funding for its original purpose, i.e., to support older people to live independently in their own homes. This will continue for the duration of the funding, until 31 March 2024.
Alternative options:
 - a) Allocate the remaining funds from the HVWT elsewhere following closure of the scheme (giving details and reasons).
 - b) Defer a decision if further information is required.

Implications

16. There are no significant implications

Background Papers

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

Report Author:

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Agenda Item 6



REPORT TO: Grants Advisory Committee

30/06/2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell

Care Together Seed Funding for Mobile Warden Schemes

Executive Summary

1. Grants Advisory Committee (GAC) is asked to make a recommendation to the Lead Member for Resources regarding the creation of a one-off grant fund for Mobile Warden Schemes in South Cambridgeshire. This fund is to be created using funding provided to SCDC by the County Council under grant agreement.
2. This funding, known as 'Seed Funding' is part of Cambridgeshire County Council's 'Care Together' Programme, which was approved by Adult Social Care Community Board on 6 April 2023. Its key objective is to support older adults to live independently in their own homes for longer.
3. Funding is provided to SCDC on the basis that it be used specifically for:
 - activities that increase awareness of local Mobile and Community Warden Schemes and promote the services offered, the aim being to increase numbers of service users and ensure the continuation of face-to-face visits at a reasonable cost.
 - support to the Melbourn Mobile Warden Scheme (MMWS) in taking over the management of the Harston & District Village Warden Trust (HVWT) in order to ensure the continuation of support to its clients.

Key Decision

4. No. This is not a key decision because it relates to external funding and does not impact on the expenditure within the 2023-2024 budget.

Recommendations

5. It is recommended that the Grants Advisory Committee makes a recommendation to the Lead Member for Resources to approve the allocation of £28,500 of Care Together Seed Funding, in accordance with the grant funding agreement in place with Cambridgeshire County Council, as follows:

- creation of a one-off grant scheme administered by SCDC, with criteria as proposed in **Appendix A** (£21,000)
- allocation of £7,500 to the Melbourn Mobile Warden Scheme (MMWS) for the purposes of taking over the management of the Harston & District Village Warden Trust (HVWT). This parcel of funding was approved by Cambridgeshire County Council and shall be allocated directly, in accordance with the funding agreement.

Reasons for Recommendations

6. Enabling older and/or vulnerable people to have greater access to a local warden scheme is a key priority of the Council's Business Plan 2019-2024. This priority is aligned to the predicted high growth in the over 65-year-old population over the next 20 years. It recognises that with age comes increased risk of deteriorating physical and mental health, including feelings of loneliness and isolation, as well as a desire on the part of the majority of older people to live independently in their own homes.
7. To provide this financial support would help the Cambridgeshire County Council and SCDC align to two of the priorities outlined by the Integrated Care System Health Strategy published in December 2022:
 - Creating an environment to give people the opportunities to be as healthy as they can be
 - Promoting early intervention and prevention measures to improve mental health and wellbeing.
8. Almost all Mobile and Community Warden Schemes have felt an impact on client numbers following the Covid pandemic and as a result of the current cost of living crisis. This has, in many cases, adversely affected their finances. Additional funding of this nature would help to ensure the sustainability of the schemes at a reasonable cost to the client.
9. MMWS will face additional costs in taking over the management of the HVWT scheme. Assimilation must be agreed prior to the allocation of these funds.

Details

General

10. Mobile Warden Schemes were developed in recognition that there was a need to provide a service to support and take care of older, more vulnerable members of society. Schemes within some parishes of South Cambridgeshire have been in existence for over 20 years.
11. Currently there are 19 funded schemes covering 50 parishes across the district; 13 are run by Age UK and 6 are independent community schemes (5 are charities and 1 is run by the Parish Council). Some schemes operate to support one Parish whereas others, such as the Melbourn scheme, provide support to multiple parishes.

12. As has been the case when SCDC has allocated its own Mobile Warden Scheme grants, it is recommended that grant awards take the following into account:

- The amount of grant funding requested.
- The fees charged to the client.
- The number of clients supported in the previous year.
- Income and expenditure for the previous year.
- The financial position of the scheme.

13. Proposed Timeline for grant scheme is as follows:

- Scheme launch - 7 July 2023
- Application deadline - 5pm 28 July 2023
- Applications reviewed by officers and recommendations brought to August GAC (see draft application/criteria in Appendix 1)
- Grants paid – as soon as possible after 1 September 2023
- Schemes have from September 2023 to 31 March 2024 to spend their grant
- End of Project Reports to be received by the end of May 2024

14. The proposed grant fund, as administered by SCDC, is detailed in **Appendix A**. Applicants can bid for up to £2,000 but will need to demonstrate a genuine need for funding and an intention to expand and promote.

Melbourn & Harston

15. Cambridgeshire County Council have allocated £7,500 to cover the additional costs to MMWS of taking over the management of the HVWT scheme, including transfer of membership data, general administration costs, temporary donor shortfall, a contingency to cover potential redundancy and/or Transfer of Undertakings (Protection of Employment) (TUPE) costs, publicising the change of management, and growing the scheme in the Harston area.

Options

16. The GAC may:

- agree to recommend to the Lead Cabinet Member for Resources, the allocation of £28,500 of Cambridgeshire County Council Care Together Seed Funding as presented:
 - a one-off grant scheme administered by SCDC, with criteria as proposed in Appendix A. (£21,000)
 - a direct grant of £7,500 to MMWS for taking over the management of the HVWT scheme
- agree to recommend to the Lead Cabinet Member for Resources, the allocation of £28,500 of Cambridgeshire County Council Care Together Seed Funding as presented, with alterations to the criteria at Appendix A, to be specified.
- Defer a decision if further information is required
- Reject the proposal and not recommend it to the Lead Cabinet Member for Resources, stating the reason for this.

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

18. An agreement is in place with Cambridgeshire County Council for the management of the total £28,500 fund. Agreements will be put in place with grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Alignment with Council Priority Areas

A modern and caring Council

Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

Appendices

Appendix A: Care Together Seed Fund criteria

Report Author:

Emma Dyer - Development Officer

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01954 713344

Care Together Seed Fund for Mobile and Community Warden Schemes in South Cambridgeshire

Criteria and guidance notes

Summary

The Care Together Seed Fund uses funds provided by Cambridgeshire County Council to assist with the increased expenses and growth of the Mobile Warden Schemes in South Cambridgeshire. This one-off grant scheme is separate to the existing SCDC Mobile Warden Scheme grants provided by South Cambridgeshire District Council.

Applications invited from	parish councils and community groups (see full list of eligibility criteria below)
Total available	£21,000
Max grant	£2,000
Grant scheme open	7 July 2023
Application deadline	5pm 28 July 2023
Allocation of funding decided	31 August 2023 (approx.)
Grants paid	September 2023

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Resources for decision.

Objectives:

- To increase awareness and promote the service offered.
- To ensure continued availability of face-to-face visits at a reasonable cost to the service user.

Examples of what can be funded:

- Providing free taster sessions or reduced fees for new clients for a limited introductory period
- Providing an event or drop-in sessions to promote the service to new clients
- Producing promotional material to be distributed to every household in the villages covered by the mobile warden scheme.
- Funding additional warden hours, or for the employment of additional wardens to serve additional clients.
- Working with stakeholders such as the Council's [Visiting support service](#), GP's, social prescribers, hospitals and family members to increase the number of referrals.

Full list of eligibility criteria

Applicants must (with evidence):

- Be set up for charitable (not-for-profit), benevolent or philanthropic purposes.
- Decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- Have a written constitution or mission statement.
- Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- Research and meet the needs of South Cambridgeshire residents and be open to all eligible users as defined by the constitution or rules.

- Have systems and structures in place to manage their affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- Involve users and members in policy-making and management, where appropriate.
- Recruit and support volunteers in line with a volunteers policy, where appropriate.
- Adopt appropriate child and vulnerable adult protection, health and safety and Disclosure and Barring Scheme (DBS) checking policies.
- Prepare budgets, keep relevant financial records (adhere to Making Tax Digital if relevant), monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch.
- Demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines.
- Have a 'business' bank account
- Charge service users at an appropriate rate in line with other local services, where applicable. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.

How much can be applied for?

The upper limit on grant funding is £2,000. However, please be mindful that funding is limited, and applications should reflect your organisation's genuine need for funding and your intention to promote and expand.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What We Fund

We can support the following revenue costs:

- Salaries of project workers and wardens where there is an identified and evidenced need.
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project.
- Reasonable expenses of project staff and volunteers.
- Marketing and publicity for the project.
- Equipment.
- Capital costs.
- Engagement activities.

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time.
- Activities that generate profits for private gain.
- Loan repayments.

What are the conditions of funding?

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

- Only one application per organisation will be accepted. If in doubt, applicants should seek advice before making their application as changes cannot be made after the closing date for the scheme.
- A clear description of how this funding will be spent must be included, for example for increased promotion, or warden hours, or for the employment of additional wardens.
- Funding must only be used for the agreed purpose and must be spent within 6-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing.
- Any requests to amend the Project or to use the Grant for other purposes, will need to be agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by Cambridgeshire County Council in partnership with South Cambridgeshire District Council. Logos will be provided.
- Any unused grant must be returned to South Cambridgeshire District Council.
- Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

South Cambridgeshire District Council endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project
- Equal opportunities policy
- Health and safety policy
- Policy for the protection of the environment
- Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures.

For further information please contact:

Contact details: emma.dyer@scamb.gov.uk or 01954 713344

Guidance Note A- Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

Guidance Note B – About your organisation

1. **Is your organisation a charity?** Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

2. **Does your organisation or project have a website?** Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one

3. **Is your organisation affiliated to another body?** Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

4. **When was your organisation set up?**

5. **What was your organisation set up to do? Please give details of your main aims and objectives**

6. **How many people are involved in running your organisation?**

- Committee / Board Members-
- Other Volunteers-
- Paid Staff-

7. **Do you know how many hours your volunteers (excluding board members) gave last year to deliver the service relevant to this application? If yes, please state how many.**

8. **Please state the geographical area/s covered by this application? Please see Guidance Notes for information.**

9. **What is the maximum number of people you have had directly benefitting from the scheme at any one time during the last year?**

10. **How many organisations and / or individuals indirectly benefited from these activities last year (if relevant)? (Not including committee members and volunteers).**

11. **What were the outcomes of your activities? Please use case studies to demonstrate the impact.**

12. **How much do you charge each person for the scheme?**

Guidance Note C -About your proposal

13. **What project / activity are you applying for funding for? Please give details of timescales**

14. **How will your project/activity increase awareness and promote the service offered?**

15. **How will your project/activity help to ensure continued availability of face-to-face visits for service users at a reasonable cost?**

16. **What additional value do *you* think your project provides?**

Please provide details of any co-benefits resulting from your project

17. **How will you monitor your progress? Please give details of the individual activities you / partners plan to undertake and the impact this will have.**

Activity (Describe what your organisation will do)	Impact / Outcome (What difference will this make for your target group?)
1.	
2.	
3.	
4.	
5.	

18. Please indicate an approximate date when your project is likely to be undertaken/started. Funding must be spent within 6 months of the award being made (unless otherwise agreed in writing)

19. Please describe your plans for continuing the funded work after this funding finishes

20. Does your organisation have appropriate insurance in place for your project? Please answer Yes/No. If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

Guidance Note D Financing your project

21. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please ensure that the amount you are requesting relates directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

Item / Activity	Cost (£)

22. What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

23. What funds do you have / have you raised or applied for so far for this project?

Where from?	Amount (£)	Is this confirmed? If not, when will you know?

Please note, if you do not provide accurate information, this may jeopardise your application's success.

If there is a shortfall in funding, what steps will you take to overcome this? We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

Contact information for parish councils can be found using the link below:

<https://www.scambsgov.uk/councillor-information/parish-councils/parish-council-guidance-and-information/>

24. How much are you asking for from the Care Together Seed Fund?

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme.

25. Please provide the following information about the finances of your organisation.

Details	(£) or (dd/mm/yyyy)
Date of financial year end	
Total income in last financial year	
Total expenditure in last financial year	
Current unrestricted reserves or savings	
Current restricted reserves or savings	

26. Where does your organisation get its funding from?

Funder (include client fees)	Amount (£)

27. Please give details of your organisation's policy on reserves.

Organisations with high unrestricted reserves based on charity commission recommendations will not be prioritised for funding.

Guidance Note E Checklist

28. All applicants must submit, or have submitted within the last year, the following information – documents in **bold** are required for this funding scheme. Assessment of applications may be delayed if relevant documents are not submitted. If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvcs.org.uk

Documentation	Enclosed	Previously submitted	To follow	Not applicable
1. Aims and objectives of your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Programme of activities (if appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Report of activities for the last year (your annual report).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Most recent annual accounts, audited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Budget for this financial year with revisions for actual figures to date, including opening and closing balances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Budget for the next financial year, including projected spend for your whole organisation, opening and closing balances and what you are applying for in this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Constitution or set of rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of your committee members or trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Policy for the protection of the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Safeguarding training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. First Aider training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Volunteers policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Comments or complaints procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Evidence of a business account with at least 2 cheque signatories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Quotes for any equipment or services you intend to fund through this grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Any recent publications or leaflets about your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Any other material you feel would support your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Agenda Item 7



REPORT TO: Grants Advisory Committee

30/06/2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell

Mobile Warden Scheme grants - end of year progress report 2022-2023

Executive Summary

1. This report reviews the delivery of Mobile Warden Schemes to the parishes of South Cambridgeshire which were part-funded by the Council for the financial year 2022-2023.

Key Decision

2. No. This is not a key decision because it reviews expenditure within the 2022-2023 budget.

Recommendations

3. The Grants Advisory Committee is asked to review the report and make recommendations as necessary to the Lead Cabinet Member for Finance to inform his decision-making in respect of plans for future funding of Mobile and Community Warden Schemes.

Reasons for Recommendations

4. All schemes receiving grants are on track to deliver the agreed outputs – and objectives of the individual schemes – in line with the timeframes and budget agreed in the grant agreements.
5. However, most schemes are experiencing financial challenges, which have been exacerbated by the Covid pandemic.

Details

6. Mobile Warden Schemes were developed in recognition that there was a need to provide a service to support and take care of older, more vulnerable members of communities. Schemes within some parishes of South Cambridgeshire have been

in existence for over 20 years.

7. The Council's Mobile and Community Warden Scheme grants are administered on a three-year cycle. The current cycle runs from April 2021 until March 2024.
8. The schemes have historically been community-led and this has resulted over time in inequitable cover across the district with large geographical areas including some of our most isolated parishes, or parishes with greater numbers of older people, without a scheme. To help address this, a further six new schemes were introduced. These received full funding from October 2020 until September 2022 and thereafter part funding which will continue until March 2024.
9. The schemes serve a number of purposes: including enabling older people to remain living at home independently for longer; avoiding earlier transfer into care; avoiding unnecessary hospital admission; enabling more expedient hospital discharge; providing daily contact to people who would otherwise live in isolation and/or away from their families.
10. Enabling older and/or vulnerable people to have greater access to a local scheme is a key priority of the Council's Business Plan 2019-2024. This is aligned to the predicted high growth in the over 65-year-old population over the next 20 years and in recognition that with age comes increased risk of deteriorating health, loneliness, and feelings of isolation.
11. Currently there are 19 funded schemes covering 50 parishes across the district; 13 are run by Age UK and 6 are independent community schemes (5 are charities and 1 is run by the Parish Council). Some schemes operate to support one Parish, whereas others provide support to multiple parishes (see table at **Appendix A**)
12. A total of £71,708 has been provided by the Council to contribute toward schemes for the financial year 2023-24.
13. **Appendix A** lists the existing schemes (part of the three-year part funding cycle ending in March 2024) and the newer schemes (currently receiving part funding until March 2024), their client numbers as well as their financial status and individual grant awards for 2023-24.
14. End of Year progress reports have been received from all schemes and these are summarised in **Appendix B** (AGE UK Cambridgeshire and Peterborough run schemes) and **Appendix C** (Independent and Parish Council run schemes).
15. All schemes are encouraged to fundraise and seek funding from other sources to sustain their schemes. Some parishes contribute towards the cost of their local scheme and some do not. The Council is currently reviewing the funding it allocates to Mobile and Community Warden Schemes in advance of launching a scheme for 2024-27. This review includes considering the funding available, a support workshop to gather feedback and an exercise to understand the social and financial return on investment into local schemes.

16. Almost all schemes have felt an impact following the Covid pandemic and the current cost of living crisis. This has, in many cases, affected client numbers. In particular, the sustainability of the AGE UK Cambridgeshire and Peterborough schemes will need to be reviewed in the coming year.

Options

The Grants Advisory Committee could:

1. Note the activity undertaken by the schemes within this report and the financial status of each and/or
2. Highlight any concerns for further investigation or action, giving reasons, and request that a follow up report be returned to GAC within appropriate timescales.

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

18. Agreements are in place with grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Consultation responses

19. All schemes have been asked to report on service delivery over the last year.

Alignment with Council Priority Areas

A modern and caring Council

Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

Appendices

Appendix A: summary of client numbers and SCDC funding contributions
Appendix B: AGE UK Cambridgeshire and Peterborough Progress Report 2022-23
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Appendix A

Tables showing basic information on current client numbers, financial status and the SCDC funding contributions for 2023-24

Age UK Cambridgeshire and Peterborough Schemes:

Scheme	New/Existing Scheme	Clients supported at time report compiled	Financial status end of March 2023	SCDC Funding 2023/24 (includes contribution from procurement underspend)
1. Small villages (Balsham, Castle Camps, Horseheath, Shudy Camps, West Wickham, West Wrating and Weston Colville) *	Existing	13 (down from last year)	EOY balance: £5,953 deficit Balance brought forward reduces deficit to: £2,001.	£4,804
2. Cambs Northwest (Fen Drayton & Lolworth (also includes Fenstanton which falls under Huntingdon District Council))	New	12 (up from last year) of this 6 are in Fenstanton	EOY balance: £2,078 deficit Balance brought forward reduces deficit to: £4,892	£4,000 (not including Fenstanton)
3. Fulbourn	Existing	5 (up from last year)	EOY balance including balance brought forward: £5,282 deficit	£4,000
4. Histon & Impington*	Existing	14 (down from last year)	EOY balance: £3,704 deficit Balance brought forward reduces deficit to: £1,251	£3,362
5. Linton*	Existing	17 (up from last year)	EOY balance: £10,044 deficit	£6,599
6. Longstanton	New	10 (up from last year)	EOY balance: £5,655 deficit Balance brought forward reduces deficit to: £1,723	£4,000
7. Cambs Southwest (Papworth Everard, Bourn, Caldecote, Comberton, Hardwick, Toft & Wimpole)	New	18 (up from last year)	EOY balance: £7,432 deficit	£5,000
8. Cambridge South (Sawston,	New	12 (up from last year)	EOY balance: £6,159 deficit Balance brought forward increases balance to: £9,632	£8,000

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Duxford, Hinxton, Ickleton, Pampisford & Whittlesford)				
9. Stapleford	Existing	14 (up from last year)	Stapleford Parish Council have not yet provided a 2022-23 update	£3,014
10. Teversham*	Existing	8 (up from last year)	EOY balance: £2,845 deficit	£1,746
11. Waterbeach, Chittering & Landbeach	Existing	11 (up from last year)	EOY balance: £199 deficit which includes the balance brought forward	£3,194
12. Willingham & Over	New	15 (up from last year)	EOY balance: £9,943 deficit	£4,000
13. Swavesey	Existing	8 (down from last year)	EOY balance: £2,693 deficit which includes the balance brought forward	£1,252
TOTALS		157	£0**	£52,971

Independent Schemes (At this stage we do not know Parish Council funding contributions):

Scheme	New/Existing Scheme	Clients supported at time report compiled	Financial status end of March 2023	SCDC Funding 2023/24
1. Cottenham	Existing	10 full members and 2 associates (down from last year)	EOY balance: £4,022.44	£2,500
2. Great Shelford	Existing	23 (12 full-time and 11 associate members) (down from last year)	EOY balance: £19,063	£3,000
3. Harston & District Village Warden Scheme (Harston, Hauxton, Grantchester, Newton &	Existing	14 (down from last year)	EOY balance: £3,129.42	£2,000

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Orwell and Barrington)				
4. Milton	Existing	21 (same as last year)	EOY balance: To be confirmed	£2,500
5. Mordens & Litlington (Bassingbourn cum Kneesworth, Guilden Morden, Litlington, Steeple Morden)	Existing	10 (down from last year)	EOY balance £7,108	£3,737
6. Melbourn, Meldreth & Shepreth *	Existing	48 (up from last year)	EOY balance £49,441.56	£5,000
TOTALS		126		£18,737

*Also receives funding from Cambridgeshire County Council

** All Deficits for Age UK Cambridgeshire and Peterborough have cleared using their unrestricted reserves, meaning all these schemes start 2023-24 with a zero balance.

GRAND TOTALS FOR ALL SCHEMES:

- £71,708 SCDC Funding provided for 2023/24 (includes contribution from procurement underspend)
- Total number of clients supported districtwide - 283 (last year's figure was 271)

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Appendix B

AGE UK Cambridgeshire and Peterborough Progress Report 2022-23

Name of Scheme: Small villages

Parishes in Scheme: Balsham, Castle Camps, Horseheath, Shudy Camps, West Wickham, West Wrating and Weston Colville

New or Existing Scheme? Existing

Number of clients at start of year: 16

Number of clients at year end: 11 households, 13 people

Comments to support above:

- The warden works 20 hours per week.
- This scheme has a vast area to cover so does incorporate a lot of travelling which impacts on time.
- It is a well-established scheme and often up and down with numbers on the scheme.
- All seven parishes covered pay a contribution to the scheme which hasn't increased over the years. Contributions range from £250 to £900.
- The steering group meets regularly but not all parishes send a representative.
- This scheme has been fortunate to receive some funds via an anonymous donor which has now come to an end.
- Several of the service users on this scheme are quite demanding in needs which can be time consuming for the warden.

Marketing and promotional activity:

- Posters displayed in the community
- Leaflet drops
- Regular steering group meetings
- Joint working with the Parish Nurse (this role has now ended)
- Attendance at some Parish meetings
- Contact with GP's and pharmacy
- Local business such as hairdressers, shop, post office etc
- Articles in the Parish magazines
- Meals on wheels
- Contact with Adult Social Care Team
- Social prescribers
- Balsham community hub
- Contact with South Cambs Visiting Support Team

Fundraising events: N/A

Additional information:

- At the end of 2022-23 this scheme was in deficit of £5,953. There was a brought forward from the year before which left a final deficit of £2,001

Name of Scheme: Cambs Northwest

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Parishes in Scheme: Fen Drayton & Lolworth (also includes Fenstanton which falls under Huntingdon District Council)

New or Existing Scheme? New

Number of clients at start of year: 2

Number of clients at year end: 10 households, 12 people

Comments to support above:

- The warden works 15 hours per week.
- This scheme has been slow in the uptake of service users. However, towards the end of the last financial year, it has picked up which is pleasing to see and hit double figures for the first time in December.
- Regular meetings with representative from each Parish take place and they are all very supportive towards the scheme and keen to help in any way they can.
- Fen Drayton have also implemented an incentive for any new people on scheme, they will pay the first 10 weeks fees, meaning they get 12 weeks free in total due to the 2-week free trial.

Marketing and promotional activity:

- Posters displayed locally
- Local Facebook community pages
- Attended coffee mornings in all areas
- GP's surgeries
- Meals on wheels
- Articles in local Parish magazines
- Age UK CAP website and social media pages
- Pharmacy
- Social prescriber contact
- Regular meetings with the Parish Council
- Good relationship with local vicar
- Jubilee event
- Fen Drayton information event
- Local business such as hairdressers, chiropodists
- Bobby scheme

Fundraising events: N/A

Additional information:

- This scheme ended the 2022-23 financial year in deficit of £2,078. However, due to the brought forward figure from the year before – this covered the cost and means there is a carry forward into 2023-24 of £4,892.

Name of Scheme: Fulbourn

Parishes in Scheme: Fulbourn

New or Existing Scheme? Existing

Number of clients at start of year: 3

Number of clients at year end: 5 households, 5 people.

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Comments to support above:

- The warden works 10 hrs per week.
- This scheme had a difficult start as recruitment to the role took a while. That warden then left after eight months which then impacted on promotion. It was decided at this time, to recruit on less hours due to the low numbers to help support the budget.
- The scheme has now reached double figures.
- For the last five months of this year, no new clients have joined the scheme.

Marketing and promotional activity:

- Social media
- Posters displayed in the community
- Coffee morning held
- Meetings with Parish Council (up until Jan 23)
- GP surgeries
- Contact with local businesses.
- Attended community summer fete
- Leaflet drops
- Articles in Parish Magazine

Fundraising events: N/A

Additional information:

- At the end of 2022-23 financial year, the scheme was in deficit of £5,282 – this was after the brought forward figure from previous year had been added.

Name of Scheme: Histon & Impington

Parishes in Scheme: Histon and Impington

New or Existing Scheme? Existing

Number of clients at start of year: 19

Number of clients at year end: 13 households, 14 people

Comments to support above:

- The warden works 20 hours per week.
- In the past it has maintained numbers including having to implement a waiting list.
- Continued good links are in place with the Histon Older People Co-ordinator which works well for both roles.
- Regular meetings take place with Parish Council who are very supportive of the scheme and contribute a significant amount - £8,000 for 2022-23 and this has increased to £10,000 for 2023-24.
- This scheme is well known in the community, but continued promotion takes place. The parish representatives will contact the warden directly with any events taking place etc which is helpful.

Marketing and promotional activity:

- Posters displayed in the community

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- Leaflet drops
- Joint working with the Older People's Co-ordinator
- Contact with Parish Council and regular meetings
- Contact with GP's and pharmacy
- Social Prescriber
- Bobby Scheme
- Local business such as hairdressers, shop, post office etc
- Articles in the Parish magazines
- Attendance at local community activities such as coffee morning, active moving classes etc.
- Attendance at the Day Centre

Fundraising events: N/A

Other examples of support given:

- Supporting a lady to change her address with utility company and benefits.
- Secured additional incomes where appropriate through referrals to the Household Support Fund
- Supported a gentleman through bereavement by offering additional visits and longer phone calls and offering means to access outside of the home activities.
- Supported a gentleman to access a hot meal delivery.
- Supported a service user to access information to enable the installation of shower room.
- Takes fish and chips to a couple once a week who can't leave their home.
- Liaised with care agencies to set up regular prescription for service user who was getting in a muddle.
- Purchased Christmas presents for all on the scheme, courtesy of Friends of Histon and Impington
- Gave out incontinence pads that had been donated to Age UK – a big cost saving for service users.

Additional information:

- The end of 2022.2023 saw a deficit of £3,704, however there was a bought forward figure which means the final deficit was £1,251.

Name of Scheme: Linton

Parishes in Scheme: Linton

New or Existing Scheme? Existing

Number of clients at start of year: 15

Number of clients at year end: 15 households, 17 people

Comments to support above:

- The warden works 25hrs per week.
- This scheme has seen a significant drop in numbers over the last 18 months, whereas in the past it had been supporting up to 23 households.

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- Eight referrals for this scheme were received in the last six months – concerns due to the lack of numbers and the warden working hours.

Marketing and promotional activity:

- Posters displayed in the community
- Leaflet drops
- Contact with Parish Council and attending meetings
- Contact with GP's and pharmacy
- Local business
- Articles in the Parish magazines
- Social Media – local Facebook pages
- Attendance at Well-being event
- Coffee morning at the Church

Fundraising events: N/A

Other examples of support:

- Reduced isolation by maintaining service user friendship through coffee and chat meetings-warden provided transport where practical.
- Special celebrations-supported a lady to celebrate her very special birthday....101 years old! Worked with family and neighbours to arrange a street party.
- Maintain family contact-service user in regular email contact with family in Australia was having trouble with her laptop. Warden supported them to get it repaired as well as look at her internet provider for better connection meaning face to face contact can now take place.
- Access to health appointments-arranged several transport requests to ensure access to Addenbrookes was possible as well as local GP surgery.
- Access to community-worked jointly with Helping Hands to arrange for a lady to attend her weekly church service.
- Medical assistance-discovered a service user on the fall when visiting. Called 999, was told ambulance would be a few hours. Warden called GP for support which led to a quicker response and admission to hospital which was needed. Made a difficult time for the service user a little less stressful.

Additional information:

- End of year figures for 2022-23 saw this scheme with a significant deficit of £10,044.
- The average number of service users on the scheme is low in comparison to the warden hours, so the warden hours were decreased from 25 hrs per week to 18 hrs per week on 1 April 2023.

Name of Scheme: Longstanton

Parishes in Scheme: Longstanton

New or Existing Scheme? New

Number of clients at start of year: 8

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Number of clients at year end: 9 households, 10 people

Comments to support above:

- The warden works 15 hours per week.
- It has taken a while for numbers to increase for this scheme
- The warden has now built a good working relationship with the social prescriber so hopeful referrals will be received via them.

Marketing and promotional activity:

- Leaflet drops
- Displaying posters within the community
- Contact with site manager on Toad Acres Retirement Park
- Contact with GP's and pharmacies
- Local Facebook pages
- Article in local Parish magazine
- Age UK CAP website and social media
- Radio Cambridgeshire interview for warden schemes
- Churches
- Coffee mornings
- Over Day centre
- Local business such as dry cleaners and hairdressers
- Local Supermarket

Fundraising events: N/A

Additional information:

- At the end of 2022-23, the scheme was in deficit by £5,655. However, there was a brought forward figure which meant the final deficit was reduced to £1,723.
- Looking at 2023-24 there is a forecast deficit of £11,868

Name of Scheme: Cambs Southwest

Parishes in Scheme: Papworth Everard, Bourn, Caldecote, Comberton, Hardwick, Toft & Wimpole

New or Existing Scheme? New

Number of clients at start of year: 11

Number of clients at year end: 16 households, 18 people

Comments to support above:

- The warden works 20hrs per week
- This is another scheme that has a wide area to cover with only a few areas really having service users on board. It has taken a while for this scheme to increase its numbers, but they are seeing an increase now. In fact, any more referrals at present will be added to a waiting list.
- To help support the budget the decision was made to reduce the warden's hours from 35 hrs to 25 hrs per week. A short while after this, the warden then moved across to a different service so when post was advertised, the hours were reduced again to 20 hrs.

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- Towards the end of the last financial year, this scheme supported working with the Meridian PCN as part of their winter pressures project. Sadly, this was delayed due to various barriers they encountered so didn't come into force until mid-January, it is currently being reviewed. However, the scheme did support 6 people in this time, some remaining on the scheme.

Marketing and promotional activity:

- Posters displayed within the community
- Contact made with social prescribers
- Attendance at local community events – where possible
- Contact with the GP practises, including attendance at MDT meeting
- Working alongside PCN
- Local Facebook groups
- Pharmacies
- Age UK CAP website and social media
- Articles in the local parish magazines where possible
- Christmas event put on.
- Leaflet drops

Fundraising events: N/A

Additional information:

- Despite the reduction in warden hours, this scheme still resulted in a deficit of £7,432.
- Looking at 2023-24, the forecast deficit is £15,158

Name of Scheme: Cambridge South

Parishes in Scheme: Sawston, Duxford, Hinxton, Ickleton, Pampisford & Whittlesford

New or Existing Scheme? New

Number of clients at start of year: 10

Number of clients at year end: 11 households, 12 people

Comments to support above:

- The warden works 20hrs per week.
- It was originally planned that this scheme would eventually have two wardens due to the scope of areas covered. However, the scheme has never reached numbers to justify employing a second warden.
- Most service users accessing the scheme live in Sawston, Whittlesford and Duxford. The other areas at present don't have any service users and since implementation, there has been very few.

Marketing and promotional activity:

- Posters displayed within all areas.
- Leaflets drops
- Articles within some Parish magazines

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- Social Prescribers within Granta Medical practise
- GP surgeries
- Local shops in all areas
- Age UK CAP website and social media pages
- Reablement Team
- Local facebook group pages
- Melbourn Hub
- Soup and sandwiches at local church
- Attendance at parish council meeting

Fundraising events: N/A

Additional information:

- Despite continued efforts to promote this scheme, it still hasn't reached the numbers hoped for.
- At the end of 2022-23 there was a deficit for of £6,159. However, due to the previous brought forward balance (mainly due to not appointing a second warden) the scheme has a carry forward figure of £9,632.
- Looking at 2023-24, the scheme is forecast to be in deficit of £5,719 at the end of the year.

Name of Scheme: Stapleford

Parishes in Scheme: Stapleford

New or Existing Scheme? Existing

Number of clients at start of year: 7

Number of clients at year end: 12 households – 14 people

Comments to support above:

- The warden works 12 hrs per week.
- It has been a slow process in getting the numbers up for this scheme and is a real credit to the warden for her continued efforts in promoting the scheme and being a presence in the local community. It is so pleasing for the scheme to currently be up to her numbers.
- In the last year we have seen 18 referrals into the scheme.
- Since September last year, they began to record the number of 'non-leading' enquires which is where the warden receives a call which isn't relating to the scheme, but information is shared to the caller. For Stapleford, she has received six of these.

Marketing and promotional activity:

- Posters displayed in the community
- Leaflet drops
- Regular steering group meetings
- Contact with GP's and pharmacy.
- Local business such as hairdressers, shop, post office etc
- Articles in the Parish magazines

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- Attendance at local community activities such as coffee mornings, WI's when running
- Meals on wheels
- Contact with South Cambs Visiting Support Team
- Regular presence at Cox's Close – Sheltered Housing

Fundraising events: Several events have taken place due to the steering group being pro-active in putting these on, such as summer fetes, carol concerts etc. For this year, it resulted in donations being received of £2,225.

Additional information:

- This scheme is forecast to be in deficit of £10,589 at the end of 2023-24.

Name of Scheme: Teversham

Parishes in Scheme: Teversham

New or Existing Scheme? Existing

Number of clients at start of year: 4

Number of clients at year end: 6 households, 8 people

Comments to support above:

- The warden works 10hrs per week.
- This scheme has been struggling with numbers for several years. Recent meetings have taken place to discuss the changes in demographics of Teversham and the consideration to joining with another scheme.
- This scheme is the oldest of the AGE UK schemes and when it was originally set up, Teversham had a high population of older people. This has now changed, including housing that was reserved for older people, now being used to house young families. This naturally impacts on the demand for the scheme.
- This scheme has the scope to support people under the age of 60 years who are living with long term health conditions, however, to date no one under the age of 60 has approached the scheme.
- There have been seven referrals across the year for this scheme.

Marketing and promotional activity:

The Community Warden has displayed posters and leaflets in the local community, regular adverts in the parish magazine, delivered talks/presentations as well as developing working relationships with:

- GP surgeries
- Parish Councils
- Adult Social Care
- Over 55's Lunch Club
- Teversham Social Club
- Jubilee Event

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They have approached the nearest Tesco to enquire about having a table at the entrance, this was declined. Contact with Addenbrookes has also been met with some resistance although they do have a link with our Hospital Discharge service.

Fundraising events: Jubilee event raised £60

Additional information:

- The budget for 2022-23 saw a deficit of £2,845, however, there was a carry forward from previous year which supported the deficit. Looking at the end of 2023-24, it is forecast to again be in deficit of £3,262.

Name of Scheme: Waterbeach, Chittering & Landbeach

Parishes in Scheme: Waterbeach, Chittering & Landbeach

New or Existing Scheme? Existing

Number of clients at start of year: 9

Number of clients at year end: 10 households, 11 people

Comments to support above:

- The warden works 15 hours per week.
- Majority of those on the scheme reside in Waterbeach, the current split is eight in Waterbeach, two in Landbeach and one in Chittering.
- Regular steering group meetings take place with a representative from each Parish attending along with the District Councillor too. All very on board with the scheme and overall, it has been a pleasing year for this scheme.
- Number fluctuation throughout the year but usually within double figures.
- Since August 2022, five referrals have been received that joined the scheme, a further four were received but not suitable.
- The scheme has made 12 signposts and had seven non-leading enquiries where information has been given but those requesting this have not joined the scheme.

Marketing and promotional activity:

- Posters displayed in the community
- Leaflet drops
- Regular steering group meetings with representative from the Parishes
- Articles in parish magazines
- Social media – Age UK and local Facebook groups

Fundraising events: N/A

Some other examples of support that has been provided in addition to the usual daily calls, home visits and tasks:

- Service user who is bed bound and wanted their tv moving from the living room to dining room which required external aerial to be extended. Warden arranged for this to take place.
- Referred service user for assisted bin collection to ensure their bin is emptied regularly as this was becoming a task for them to put out in time
- Referral to Handyperson team for a key safe to be fitted to allow for care package to be implemented.

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- With advice and guidance from medical professional, supported a service user to complete an Advanced Decision form due to them strongly feeling they wish to die at home and not in hospital. They have full capacity to make decisions.
- Completed two bus pass renewals which arrived within three days!
- Ordered an 'over the bed table' for service user from Occupational Therapy
- Supported service user to complete V5 document for their new car. They have Parkinson's and find it difficult to write
- Applied for a Council Tax reduction for a couple – awaiting the outcome
- Supported two service users to get a cleaner
- Service user who is deaf and has no family needed support with phone calls to Cambridge County Council finance department due to her not receiving her invoice for care package which was causing her anxiety. It turned out that she had been missed off the system so this is now resolved, and she will receive monthly invoices.
- Referred service user to Abilitynet for some IT support on how to use her tablet.
- Referral to the fall assessment team along with request for lifeline to be installed.
- Delivered some clothing and jam jars for a service user to a lady in Waterbeach who support the local Salvation Army and makes lots of jam!
- Located lost cordless phone for service user which had caused her lots of anxiety.
- Warden couldn't reach a service user on the phone and so decided to visit her as this was unusual. On arrival the lady greeted her at the door saying she had been waiting for her due to no electricity in the house because the fuse had tripped. She was unable to locate the fuse box. The warden located it and turned it back on. She was so pleased and has also decided that she would like phone calls on the days the warden doesn't visit just in case she needs support.

Additional information:

- For the end of 2022-23, the scheme is at deficit of £199. However, this would have been £5,019, had there not been a carry forward from 2021-22. The budget is forecast to be in deficit at end of 2023-24 by £5,727.

Name of Scheme: Willingham & Over

Parishes in Scheme: Willingham & Over

New or Existing Scheme? New

Number of clients at start of year: 10

Number of clients at year end: 15 households, 15 people

Comments to support above:

- The warden hours are 22hrs per week
- This scheme continues to be very much a rollercoaster in terms of number on the scheme. One week, the scheme can almost be up to numbers and then the next week, numbers drop.

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- Warden has excellent presence in the community and is proactive in making new links.
- Regular meetings take place with both parish clerks who then feed back to the main meeting. Attendance at the main meetings has also taken place at both Parishes on two occasions.
- This scheme has received 28 new referrals in the last 6 months. There has also been a further seven non-leading enquiries.

Marketing and promotional activity:

- Posters displayed in the community.
- Leaflet drops
- Attendance at Parish meetings
- Pharmacy and GP surgery
- Patients Participants Groups attended.
- Gardening Club in Over
- Over Day Centre
- Contact with local business including hairdressers, dentist, bakery etc.
- Library
- Willingham Auction Rooms
- Contact with District Cllr
- Local Facebook pages
- Age UK CAP website and social media
- Articles for local magazines
- Community Café
- Contact with Sheltered Housing Manager
- Bobby Scheme

Fundraising events: N/A

In addition to the daily phone calls and usual tasks of shopping, prescriptions, some examples of support this year are:

- Secured some extra income by making referrals to the Household Support Fund
- Reduced isolation and developing friendships with referrals being made to Over Day centre.
- Maintained independence and safety at home with referrals and installation of lifelines taking place.
- Improved security at home by arranging home visits from the Bobby Scheme
- Better access to outside – supporting service user to access a gardener to maintain outside space.
- Remain at home – referrals made to Adult Social Care where personal care support is required to ensure service users can remain living at home with the right level of support.

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- Access to health appointments – arranged several transport requests and phone calls to GPs where required.
- Access to Occupational Therapy – referrals made via the Social Prescriber to support service users to remain living at home safely with appropriate equipment in place.

Additional information:

- At the end of year, the scheme was in significant deficit of £9,943.
- The end of year for 2023-24 is also looking at a forecast deficit of £12,000.
- At request of the warden due to her change in personal circumstances, from April 2023 her hours were reduced to 20hrs per week.

Name of Scheme: Swavesey

Parishes in Scheme: Swavesey

New or Existing Scheme? Existing

Number of clients at start of year: 12

Number of clients at year end: 8 households, 8 people

Comments to support above:

- The warden works 16 hours per week.
- Pre covid, this scheme was usually up to numbers or thereabouts, however, the numbers have been low for several months now which is very unusual and no real understanding as to why.
- The warden is well known in the community and has good links with other professionals.
- Regular steering group meetings take place, they are very supportive of the scheme and proactively promote it as well as offer suggestions to help increase numbers. Representatives from the Parish, Thomas Galon (a funder) and the District Councillor sit on the group.

Marketing and promotional activity:

- Posters displayed in the community
- Leaflet drops
- Hosting events at Christmas and Jubilee
- Contact with Parish Council and regular meetings
- Contact with GP's and pharmacy
- Local business such as hairdressers, shop, post office etc
- Articles in the Parish magazines
- Ran the Compass Café
- Social Media
- Village Fete
- Boat Day Trip

Fundraising events:

- Compass Café raised £54

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- Spring Community event raised £82

Additional information:

- A proactive and supportive steering group.
- At the end of the year, the scheme was in deficit of £2,693 this was after including the £7,720 brought forward figure from the previous year.
- The predicted forecast for the end of 2023-24 year is a deficit of £8,022.

Overall Summary

The sustainability of all these schemes will need to be reviewed:

- All Deficits for Age UK Cambridgeshire and Peterborough have cleared using their unrestricted reserves, meaning all these schemes start 2023-24 with a zero balance
- Last year, all schemes were regaining momentum post COVID. Although this is still the case this year, many are struggling financially with the forecast remaining bleak unless further funding can be found.
- AGE UK have increased their management fees and client fees which will further impact the schemes in the 2023-24 financial year.
- Stronger links with respective parish councils remain key in ensuring the schemes' ongoing success and growth.

Appendix C

Independent Schemes Progress Report 2022-23

Name of Scheme: Cottenham

Parishes in Scheme: Cottenham

New or Existing Scheme? Existing

Number of clients at start of year: 12 full members and 3 associates

Number of clients at year end: 10 full members and 2 associates

Comments to support above: Some clients have passed away and some have moved into care homes. However, some new clients have also joined the scheme.

Marketing and promotional activity:

- In May an article was placed in the Cottenham Newsletter to raise awareness of the scheme and to celebrate 25 years in operation.
- Another article will be written for the next Cottenham Newsletter the Fen Edge News appealing for new members.

Fundraising events: N/A

Additional information:

- Have not been able to hold regular meetings as much as they did before the pandemic. However, they hope to hold more meetings later this year and beyond.
- Are about to employ a second warden, to cover some of the work currently undertaken by volunteers.
- A positive balance of £4,022.44 was reported 31 March 2023.

Name of Scheme: Great Shelford

Parishes in Scheme: Great Shelford

New or Existing Scheme? Existing

Number of clients at start of year: 29 (16 full-time and 13 associate members)

Number of clients at year end: 23 (12 full-time and 11 associate members)

Comments to support above:

- Sadly, this year five members have passed away with another member moving into a care home.
- They continue to work with the Health Centre and District Nurses, raising awareness of the scheme and explaining how it can support the elderly in the village.
- New members have, however, not been coming forward since the pandemic in the numbers they did before COVID.

Marketing and promotional activity:

- Launched a website for the Great Shelford Mobile Warden Scheme (<http://www.shelfordwardenscheme.org>).
- Ran a stall at the Shelford Feast
- Held a tea party for members in September 2022

Appendix C

- Put leaflets through doors in several streets in the village which have a high proportion of elderly residents.

Fundraising events:

- Ran a very popular Hoopla stall at the Shelford Feast and were given £1,000 of the profits of this event by the Parish Council.
- The Great Shelford Parish Council provided a grant of £3,500.
- One of their members who passed away left £5,000 as a legacy in their will
- Received £1,762 in donations this year from people in the village.

Additional information:

- Recently considered expanding into Little Shelford and generated some budget figures for the two village warden schemes working together and took them to a meeting of the Little Shelford Parish Council. However, after carrying out a survey in Little Shelford, the Parish Council of that village reported back that it was not the best time to start a mobile warden scheme in the area.
- The scheme made an operational loss of £2,035 during 2022-23. However, because of the legacy of £5,000 received during the year, their total funds went up from £16,079 to £19,063.

Name of Scheme: Harston & District Village Warden Scheme

Parishes in Scheme: Harston, Hauxton, Grantchester, Newton & Orwell and Barrington

New or Existing Scheme? Existing

Number of clients at start of year: 18

Number of clients at year end: 14

Comments to support above:

- This year was marked by the tragedy of three active members having passed away in the past few months. Whilst the Scheme continued to operate successfully, the effect of the losses has scarcely reduced the warden's workload since further members continue to be in quite distressed circumstances as the various care services struggle to support them.

Marketing and promotional activity: None undertaken

Fundraising events: None undertaken

Additional information:

- The Trust has been in talks with the Melbourn Mobile Warden Scheme [MMWS] with the objective of the Harston scheme being dissolved after the transfer of its members to MMWS. Further details are provided in the Harston & District Village Warden Trust Update also being presented to Grant's Advisory committee.
- A positive balance of £3,129.42 was reported 31 March 2023.

Name of Scheme: Milton community care scheme.

Parishes in Scheme: Milton

New or Existing Scheme? Existing

Appendix C

Number of clients at start of year: 21 members in 19 Households.

Number of clients at year end: 21 members in 19 Households.

Comments to support above: Oversubscribed- maximum is 20 members although currently nobody is on the waiting list.

Marketing and promotional activity:

- Active Facebook page
- Visits to various clubs and societies to highlight the scheme within Milton.

Fundraising events: N/A

Additional information:

EOY balance to be confirmed verbally in GAC

Name of Scheme: The Mordens & Litlington Mobile Warden Scheme

Parishes in Scheme: Bassingbourn cum Kneesworth, Guilden Morden, Litlington Steeple Morden

New or Existing Scheme? Existing

Number of clients at start of year: 13

Number of clients at year end: 10

Comments to support above: Are currently at a very low number of members but are optimistic that numbers will recover.

Marketing and promotional activity:

- Poster campaign
- Advertising on village Facebook pages
- Had a presence at an event in each of their villages. (e.g., at Steeple Morden Christmas Tree Festival)
- Have now produced a professionally designed six-page A5 colour brochure which will be sent out to local GPs, churches, pharmacies and other outlets and organisations.
- Are creating a website which will include all the text from the brochure.
- Posters following the design of the brochure are being printed and will be displayed on village notice boards.

Fundraising events:

- Are currently planning a quiz event (including a raffle) which should raise a significant sum.

Additional information:

- Have had a very difficult year following on from the pandemic. Their previous Warden resigned in July 2022. They operated for a while with the help of a previous Warden while a replacement was sought. The new Warden was in place for a few weeks and then resigned as she had to care full-time for an elderly relative who had become suddenly more dependent on her as her carer. Further recruitment took place, and they now have a new warden who started on 1 May.
- Unfortunately, due to the situation prior to July 2022 they lost several members, and their membership has not recovered to date.

Appendix C

- However, with a new and enthusiastic warden in place together with the support of a committed group of Trustees and our new brochure and related promotional activity, they are now able to move forward and expand their membership.
- On 31 March 2023 the scheme had £7,108 in available funds.

Name of Scheme: Melbourn Mobile Warden Scheme (MMWS)

Parishes in Scheme: Melbourn, Meldreth, Shepreth and, more recently, Whaddon.

New or Existing Scheme? Existing

Number of clients at start of year: 45

Number of clients at year end: 48

Comments to support above: As is the nature of a warden scheme, clients sadly leave, and others gladly join. MMWS have taken on several new clients over the course of the year 2022-23, as reflected in the numbers above.

Marketing and promotional activity:

- Doesn't market directly to potential clients, it mainly relies on word of mouth and recommendations.
- There have been village wide leaflet drops that have listed the MMWS service.
- Have a regular advert in the village magazine.
- Often put leaflets in strategic points around the village.

Fundraising events: MMWS doesn't have a direct fundraising process but is a recipient of donations from time to time, given to help organise outings and treats for the clients.

Additional information:

- The scheme has eight wardens one of which is a relief warden.
- All parish councils where clients reside in their parish have kindly contributed towards the costs of the scheme.
- On 31 March 2023 the scheme had £49,441.56 in available funds although this is a reduction on the £56,771.56 recorded for the previous year.
- MMWS also receives funding from Cambridgeshire County Council and SCDC.
- MMWS has been contacted by another warden scheme locally with a request to take over the running of their scheme. MMWS have been working towards this end for the past six months.

Overall Summary

- Last year, all schemes were regaining momentum post COVID. This is still the case with most also seeing a decline in clients over the 2022-23 financial year. However, none of these schemes are in deficit and all are in a good financial position.

Agenda Item 8



REPORT TO: Grants Advisory Committee

30/06/2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell

Service Support Grants: end of year progress report 2022/23

Executive Summary

1. This report reviews the delivery of Service Support Grants to the Voluntary and Community Sector as funded by the Council in the financial year 2022-2023

Key Decision

2. No. This is not a key decision because it reviews expenditure within the 2022-2023 budget.

Recommendations

3. The Grants Advisory Committee is asked to review the report and make recommendations to the Lead Cabinet Member for Resources to inform his decision-making in respect of concerns, if any, for future investigation or action.

Reasons for Recommendations

4. Funding agreements for grants provided through the Service Support Grants to the Voluntary and Community Sector are for three years, subject to satisfactory performance at annual review. This report is for the 12 months covering the period April 2022 to March 2023.
5. Following a review of the existing Service Support Grant Agreements with members of our Grants Advisory Committee in Summer 2021, it was recommended to the Lead Member for Finance that the existing 2019-2022 grant agreements between the Council and recipient organisations would be extended by one year until 31 March 2023 with no alterations to the terms and conditions. It was felt that the prior eighteen months had been exceptional and turbulent for the voluntary sector and that it would not be the right time to ask organisations to forecast future business projections and performance in an environment of ongoing economic uncertainty.

6. In Autumn 2022, the Council invited applications again and on 25 November 2022 the Grants Advisory Committee awarded 11 organisations new three-year Service Support Grant scheme agreements for the period April 2023-March 2026.
7. Organisations in receipt of annual grants greater than £10,000 are required to submit performance reports at 6-monthly intervals; those in receipt of funding of less than £10,000 are required to submit performance reports annually.
8. The grant funding in 2022-23 was allocated under 8 categories to the following organisations:

Category 1: Independent Living

- Arts & Minds
- Cambridgeshire Older People's Enterprise (COPE)

Category 2: Advice Services

- Citizens Advice¹
- Disability Cambridgeshire
- Disability Huntingdon (DISH)
- REACH Community Projects

Category 3: Community Transport

- Royston & District Community Transport (RDCT)
- The Voluntary Network

Category 4: Fit to Learn

- Home Start Royston

Category 5: Support for VCS

- Cambridge Council for Voluntary Service (CCVS)

Category 6: Combined community transport and independent living

- Care Network Cambridgeshire

Category 7: Planning and Economic Development

- Farmland Museum²

Category 8: Housing and Homelessness

- Cambridge Cyrenians
- Cambridge Reuse
- Cambridge Women's Aid

¹ See Appendix B for detailed information from Citizens Advice.

² Information relating to The Farmland Museum's grant for 2022-23 has not been included in this report. In making their application to the Service Support Grant Scheme for 2023-26, officers and Councillors reviewed their bid for 2023-26 along with additional financial information. This gave the Council confidence that they are operating well and have used the Council's grant to best effect to create a sustainable business model.

9. The organisations funded in 2022-23 have in the main recovered from the effects of the Covid pandemic as can be seen in the summary reports in Appendix A, which also gives an officer view on whether the agreed deliverables were achieved.

Options

The Grants Advisory Committee could:

1. Note the delivery of all grant schemes within the scope of this report; and/or
2. Highlight any concerns for further investigation or action, giving reasons, and request that a follow up report be returned to GAC within appropriate timescales.

Implications

10. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

11. Arrangements are in place with grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Consultation responses

12. All schemes have been asked to report on service delivery over the last year.

Alignment with Council Priority Areas

A modern and caring Council

Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

Appendices

Appendix A: Summary report of progress with officer comments

Appendix B: Detailed report and case studies from CAB.

Report Author:

Emma Dyer - Development Officer

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Summary report of progress

Category 1: Independent Living

	2019/20 (£)	2020/21(£)	2021/22 (£)	2022/23(£)	Total (£)
Arts and Minds	2,500	2,500	2,500	2,500	10,000
Cambs Older People's Enterprise (COPE)	2,000	2,000	2,000	2,000	8,000
Totals	4,500	4,500	4,500	4,500	18,000

Arts & Minds

About the applicant: Provides a broad range of arts-based programmes that are designed to support the positive mental health of communities across Cambridgeshire and Peterborough

Arts on Prescription: A friendly and inclusive programme of arts workshops for adults experiencing mild to moderate mental health challenges, including anxiety, depression and stress. Each programme is led by a professional artist and qualified counsellor. All participants are referred to the programme by the GP, Social Prescriber or other healthcare professional.

Funding provided:

- To provide a rolling series of Arts on Prescription in Cambridge and one series in a hub outside of Cambridge, for adults experiencing depression, stress or anxiety, to be attended by a minimum of 7 South Cambridgeshire residents with an aspirational target of 21. Each series to be led by a professional artist and a qualified counsellor and to include at least 10 two-hour sessions and a visit to 2 local heritage sites and galleries.
- To continue to actively promote Arts on Prescription to GP surgeries in South Cambridgeshire.

Outputs/outcomes 2022-23:

- Delivered six Arts on Prescription programmes, supporting 54 participants in total, four South Cambs residents (6%).
- Each programme had a maximum of 12 participants (to ensure a safe, supportive environment for the participants), with an average of 7 attendees per programme across the six programmes.
- Participants were referred by 48 different referral agencies, almost a different referrer for each individual participant, with three South Cambridgeshire-based referrers for the four participants.
- South Cambs-based participants' ages ranged from 35-74 (one person, prefer not to say). All the South Cambs participants were female.

Appendix A

- In addition to our Arts on Prescription programme, we have South Cambridgeshire residents on other programmes we offer. Over the past 12 months, South Cambs residents have attended the following programmes:
 - 3 x Michaelhouse Singers choir members
 - 2 x pottery participants (plus two carers)
 - 4 x Creative Café members
 - 1 x Art Adventure participant

Challenges:

- Have witnessed low referral numbers post-Covid, as people have still been feeling anxious about returning. However, they have been encouraged to see an increase in attendance in their current programme, being delivered in St Ives in collaboration with The Norris Museum.
- Building relationships with the Social Prescribers has been challenging, as there is high turnover in these roles and so maintaining up-to-date contact details can be difficult. However, over the past month they have worked to increase the number of referral agencies in their database and aim to improve their publicity and communications challenges going forwards, as part of our wider marketing and communications strategy which is currently under review.

Case study:

'My Social Prescriber suggested that I attend the Arts on Prescription programme after I had an injury to my head, two bereavements and I am slowly recovering from an abusive childhood. I have recently met my biological father which has been important as he is my only parent who gives me any praise. As you can tell things had been traumatic and this had increased my anxiety.

Because of the many challenging things that have happened to me I don't trust anybody. I either take flight or freeze but attending the Arts on Prescription programme has been really positive as it is such a safe space. I was not able to access my creative side as a child as I was put in front of the television, so it has been a great joy to attend this programme and I am upset that it is the final session today. I might attend the Creative Café as I now know the volunteers who run this.

For me, a big part of my recovery is ensuring that I am surrounded by the right people – the people here are lovely and supportive. After many years of alcohol abuse and being surrounded by negativity, I now need to stabilise myself. The programme has helped me loads, I feel safe to speak here and being creative with the group alongside me has helped me loads, I feel part of something and in a safe space.

After feeling exhausted and unwell this has been so good, I would like it to continue for maybe six months as it takes a while to feel settled within a group when you are struggling, and I am only just starting to feel really comfortable. It would be so good to either carry on with this programme or sign up for a new one.

The facilitators have been brilliant, particularly the counsellor who has been a life saver and has always been interested in my problems and is very kind. I am not used to kindness. The atmosphere is always really calm, and it is so important to have people leading the programme who are trained to help. The museum bringing artefacts was a particular highlight of the sessions, seeing the pots and then making work after looking at them.

I am hoping, one day when I am fully recovered, to give back to society by perhaps volunteering on a programme such as this. Maybe even work in this area.

Moving forwards:

- Are taking a much more hyper-local approach to their programme delivery, across all their programmes, and will be developing an exciting new collaborative programme in Northstowe, working with Northstowe Arts.'
- Currently have three South Cambs residents on the waiting list for our Autumn 2023 Arts on Prescription programme in Northstowe (which is being funded through our Service Support Grant 2023-2024), and two participants on a waiting list for an exciting new project in Linton - Creating Sense of Place, which is being run in partnership with Linton Library (and funded by Linton Parish Council).

Status: **Achieved objectives** (in 2021-22 they were below target as unavoidably affected by Covid 19 pandemic and an inability to run face to face sessions).

Cambridgeshire Older People's Enterprise (COPE)

About the applicant: COPE represents the older people of Cambridgeshire, ensuring their voices are heard.

Funding provided:

To develop the capacity and skills of members of the socially disadvantaged community of older people within Cambridgeshire so they are better able to identify and help meet their needs and to participate more fully in society. To disseminate news and information of interest to older people in South Cambridgeshire and provide representation of older people on some public sector meetings and groups as appropriate.

Outputs/outcomes 2022-23:

- COPE Membership is now over 2,700 with one-third being in South Cambs. A Bimonthly 20-page Newsletter is sent to all members by post or email and besides articles of general interest, provides details of all COPE activities, health and dietary advice, and details of other related groups and activities in the County.
- With the ending of Covid restrictions COPE was able to be more socially active and the first large social activity was the Jubilee Lunch at the Cambridge Regional College. 70 members attended with approximately half attending from South Cambridgeshire. The cost per member was £15.
- Social Clubs continued to be active with Queen Edith's Lunch Club and the St

Appendix A

Ives Afternoon Club being well attended-average attendance was 15 to 20. Talks were given at each meeting which were held once a month. The Orwell Friendship club, recently started, was very active with afternoon sessions every two weeks.

- The AGM was held on 18th July. The main speakers were the Managing and Commercial Directors of Stagecoach, who also answered many members problems with bus services. There were service and council providers with stalls and a light lunch was provided for 60 members.
- Provided for the first time in two years outings to Wicken Fen and the American Cemetery with talks from the staff. Unfortunately, due to the death of the Queen, the visit to Sandringham was diverted to Hunstanton, stopping at the Norfolk Lavender Fields. Also provided three visits to Wicken Fen thanks to the National Trust.
- A Christmas Lunch was held at the Bar Hill Hotel on the 13 December and was attended by 80 members
- Talking Together, phone-based discussion groups were held four times during the year. Discussions were held on environmental matters, art and literature, social and health needs, museums, historical and local events, etc. Each session had six discussion groups of 6-8 people with a facilitator and lasted 45 minutes over a four-week period. Zoom sessions have now been started, the first being a cookery class.
- COPE's main support for older people throughout the County has been to bring to the notice of all the problems being faced by older people. Letters were sent to all Anthony Browne and Lucy Frazer informing them of the problems being faced by the elderly - lack of cash and retailers refusing cash. Assurance was provided that the latest Finance Bill ensured that cash would remain legal.
- Have also highlighted problems created by Bank and Post Office closures and the digitalisation of so many services.
- Continually provided advice how to avoid scams.

Challenges:

- At present the Executive Committee only has six members and staffing is limited through lack of volunteers.

Feedback:

- "Many thanks for producing such an interesting magazine"
- "Thanks for the COPE news. Hoping we can all meet again soon"
- "Thank you very much for keeping COPE up and running in these difficult times and thank you also for the telephone call." (donation)
- "Just a few lines to say thank you for keeping COPE magazine going – a bit of normality during these challenging times."
- "COPE Newsletter is so full of interesting articles and many useful pieces of information. Thank you for a very friendly, amusing and helpful read." (donation)
- "COPE is an excellent organisation doing very important work very well."

Appendix A

- “Thank you for COPE newsletter which we have enjoyed. A very worthwhile enterprise.”
- “I think your work is great – well done. (donation).”
- “Many thanks and admiration for the wonderful work you all do at COPE. (donation).”
- “Thank you for keeping up our spirits through many of your good writing in the magazines as well as telephone calls.”
- “Many thanks for all that you do to bring encouragement to those who need it throughout Cambridgeshire.” (donation)
- “I enjoy the Newsletter, and know support is there when I need it.”

Moving forwards: SCDC Funding provided for 2024-27

Status: **Achieved objectives**

Category 2: Advice Services

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Citizens Advice	85,000	85,000	85,000	85,000	340,000
Disability Cambridgeshire	5,000	5,000	5,000	5,000	20,000
Disability Huntingdon (DISH)	3,000	3,000	3,000	3,000	12,000
Reach	4,110	4,110	4,110	4,110	16,440
Totals	97,110	97,110	97,110	97,110	388,440

Citizens Advice

About the applicant: Provides free, independent, confidential and impartial advice service to residents of South Cambridgeshire on their rights and responsibilities.

Funding provided:

- Provide a free advice service to South Cambridgeshire residents, recording all client data (using the PETRA reporting system), tracking the number of people helped, topic of advice and repeat visits
- Log outcomes from the advice given, recording the value of income gained, problems resolved, homelessness prevented, and effect on clients
- Measure and record client satisfaction with the services provided and record customer complaints
- Report the nature and number of advice requests generated through the touchscreen kiosks and tablets forming one element of the outreach strategy

Appendix A

- Monitor, on a monthly basis, the quality of advice given, to ensure the advice consistently meets the criteria set out by the CiTA QAA (quality assurance) system.

Outputs/outcomes 2022-23:

Figures, case studies and client feedback have been provided from

- Citizens Advice North Herts
- Citizens Advice Suffolk West
- Cambridge and District Citizens Advice Bureau
- Citizens Advice Uttlesford

Summary of key statistics:

- SCDC people helped = **5,151** (last year 5,081)
- Amount of work generated by clients = times seen (most need more than one session to get to point of resolution) = **9,365**
- Questions answered/ advice issues = **11,194**

Of those questions asked the top topic areas:

- Welfare rights = **3,640**
- Debt and money advice = **1,862**
- Housing = **1,139**

Income gains and debts written off for clients: Total = £2,662,467 (last year £3,949,851)

Challenges: please see full report in **Appendix B**.

Case study: please see full report in **Appendix B**.

Moving forwards: SCDC Funding provided for 2024-27

Status: **Achieved objectives** (see Appendix B for further information)

Disability Cambridgeshire

About the applicant: Overall mission is to empower people with disabilities and older people and their families and carers by providing information and advice about their rights, entitlements and the options available to them.

Funding provided:

- Support and representation of clients during all stages of benefit applications and, where necessary, representation at appeal tribunals
- Support for clients with other welfare-related issues such as social care assessments, self-directed support packages and independent living applications.

Outputs/outcomes 2022-23:

- In the first half of the year, they have provided a service to 10 South Cambridgeshire clients, of which 8 cases are now closed. Two cases relating to Personal Independence Payments remain open, and Disability Cambridgeshire have agreed with Cambridge Ethnic Community Forum (CECF) that these clients are a priority and will be supported by a CECF case worker. Disability Cambridgeshire intends to make the necessary legal arrangements and to reimburse CECF for the costs associated with this work.

Challenges:

- Have had ongoing operational and structural difficulties.
- Since April 2022, they had no paid employees owing to large numbers of employees on long-term sickness and have been reliant on one casework volunteer to deliver their service, who themselves then became ill.
- After two unsuccessful recruitment drives, they were unable to recruit to key positions.
- On 3 October 2022 the trustees, having sought to keep the service nominally open, took the unfortunate decision to close the charity
- **Case study:** None provided

Moving forwards: South Cambridgeshire District Council permitted the transfer of the remaining £2,500 of their grant, for the second half of the 2022-23 financial year, to Disability Huntingdonshire (DISH) who also receive funding from South Cambridgeshire. DISH will use this to extend their support, advice and advocacy service to clients in South Cambridgeshire in the remaining months of the 2022-23 period.

Status: Charity closed

Disability Huntingdon (DISH)

About the applicant:

Provide South Cambridgeshire residents with disabilities, and their families and carers, with an advice and information service, at an accessible location or, where necessary, in the client's home.

Funding provided:

- To make home visits as required to complete assessments and applications (15 home visits per annum)
- To provide face to face advice at DISH offices (15 advice sessions annually)
- To provide a telephone advice and signposting service. (At least 90 telephone enquiries dealt with annually)
- To prepare and take to court benefits appeals (At least 3 undertaken annually)

Outputs/outcomes 2022-23:

- Have increased the number of clients supported. This has been driven by the cost-of-living crisis and they have seen more requests for benefit checks.
- Can support the client with not just the benefit application. The client advocacy worker will work with the client if they have issues with food/fuel poverty etc, supporting the client to plan, liaise with the companies where they have an issue, referrals to food banks etc, encouraging them to access groups/events in the community. This is a very popular service and well received by clients.
- 17 Home visits completed:
 - 8 Papworth
 - 4 Cambourne
 - 2 Swavesey
 - 1 Elsworth

Appendix A

- Seven faces to face advice at DISH offices:
 - It is more inaccessible for people to come to Huntingdon, but they started their Outreach Sessions in April 2023 concentrating on Papworth first.
- Telephone advice and signposting service:
 - Have supported 53 people with not only benefit advice but with advocacy support, where clients have been supported with other issues such as fuel/food poverty and access to additional support such as food banks. We don't deal with enquiries as such, but we
- To prepare and take to court benefits appeals:
 - Tribunals are now a mixture of in person and conference calls and they have supported six appeals, five of which were successful. The sixth appeal was at the request of the client, but DISH had advised against.
- Total number of enquiries from residents in South Cambridgeshire:**53**
Proportion by gender, age group and ethnicity:
 - 20 males,
 - 33 females
 - All white British
 - 6-16 :1
 - 17-24: 3
 - 25-34: 10
 - 35-44: 12
 - 45-64: 13
 - 65+: 4
- Breakdown of the different ways in which DISH was able to help each client:
 - 6 preparations for appeal
 - 4 attendance allowance
 - 29 Personal Independence Payments.
 - 1 DLA
- Other advice provided:
 - 8 benefit checks
 - 5 pension credit checks
- Sum of benefits secured because of support from DISH (full year equivalents):
 - £32,150 AND £3,100 arrears.
- Details of complaints received, if any, and the outcome of any investigation of such complaints:
 - None received.

Challenges: The pandemic is still causing issues where people are concerned regarding home visits and the office is not accessible to those where transport may be an issue.

Case study:

Moving forwards:

- SCDC Funding provided for 2024-27

Appendix A

- Two workers are attending a debt management/ money management course, so DISH will be able to offer debt support in the not-too-distant future.

Status: Pandemic has still caused issues with face-to-face consultations, but they have **achieved objectives** in all other areas.

REACH Community Projects

About the applicant: Helps to tackle poverty in and around Haverhill, providing outreach debt advice, and income maximisation services via home visits in villages in the Southeast of South Cambridgeshire with monthly surgeries in Linton.

Funding provided:

- To provide an outreach project providing debt advice and income maximisation services through home visits in villages in the southeast of South Cambridgeshire district, and monthly surgeries in Linton.
- To identify at least 40 South Cambridgeshire households with poverty-related issues each year.
- To provide support for these households, for example, with benefit claims, managing debt and household budgeting
- To continue to provide monthly surgeries in Linton for the purpose of advice and support to households in need
- To continue to provide home visits where necessary to deliver support and advice

Outputs/outcomes 2022-23:

- Helped 45 families (79 beneficiaries, 59 adults 20 children) with issues in the South Cambridgeshire area. Are still working with 6 of these beneficiaries but the other 39 have been helped to a satisfactory conclusion.
- Dealt with a total of 53 issues. Of these, four were helping clients with client aid.
- Helped two families with debt. Two cases are still ongoing and of these, one Debt Relief Order (DRO) is waiting to be confirmed.
- Helped 22 clients with benefit issues including Welfare Benefits, Council Tax Reduction, PIP and attendance allowance- giving a financial gain of £22,298.80 in benefits across these families.
- Gave out 16 food boxes to clients in South Cambridgeshire. This includes 14 children and 17 adults.
- Increase in demand has resulted in employment of more staff including a Communications Team Leader, a Communications Co-ordinator, an Administration Officer and a Foodbank Project Manager. Outreach Advisors now have an additional 40 hours per week to spend with clients.
- Have produced leaflets and displayed posters in the library.
- Advisor and a volunteer attended the Wellbeing Week that was organised by South Cambridgeshire District Council at Linton Sports Centre.
- Built relationships with SCDC and CCC officers which has enabled the start the drop-in service at Linton Library,
- Attended the 'Make Lunches' programme at St Mary's Church Linton. St Marys Church partners with Transforming Lives for Good (TLG) and local schools,

Appendix A

together with friends from across the Linton community, to offer Make Lunch Club in the school holidays.

Challenges:

- Are still seeing the repercussions of COVID-19 where relationships in the South Cambridgeshire area did break down. However, the Outreach Advisers and Agencies and Services Manager have built up relationships with family support workers, health visitors, churches, and local schools. Most of the referrals for clients come through these relationships.
- Numbers of people requesting debt has increased in the last year, yet this seems to have steadied lately however now the energy grants have stopped we expect to see an increase in people requiring help.

Case study:

Granta Medical Practice based in Linton often refer clients to REACH and are extremely grateful that they have somewhere they can signpost people to for help, particularly benefit applications. Many are quite poorly or vulnerable and unable to deal with lengthy applications themselves.

- One lady in Horseheath had tried to complete a form herself on behalf of her husband but being his full-time carer, it had taken her a couple of months to try to complete it. She was over the moon to hear that they had been awarded Attendance Allowance which will go a long way in supporting her husband's needs.
- 'Betty' a 53-year-old disabled lady living alone in South Cambs was initially referred to REACH by the local medical practice. A home visit was made to help her complete a Personal Independence Payment (PIP) application as she has various medical issues and struggles to get around. Whilst the advisor was chatting with her it became apparent as to just how her health issues affect her, even with doing her own laundry. The Outreach Advisor decided to check if there were any kinds of funding available and was directed towards the Radley Charitable Trust who kindly agreed to donate £223 towards a regular laundry service. The Advisor also applied for a further £100 from Acts435 which means 'Betty' now has a total of £343 which will pay for approximately 10 weeks of laundry collected and delivered to her door, this will make 'Betty's life so much easier and hopefully if she's awarded PIP this will help her going forward.
- Advisor also visited another lady in the same village who has terminal cancer. Ann visited her in July after completing her form over the phone. She said, she didn't know how she would have completed the form herself and was extremely appreciative.

Moving forwards:

- SCDC Funding provided for 2024-27
- Have started running a Drop-In Centre from Linton Library every 2 weeks since 1st June.

Status: **Achieved objectives**

Category 3: Community Transport

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Royston & District Community Transport (RDCT)	6,000	6,000	6,000	6,000	24,000
The Voluntary Network	3,000	3,000	3,000	3,000	12,000
Totals	9,000	9,000	9,000	9,000	36,000

Royston & District Community Transport (RDCT)

About the applicant: Provide a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport.

Funding provided:

- To develop, deliver and publicise flexible community transport services across the district in conjunction with other service providers and in support of the Council in the implementation of their Community Transport Strategy.
- To promote the uptake of RDCT services in South Cambridgeshire, through targeted publicity and presentations (at least one per quarter).
- To promote volunteering to support RDCT South Cambridgeshire services in communities to meet demand for services, through targeted publicity and presentations (at least one per six months).
- To work with South Cambridgeshire District Council and others to explore opportunities to develop Demand responsive transport style services.

Outputs/outcomes 2022-23:

- 604 Clients on their database in 44 locations.
- Transport provided for 276 of those clients from 34 of those locations (5.5% decrease compared to last year's figure of 292).
- Total no of villages served: 34 (increase in 17.2% from last year's figure of 29)
- Completed a total of 2,235 journeys covering 34,536 miles (10.5% increase compared to last year's figure of 2,023)
- The journey reason breakdown: 74% medical, 16% shopping trips, 10% social trips
- March 2022- Chair of RDCT appeared on BBC Radio Cambridge to publicise RDCT and the services provided by the charity.
- Monthly newsletter is circulated within South Cambridgeshire to drivers/ volunteers and to a number of care homes and groups, county or district councillors who wish to receive it and via drivers to their appropriate passengers. The last Newsletter and the shortly forthcoming one will have 165 recipients.

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- Regular block adverts (space permitting this is four or five times per year) in the Listing Magazine which is circulated monthly in the SG8 village postcodes.
- Website details South Cambs as an area covered by the charity and explains to interested parties the services provided and how to book a journey.

Challenges: 484 cancelled bookings primarily due to postponement / rescheduling of hospital appointments.

Case study:

Moving forwards: SCDC Funding provided for 2024-27

Status: **Achieved objectives.** Although slightly fewer clients requested transport, the overall number of journeys provided for those that used the service increased by 10% compared to last year.

The Voluntary Network

About the applicant: Provides a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport. Their role is to deliver and publicise flexible transport services to South Cambridgeshire residents in the Haverhill area.

Funding provided:

- To develop, publicise and deliver flexible community transport services to South Cambridgeshire residents in the Haverhill area
 - To maintain a steady flow of new members such that the total number of members using the service on a regular basis increases at least 10% above the baseline figure (52 at February 2019)
 - To recruit new voluntary car drivers able to cover South Cambridgeshire areas
 - To actively promote the transport service to new potential client groups.
 - The number of members resident in South Cambridgeshire using the service on a regular basis, with breakdown by village
- *Total number of return journeys by South Cambs residents using the DAR service*
 - *Total number of return journeys by South Cambs residents using the Community Car service*
 - *Number of volunteer drivers operating in South Camb*

Outputs/outcomes 2022-23:

- Have reintroduced their community car service, recruiting two new volunteer drivers that have undergone all training and safeguarding.
- Have been grateful for the support of the Haverhill Town Mayor, as his nominate charity numerous events have been held to raise monies, all providing a good opportunity to promote our services
- Information has been renewed in local publicity points and with parish councils

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- Heavily promoted Warm Spaces initiatives, aside from the practical relief, it was an opportunity to highlight local community spaces, opportunities to engage.
- Total number of return journeys by South Cambs residents using the DAR service:
- Total number of return journeys by South Cambs residents using the Community Car service:
- Number of volunteer drivers operating in South Cambs:
- 940 South Cambridgeshire residents using the service on a regular basis (30% increase since last year's figure of 723):
 - Linton 588
 - Hildersham 46
 - West Wickham 203
 - Balsham 49
 - Abington 10
 - Weston Colville 44

Challenges: Have at time struggled to recruit volunteer drivers, which can sometimes limit resources.

Case study:

Assist a number of passengers who live in sheltered housing. One particular lady has explained that travelling with others to go to Sainsburys has enabled her to not only feel a little more independence but an opportunity to chat to fellow residents on the bus. Until then she had felt a little isolated, a little shy she was wary of otherwise intruding. She now feels more comfortable in her new home, improving her mental health and sense of place.

Moving forwards: SCDC Funding provided for 2024-27

Status: **Achieved objectives** Numbers using the service have significantly increased since last year.

Category 4: Fit to Learn

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Home Start	4,000	4,000	4,000	4,000	16,000
Totals	4,000	4,000	4,000	4,000	16,000

Home-Start Royston, Buntingford & South Cambridgeshire

About the applicant: To provide support to families in crisis or under stress in South Cambridgeshire.

Funding provided:

- To deliver the "Big Hopes, Big Future" school readiness programme to 10 families
- To deliver a volunteer training event

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- To work with local preschools and family support workers to identify at least ten families to be supported through the programme.
- To match a volunteer to each family identified, who will provide them with weekly support sessions (for between four and six months)
- To provide 6 weekly volunteer supervision (undertaken by the scheme coordinator) for the duration of the support
- To monitor the effectiveness of the services provided; the coordinator will conduct a review visit with each family supported every three months and at the end of support record the feedback from the family through a review questionnaire, in a final meeting between the family and the coordinator

Outputs/outcomes 2022-23:

- Have continued to network with other professionals including health visiting teams, family support workers, mental health teams, preschools, GP surgeries where we share information about this work. We are also part of the Granta Wellbeing Hub group and are featured in the How Are You (HAY) website for South Cambridgeshire.
- 10 families referred into the project are being supported. The majority of the support has returned to being face to face, however the development of digital and telephone services has meant that on occasions they have been able to offer these options when face to face has not been possible e.g., due to illness. This has provided more consistency for the families.
- Have seen some very positive outcomes for the families we have worked with including:
 - Children with improved confidence and self-esteem
 - Children being able to settle into preschool and school settings more quickly with less upset
 - Children with improved social skills including playing alongside and with other children
 - Children with increased literacy, numeracy and communication skills, specifically supporting a smoother transition to a preschool or nursery setting
 - Children with increased concentration skills
 - Parents with a better understanding and increased confidence about how their interaction can support their children to be school ready, both at home and when out of the home.
 - Parents with increased resilience, feeling less stressed with someone outside the family to offload to
 - Improved parent/child relationships as parents have been able to plan 1:1 time for each child more effectively and reduced stress levels have contributed to more positive interactions between parents and children
 - Parents more confident in accessing support from specialist services for themselves and their children
 - Parents more able to establish and implement routines which has helped alleviate levels of stress for example improving getting ready and out of the

house in time for preschool or school in the mornings or ensuring that important physiotherapy exercises can be managed into the daily routine.

- Have continued to market services, for example with health visiting teams, family support workers, mental health teams, preschools, GP surgeries. Are also part of the Granta Wellbeing Hub group where they can network with other potential referrers. Home-Start is included in the How Are You (HAY) websites for South Cambridgeshire. With high numbers of referrals, they have had no difficulty in identifying need and the development of their service.
- The South Cambs new Family Support Group in South Cambridgeshire has enhanced awareness of services, including the work around school readiness. This year our referrals have come from a broader referring group which reflects this.
- Continue to liaise with all the professionals that are involved with the families that we are receiving support.

Challenges: This year a higher number of referrals were received for families with complex needs. This has had a direct impact on staff time as there is an increased need to engage more frequently with other professionals including for some families attending Team Around the Family Meetings and writing reports.

Case study:

Jane was referred to Home-Start by her Health Visitor. With a history of significant poor mental health, including an eating disorder and multiple suicide attempts, Jane was again feeling low after the birth of her second child. The coping strategies she had employed previously to manage her mental health didn't work alongside her role as a mum and she was worried that her lack of patience and snappiness was having an adverse effect on her children, especially her eldest child who was 4 and soon to be starting school. He had become very clingy and was apologising much more frequently. Jane had no peer support network and no family support. Her partner found it difficult to understand Jane's poor mental health, so she felt unable to approach him for support.

What did we do to help?

Home-Start matched a home visiting volunteer with the family who visited weekly for a couple of hours. The volunteer provided a listening ear, someone for Jane to offload to. The volunteer took activities that promoted school readiness, developing literacy, numeracy and communication skills. The volunteer enabled the eldest child to establish a relationship with another adult outside of the immediate family, helping him to develop ways to communicate his emotions through drawing and role play. She provided consistent praise and reassurance to Jane and the children, and they all grew in confidence. She enabled Jane to have 1-1 time with each child, playing games, reading and finding the fun in parenting again.

What difference did it make?

Jane said that she felt more confident at the end of her support from Home-

Start. She felt more able to work with the preschool on her eldest child's transition to school, something she had been very anxious about. He was less clingy and Jane's relationship with both children improved. She was less stressed with improved routines, which helped her to find time for herself and manage other things like paperwork and household chores. Jane said that she felt happier about her eldest child starting school, feeling he was more prepared, he was more able to focus on an activity and was starting to recognise letters, some words and being able to count.

Moving forwards: SCDC Funding provided for 2024-27

Status: **Achieved objectives**

Category 5: Support for VCS

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
CCVS	10,000	10,000	10,000	10,000	40,000
Totals	10,000	10,000	10,000	10,000	40,000

Cambridge Council for Voluntary Service (CCVS)

About the applicant: Provides support services to community and voluntary groups in South Cambridgeshire; support and advise parish councils on community related projects and advise on non-statutory governance matters and to provide representation on the behalf of the Voluntary and Community Sector in South Cambridgeshire.

Funding provided:

- 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)
- Representation on the South Cambs Living Well Area Partnership
- Representation on the Crime and Disorder Reduction Partnership

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- Representation at other occasional and ad hoc district forums and meetings that require a Voluntary & Community Sector voice
- Sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions:
 - 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

Outputs/outcomes 2022-23:

- Delivered more advice and support by video call and there are very few in person queries, that said for complex issues it is sometimes better to sit with someone in person and we do still offer this.
- Actively promote their services but do not proactively contact groups as do not have the capacity. The one exception to this is that we try do monthly catch ups with a senior manager each month to allow us to build relationships, get an insight into issues and activities, and to offer support and coaching.
- Have altered the way enquiries are recorded due to the change in the way that they work and in the staff structure at CCVS- no longer have an office manager who often fielded the main calls and recorded the short easily managed queries. We no longer record these and only record those enquiries which result in us delivering a more substantial response.
- Have developed some new blogs in partnership with partners in Support Cambs. We have also continued to provide advice and support to groups that come to them with questions.
- Provided 333, 1-2-1 support sessions, either in-person, by video, phone or extended email. This represented over 430 hours of support services.
- The annual survey indicated that there was an ongoing preference for online training we have had positive feedback from the few in person courses we have run. Attendees welcomed the ability to make and renew connections with others but there was no additional benefit for the actual training.
- Have started to offer a smaller number of in person training opportunities for those subjects that work best in that way, this has included a session on Managing Challenging Behaviour and Supervision Skills for Volunteer Managers.

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- Ran 69 training session or support events, 24 of these were classified as networking events, and 45 webinars or training sessions. This includes 2 volunteer fairs, and 1 meet the funders event. We have had 1,264 bookings for these events.
- Have also developed 5 on-demand training modules for small groups through the Support Cambridgeshire partnership. This resource is free and available to Cambridge City groups.
- responses from those attending training: average score of 4.6 out of 5 for the overall quality of the courses.
- Continue to attend the Crime and Disorder Reduction Partnership (CDRP)
- Have worked with officers on a number of events including the ZCC work and the work to support Ukrainian families that have moved to the district. We have also worked on events around the Cost of Living and have had some connections with the work around winter warmth.
- Attended a number of place-based groups around Northstowe which has led to a number of enquiries and also to a number of the Northstowe groups joining CCVS to enable them to access support. Have also helped to broker a settlement in a group where relationships between committee members had totally broken down.
- continued to make improvements in Communication- adopting a consistent approach, using tools such as template replies to emails and requests, ensures that we are all sharing the same message, and being clear about how we can support organisations with their own campaigns, events, and recruitment.
- Monthly newsletters continue to achieve open rates beyond average. (Campaign monitor state that the 2022 rate for non-profits was 26.6%. Our average for this 6-month period is 34.8%).
- Subject specific news flash bulletins are also very well received, as are our Spotlight Bulletins which focus on one community organisation per month. We are operating a waiting list of organisations waiting to be featured, which is currently fully booked until November 2023.
- The 3 C's Communications network group is now well established, meeting quarterly. The group allows us to support larger numbers of people in comms roles in our community and allows them to gain valuable peer support in what remains a challenging part of their work.
- CCVS website received 800,141 hits from 51,473 unique visitors the volunteering and then training and events pages being the most viewed. There were also a lot of hits on job vacancy pages when they were promoted.
- Continue to deliver social media mainly through twitter and LinkedIn but also through Facebook. Engagement is increasing and LinkedIn remains popular among the non-profit sector. The total CCVS audience for all platforms is 5,841. Also manage the Support Cambs twitter account which has a further 1300 followers. CCVS Twitter account has grown to 4,138 followers which is an increase of 317 compared to the number last year.

Challenges: None recorded

Feedback:

“The training content was brilliant and has given me enormous amounts of food for thought and ideas for action.”

“Well done on providing excellent training sessions.”

“Thank you I found this training session really helpful and at a perfect pace.”

“Very grateful for the free training as we are a small charity, but will benefit from this workshop”

“Great training, I would be interested in more around this subject.”

“Learnt more about the funder, priorities and how to go about putting a funding application”

“Thanks as always for your support. Great clear, simple guidance that really makes a difference”

“I learnt a lot today, especially the recruitment and retention of volunteers and how to make ourselves more diverse”

“Would recommend this to all trustees both new and existing”

” It is such a great idea what you are doing, and we always share the email round to our colleagues as it is great to know about what else is happening out in the community.”

“I just wanted to say thank you again for making us your spotlight for March. It was a fantastic bit of publicity for us, and we’ve had a lot of engagement with the article through our social media”

“I can only imagine the time and effort (and link checking!) that goes into creating [the newsletter] every month so I wanted you to know it is appreciated 😊”

Extra Information:

- Are also awarded an extra £4000 per year to contribute to the Support Cambridgeshire funding website. The site is managed by Hunts Forum on behalf of the Support Cambridgeshire partnership. In the year 22-23 South Cambs postcodes saw the second highest number of people after Cambridge in the county using the site with 493 users making 1049 logins. This has resulted in £33,500 of bids made to people with a South Cambs postcode, but we know that many groups that are delivering across the district may have a postcode from the surrounding area.

Moving forwards:

- SCDC Funding provided for 2024-27
- We have not been recording a lot of the shorter enquiries this year but will look at how we do this going forward with the database and the development of a new monitoring strategy and plan.
- We are looking at what we would need to deliver hybrid events and depending on having the necessary equipment, we will look at running a small number of hybrid sessions, for subjects that work best in that way.

Status: Achieved objectives

Category 6: Combined Community transport and independent living

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Care Network Cambridgeshire	18,500	18,500	18,500	18,500	74,000
Totals	18,500	18,500	18,500	18,500	74,000

Care Network Cambridgeshire (CNC)

About the applicant: Support communities to involve local people to support each other both individually and through groups and activities.

Funding provided for 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

Funding provided for Independent Living:

Independent Living, Support for Parishes & Communities: Wellbeing Service (Project Catalyst) (different to agreement- is this ok?)

- Support clients who are newly experiencing low mood, anxiety or depression or those with existing low to moderate anxiety or depression.
- Through 'Trusted Friends' support clients to engage with community groups or activities that promote wellbeing.
- Contact communities and parish councils through a variety of means to provide information about Project Catalyst and support engagement. Including accessing associated wellbeing funding to support community activities.
- Through 'Check and Chat' provide weekly phone calls to clients experiencing social isolation.

Outputs/outcomes 2022-23:

- Meeting with Community Transport Association (CTA)- Development Officer for England attended. CTA are advocating at a national level for review of the current 45p per a mile cap. Car Schemes have been asked to contact their local MP to raise it at local level.
- Updated Coordinator Pack sent out to all scheme coordinators to share with drivers and other volunteers. Containing information on setting up and running a community car scheme.

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- Community Car Scheme leaflets updated on the Car Network website. These are specific leaflets for passengers, drivers and those with Dementia. Useful for new drivers, and new and existing passengers. Other uses include recruitment of volunteer drivers or publicising the car scheme at local events.
- CNC and CPCA (Cambridgeshire and Peterborough Combined Authority)- liaising with SCDC on updating the SCDC online community transport directory webpage.
- June 2022 Recruitment and Retention of volunteers for Car Schemes- presentation on recruitment and retention of volunteers for Community Car Schemes. Volunteer numbers have been impacted due to the ongoing pandemic, cost of living and fuel crisis. User friendly versions sent out in Word and PowerPoint.
- July and August 2022-Hot weather warnings and precautions sent out during these months to all car schemes due to unprecedented heatwaves. Importance for volunteer drivers and passengers to postpone journeys or take extra precautions.
- August 2022- CCS follow up meeting with CTA-A follow up meeting included an update from the Head of Policy and Campaigns. CTA had organised a national petition to Parliament. An opportunity for schemes in South Cambridgeshire to voice their concerns directly via a national survey by CTA.
- September 2022-Safeguarding updates, templates and information such as online material. Car schemes signposted to local courses such as safeguarding for Community volunteers.
- October 2022- CNC has been liaising with SCDC on transport generally for Ukrainian refugees who have settled in the UK as part of the Homes for Ukraine scheme. Exploring different ideas and connecting them with Cambridge Dial-a-Ride and St Ives Volunteer Bureau.
- October 2022 Bus Services (retender)-Car schemes were particularly worried about the sudden announcement of Stagecoach to pull out of many different routes on 30th October 2022. This would have left some villages without any bus service. There was an urgent retender of routes by CPCA which has resulted in all but 1 bus service route being covered. Many villages in South Cambs signed petitions to their MP.
- September 2022- CCS meeting with Parkinson's UK- Car schemes may be taking passengers who have recently been diagnosed with Parkinson's or those who have been living with Parkinson's for some time. Follow up presentation by Parkinson's UK sent out to all schemes for contacts and future reference.
- short section in the Think Communities Summer Newsletter in July
<https://sway.office.com/Ouzu1xCNPzyH7wCf?ref=Link>.
- Jointly developed an article for the SCDC resident's newsletter published in September 2022
- Updated the wellbeing webpage and included a link for SC Community Connectors, Community Development Officers and H.A.Y colleagues

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- Developed a wellbeing service information video for their webpage <https://care-network.org.uk/wellbeing/> and with the support of the SCDC Community Development Team- this was also distributed to all Parish and District Councillors in the area
- A member of the Wellbeing Team along with a member of the Community Navigator Team for South Cambridgeshire gave a short online presentation at the SCDC community support workshop on 20 June, outlining CNC services. <https://www.scambs.gov.uk/community-safety-and-health/communityaction/community-action-case-studies/>
- Through their Recovery and Resilience Grants they have funded another small group based at the Monkfield Practice in Cambourne and have a pending grant application for a craft group in Linton. All applicants are advised about the SCDC Community Chest for future funding.
- Were approached by SCDC to assist with the dissemination of grants to Ukrainian guests staying in the district. After some consideration and discussion this was taken forward in house by SCDC.
- Community Car Scheme meeting with Cambridgeshire Hearing Help-Information shared on how hearing loss might impact both passengers and drivers.
- Greater Cambridge Partnership meeting included a presentation on how the proposed Congestion Charge would work and its impact including current exemptions. Community Car Schemes expressed their concerns including geographic area of the proposal, volunteer car schemes not being included in the current exemptions and extra bureaucracy for volunteer drivers should proposals go ahead.
- Community Car Scheme Attended CTA (Community Transport Association) Regional Forums
- Community Car Scheme Attended a St John's Ambulance online information session on First Aid. It also included advice on the St John's mobile app for first aid that drivers and other volunteers can download onto their mobile should they wish, free posters and information on common conditions on their website.
- CNC Wellbeing Information Session where Coordinators and drivers were invited to attend
- Ability Net meeting to help individuals who are struggling to get online, with basic IT or maybe have a specific IT issue. CCSs and Good Neighbour schemes may come across more passengers that are finding that they may be digitally excluded as the shift to moving online continues.
- Attended Care Together Project meetings with CPCA and CCC.
- Relaunch of The Eversdens Scheme in March 2023, with Royston & District Community Transport Association taking calls on behalf of their volunteer drivers. CNC met with The Eversdens Parish Council Clerk and provided advice and help with re-launching a Volunteer Community Car Scheme with help also provided by CPCA.

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- Relaunch of Histon Impington and Girton (HIG) Scheme- “HI-Friends” were interesting in relaunching a car scheme in addition to the minibus service that is used for group shopping and outings in Histon and Impington. They recruited three local coordinators and set up a generic Gmail account. CNC emailed them the coordinators pack, templates, copies of our leaflets and responded to several queries including insurance.
- Worked to ensure that people in the district are aware of CNC provision- deployed staff and leaflets at events, via the CNC webpage and social media and on H.A.Y. South Cambs.
- Maintained awareness of partner developments such as JOY, through which they are now receiving referrals and have liaised where necessary with providers and referrers to ensure that this works smoothly for all parties.
- Participated in the Think Communities Consultation.
- Two colleagues staffed a CNC stall at the Bar Hill event for Wellbeing Week in October 2022
- Shared information about the wellbeing service available to individuals and grant support for groups, either from CNC’s Recovery and Resilience fund (up to £300 for grass roots community groups) or by advising of the SCDC Community Chest where appropriate.
- Visited two craft groups CNC had grant funded in the South Cambs
- In March 2023 the Wellbeing Manager delivered a wellbeing awareness raising session for volunteer car scheme drivers / coordinators, which included 6 South Cambs participants and we continued to support our own Care Network volunteers in South Cambs with check in calls, and by delivering both induction and wellbeing training to them.
- Have worked on redesigning / simplifying the CNC wellbeing leaflet in readiness for further outreach opportunities.
- Worked with six clients in South Cambs, five received staff support and the other engaged with volunteer check and chat support. Four other referrals received but two were out of scope, but both were given appropriate alternatives.

Challenges: None reported

Case studies:

Client X had had a stroke, which made communication more challenging. However, she did engage with the support, and through discussion was able to appreciate that she was aiming for currently unrealistic goals and that this was making her feel low. She modified her goals to more manageable targets, such as making sure she accessed all the upcoming medical appointments she needed to aid her recovery. She is now also planning on attending weight loss classes to reduce health risks. One client initially had staff wellbeing support due to her very low mood following a bereavement and a stroke. The client progressed well and then took up our offer of a check and chat volunteer to increase her social contact whilst she continued to build her strength after hospitalisation following a fall. This had been going well, but when the volunteer became concerned that she was unable to contact the client we

discovered that she was back in hospital again. We keep contact with clients throughout their ups and downs and clients find this continuity reassuring and helpful. We have agreed to resume support when the client is ready.

Orwell Community Car Scheme on The Eversdens relaunching a scheme- “That is wonderful news. We in Orwell have tried to help them (The Eversdens) but found it difficult due to the increase in demand from our own villagers, so this is great news and I wish them well.” Coordinator, March 2023

Fulbourn Feast -26 June 12-5pm

'Having had a large number of hospital appointments to attend over a long-ish period, I cannot exaggerate how helpful the Fulbourn Car scheme has been to me. The very kind volunteer drivers are always ready to help as though it is no trouble. A very big, 'Thank you' to al/ involved. ' (Quote from community member who described themselves as a big fan of the car scheme).

Moving forwards: SCDC Funding provided for 2024-27

Status **Achieved objectives** for both Community Car Schemes and Independent Living

Category 7: Planning and Economic Development

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Farmland Museum	8,500	8,500	8,500	8,500	34,000
Totals	8,500	8,500	8,500	8,500	34,000

See footnote 2 to main report.

Category 8: Housing and Homelessness

Organisation	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Cambridge Cyrenians	1780	1807	1845	1845	7,277
Cambridge Re-Use (previously known as SOFA)	1800	1827	1865	1865	7,357
Cambridge Women's Aid	8500	8627.50	8809	8809	34,745.50
Total	12080	12261.5	12,520	12,520	49,379.50

Cambridge Cyrenians

About the applicant: Provides a range of accommodation, support and specialist services for homeless men and women.

Funding provided:

To contribute to the maintenance and upgrade of computers & IT support provided to service users. Cyrenians provides a PC and internet access for residents in each of our houses to enable them to bid on-line for housing, apply for benefits and search for work. This equipment has proved invaluable throughout the pandemic providing residents with more options to remain in contact with friends, family and external support.

Referrals are typically for people with an increasing level of need, including successful referrals from ex-offenders, many coming directly from prison, with significant drug and mental health issues.

Outputs/outcomes 2022-23:

- This reporting period was less dominated by covid with just a few isolated cases within our resident community.
- The delivery of Streets to Homes begun in April 2022
- Expanded their service adding 3 extra older homeless supported bed spaces by converting their old office back into accommodation following our move to new offices at 3 Signet Court.
- Accommodated 18 new residents with a connection to South Cambridgeshire. See referral examples below for more details. This represents 18% of the people newly accommodated over the year having a connection to South Cambs.
- Saw an increase in the number of referrals to the service to 240 and of this, they were able to house 91.
- Have successfully seen a number of residents move on successfully into social housing, private tenancies and returning to friends and family, and positively moved on or through a high number with a 60% planned move-on rate.
- Continued to provide two female only houses, a full-time mental health practitioner, a dedicated older homes floating support service to clients living in the community and a flourishing allotment project.
- Now have all properties that are able to be serviced by Virgin fibre switched over which has helped to increase internet speeds in the houses.
- Have continued to support residents with applications to Cambridge Online to equip them with their own IT equipment enabling them to better engage with online support and families in the privacy of their own room.

Challenges:

- continued to see an increase in eviction for rent arrears: 10 residents evicted due to their behaviour and 5 residents being recalled to prison- this reflects the increasing level of need seen in referrals and the increasing numbers of residents suffering multiple disadvantages.

Case study:

Appendix A

1. Male, age 46, referred by Cambridge City Council Housing Advice Service. At the time of the referral, he was in prison and was due for release 8 days later. He was currently in prison for domestic violence towards an ex-partner. The offence was very serious and included threats of rape to the victim and her daughter, burning the victim, using weapons such as an axe to intimidate and various times of hitting the victim. The referral did state that the risk was mainly to partners and their children, and he had shown no aggression to probation or prison staff. He also had past offences for dangerous driving, common assault and domestic violence against someone else. When interviewed he admitted to previously having used alcohol heavily which he said contributed to his offences and he stated that he had done work in prison and with probation to try and not re-offend. For example, he took part in a building better relationships course and had engaged with health services about his drinking and his depression. We spoke to his probation who had plans in place for when he was released and stated that he had engaged well with them. We decided that due to him working well with services and him attending courses around his offending behaviour that we could house him in our ex-offender's project. He currently is still housed by us.

2. Male age 33, referred by South Cambs District Council (SCDC). He had previously been arrested for Rape of a Child under the age of 13 with the offence being carried out over a 6-year period; the offence was committed against the daughter of a family friend who the Male had built up trust with. When he was referred to us, he had recently been released from prison. He was in prison for breaching conditions probation had set him, he had moved in with a woman and her 10-year-old daughter, which was forbidden under his licence conditions. He was currently housed in an Approved Premises. At interview, he showed no remorse for his offence and claimed he was innocent. He also stated that he did not use drugs or drink alcohol; he did say he suffered with a panic disorder which he was getting support for. When considering him for our accommodation we looked at his OASys report, which stated he was high risk of serious harm to children, which means the risk is imminent and likely to have serious consequences, he was low risk to staff and public. After speaking with his probation worker, interviewing him and liaising with SCDC we decided we could house him in our short stay accommodation. We then needed to contact the Public Protection Unit (PPU) who have to legally say if he is allowed to live at the address. We did raise the issue of the property being near a park, but the PPU said this was acceptable. He is now living in our short stay accommodation; we did not consider the ex-offenders project as we felt his safety would be at risk in this project due to his offending history.

3. Male, age 45, referred by Probation Services. At the time of referral, he has recently been released from prison and was in CAS3 accommodation, which provides accommodation for up to 84 nights for prison leavers. He had been in prison for 20 weeks; the offence was domestic violence and assaulting a police officer. He also has previous offences for assault and domestic violence. We had

previously housed him in our ex-offenders project where he was evicted for being part of an attack on another resident. A lot of his previous offending history had been committed when under the influence of drugs. He was classed as medium risk of violence by probation and medium risk to staff, however after speaking at length to his probation officer the risk to staff was mainly towards police officers. At interview, he spoke about how he was now no longer using drugs and he spoke at length about goals he had, such as finding work, attending acupuncture sessions and trying to find new hobbies. He appeared to be genuine in wanting to make an effort to try to make improvements and he was very honest about past mistakes. When we had, previously housed him despite him being quite complex staff did manage to engage with him. Due to the fact, we felt he had clear goals, acknowledged past mistakes and he had engaged with staff well previously we decided we would accept him for accommodation, and he moved into our ex-offenders project.

Moving forwards: SCDC Funding provided for 2024-27

Status: Achieved objectives

Cambridge Re-Use

About the applicant: Provides low-cost household goods to low-income families in Cambridge and South Cambridgeshire

Funding provided: to contribute to the cost of running a furniture van which is used both for collecting donations of household goods and for delivering purchases to customers' homes.

Outputs/outcomes 2022-23:

- Despite the economic downturn and cost of living increases have achieved some positive results: helped 113 South Cambs households (226 beneficiaries). A slight increase against last year (106 households). Of these households: 90 were new referrals, most of whom (80%) self-referred. Of these beneficiaries 84 were children under 16 and 142 adults – a similar proportion to last year.
- Saw a decrease in the number of households wholly on benefits. Last year 100% were on benefits: this year 40% of families had income from work to support themselves. This could be due to a change in a different type of family using us who seem to be less reliant on agency referrals.
- In terms of housing accommodation, figures are similar to last year: 43 (38%) live in Council Housing, 51 (45%) in Housing Association 16 (14%) in Private tenancy
- 27 (23%) of applicants had a disability, compared to 40 (37%) last year - a 14% drop in applications with a disability.
- The trend of households self-referring is continuing which they believe is due to the extra work they have put in to increase access services through online community media platforms (i.e., Facebook and Gum Tree) which means families are finding their own way to them.
- Furniture poverty in the most vulnerable households in our community still exists. In total, over 400 households are supported (nearly 900 beneficiaries) in the City and wider Cambridgeshire area.

Appendix A

- Are continuing to provide much needed volunteering opportunities for over 30 volunteers in any one week.
- A recent initiative to open to the general public has provided much needed revenue.

Status: Achieved objectives

Cambridge Women's Aid's (CWA)

About the applicant: CWA has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years. CWA continues to offer a free and confidential service based in the community to support those affected by domestic abuse, either directly or by supporting those who know them or work with them. The outreach team offer emotional and practical support, including expert guidance and advocacy in navigating systems to help women access their legal, welfare, housing and justice rights.

Funding provided: to help finance the Outreach worker for the South Cambridgeshire area.

Outputs/outcomes 2022-23:

- Helped to obtain occupation orders to exclude perpetrators from accommodation
- Provided support and advocacy to have accommodation put into the survivor's sole name
- Provided support to manage the risk of harm the perpetrator posed through advice, safety planning and joint working with other services
- Helped to look at housing options and support move in a planned way where they could not safely remain in their current home
- Provided support and advice to obtain alternative accommodation in other areas
- Provided support and funds to help set up a new home from scratch
- Continued to support on a range of domestic abuse issues to prevent future related homelessness
- Helped survivors evidence their experiences of domestic abuse to support their application for relief of their homelessness despite an assumed lack of local connection.
- Provided accessible, safe support on a range of issues that may lead to homelessness
- Offered appointments with highly trained, experienced specialists in the field during normal working hours
- Provided support out of hours in a crisis.
- Raised awareness of domestic abuse with professionals and our communities to particularly support early intervention. in September 2022 which was attended by South Cambridgeshire District Council (funded by a separate £4,000 donation obtained by CWA)
- Supported preparations of the Cambridge City Council 16 Days of Activism event at the Guildhall (attended by South Cambridgeshire District Council)
- Provided training to South Cambridgeshire District Council elected officials

Appendix A

- Trained 147 community member to spot and respond to domestic abuse
- Were a key partner agency in the It Takes a City Women and Homelessness Group working to set up and improve provision for women at risk of street homelessness in the city
- Secured additional funding from the Rosa trust, in order to develop further opportunities for local housing services to consult with an expert survivor group
- 358 clients were supported by CWA in the year:
 - South Cambridgeshire = 130
 - Cambridge city = 215
 - East Cambridgeshire = 42
 - Huntingdonshire = 1
 - Fenland = 1
 - Out of county = 5
- Weekly group therapy was provided to 11 women
- 27 survivors attended the CWA Survivors Conference in September 2022 to share their lived experience of domestic abuse with key community services to generate improvements to local provision.
- 40 specialist play therapy sessions were provided to children moving on from the refuge
- 17 peer support art group sessions were held and had 96 attendances by 12 women
- 12 women attended the 7-week Power to Change Course

Challenges: None reported

Case study:

Case study 1-Alina* called us after initially calling Impakt Housing on 27th December and learning from their out-of-office message that their domestic abuse outreach service was closed over the Christmas/New Year period. Our service was still available and open access during this period. She was in a hotel after fleeing to Cambridge from a different area. She didn't understand the housing process, so we helped her to understand what would happen at each stage: how to apply as homeless due to DA; what temporary accommodation means; and how the bidding process works. We provided a supporting letter for housing to help explain the situation and offered to work in partnership with the housing officer in communicating with Alina. This helped to address her anxiety about the process. Alina struggled while living in temporary accommodation, and we helped to meet her practical and emotional needs to enable her to continue engaging with support. We supported her to register with a GP to address her health issues and let her know where she could access suitable healthy food in the community. We provided pots and pans, foodbank vouchers, and supermarket vouchers. We offered to connect her with the Solidarity scheme at Emmaus to help get hold of household essentials and gave advice about local sources of second-hand furniture. She has now successfully resettled and is still engaging with us. We are now supporting her to make links in the community, by providing art group, helping to find bus routes so that she can

Appendix A

start employment, connecting her with a local community crafts group and the Cambridge Women's Resources Centre, and helping her to feel established in her new place.

Case study 2

Bea* came to our outreach service after fleeing from elsewhere in Cambridgeshire. Her temporary accommodation was close to the perpetrator of the abuse, and she was still working and keeping her children in their school, so we did lots of detailed safety planning with her, to keep her safe while she was in temporary accommodation. We provided a supporting letter and helped her to navigate the process of applying for housing, until she was successfully rehoused. Bea faced major emotional challenges due to the stress of keeping safe while moving between various different accommodations, at the same time continuing her job, and maintaining a sense of normality for her children. We provided a listening ear and helped with some last-minute practical problems associated with moving. She struggled financially with the expense of her moving costs and deposit coming at once, and we provided food vouchers to help her manage. There were no white goods in her new accommodation, so we applied to Children in Need and Cambridge Aid to ensure she had a cooker and fridge-freezer so that her and her children could have healthy and affordable food. The risk from her perpetrator has now passed, and due to the support from housing and CWA she has been able to maintain her family's safety, economic independence and important social connections through school and work.

Case study 3-Zainab* came to our service in October, just as Impakt's Domestic Abuse Support Service (DASS) was taking over as the new outreach service in Cambridgeshire. She needed to be resettled safely as part of a planned move from a refuge in another part of the country and was therefore considered homeless. When she contacted us, we initially signposted her to DASS for support, but she came back to us after three weeks, as she had not received a response in this time. After four weeks, she was told by DASS that there was a three-week waiting list for support. By this time, she had completed her move, had no local friends or connections, was struggling to afford food due to debt and inadequate universal credit payments which did not cover the cost of living, and was living in her new home with no furniture whatsoever. She had an unmanaged health problem which left her struggling to manage the stairs to her flat but did not know how to register with a local GP as no one had explained this to her. We tried to liaise with DASS while at the same time working to meet Zainab's immediate needs ourselves. We liaised with DASS about what support they were providing and to help her understand what they were offering – English is not her first language, so she found it difficult to understand. We offered to help interpret DASS's support for her, but they declined this. We gave her a £200 voucher to buy essential household items, applied to Cambridge Aid for a grant for a fridge-freezer, and linked her with Citizen's Advice to apply for the Cambridge Local Assistance scheme. We applied to the Nurse's Trust to help her get a cooker. We linked her with Cambridge Community Kitchen so that she could get hot meals in the meantime and gave her a foodbank voucher and

a groceries voucher so she could afford to eat. We found her local doctor's surgery and helped her to register. At Christmas, we gave her vouchers from our donations so that she could buy herself a present and some nice food. We have stayed in touch with her and offered to help link her up with local community activities such as coffee mornings, our art group and groups offered by the women's resources centre.

Case study 4-Diane* is a long-term service-user of CWA, who has sought support from us when needed over the past 2 years. We previously supported her with getting a non-molestation order against her ex-partner, to allow her to remain in her home until a managed move could take place. She recently came back into our outreach service with a number of complex issues related to housing, while she was waiting to be allocated a housing IDVA. She had been offered a property but was unable to pay the deposit; we funded this out of our Flexible Funding so that she could secure the property. She was being charged for damage to her previous property, which was caused by her abuser, as part of a police-recorded domestic abuse incident; this was also hindering her move, while repeated letters requesting payment for the damage he had caused were affecting her mental health. We liaised with housing in order to resolve the situation. Her universal credit payments had been frozen as a result of her ex-partner's economic abuse, so we contacted the vulnerable person's worker at the DWP in order to have these reinstated. She had no money to cover the cost of a removal van, so we offered a donation to pay for this, so that she could afford to move her belongings to her new home.

*All names have been changed

Case study 5 – in the words of a survivor who shared her experience with the Cambridgeshire and Peterborough feedback project

"The relationship had ended, and a Police officer had come to take my statement after I reported a Burglary - my ex-partner had taken the laptops and the children's passports from my home. As I spoke to the officer, explaining what had been going on, tears came, along with the realisation that my ex-partner wasn't just vile, but that he was abusive. In that moment I realised I had been a victim of abuse. From that moment, there was a bit of a domino effect, and I was contacted by lots of different services - Early Help - IDVA - MARAC - The Bobby Scheme.

I was overwhelmed at the help that was out there; help I didn't even know existed. The support I received led me to Cambridge Women's Aid - the service that I feel has had the most life changing impact for me. I'd been signposted to them for support and was allocated the most amazing support worker. The support worker was so understanding of my situation and their constant support and validation has helped me endlessly. It's helped me to get out of bed every morning and face the day.

It's helped me to support my children better. It's helped me to understand that the blame and the shame is not mine to carry. It's helped me to understand domestic abuse and recognise controlling, coercive and manipulative behaviour. It's helped me to know that I'm not alone and prevent me from falling into deep depression and despair.

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I was able to get support without having to go through question after question, without having to relive it all.

In the height of my despair, my support worker recognised that my anxiety and depression were connected to the negative connotations associated to my bedroom. It was with their advice I was able to change the room, to remove subconscious negative energy. I removed the door to create an open space, removed a bookcase, repainted the room and changed the position of the bed. I felt better, but the most important thing was the carpet, it still smelt of him, it still reminded me of him and the things I'd experienced. My support worker suggested that ripping up the carpet could be good for me, and when I explained that I couldn't afford to replace it, they applied for funding for me to get a new carpet. It made a huge difference and it meant everything to me. I don't think I would have made it through everything without the support of Cambridge Women's Aid. They've been a shoulder to cry on, and ear to talk to. They've helped me to understand that it's okay to ask for help without embarrassment.”

Status: Achieved objectives

**Full Year Report from the CA service in
South Cambridgeshire
2022 - 2023**

Figures, case studies and client feedback have been provided by the 4 supported by SCDC:

- Citizens Advice North Herts
- Citizens Advice Suffolk West
- Cambridge and District Citizens Advice Bureau
- Citizens Advice Uttlesford

Summary of key statistics:

South Cambridgeshire DC people helped = **5,151**

Amount of work generated by clients = times seen (most need more than one session to get to point of resolution) = **9,365**

Questions answered/ advice issues = **11,194**

Of those questions asked the top topic areas:

Welfare rights = **3,640**

Debt and money advice = **1,862**

Housing = **1,139**

Income gains and debts written off for clients:

Total = £2,662,467

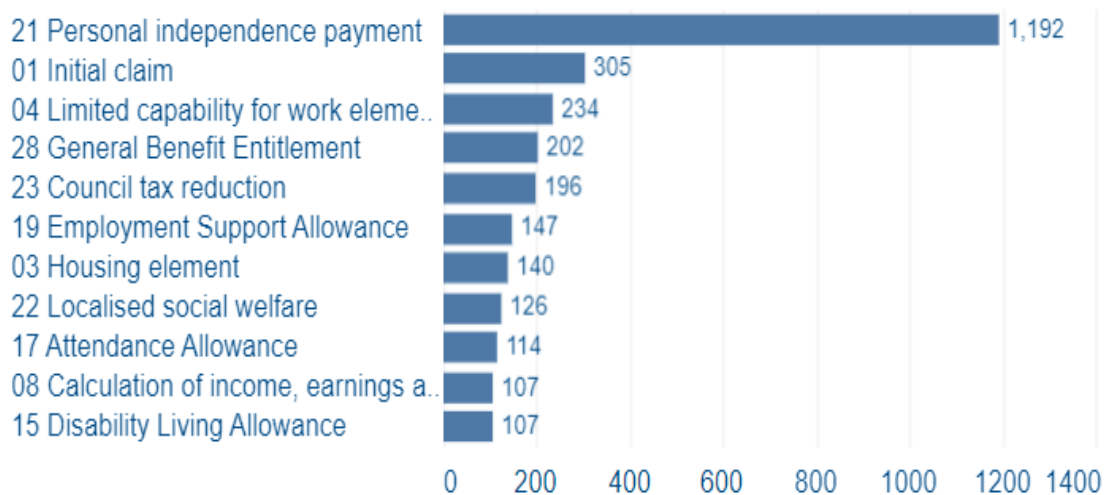
Outcomes

Income gain	£1,661,049
Re-imbursements, services, loans	£26,115
Debts written off	£552,727
Repayments rescheduled	£115,523
Other	£307,053

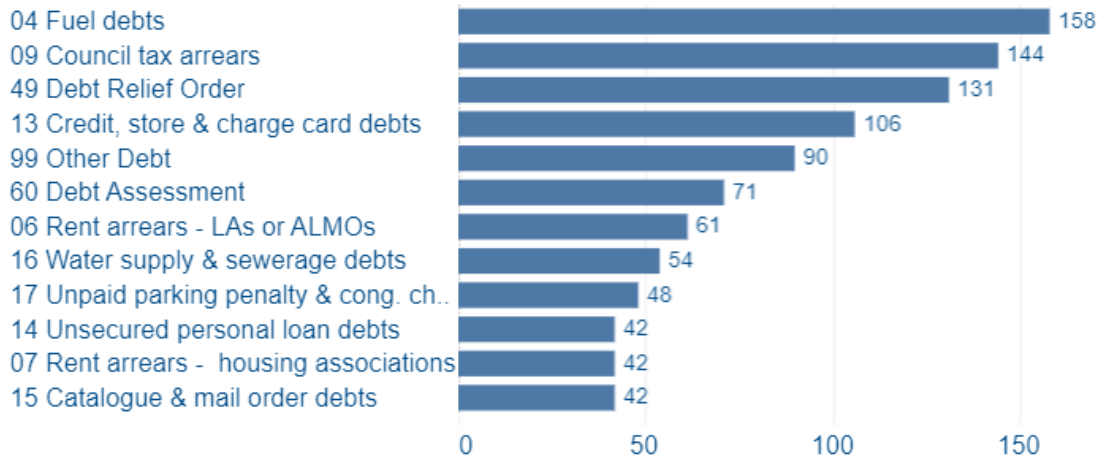
Issues

	Issues	Clients
Benefits & tax credits	2,582	740
Benefits Universal Credit	1,058	368
Charitable Support & Food Ban..	665	314
Consumer goods & services	293	171
Debt	1,292	389
Education	56	41
Employment	670	271
Financial services & capability	570	339
GVA & Hate Crime	47	29
Health & community care	220	111
Housing	1,139	476
Immigration & asylum	276	118
Legal	469	288
Other	44	42
Relationships & family	901	367
Tax	93	80
Travel & transport	141	95
Utilities & communications	678	275
Grand Total	11,194	

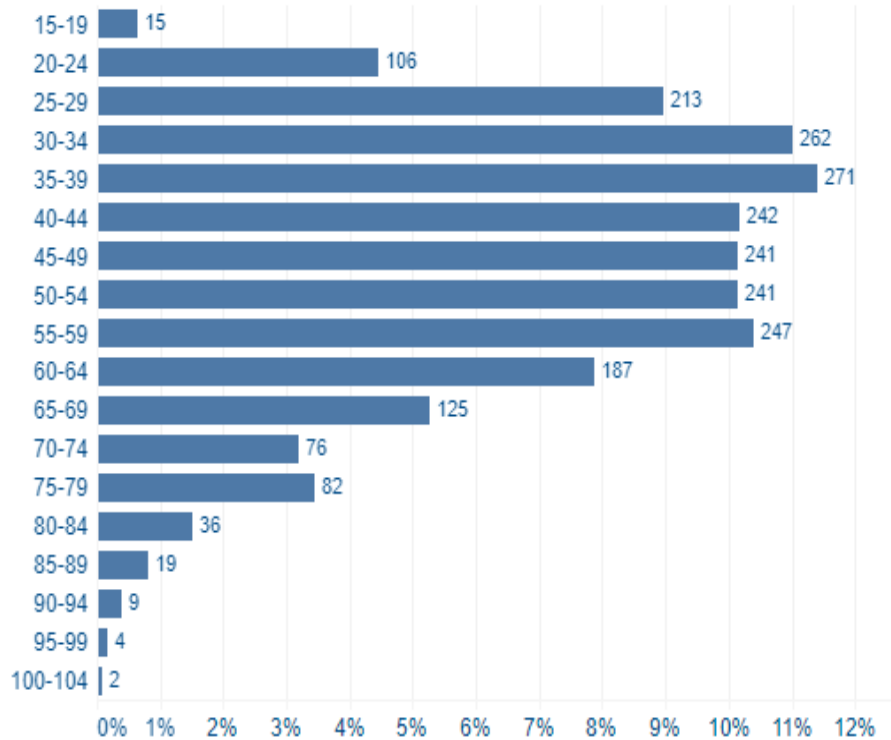
Top benefit issues



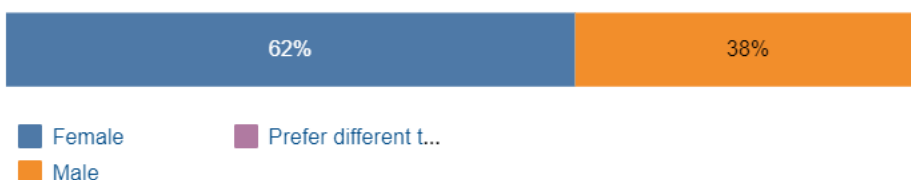
Top debt issues



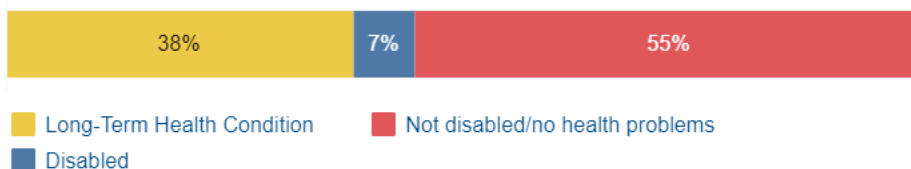
Age



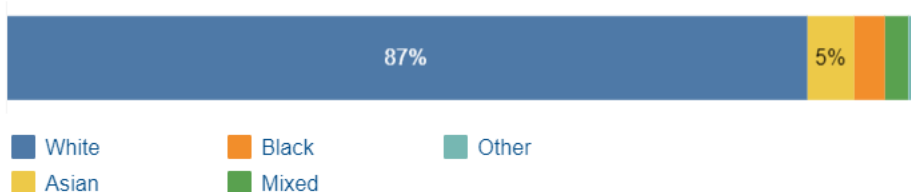
Gender



Disability / Long-term health



Ethnicity



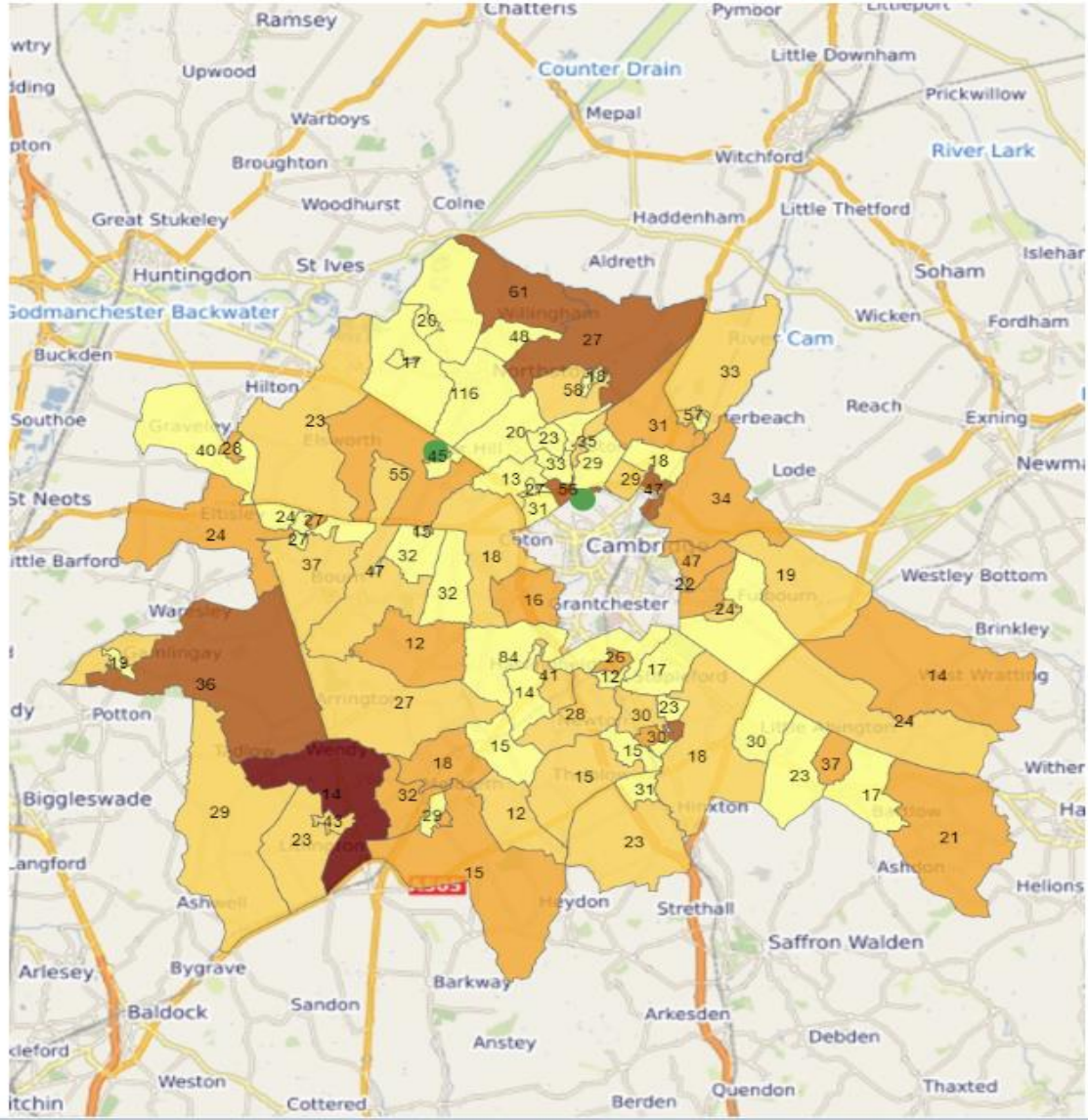
Outcomes

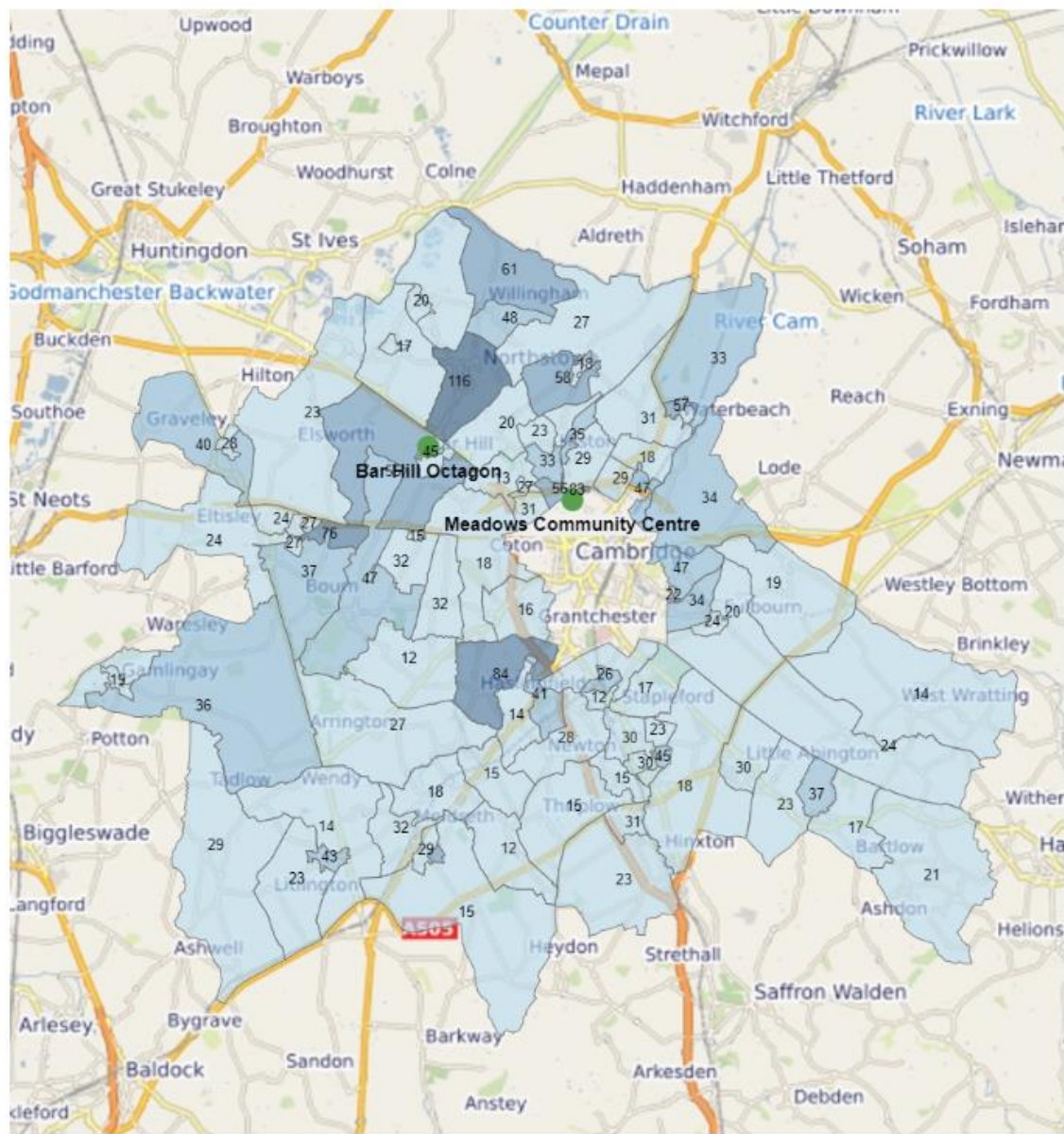
Financial Outcome Category Outcome		Clients	Number of outcomes	Total Value	Outcome per client	Avg outcome
Debts written off	Bankruptcy	2	2	£68,281	£34,141	£34,141
	Debt write off - other	18	20	£74,773	£4,154	£3,739
	DRO - debt relief order	30	31	£409,673	£13,656	£13,215
	Total	48	53	£552,727	£11,515	£10,429
Income gain	£150 Council Tax Rebate	2	2	£325	£163	£163
	£150 Disability payment	4	4	£600	£150	£150
	£400 Energy Support payment	7	7	£2,802	£400	£400
	£650 Cost of Living payment	3	3	£1,298	£433	£433
	ADR - used successfully	1	1	£15,900	£15,900	£15,900
	Advance Payment requested	1	1	£335	£335	£335
	Application made to govt scheme for financial help/energy efficie..	12	13	£2,895	£241	£223
	Benefit / tax credit gain - a new award or increase	163	318	£1,110,468	£6,813	£3,492
	Benefit / tax credit gain - award or increase following revision or ..	37	81	£282,322	£7,630	£3,485
	Benefit / tax credit gain - Money put back into payment	2	2	£1,149	£575	£575
	Better deal through switching supplier	13	13	£3,638	£280	£280
	Better deal with same supplier	29	30	£11,226	£387	£374
	Budgeting change	42	60	£119,645	£2,849	£1,994
	Charitable payment	78	110	£29,817	£382	£271
	Child maintenance received	2	2	£4,072	£2,036	£2,036
	Enforcement action taken	1	1	£480	£480	£480
	Financial gain	12	13	£2,250	£188	£173
	Fuel Voucher	23	25	£1,307	£57	£52
	Other (financial)	10	14	£28,854	£2,885	£2,061
	Other savings achieved	5	5	£1,278	£256	£256
	Reduced costs from energy efficiency behavioural change	2	2	£486	£243	£243
	Tax - other (financial gain)	8	8	£2,430	£304	£304
	UC claim submitted	5	6	£37,472	£7,494	£6,245
Total	310	721	£1,661,049	£5,358	£2,304	

Other	Able to access / engage in community activities	1	1	£0	£0	£0
	Additional evidence for completion of the claims process succes..	1	1	£0	£0	£0
	Bailiff's action stopped/suspended/prevented	2	2	£0	£0	£0
	Benefit / tax credit maintained	3	5	£18,545	£6,182	£3,709
	Benefit cap or under-occupation - action taken to mitigate	1	1	£9,600	£9,600	£9,600
	Cambs Central Aid	1	1	£150	£150	£150
	Claim or complaint - not possible	1	1	£0	£0	£0
	Claimant Commitment amended	2	2	£0	£0	£0
	CLAS	1	1	£310	£310	£310
	Client familiarised with how UC works and what it means for them	5	46	£0	£0	£0
	CO awareness increased	2	2	£0	£0	£0
	Complaint resolved	1	1	£938	£938	£938
	Cost of Living fund	1	1	£100	£100	£100
	Creditor action stopped/suspended/prevented	1	1	£780	£780	£780
	Debts repaid	10	16	£41,458	£4,146	£2,591
	Ely Foodbank	1	1	£100	£100	£100
	Enforcement action avoided/suspended	1	2	£345	£345	£173
	Financial Capability	1	1	£25	£25	£25
	Financial planning for the future	3	3	£0	£0	£0
	Financial situation stabilised / debts under control	4	10	£25,187	£6,297	£2,519
	Full and final settlement	2	2	£12,353	£6,177	£6,177
	Homelessness delayed	1	1	£350	£350	£350
	Homelessness prevented - remained in home	4	4	£26,000	£6,500	£6,500
	Household Support Fund	3	3	£330	£110	£110
	Housing - Tenancy sustained following advice	1	4	£0	£0	£0
	Improved health / capacity to manage	86	148	£31,992	£372	£216
	Improvement in EPC rating	1	1	£0	£0	£0
	Income Maximisation	4	5	£2,211	£553	£442
	Legal aid obtained - successful	1	1	£0	£0	£0
	Moratorium / Agreeing a period of time when you made no paym..	2	4	£7,900	£3,950	£1,975
	Not liable for debt	2	2	£21,402	£10,701	£10,701
	Other	2	2	£76,976	£38,488	£38,488
	Other (non-financial)	6	7	£0	£0	£0
	Request to be added to Priority Services Reg / Special Ass Reg	2	2	£0	£0	£0
	Tax - other (non-financial)	1	1	£458	£458	£458
Terms or conditions maintained/enforced	2	2	£2,782	£1,391	£1,391	
Trussell Trust Food Banks	8	14	£2,078	£260	£148	
Uttlesford - BTU Project - Improved Quality of Life	3	6	£22,139	£7,380	£3,690	
Uttlesford - BTU Project - Reduced Isolation	2	2	£2,543	£1,271	£1,271	
Total	137	310	£307,053	£2,241	£990	
Re-imbursments, services, loans	Energy efficiency measure installed	3	3	£761	£254	£254
	Financial assistance - fees & maintenance grants/waivers	1	1	£1,000	£1,000	£1,000
	Financial gain/improvement	4	4	£9,407	£2,352	£2,352
	Food provision / referral	42	46	£2,962	£71	£64
	Goods or services provided	28	32	£10,323	£369	£323
	Health charges reduced or eliminated	1	1	£96	£96	£96
	Refund / Repair / Replacement agreed/scheduled	1	1	£66	£66	£66
	Tax rebate	10	10	£1,500	£150	£150
	Total	81	98	£26,115	£322	£266
Repayments rescheduled	DMP - debt management plan	8	8	£105,406	£13,176	£13,176
	Repayment negotiated	3	4	£7,478	£2,493	£1,869
	Token payments	2	2	£2,640	£1,320	£1,320
	Total	13	14	£115,523	£8,886	£8,252

Index of multiple deprivation

8,852 32,840





Case Studies

- a) **Client A** was diagnosed with a form of Autism as a teenager. She endeavours to live as independently as possible, but needs help with daily living (cooking, managing money, travelling) and decision making. However, she is able to work/volunteer.

Client A received Disability Living Allowance for many years, but this was withdrawn in 2018. Her complex care situation is difficult to explain on an application form - as a result, her application to be transferred onto Personal Independence Payment was turned down. Client A had been managing without this extra income for several years.

A friend recommended that Client A should contact Uttlesford Citizens Advice for a general benefit check and advice.

One of our disability benefits volunteers visited Client A and members of her family to help them complete the complex application form for Personal Independence Payment, which was initially turned down again. We disagreed with the decision, so requested a reconsideration. Over the next five months, we worked with Client A's family, her GP and consultant to gather extra medical evidence to support the claim. On reconsideration, the claim was approved. Client A was awarded £128.65 a week and received a back payment of over £9,000. Furthermore, she can now apply for passported benefits, including a bus pass, discount on their road tax, housing benefit and warm homes discount.

- b) **Client B** arrived at Stansted Airport having left Ukraine - he was confused as he thought he was arriving in London. Our adviser met him at a location in Stansted to provide support. As a doctor, he expressed a preference for settling in Cambridge, so he could find work at Addenbrookes.

Working with a volunteer translator, we assisted him with making an application for Universal Credit and a homelessness application to Cambridge City Council. We helped him open a new bank account and provided him with a free SIM card. Over the next two weeks, we worked together to explore housing options - private rental, local hosts, and social housing. With our help and the support of Cambridge City Council, Client B is now settled in a private rental and working in Cambridge.

- c) **Client C** is in his 60s and has been living alone in a caravan. Until recently, he was working part time. As a result of an incident at work, he sustained a long-term head injury which causes him memory loss. He was referred by the DWP to Cambridge Citizens Advice because he was finding it hard to survive on his income and needed help with claiming Universal Credit. He has debts of £5,000 which he had been paying off slowly. Debbie worked closely with Client C over several weeks to help him improve his finances and to set him on the path to finding affordable, secure long-term accommodation.

He explained to Debbie that he was concerned that he would not be able to keep his space on the caravan park once the summer season was underway. He had been offered an alternative pitch on a farm but there were no washing or toilet facilities on site. He had applied to the Council's Home-Link service to be re-housed but had been unable to find suitable single accommodation and was no longer registered. He explained that he had used the internet to try and find private rental space but had had no success, possibly due to his age and medical condition. He was still hoping for a social housing solution as it would be more affordable.

Debbie then contacted the local authority housing department on his behalf to ensure he was reinstated on Home-Link. Client C soon let Debbie know that, as he had feared, it had no longer proved possible for him to remain on the caravan site and being now homeless, the Council had placed him in temporary hotel accommodation.

Debbie suggested that he keep her up to date on his ongoing search for accommodation. Following her advice, he had been able to obtain letters from his GP to share with the Council housing department relating to his medical condition to support his need to find single accommodation. He was soon able to report that he

was about to be re-instated on Home Link to continue the search for a permanent home. She suggested that he make it clear to his housing officer that his job had come to an end, further reducing his income. She provided him with a list of questions to raise with the Council, including how to apply for Council Tax Reduction and whether he would be eligible for the Rent Deposit Scheme or other local authority discretionary payments.

Debbie arranged to call Client C the following week for progress on his situation, having referred him to the local branch of the P3 charity for specialist help with his housing needs. They allocated a support worker to assist Client C with his search as he was still in emergency hotel accommodation.

He also told Debbie that he was finding it difficult to find a new job due to his age and medical condition. Once he had found a permanent home, she explained that his low income would entitle him to Housing Benefit to reduce his rent. In terms of his debts, she advised him to ask his bank to put a hold on his monthly credit card debt repayments until he had put his finances on a sounder footing. As Client C had now reached pensionable age, she offered to look again at his budget to find ways to boost his income. As a result of this check, she was able to help him apply for Pension Credit as his current circumstances would make him eligible for this benefit.

Throughout her contact with Client C, Debbie continued to liaise with his P3 support worker. They agreed that housing advice would become P3's responsibility and she herself would focus on Client C's benefits and debt management. At this stage, Client C was back in touch to say that he was still in temporary accommodation and was feeling frustrated as it was hard for him to eat properly on his very limited income and there were no cooking facilities at the hotel. He was still confident of finding work and had begun looking for his own accommodation. Debbie advised him that if he left the hotel he could be found to have made himself intentionally homeless and would find it more difficult to be offered permanent social housing by the Council. In the interim, she provided him with information about where to access free meals and arranged with his P3 support worker for him to receive a small supermarket food voucher.

Although still to be resolved, Client C's situation has slowly improved thanks to the ongoing help he has received from Cambridge Citizens Advice, in tandem with the P3 housing support charity.

Client feedback

- *Dear Usha, just a massive thank you to you for taking the time to discuss my situation and supply all the information required via email. As mentioned I am more than happy with your help and information supplied. Please forward a link if you would like me to fill in a survey or a recommendation about the service I have received. Thank you again. Client D*
- *I can't begin to explain the weight that has been lifted. Thanks for everything and for all your advice.*
- *I'm so grateful to you for all your support as you were so patient with me when I was having a nervous breakdown !!!*
- *You are making the world a better place :)*
- *Times are very hard, debt has occurred totally out of my control your help is so very much appreciated.*

- *"Thank you so much for this. I would have struggled to do it without all of your help."*
 - *Thank you so so much for all this information. As I said to you yesterday on the phone, I am so grateful for all your support, help and advice. It really does make a difference for me.*
 - *You are a superstar and I am forever grateful*
 - *"Obviously haven't studied this yet but it looks amazing. It was really great talking to you today. Exactly what we needed. Inna asked me straightaway to forward your details to her Ukrainian friend!!"*
 - *Just want to say a big thank you for taking the time to talk me through everything and give me guidance she was more than helpful and my account is set up just need to do the interview now, again I can't thank you enough brilliant communication skills and very well-mannered thanks again.*
-

Volunteer Thankyou

Subject: Thank you & Goodbye

Dear Sheila,

Please could you circulate this message to everyone at the Cambridge CAB.

I just want to express my gratitude to everyone at the Cambridge Citizens Advice Bureau for making my volunteering experience so fulfilling and invaluable. I have learned so much from all of you, and I am grateful for the opportunity to have worked alongside such a dedicated, helpful, and passionate team. I feel truly privileged to have been part of a team with a common commitment to helping others and making a positive impact in the community.

I would also like to extend a special thank you to those who have supported me throughout my time here, offering guidance and encouragement. Lastly, I would like to express my gratitude for the beautiful orchid gift and note that arrived at my home yesterday. It was really a really thoughtful and touching gesture and I will be treasuring and taking very good care of it!

As I move on to new opportunities, I will carry with me the lessons and experiences gained at the Cambridge Citizens Advice Bureau.

Thank you everyone at Cambridge CAB, and I wish you all the very best.

Warmest regards,

Client E



Report to:	Grants Advisory Committee	30 June 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 6 May 2023 to 6 June 2023 for the Community Chest Grant funding scheme.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member for Finance regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant criteria.

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

Details

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 £2,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e., village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs)
 - Costs involved with the creation of a Community-Led Plan (not the resulting projects)
 - Enhance the natural environment / result in a sustainable increase in local biodiversity
 - Provide a benefit to those affected by the cost-of-living crisis

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund

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

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

6. Guidance notes and full eligibility criteria can be found at **Appendix B**.
7. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**.
8. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**.
9. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
10. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000)	31 March 2024	£52,952.57	7	£11,160.09	£41,792.48
Biodiversity (£10,000)	31 March 2024	£10,000	0	0	£10,000
Community-Led Plans (£45,780)	October 2023	£45,780	1	£2,000.00	£43,780
Cost-Of Living (£18,468.08)	31 March 2024	£18,468.08	0	0	£18,468.08
Total	-	£127,200.65	8	£13,160.09	£114,040.56

Options

11. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member for Finance to:

- A) award the amount of funding requested,
- B) award an alternative amount of funding, including zero funding,
- C) defer a decision, if further information is required from grant applicants, or
- D) reject an application stating the reason for this.

Implications

12. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

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

Background Papers

Grants Advisory Committee Meetings

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

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Emma Dyer –Development Officer

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

Telephone: (01954) 713344

Appendix A

Reference	TCQSHLPT	Community Chest Grant		
Name of Organisation	Cambridge Open Art Exhibition (COAX)			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Various Village locations			
Landowner	Various Village locations			
Project Type	CCG - Equipment / capital purchase			
Green option considered?	Reusable boards			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Annika Osborne and Eileen Wilson			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No			
Officer Summary				
<p>Cambridge Open Art Exhibition (https://www.coax.org.uk/) which was formed in 1993, organises the annual open art exhibition for artists in South Cambridgeshire and the surrounding area, and coordinates the storage and loan of the equipment to schools and community groups for events where such kit is needed. The organisation currently has six members.</p> <p>Confirmed bookings for Display equipment 2023/24 (as of Feb 2023) include:</p> <ul style="list-style-type: none"> • 22April – 12May Swavesey Village College GCSE Art and Photography Showcase • Dates to be fixed - Sustainable Cottenham, Eco Event, Cottenham Community Centre • Dates to be fixed - Willingham Primary School student show • 21-23 July RampArts Annual Summer Exhibition • Dates to be fixed (Aug)– OverTime Art show, Over Community Centre • Dates to be fixed – Over Photography Club Show • 12-15 October Cambridge Open Art Exhibition, Swavesey Village College • 17-19 November Great Wilbraham Art Show, Great Wilbraham <p>New and replacement display and hanging equipment is needed to replace/supplement their current older equipment. The purchase of which will also prevent the need for repeated purchase of duplicate items by many small groups. Please note- funding of £1,128.49 was also provided through the Community chest in April 2022 for display panels, hanging rails and hangers.</p>				

Appendix A

Total costs are £1,880.09, all of which is being requested from the Community Chest:

- two new display boards to replace/supplement older worn boards-£1376.40
- hanging equipment to replace/supplement old/broken kit-£503.69.

Cllr Annika Osborne:

I do know the Cambridge Open Art exhibition. We have attended a few times and thoroughly enjoyed it. It is always wonderful display of local artists' work in its various forms. I am happy to support your application for the Community Chest grant, especially as the boards are kindly shared with other organisations.

Cllr Eileen Wilson:

I am writing to say that I fully support this application because it will enable various organisations in South Cambs to put on art shows and other exhibitions for the benefit of their communities.

Total Project Cost:	£1,880.09	Total Applied For:	£1,880.09
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Reference	XNRGJBBD	Community Chest Grant		
Name of Organisation	The Papworth Team Ministry			
Organisation Type	Charity 142183			
CCVS Registered	No			
Parish	Papworth and surrounding villages			
Landowner	Papworth Everard Parish Council			
Project Type	CCG - Materials			
Green option considered?	Shared transport, local speakers			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes Eltisley £75			
Officer Summary				

The Papworth Team Ministry is a team of parish churches providing Christian worship and practical support for village communities in South Cambridgeshire. The team, which was formed in 2000 offers companionship and support to the elderly in 15 local villages including Bourn, Kingston, Caxton, Longstowe, Boxworth, Elsworth, Knapwell, Papworth Everard, Eltisley,

Appendix A

Croxton, Papworth St Agnes, Conington, and Lolworth. Currently there are around 350 members.

The churches and local surgeries are invited to recommend people. Self-referral is also encouraged via adverts in the local newsletters. Guests from previous years are invited to make recommendations too.

The Ministry's main event is the Rendezvous summer holiday club for senior citizens in August which takes place in Papworth Village Hall. This can be a particularly lonely time of year for some senior citizens, with families away and regular activity groups closing for a summer break. Volunteers will ensure guests have a memorable and happy time with the opportunity to try some new skills and build new friendships. The two-day holiday programme will include activities, talks, demonstrations and entertainment. Two-course lunches and transport will also be provided.

Total costs for the hall hire, activities and catering are £1,920 Hall and £600 has been requested from the Community Chest:

- 2 days hire of hall - £350
- 2 course lunch x 60 x 2 days- £950
- Milk, tea, coffee, biscuits etc- £20
- Activity - Watercolour Painting- £150
- Activity - Flower Arranging x 2- £100
- Activity - Tai Chi- £40
- Activity - Woodwork/Craft- £40
- Activity - Music Workshop- £10
- Activity - Gardener's Workshop- £40
- Entertainment - Barber Shop Group- £50
- Entertainment - Ukulele Group- £50
- Talks -NT, NFFN, Local History and Stained Glass- £50
- GP 'drop in' and The Bobby Scheme- £25
- Materials for self-run activities- £45

Papworth Parish Council are providing £225, and Eltisley Parish Council are contributing £75. A request has also been made to The Samuel Franklin Trust although they are currently waiting to hear the outcome.

Please note- funding of £500 was also provided through the Community chest in June 2022 for the same annual event

Green options: Where possible, shared transport and local activity leaders will be used, and recycling will take place.

Peter Sandford:

I would be happy to support your Community Chest application, as the club seems a very worthwhile activity and (I'm sure) well received by our senior citizens.

Appendix A

Cllr Mark Howell:

Thank you for your email and attached documentation. I should start by saying many years ago I was a volunteer for the Team Ministry regarding the Club. As you can imagine I strongly support this application as it brings all people together over several villages. To many people this is the only social interact they have over the summer months as soon many people are on holiday or with their family.

I hope the Grant Committee is able to support the Church and even, if possible, increase the request for an extremely worthwhile endeavour.

Total Project Cost:	£1,920	Total Applied For:	£600
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Reference	MXXWLFWB	Community Chest Grant		
Name of Organisation	Great Chishill Windmill Trust CIO			
Organisation Type	Charity 1174572			
CCVS Registered	No			
Parish	Great Chishill			
Landowner	long term lease on the venue from CCC			
Project Type	Equipment / capital purchase			
Green option considered?	Sustainable benches			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes-The Trust has not asked the Great Chishill Parish Council for assistance as they have already awarded £2,500 this year towards annual maintenance costs for such things as insurance, maintaining the grounds, cleaning, etc.			
Officer Summary				

Appendix A

The Great Chishill Windmill Trust (www.greatchishillwindmill.weebly.com) was formed in 2012 and is responsible for restoring, maintaining, and promoting the Great Chishill Windmill. The site of the Windmill is an important landmark and is open to the public at all times. It attracts visitors from far and wide and is popular with hikers, bike riders and villagers. Currently there are six Trustees, five Committee Members, and over 100 'Friends'. The Trust holds open days on alternate Sundays from April to September with a steady flow of visitors. Visitors are not charged on open days although donations are welcome via a collection box in the windmill.



The existing picnic table is very popular but does not provide sufficient capacity for the numbers of visitors to the site. Therefore, the Trust would like to purchase and install an additional picnic table and bench. Total project costs are £2,532 and £2,000 has been requested from the Community Chest:

- Purchase of table and bench- £520
- Ground works approx.- £2,012

The Trust will cover the additional £532 from their existing funds. They have not asked the Great Chishill Parish Council for assistance as they have already provided £2,500 this year to help with annual maintenance costs e.g., insurance, maintaining the grounds and cleaning.

The windmill and the land are owned by Cambridge County Council. The Trust has a 125-year lease in respect of both the windmill and the land.

The table and bench to be constructed from sustainable wood

Cllr James Hobro:

I would be delighted to support your application for CCG for additional picnic table. If you have the opening dates for the next few weeks, I would love to visit as I have never been inside the mill.

Total Project Cost:	£2,532	Total Applied For:	£2,000
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Reference	FXMVHNL D	Community Chest Grant
Name of Organisation	Melbourn County Primary School Parents Teachers and Friends Association	
Organisation Type	Charity 1059889	
CCVS Registered	No	
Parish	Melbourn	
Landowner	Cambridgeshire County Council	
Project Type	Improvements to community buildings and spaces	
Green option considered?	LED lights	
Documentation Status	Safeguarding Yes	Accounts Yes

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	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes – Cllr Jose Hales & Cllr Sally Ann Hart			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No- Melbourn Parish Council contributed £4,461 to a different project.			
Officer Summary				

Melbourn Primary School Parents Teachers and Friends Association (PTFA) (<https://pta-events.co.uk/melbournprimaryschool>) was formed in 1996 with the aim to develop extended relationships between the staff, parents, carers and children associated with the school; engage in activities that support the school and advance the education of its pupils; provide or assist in the provision of facilities or items for the school which are not provided from statutory funds; organise events that the children enjoy. Nine trustees currently serve on the committee.

The PTFA is keen to help improve health and safety, accessibility and inclusivity of the annual Fireworks display. The Fireworks Night is enjoyed by residents of Melbourn village, but also by residents of the surrounding villages and towns and, in recent years, has been a sell-out success. The event is one of their largest fundraisers and all profit is made available to donate to the school for much needed resources for the children.

Last year they installed fixed flood lights to enhance the lighting at this event. These lights have made a noticeable improvement to the visibility and safety for those attending. Feedback from a disabled attendee has also been received highlighting how the additional lighting has helped them.

The PTFA is now looking to continue this project to cover the remaining dark sections around the venue and install external sockets to reduce trip hazards from extension cables. This would increase safety for all, and improve confidence for those in the community with limited mobility when attending Fireworks Night.

Total project costs including parts and labour are £1,183, all of which are being requested from the Community Chest:

- Supply and install 2no. 30watt LED outside flood lights to be in addition to the existing floodlights
- Supply and install 3no. Outside IP rated double sockets to be situated as discussed and agreed on our site visit which requested 1 socket for the bar area, 1 socket for the BBQ area and 1 other socket for the teas and coffees area
- Replace faulty 1no. 30watt LED flood light with PIR sensor at rear of school by the plant room above the gas mains room door

Melbourn Parish Council have not provided any funding having already contributed £4,461 to a different project.

Appendix A

Green Options: LED bulbs are being used which use approximately 70 to 80 percent less energy than traditional bulbs.

Cllr Jose Hales:

I have always been impressed with the valuable work the PTFA does both for the primary school and the wider community. As my colleague points out, the safety of everyone is extremely important, your project is definitely something I would be glad to support. Thank you.

Cllr Sally Ann Hart:

Many thanks for sharing the work the PTFA continues to do to ensure events, run to raise much needed funds, are designed to meet the needs of the whole community. Safety of everyone is paramount and it's good to hear the positive feedback from last year's ability to provide greater lighting. Please feel free to use this email as evidence of my support for this application.

Further questions email sent 23 May • Do you have written permission from the school and CCC for the installations of the floodlights?

- Have you requested funding from either of the above?
- Will the lights sole use be for fireworks night? Are there any other occasions that the lights might be used for?

Total Project Cost:	£1,183	Total Applied For:	£1,183
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Reference	WLHRBQLX	Community Chest Grant	
Name of Organisation	Melbourn Dynamos Football Club		
Organisation Type	Community Group		
CCVS Registered	No		
Parish	Melbourn		
Landowner	? – will email		
Project Type	Equipment / capital purchase		
Green option considered?	Outdoor activity		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	No	Mission Statement
District Councillor Support	Cllrs Sally Ann Hart and Jose Hales		
Parish Council Support – does the PC support this project in principle	Yes		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes-£6,337.76 from a request made for £8,737.76.		
Officer Summary			

Appendix A

Melbourn Dynamos Football Club (MDFC) is a community football club with an ethos of fairness and inclusion which seeks to provide opportunities for everyone in the community to play football, either socially or competitively. The Club, which began in 2003, currently has around 430 participants with 270 playing regularly in the U7-U18 age groups. They also support adult disability teams and are currently preparing to launch fully inclusive weekly youth sessions working in partnership with Cambs FA. In 2021 the Club were recognised as Cambs FA's Club of the Year.

The Club would like funding for the purchase of two sets of metal collapsible 21'x7' goals, first aid kits and a quantity of match balls. Total project costs are £2,000, all of which has been requested from the Community Chest:

- Goals x 2 -£1,480
- First Aid kits- £350
- Balls = £170

By providing this funding, the savings made by the club will assist them in financially supporting those families which need it.

Further info email sent asking for a quote

Looking again I can't see who owns the land so will email and ask that too

The Club are very well supported by Melbourn Parish Council who have recently provided £6337.76 in funding-what is this for specifically?

The Club We have a verbal open-ended agreement with the College and the sports centre management company to access the pitches.

Cllr Jose Hales:

I fully support this application. Colleagues will note that Melbourn Parish Council have significantly supported the project. Melbourn Dynamos are an effective and very diverse football club.

Cllr Sally Ann Hart:

I feel happy to support this application as I am aware of how much work the club does to enable inclusion and encouraging people of all ages and stages of development to participate in sport.

Total Project Cost:	£2,000	Total Applied For:	£2,000
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Reference	SXMWXKDN	Community Chest Grant
Name of Organisation	Cottenham United Colts FC	
Organisation Type	Community Group	

Appendix A

CCVS Registered	No			
Parish	Cottenham			
Landowner	Cottenham Parish Council			
Project Type	Equipment / capital purchase			
Green option considered?	Outdoor sport			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No			
Officer Summary				

Cottenham United Colts FC (<https://www.cottenhamunitedcolts.com>) is a FA Charter Football Club providing football to girls and boys aged 6 to 18 from Cottenham and the surrounding villages. The Club, which began back in 1979 currently has 400 members and this includes 15 boys' teams and seven girls' teams

Due to the expansion in the number of teams, another set of 11v11 set of portable goals is required. Total project costs are £4,695.68 per pair including delivery and assembly. £2,000 has been requested from the Community Chest and applications have been made to the Coop community Fund, (£1,400), Fen Edge Community Association (FECA) (£1,000) and Club fundraising will cover any shortfalls.

The Parish Council are supportive of the extra goals but have no funding available. There may also be a requirement to move the goals to the Club's other location at Cottenham Village College depending on pitch allocation.

Cllr Eileen Wilson:

Thank you for your email and the excellent news about the growth in popularity of football for both boys and girls. I have supported applications from the Colts in the past and can confirm that I will support the application to assist you in growing the valuable work of the Colts.

Email sent 6 June to Cllr Osbourne for support – applicant had emailed her but nothing was in the application form

Total Project Cost:	£4,695.68	Total Applied For:	£2,000
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Reference	XNSLMRPP	Community Chest Grant
	Madingley Parish Council	

Appendix A

Name of Organisation				
Organisation Type	Parish Council with less than 160 voters			
CCVS Registered	no			
Parish	Madingley			
Landowner	Cambridge University-lease to the Parish Council is renewed every 10 years.			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Outdoor project, water to run into lake			
Documentation Status	Safeguarding	No	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Corinne Garvie and Richard Stobart			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes- are funding half the costs-£1,497			
Officer Summary				

Madingley Parish Council look after the local play area and defibrillator and give opinions on planning applications in or affecting the parish. They also consider local road issues, liaising with neighbouring parish councils and district councillors where necessary.

The Parish Council is responsible for the drainage on the land at the Church Lane play area. Historically, water from springs within the play area was collected by an old ceramic pipe, the ends of which could be accessed from inspection chambers beneath two drains- one within the play area and the other outside the perimeter fence, opposite the lodge on Church Lane.

Over the years this pipework has become extensively broken and deemed effectively useless. About twelve years ago, a replacement drainage pipe was laid by a former Chair of the Parish Council. For some years the new pipe worked quite well, but in 2020 it became completely blocked by tree roots- due to a perforated 'field' drainage pipe being used instead of a solid pipe. Because of this blockage, continuously running spring water started to run downhill onto the road.

During a spell of icy weather in spring 2021, the water froze in a sheet over the road, necessitating urgent gritting after a cyclist fell. A lesser problem, which is more of a nuisance than a danger, is that there is a consistently boggy patch just inside the entrance to the playground.

Work to fix the drainage has been delayed while a new play area lease was being negotiated with the University. A recent quote of £2,994 including VAT has been provided by a recommended contractor who has also done work within the grounds of Madingley Church and the University. This quote includes:

- Removing a section of fence
- Excavating the route of the existing perforated pipe from the inspection chamber adjacent to Church Lane to the inspection chamber in the play area
- Removing the existing blocked pipe and replacing it with unperforated drainage pipe
- Surrounding the pipe with gravel and reinstating the excavations
- Making good the entry points in the inspection chambers and capping off the old ceramic pipe outlet in play area chamber

Appendix A

- Replacing the fence section

While the work is being done the play area will be closed to the public.

Although the parish council agreed to finance all of the project (in its meeting of 17 Nov 2022) it is now hoped that half of the total costs could come from the Community Chest so they can maintain their reserves for replacing play equipment as necessary and for speed reduction projects in the village.

The improved drainage will benefit not only families from the village, but families from Dry Drayton and Eddington and elsewhere who choose to visit the play area. It will also benefit cyclists from the region who will have a lower risk of skidding on the icy road.

Green Options: water will be channelled into a drain feeding the Madingley Hall lake.

Cllr Corinne Garvie:

District Councillors Dr. Richard Stobart and I, Corinne Garvie, wholly support this application for a Community Chest grant to replace the faulty drainage pipes in the play area in Madingley Village. See the report from the Parish Council.

Madingley village has tried hard to correct the problem with drainage of the play area themselves without success. They had hoped to get a grant from another source, but this ceased last year, so they were pleased to discover that grant from the Community Chest could cover the costs and the project fulfilled the Community Chest criteria.

This problem of drainage has resulted in water cascading on to the road causing a sliding and ice hazard.

We fully recommend this project which will solve a long-term problem affecting the Play Area and adjacent roadway and we are pleased it fits the criteria for a Community Chest grant.

Richard Stobart is on leave but also fully supports this.

Total Project Cost:	£2,994	Total Applied For:	£1,497
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Community Led Plans

Reference	NWVFGJMM	Community Chest Grant
Name of Organisation	Fowlmere Community Led Plan	
Organisation Type	Community Group	
CCVS Registered	No	
Parish	Fowlmere	
Landowner	Not relevant	
Project Type	CLP – Start up	
Green option considered?	Online survey – paper copies available if required	
Documentation Status	Safeguarding	Yes
	Accounts	Yes

Appendix A

	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllr James Hobro- waiting for			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes- £1,000			
Officer Summary				

Fowlmere Community Led Plan group held their first meeting in November 2022 and currently comprises of 10 active members from across the community with an additional 10 being drawn upon. The Community Led plan will be inclusive of the entire community who will be surveyed to develop a community wide and led plan for the future of the village. Since November several meetings have taken place and a questionnaire has been developed.

Surveys will be encouraged to be completed online, however, paper copies will be available to prevent disenfranchisement. In addition, the completed plan will be available electronically but again paper copies available for those who require them.

Total project costs are £3,000 and £2,000 has been requested from the Community Chest:

Promotional materials for community engagement at village events:

- A1 Posters (4) £78
- 2 sided A4 leaflet (200) £30

Surveys

- Round 1 - 14 side A4 printed and stapled (500) £185
- Round 2 - 14 side A4 printed and stapled (500) £185
- Survey Monkey Hosting (1 year) £384

Meetings

- Committee meeting room hire (10 meetings) £200
- Community Forum - hall hire £40
- Community Forum - A5 flyers (500) £30
- Action plan meeting room hire (3 meetings) £60

Printed copies of plan (32 page)

- Photography £250
- Graphic design £500
- Copy edit £300
- Printing of glossy brochure (600) £700

Contingency

- Miscellaneous expenses £58



Appendix A

Fowlmere Parish Council has agreed to hold funds on behalf of the group and act as a parent body. They have also agreed to fund the remaining £1,000.

Cllr James Hobro:

I am very happy to support this application for Community Led Plan funding as District Councillor.

Total Project Cost:	£3,000	Total Applied For:	£2,000
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Guidance notes for Community Chest

What is the Community Chest?

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

Who can apply?

Applicants must:

- Either be a non-profit group or organisation (including Community Interest Companies, CIC) based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

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

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

*Please note:

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

Appendix B

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

What must the funded project deliver?

The community activity or project must:

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

What can be funded?

The activity or project should be one of the following:

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

Appendix B

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

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

What cannot be funded?

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

How much can be applied for?

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

If a group is awarded funding of less than £2,000 in any single financial year, an application can be made again within the same year for extra funding, providing the total allocation for that year does not exceed £2,000.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, an application can be made again within the same year for (up to and including £2,000) for funding of other Community Chest themes.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, applications

Appendix B

can be made to any other Council funded grants within the same financial year, and vice versa.

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

When can groups apply?

Subject to availability of funds, successful applicants will be funded after each Grant's Advisory Committee meeting. Applications will need to be received by the 7th day of any given month to be considered at the Grant's Advisory Committee meeting within the same month. This also applies at the end of each financial year - applications received after 7 March will be held over and considered within the new financial year (at April GAC), along with any held over from the March meeting itself.

Additional funding has been allocated until October 2023 for the creation of Community-led Plans, and until the end of March 2024 for cost-of-living crisis and biodiversity projects

Preferred green options

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

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

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

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

What supporting documentation is required?

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

Appendix B

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

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

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

How will the grant be paid?

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

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times.
- Where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.

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

For further information please go to:

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

Explanatory table

The Community Chest is made up of 4 streams of funding, below:

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £58,000	✓	✓	✗
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £45,780	✓	✓	✓
Cost-Of-Living (£18,468.08)	✓	✓	✓

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

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

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

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

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

Security

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

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

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this is via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give

protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the Fire and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. The Council Chamber is accessible to wheelchair users. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

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

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

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

Smoking

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

Food and Drink

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

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