

GRANTS COMMITTEE AGENDA



Monday, 17 November 2008

at 11.30 am

in Committee Room D

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond

Councillors Payne and Tumilty.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 To receive the minutes of the meeting held on 9 October 2008

4. KEY DECISIONS

None

5. OTHER ITEMS REQUIRING DECISION

5.1 Community Safety Capital Grants Allocations– *Head of Community Safety and Prevention*

5.2 Community Pool 2008/2009– *Director of Adult and Community Services*

5.3 Civic Lottery Grant Applications - *Assistant Chief Executive*

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

9 October 2008

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

The Mayor, Stuart Drummond (Chair) and Councillor Victor Tumilty.

Officers: John Mennear, Asst Director (Community Services)
Brian Neale, Crime and Disorder Co-ordinator
Peter Gouldsbro, Community Safety Officer
Steve Hilton, Public Relations Officer
Sarah Bird, Democratic Services Officer

5. Apologies for Absence

None.

6. Declarations of Interest by Members

None.

7. Confirmation of the minutes of the meeting held on 15 August 2008

These were agreed as an accurate record.

8. Community Safety Capital Grants Allocations – *Community Safety Officer*

Type of decision

Non key.

Purpose of Report

The report was presented to advise members of applications to the Community Safety Capital Fund and sought approval for recommended grant awards.

Issues for Consideration

The Council had decided that its capital budget for 2008/09 would

include an allocation of £150,000 to implement community safety projects, which were associated with and contributed to Safer Hartlepool Partnership's strategy covering crime, disorder and substance misuse. Following an agreement to carry forward an underspend of £3,717 from 2007/08 this had been increased to £153,717.

Three applications were put forward for consideration. The Community Safety Officer stated that all applications had been checked by Hartlepool Borough Council's finance department to confirm that the core spend and match funding met capital spend criteria. He stated that the Section 17 Group recommendation that there be a minimum of 35% contribution in respect of applications had also been applied.

Throston Allotments

The report which had been previously circulated outlined that the Throston Allotments site was owned and managed by Hartlepool Borough Council (HBC) consisting of 83 plots, currently secured to all sides by a wood solid lathe fence of variable height. The site for a number of years, had experienced problems of anti-social behaviour, theft, vandalism and fly-tipping which had had a negative impact on the allotment holders.

The allotment holders had been encouraged by HBC's Parks and Countryside Department to form an Allotment Association to be involved in site management and general improvements. Site security had been identified as a priority and to this end, it was proposed to replace the full exterior fencing with a 2.4 metre high palisade fence. The total cost of this was £44,500 and so it has been proposed to undertake this in three phases, the first being the fencing of the Wiltshire Way side. The first phase would cost £18,373 with £7000 being received from HBC Minor Works Budget and £3000 from Housing Hartlepool. Project spend would be undertaken through HBC Parks and Countryside Department who would also meet all future revenue costs of maintaining the fencing.

The Community Safety Officer outlined that the original costing submitted had been for a 2 metre high fence but as this would not meet requirements, a further quotation of £23,960 had been submitted to meet the required specification of a 2.4 metre fence. The contribution from other sources would remain the same, therefore the revised application was for £13960. The requirement for 35% match funding had still been met. It was noted that there would be no commitment to the subsequent phases of the fencing. It was expected that the open nature of the fencing should deter unauthorised access to the site and Members asked that there should be a condition to the funding that the fencing should remain open so that the site was visible. The Crime and Disorder Co-ordinator stated that ideally any internal fencing would be removed.

Councillor Tumilty asked that the existing fence could be utilised

elsewhere in the interests of economy and was informed that consideration would be given to this.

Ward Jackson Park

The report outlined how the recently restored Park is extremely well used by Hartlepool residents and in the main does not suffer from damage or vandalism. However over the past few years there have been a number of incidents of criminal damage particularly in relation to the bowling green and buildings, including the 'Place in the Park' area. The bulk of these incidents occur during the hours of darkness when the park is locked.

It was therefore proposed to install three static Closed Circuit Television (CCTV) cameras to cover the bowling green area as well as upgrading the existing CCTV in the Place in the Park and installation of white light fittings. There was a further proposal to install five decorative lighting columns and lanterns from the main entrance on the footpath leading to Place in the Park.

The full cost of the project was £20,850 although £8,000 had been contributed from the HBC Minor Works and Parks and Countryside budgets, leaving a request from the fund of £12,850. This was supported by the Friends of Ward Jackson Park and all future associated revenue costs would be met by HBC Parks and Countryside Department.

The Assistant Director highlighted that lighting was not deemed necessary throughout the park, merely in the proposed areas. He alluded to issues of damage in the refurbished lavatory block but stated that this had been designed to be as vandal proof as necessary.

The Mayor asked whether this proposed CCTV would be compromised by the Scrutiny investigation into CCTV and was informed that the cameras to be sited here were not mainframe cameras but recorded locally and were activated by movement.

The Community Safety Officer stated that the proposed lighting was white lighting which should not disturb local residents. He also said that the Place in the Park franchise had recently been re-let and the new franchisee was looking to extend opening options.

Discussion took place about the need for cameras to be directed onto the lavatory block for monitoring purposes in case of vandalism and it was confirmed that signage to say that CCTV was in place could be displayed.

Grayfields

Grayfields Recreation Ground was re-developed two years ago at a

cost of approximately £1.2 million but despite the redevelopment new build incorporating a number of security measures including CCTV cameras linked to the Council's main system and passive infrared detector alarms which were linked to the HBC CCTV Control Centre there had still been a number of site intrusions particularly to the area surrounding the all weather sports pitch.

It was therefore proposed to install an additional dome camera to provide views of the new sports and fencing areas which were the identified areas of unauthorised access, complemented by five additional external motion sensors. These would be linked into the existing CCTV system and had the support of the Police Crime Prevention Officer and Neighbourhood Policing Team.

The Project was expected to cost £7370 with a capital contribution from Adult and Community Services Department of £2580 therefore the Grant requested was £4790. Adult and Community Services currently met security and maintenance revenue costs for Grayfields and revenue costs relating to this grant request will also be covered.

Councillor Tumilty asked the Public Relations Officer to publicise the awarding of the grants and subsequent revamped security.

The Crime and Disorder Co-ordinator stated that there was a new process so that all grant awards would be subjected to a post completion review in order to monitor whether the measures taken had been effective. He also offered to give a presentation to the Members to elaborate on the Section 17 Group mentioned earlier during the meeting.

Decision

Members approved :-

A grant of £13,960 towards the project at the Throston Allotments but with the proviso that no commitment was given to the future support for phases 2 and 3 of site fencing; that the fencing should remain 'open' so that the site remained visible and that the grant approval would be subjected to a post completion review and appraisal.

A grant of £12,850 towards the project in Ward Jackson park. This would be subject to review and appraisal after completion

A grant of £4,790 towards the project outlined for Grayfields subject to a post completion review and appraisal.

The meeting concluded at 2.25 pm.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 15 October 2008

GRANTS COMMITTEE

17 November 2008



Report of: **Head of Community Safety and Prevention**

Subject: **COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS**

SUMMARY

1. **PURPOSE OF REPORT**

The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and consider/seek approval for recommended grant awards.

2. **SUMMARY OF CONTENTS**

Proposed awards for the Community Safety Capital Fund are as follows:

<u>Project</u>	<u>Recommended</u>
St. Joseph's Primary School	£ 3350
Heugh Battery	£14460
Dyke House CCTV	£14900
Rossmere Way Recreation Ground	£22750

3. **RELEVANCE TO THE GRANTS COMMITTEE**

Grants Committee has responsibility for determining the levels of grant awarded.

4. **TYPE OF DECISION**

Non - Key

5. **DECISION MAKING ROUTE**

Grants Committee on 17th November 2008.

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested to consider/approve grant awards to four projects totalling £55460.

Report of: **Head of Community Safety and Prevention**

Subject: **COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS**

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek approval for recommended grant awards.

2. BACKGROUND

The Council has decided that its capital budget for 2008/09 would include an allocation of £150,000 to implement community safety projects, which are associated with and contribute to Safer Hartlepool Partnership's strategy covering crime, disorder and substance misuse. Following an agreement to carry forward an under-spend of £3,717 from 2007/08 this has been increased to £153,717.

The Safer Hartlepool strategy covers a 3 year period, with annual priorities agreed. Those annual priorities for the year 2008/09 are:

- Drug dealing and supply
- Violent crime, including domestic violence
- Acquisitive crime
- Criminal damage and anti-social behaviour, including deliberate fire setting
- Preventing and reducing offending, re-offending and the risk of offending
- Delivery of the alcohol harm reduction strategy 2006-2009 including the introduction of an effective local alcohol treatment service

The Community Services and Safety Board, at its meeting in August 2000, approved criteria against which to judge a project's proposals as follows:

1. Clearly identifying the link to Action Plans for each relevant objective
2. Outline the problem and proposals to remedy it
3. Identify the cost and contribution from the Department budget
4. Include an approximate timescale for implementation
5. Include further information which is appropriate for officers/members to know about

For the 2008/09 capital allocations, matched funding of 35% minimum is requested.

All projects are considered first by the Section 17 Officer Group which comprises senior officer representatives from all Council Departments.

3. FINANCIAL IMPLICATIONS

The Community Safety Capital Grant Fund in total for 2008/09 is £153,717. Grants totalling £31,600 have been awarded during the current year. The balance of £122,117 remains.

4. APPLICATIONS

4.1 St. Joseph's Primary School

The school is located within the Burbank area which over recent years has seen the delivery of a number of initiatives to address issues of crime, disorder and anti-social behaviour. Resident groups have been extremely active in implementation and continuation of those initiatives. Reported levels of crime and ASB have reduced significantly.

Proposals were considered last year for the installation of CCTV systems within Ward Jackson and St. Joseph's primary schools to meet parents and pupils safety concerns. Systems would provide coverage of exterior of buildings and play areas, including site fields, with recording on-site. No links to HBC CCTV Control Centre. Whilst Ward Jackson School proceeded it was agreed that St. Joseph's initial priority was effective site fencing and gating control. Fence height of 1 metre was not an effective deterrent.

There is little by way of reported crime and ASB. School has not been proactive in reporting, preferring informal contact with local Policing Team. However we are aware that sharps have been found in the school field; there has been a verbal assault on a teacher when requesting an individual to take his large dog from the field; periodic incidents of trespass on the flat school roofs. There is an adjacent HBC main frame CCTV camera (Musgrave Walk) but only part site can be monitored – camera relocation not cost effective.

The School is now undertaking a full fence replacement, to 2.4 metres, to support previous work to prevent roof access. To compliment these works they wish to install CCTV system.

The project will contribute to the following Community Safety strategic objectives within the grant scheme:

- Criminal damage and anti-social behaviour
- Preventing and reducing offending, re-offending and the risk of offending

FINANCIAL IMPLICATIONS

Project cost – fencing	£30,000	
CCTV	£6,350	£36,350
St. Joseph's School		£30,000
Burbank Forum		<u>£3,000</u>
Grant requested		<u>£3,350</u>

The grant request fulfils the 35% contribution requirement.

All subsequent maintenance and repair for fencing and CCTV will be met from School budgets.

RECOMMENDATIONS

Members are asked to approve a grant of £3,350 towards this project.

Any Grant approval will be subject to review and appraisal post completion.

4.2 Heugh Battery

The historical significance of this location on The Headland is well recognised. Over recent years a considerable amount of work has been undertaken on the site by Heugh Gun Battery Trust who have leased the site from Hartlepool Borough Council. The long term objective is to create a sustainable centre which will become a tourist attraction within Hartlepool to lie alongside Hartlepool Maritime Experience and similar attractions.

Initial funding was attracted to enable initial works. However in parallel with the site being positively featured on the BBC television 2006 "Restoration" programme, a funding package of £950,000 was finalised for major refurbishment, installation of essential site security and safety and development of tourist facilities. The capital package funding is £522,000 from Single Regeneration Budget; £378,000 from Heritage Lottery; £50,000 from Northern Rock Foundation. Works in respect of this grant assistance are virtually complete.

Completion of restoration work, due to site layout and procurement opportunities for guns and other equipment, has created a marginal shortfall despite contingency arrangements. The final piece of work is the provision of a comprehensive CCTV system not only necessary for site safety and general security but to also support the secure storage, under licence, of a number of smaller firearms.

The proposal is to support the necessary installation of CCTV equipment. There is an HBC Community Safety mainframe CCTV camera adjacent to the site. Whilst this has supported wherever possible, its main duties are general patrol of the neighbourhood and green space leisure areas.

The project will contribute to the following Community Safety Strategic objectives within the grant scheme:

- Acquisitive crime
- Criminal damage and anti-social behaviour
- Preventing and reducing offending, re-offending and the risk of offending

The proposed works will include additional cameras, a 'red-eye' system and radio linked panic alarms for staff and volunteers. These proposals, within overall developments plans, have HBC Planning Approval as well as ratification of Heritage Lottery. Local consultation has also been undertaken.

FINANCIAL IMPLICATIONS

Project cost – CCTV	£22,960
Heugh Battery Trust Contribution	<u>£8,500</u>
Grant requested	<u>£14,460</u>

The grant request fulfils the 35% contribution now sought for applications.

All future revenue costs in respect of operation and maintenance of the CCTV system will be met by Heugh Battery Trust. The system will be stand alone and there will not be linkage to HBC Community CCTV Control Centre. However we would recommend that the Trust establishes links with an accredited Monitoring Centre for out of hours response to alarm (red-eye) activations.

RECOMMENDATION

Members are asked to approve a grant of £14,460 towards this project.

Any grant approval will be subject to review and appraised after completion.

4.3 Dyke House CCTV

Crime, disorder and anti-social behaviour have been a persistent problem in the Dyke House area with the situation around the Gray and Grainger Street area escalating over recent months. Intelligence reports for the immediate locality evidence an increase of 83% in anti-social behaviour incidents (to 245) comparing the second quarter of 2008 to the first. On a year by year comparison incidents have increased by 41%. Criminal damage offences show an increase of 28% (to 50) on a quarter by quarter comparison.

A number of actions are and have been delivered by Safer Hartlepool Partnership agencies including the acquisition by residents groups of a deployable CCTV camera, for use throughout the Dyke House Ward. However the emergence of the Gray/Grainger Streets as the principle 'hotspot' in Hartlepool has tied up that camera deployment. Whilst useful, the camera does not, however, have the flexibility and live monitoring capability to fully respond to on the ground needs.

To enhance actions to assist Partnership efforts to address crime and ASB, and also support local residents in safety and security, a project is proposed which will:

- Install a fixed CCTV camera at the junction of Turnbull and Gray Streets to provide live monitoring capability by HBC CCTV Control Centre
- Upgrade an existing fixed CCTV camera at junction of Raby and Middleton Roads from present dial-up operation to full monitoring capability. This camera was installed under a previous Hartlepool New Deal for Communities initiative. This upgrade will allow live monitoring throughout the area especially the Raby Road ends of Gray/Grainger Streets, etc and also east entrances to North Cemetery where there are occasional incidents of ASB.

The camera operations will be co-ordinated through the installation of a transmission hub at Mill House Leisure Centre which will reduce installation costs normally associated for individual camera transmission fibres. The hub will also afford a future live transmission option for deployable cameras should such a provision be developed.

It is recognised that there are medium term plans for redevelopment of residential properties. However present needs are considered priority and the CCTV hub will allow flexibility in future relocation of the Gray/Grainger Street camera.

The proposal has full support of Partners and Police especially recognise the benefits which they will derive from being able to undertake live monitoring. Proposal also fully supported by North JAG.

The project will contribute to the following Community Safety strategic objectives within the grant scheme;

- Acquisitive crime
- Anti Social Behaviour and criminal damage
- Preventing and reducing offending, re-offending and the risk of offending

In addition reassurance for local residents is essential.

CCTV operations, Hartlepool wide, have been recently reviewed by HBC Scrutiny Committee. The installation/upgrade proposals will, by judicious use of the overall network structure, enable the recommendations of Scrutiny Committee to be maintained. HBC Portfolio Holder supports the proposal.

FINANCIAL IMPLICATIONS

Project cost	£22,950	
HBC Community Safety contribution	<u>£8,050</u>	capital contribution
Grant requested	<u>£14,900</u>	

The grant request fulfils the 35% contribution criteria now sought for applications.

The proposed variation in operation of 2 existing CCTV cameras, within criteria directed by HBC Scrutiny Committee, and variation in transmission costs of the existing camera, will ensure no increase in revenue costs.

RECOMMENDATIONS

Members are asked to approve a grant of £14,900 towards the project. Any grant approval will be subject to post completion review and appraisal.

4.4 Rossmere Way Recreation Ground

This green area has been used by St. Francis 2000 Football Club, for a number of years, as their playing base. There are no fixed facilities, with changing rooms being portable huts. Having reformed in 2000 with three teams, they now have in excess of 20 teams of all ages. The ground is currently bordered by a 1.1m high mesh fence which does not deter people from entering and using the playing area for a variety of purposes including dog exercising, alcohol consumption and other general activity.

St. Francis 2000 Football Club is a well respected football organisation which works with young people, affording a valuable town sporting role. The club is accredited with the Football Association Foundation Charter Mark, which recognises coaching and development achievement. We are advised that there are future plans for the construction of a permanent pavilion, incorporating changing rooms.

The club is proposing the full fencing of the playing and immediate area with a 2.2m secure mesh fence. This is aimed to prevent dog excrement and broken glass on the playing area. The proposal has been through a prolonged planning application process which, after taking into account a level of local opposition, has been approved. As part of this process, HBC Parks & Countryside undertook a resident survey of which 75% of the participants were happy with the proposal.

The project indicates that it looks to achieve a number of community safety issues. However these are limited to the Community Safety strategic objectives within the grant scheme to:

- Criminal damage and anti-social behaviour.

There is little by way of reported crime, although incidents of dog fouling and glass/litter would not be categorised. We are advised of some gathering of youths around the changing room area.

FINANCIAL IMPLICATIONS

Project cost	£35,000
HBC Parks & Countryside contribution	£5,000
St. Francis 2000 contribution	<u>£7,250</u>
Grant requested	<u>£22,750</u>

The grant request fulfils the 35% contribution requirement.

All future maintenance and repair costs will be met by St. Francis 2000 as the leaseholder.

RECOMMENDATION

Members are asked to consider a grant of £22,750 towards this project.

This application, as with all others, has been considered by HBC Section 17 Officer Group. Whilst fully supportive and recognising the work of St. Francis 2000, there are concerns that this funding route may not be the most appropriate relative to the Community Safety strategic objectives of this grant scheme. It is felt there may be more appropriate funding channels accessible.

Contact Officer:

Brian Neale, Crime and Disorder Coordinator

GRANTS COMMITTEE

17 November, 2008



Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2008/2009.

2. SUMMARY OF CONTENTS

The Community Pool budget originally available for distribution for 2008/2009 amounted to £594,867. Following previous funding rounds, the amount left available for distribution was £61,604.

However, as all the applications to the Directed Lettings allocation for 2008/2009 have now been satisfied the balance remaining can now be added back to the main budget. In addition, an award of £10,424 approved by the Grants Committee on 6th March 2008 for the benefit of Hartlepool Deaf Centre is no longer required and can also be added back to the budget. This means that the balance remaining available for distribution stands at £72,207.

A total of three applications from Wynyard Cafe.com, Hartlepool Bereavement Services and Heugh Gun Battery Trust are being presented for consideration at this meeting.

Careful examination of all applications has been made, with the result of recommendations as follows:-

One Year Revenue Grant:-

<u>Organisation</u>	<u>Amount Approved 2007/2008</u>	<u>Amount Recommended 2008/2009</u>
Wynyard Café.com	£0	£5,000

Two applications from Hartlepool Bereavement Services and Heugh Gun Battery Trust have not been recommended for funding at this time and details of these are included in the body of the report.

A request has also been received from Making a Difference to amend the terms and conditions of the award that was approved at the meeting of the Grants Committee on 21st July, 2008. Consideration of this request is also detailed in the main body of the report.

If the recommendations included in the report are approved this will leave a balance for distribution at future meetings of £67,207.

3. RELEVANCE TO PORTFOLIO MEMBER

The Grants Committee is responsible for determining the level of grant awards from the Community Pool to the voluntary sector.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 17th November, 2008.

6. DECISION(S) REQUIRED

Members are requested to approve/note:-.

1. Grant aid of £5,000 to Wynyard Café.com as detailed in **Appendix 2**.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The rejection of the application from Hartlepool Bereavement Services and Heugh Gun Battery Trust as detailed in paragraph 4.1 of this report.
4. The remaining balance of the Community Pool totalling £67,207 to be considered for allocation against bids at future meetings within the financial year.

Report of: Director of Adult and Community Services

Subject: COMMUNITY POOL 2008/2009

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2008/2009.

2. BACKGROUND

- 2.1 The Community Pool provides financial assistance to support those aspects of the activities of the voluntary/community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy. The Council has identified, within the Community Strategy's aims and themes, a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.
- 2.2 Applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.3 Preference is given to those groups based in the town, however, where there is no local provider or there is a need for a specialist expertise, then support to organisations based outside the town is considered.
- 2.4 Grant aid awarded is generally provided as a contribution towards the core costs of an organisation's operation and in many instances helps to match other funding streams.
- 2.5 The Community Pool budget originally available for distribution during 2008/2009 amounted to £594,867 with the inclusion of accruals and reserves, as detailed at **Appendix 2**.
- 2.6 Following previous funding rounds, the amount left available for distribution was £61,604. However, as all applications from the Directed Lettings allocation of £3,500 have now been satisfied, the balance remaining of £179 can now be added back to the main budget.
- 2.7 In addition, Hartlepool Deaf Centre has recently notified Officers that they do not require the Community Pool award of £10,424 that was approved by Grants Committee on 6th March, 2008. The group have decided to sell the building from which they are operating and in the future they will hire local facilities to hold their meetings. This being the case this award can also be added back into the budget for distribution at this and later meetings of the Grants Committee.

- 2.8 After taking all this into consideration the balance available for distribution today is £72,207.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications for 2008/2009 are from groups that have received grant aid previously and are somewhat **dependant** on financial support from the Council to ensure their sustainability.
- 3.2 Applicants can apply for a one-year revenue grant or a three-year tapering revenue grant and as part of the assessment process, applications have been categorised to ensure that financial support is maintained to those groups providing services that complement the Authority's strategic aims and objectives. **Appendix 1** attached details the criteria and guidance notes upon which applications are assessed.
- 3.3 Consideration is given to the group's operational activity with funding provided as a proportion of the core costs and the potential of the group to access other funding in order to achieve a complete financial package for their activities.
- 3.4 Where grant aid has been approved and where it is considered to be appropriate, in order to safeguard the Council's investment and minimise risk, Officers would suggest that Members of the Grants Committee allow Officers to make an informed decision about the frequency of payments to grant recipients. Normally grant aid is paid out in two instalments, but this could be tailored according to the prevailing circumstances of the group to monthly or quarterly payments.

4. GRANT APPLICATIONS FOR 2008/2009 ROUND 3

- 4.1 As detailed in Section 2 of this report, the balance of the budget available for Grants Committee to distribute at this meeting is £72,207. Three applications from community groups and voluntary organisations that provide services in Hartlepool are being presented for consideration at this meeting and details of these are as follows:-

(a) Hartlepool Bereavement Services

Hartlepool Bereavement Services is a new voluntary organisation which has been established to provide advice, information, emotional and practical support to people in Hartlepool who are bereaved, and their families/carers, in order to relieve anxiety, isolation and disadvantage.

The organisation has applied to the Community Pool for a one year revenue grant of £9,785 as a contribution towards the salary costs of a new member of staff, a part time Bereavement Worker.

However, as Hartlepool Bereavement Services has been established for less than two years, the group are not eligible to apply to the Community Pool at this time. The criteria states the groups must have been fully constituted for in excess of two years. Therefore Officers are recommending **rejection** of this application at this time.

(b) Heugh Gun Battery Trust

The aims and objectives of the Heugh Gun Battery Trust include developing a local historic landmark, to promote the conservation, protection and improvement of the local environment and the provision of an educational facility to encourage volunteering and regeneration. On the site of the battery there is a large structure which houses a café, a classroom and a workshop.

Heugh Gun Battery Trust has applied to the Community Pool for a one year revenue grant of £38,915 to cover the full costs of a new member of staff, a Project Manager, who is yet to be appointed.

As resources are limited Officers wish to exercise caution in recommending the allocation of funding when it is possible that a service/position is not sustainable. As the Trust does not have any funding in place to support the Project Manager's post, a 100% contribution to this post from the Community Pool cannot be recommended.

Resources need to be targeted to groups who can demonstrate that they can provide maximum benefit for local residents. This is normally demonstrated by their ability to lever in funding from other sources to complement Council funding. This does not appear to be the case based on the application from the Heugh Gun Battery Trust.

In view of the above, Officers are recommending **rejection** of the application but on an advisory note, would suggest that the Trust contact Hartlepool Voluntary Development Agency to request support with identifying alternative sources of funding.

(c) Wynyard Cafe.com

Of those organisations who have applied for funding in Round 3, only this particular group meets the criteria of the Community Pool. However, Wynyard Café.com has requested a 3 year tapering grant, but in light of the outcome of previous applications for a 3 year tapered award, Officers are recommending only a one year revenue grant.

The organisation has applied for a grant of £6,000. This is made up of a £4,000 contribution to the salary costs of a Cook/Manager's post and a £2,000 contribution to running costs including rent.

Wynyard Café.com is based in the Owton Rossmere Resource Centre and the group has been established for 5 years. The group rent the kitchen area of the resource centre to enable them to provide a café facility providing healthy food.

Wynyard Café.com can demonstrate a need for their services through evidence produced in the Owton Neighbourhood Action Plan which states that Owton is within the worst 1% areas nationally for health and deprivation. The Strategic Health Authority has indicated that fried food consumption is highest in Owton compared to all other wards in Hartlepool. The group have recognised that there is a need to encourage and support healthier lifestyle changes and in order to achieve this are providing a daily café facility at the resource centre.

As the application is for support of a special healthy eating opportunity it is recommended that the take up of "healthy eating options" be monitored by the café and reported upon as part of the monitoring requirement.

The café is used by approximately 500 residents which include school children aged 11 – 16 years and elderly residents aged 60+. It is open every day to passing custom and also provides a venue for a weekly luncheon club for elderly residents. The group operates with one part-time paid member of staff and a team of 7 volunteers who commit 50 hours of their time each week to the project.

Wynyard Café.com has never been supported with funding from the Community Pool previously, this being the case the application would fall into category (iii) of the assessment criteria, i.e. Established groups who have not been previously supported from the Community Pool. Officers are however **recommending an award of only £5,000 to Wynyard Café.com**, which is made up of a contribution to the salary costs of the Cook/Managers post and the rental costs of the kitchen facility calculated on a pro-rata basis for the remaining five months of the financial year.

4.2 Further details relating to this application can be found at **Appendix 2**.

5. MAKING A DIFFERENCE

5.1 At the meeting of the Grants Committee on 21st July, 2008, Making a Difference was awarded a one year revenue grant of £12,272 as a contribution towards the core costs of the group including the salary costs of a Project Co-ordinator, a Support Worker and a contribution to insurance costs. Since the award was approved, however, they have been successful in securing additional funding from the Primary Care Trust as a contribution towards the Support Worker's salary costs and consequently have submitted a request to amend the terms and conditions of their Community Pool award. The group have requested that the grant could be attributed to the salary costs of the Project Co-ordinator and a Counsellor's post.

- 5.2 If this request is approved by the Grants Committee, Making a Difference will also recruit four volunteer counsellors from the community and provide induction, support, training and practical experience which will improve the future employment opportunities of the volunteers.
- 5.3 **Officers are therefore recommending that Members approve the request.** This will enable the group to provide a very valuable service which will complement the other services they provide as well as other services in the town.

6. CONCLUSION

- 6.1 Full details of the 2008/2009 Community Pool budget breakdown amounting to £594,867 is attached at **Appendix 2**.
- 6.2 The current financial position can be summarised as follows:-

	£
2008/2009 Budget Allocation	594,867
Total Grant Aid Approved (Round 1)	(405,363)
Total Grant Aid Approved by Cabinet (28/04/08)	(40,404)
Total Grant Aid Approved (Round 2)	(87,496)
Balance of Directed Lettings	179
Reversal of Award to Hartlepool Deaf Centre	<u>10,424</u>
Available for Distribution	72,207
Round 3 Award Recommendations	<u>(5,000)</u>
Balance	67,207

- 6.3 Should the recommendations be approved as detailed in the body of the report, the balance of the Community Pool remaining to be committed at a later date will amount to £67,207.

7. RECOMMENDATIONS

Members are requested to approve/note:-

1. Grant aid of £5,000 to Wynyard Café.com as detailed in **Appendix 2**.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The rejection of the application from Hartlepool Bereavement Services and Heugh Gun Battery Trust as detailed in paragraph 4.1 of this report.

4. The remaining balance of the Community Pool totalling £67,207 to be considered for allocation against bids at future meetings within the financial year.

CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

Background Papers

Applications to the Community Pool 2008/2009.
Report to the Grants Committee 6th March 2008
Report to Cabinet 28th April 2008.
Report to Grants Committee 21st July, 2008



HARTLEPOOL BOROUGH COUNCIL

COMMUNITY POOL 2008/2009

CRITERIA AND GUIDANCE NOTES FOR APPLICANTS

The main aim of the Community Pool is to support those aspects of the activities of the voluntary/ community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.

COMMUNITY STRATEGY

Within the main strategic document, the Community Strategy, there are 7 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment and Housing
- Culture and Leisure
- Strengthening the Communities

CORPORATE STRATEGY

The Council has identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities. This supports both the Community Strategy and the Neighbourhood Renewal Strategy's aspirations.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authority's strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Within the Strengthening Communities theme are a number of objectives which groups funded from the Community Pool can collaborate with the Council to achieve its corporate objectives:-

- To empower communities, develop community capacity and opportunities for residents to take a greater role in determining and delivering services.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach groups".
- To improve the accessibility of services and information to residents and businesses.
- To increase understanding and collaboration between communities of interest.

THE NEIGHBOURHOOD RENEWAL STRATEGY

- All the poorest neighbourhoods should have a common goal of lower worklessness rates and crime and better health, skills, housing and the physical environment.
- We should endeavour to narrow the gap on these measures between the most deprived neighbourhoods and the rest of the country.

In order to identify the poorest communities for the purposes of assessing applications to the Community Pool, the rankings found in the Index of Multiple Deprivation 2004 will be used to ascertain the nature of deprivation in Hartlepool.

The following ward is in the top 1% of deprived wards nationally: **Stranton**.

The following wards are in the top 5% of deprived wards nationally: **Owton, Dyke House, Brus, St Hilda, Rift House**.

The following wards are in the top **10%** of deprived wards nationally: **Grange, Rossmere.**

Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding.

Weightings will be applied to grant applications depending on the location of the applicant organisation and the area they serve.

Organisations applying to the Community Pool must offer services and support to the local community to complement the work of the Local Authority and to assist the Local Authority to achieve its corporate objectives.

FUNDING CATEGORIES

The Community Pool funding categories are as follows:-

(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE. This includes:-

Those groups/organisations that provide services to support disadvantaged individuals. Groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities.

Applications from those groups providing services that directly complement the services provided by the local authority and are considered strategically important will receive priority particularly those who provide:-

- Legal advice and guidance.
- Income generation, credit union support and debt counselling.
- Voluntary sector infrastructure support: accreditation, management, fundraising.
- Counselling services.

(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES. This includes:-

those groups which support the development of community capacity, including the formation of tenants and residents groups, and seek to improve interaction between local residents and statutory service providers, including local partnerships and networks and groups working proactively to facilitate the engagement of disadvantaged sectors, to encourage them on to the first step and then signpost them onto provision elsewhere, if necessary, providing support and training to encourage self help.

Applications from local community groups, particularly those who actively provide:-

- Advocacy in relation to issues affecting the voluntary sector.
- Support to strengthen voluntary sector infrastructure; accreditation, management.
- Support with fundraising.
- Support to volunteers.
- Development of capacity building projects/activities.

(iii) ESTABLISHED GROUPS WHO HAVE NOT PREVIOUSLY BEEN SUPPORTED FROM THE COMMUNITY POOL

Groups who are considered to be established i.e. who have been fully constituted for in excess of 2 years, who have not been awarded grant aid from the Community Pool previously can apply for financial support if they are meeting the aims and objectives of the Community Pool.

(iv) OTHER ORGANISATIONS/GROUPS. This includes:-

All applications, which do not fall into the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards, can be considered for funding.

ALLOCATION OF FUNDING FROM THE COMMUNITY POOL

Funding is offered on a two-tier system.

➤ **3 YEAR REVENUE TAPERED GRANT**

Groups can apply for a 3 year tapered funding agreement in principle subject to budgetary availability. In the second and third years of the agreement, grant recipients will be afforded, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

➤ **1 YEAR REVENUE TAPERED GRANT**

1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will only be approved for revenue funding to support organisational running costs. A funding formula will be applied with the main priority being the staffing costs of a group. Key posts within an organisation, as identified by the Community Resources Manager, can be supported with a percentage of salary costs.

Applicants should note that:-

Capital works will not be supported.

New applications for initiatives in areas currently benefiting from regeneration initiative funding will receive a lower priority.

Play initiatives will receive a lower priority because of the alternative funding sources e.g. Play Opportunities Pool.

There is no upper limit in relation to the amount applied for from the Community Pool, but applications for less than £5,000 will not be considered from the Community Pool but will be signposted to other funders.

MONITORING OF GRANT AID

All grant aid is managed through a funding agreement, which includes the terms and conditions, under which grant aid has been awarded.

The spend and the outputs/benefits relating to the grant will be monitored and if it is found that grant aid has not been spent appropriately or outputs/benefits not achieved then measures may be taken to reclaim the grant.

APPEALS PROCEDURE

Groups applying to the Community Pool will be given the opportunity to appeal against a recommendation made to the Grants Committee in respect of their application for funding. Applicants will be informed of the proposed recommendation prior to the meeting of the Grants Committee and the timetable for the submission of an appeal. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration along with a report detailing Officers recommendations.

THE APPLICATION PROCESS

These guidance notes are here to help you complete the application form.

Please read through them and refer to them while you complete the application.

WHO MAY APPLY?

- Voluntary and community organisations serving residents of Hartlepool who have been constituted for in excess of 2 years.
- Organisations whose aims and objectives fit within the Council's strategic objectives (see criteria) and the main objective of the Community Pool which is to support the activity of strengthening communities.

WHAT DOES THE APPLICATION PROCESS INVOLVE?

The process consists of a tiered approach:-

1. The Community Resources Manager makes an assessment of the application to establish if it meets the criteria of the Community Pool.
2. If the application meets the criteria, then a level of grant aid is formulated based on information provided and allowing for Council priorities and the circumstances relating to the application.
3. If a grant is to be recommended, the proposed level of grant aid is communicated to the applicant organisation, who is asked to consider the proposal and provide any comments feedback to the Community Resources Manager, which will also be used to inform the process. Letters of appeal can be submitted at this stage.
4. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
5. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
6. Documentation relating to any grant award is prepared by the Community Resources Manager and despatched to the applicant organisation, who must accept the terms and conditions of the award before any payment of grant can be made.
7. Once the grant terms and conditions have been accepted, funding can be released. Normally grant aid is paid in 2 instalments via the BACS system.

WHAT CAN YOU USE GRANT FOR?

Core running costs – salary costs of key staff, rent, gas, electricity, water bills.

HOW IS YOUR APPLICATION ASSESSED?

We will look at:-

- Whether your application fits the aims of the Council and the criteria and objectives of the Community Pool.
- Who in the community will benefit and whether there is a real need for your services or activities.
- Your financial status.
- Other financing arrangements and fundraising activities.
- Whether the budget of the organisation is realistic.

YOUR RESPONSIBILITY

- All successful applicants are expected to monitor their services provision and activities and expenditure of grant aid in relation to these services. An annual monitoring form must be completed.
- Successful applicants are required to acknowledge the Council's support in any publicity material produced.
- You must notify the Community Resources Manager immediately if for any reason you are not able to comply with the terms and conditions of grant aid.

COMPLETING THE APPLICATION FORM

- Applicants are required to complete all sections of the application form. If this is not possible, please explain why on a separate sheet.
- Please complete all sections fully, reference to your annual report/accounts is not appropriate and will not be accepted.
- The next part of these guidance notes attempts to further explain certain questions in the application form. Not all questions are listed here, as we consider they are self explanatory.

Section 1

Tell us about your organisation

Question 2

The main applicant or contact must be someone who we can contact during the day in office hours about this application.

Question 3

Your aim is a brief sentence about what your organisation hopes to achieve.

Question 11

The Council needs to be assured that you are in a stable financial situation and that your Accounts are in order. *Please attach supporting documents.*

Section 2

Tell us about the grant you are requesting

Question 16

Please provide information relating to what your organisation will be able to achieve if you were awarded a grant from the Community Pool.

Question 17

Please provide evidence of need for the services your organisation provides. Information relating to specific outputs and outcomes will assist you to demonstrate the need.

Question 18

Please identify which grant you are applying for. A one-year grant award will be considered with no onus on the Local Authority to fund the organisation in subsequent years. A three-year tapered grant can be offered (with no formal agreement being made for years 2 and 3 because the Council's budget setting is done on an annual basis). In the second and third years of the agreement grant recipients will be offered, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

Question 22

The Council would like evidence that you are proactively trying to raise money from other non Council sources.

Section 3

Tell us about who will benefit from this grant

Question 24

Please give a realistic figure for the number of people and type of groups who will benefit. Do not put 'all members of the public'.

Question 26

Only organisations that are based in Hartlepool or serve Hartlepool residents may apply.

The Council wants to distribute funds to areas in need. We need to know where the people live who will be able to access your services.

Question 28

Be realistic. Please only tick those categories that your organisation really serves. You will not increase your chances of receiving a grant by ticking more boxes.

Section 4

Questions 30 and 31

Be realistic. Please only tick those themes and objectives that relate to the services or activities your organisation carries out.

Question 33

Please attach a separate sheet if necessary. **Be sure to include quantitative and qualitative outputs as this information will form the basis of any offer of grant aid.**

Section 5

Declaration

The application form must be signed by the main contact person and the organisation's Chairperson and dated or it will not be considered.

Section 6

Enclosures

Failure to provide additional documentation, as requested, could result in a delay in the processing of your application.

COMMUNITY POOL 2008/2009					
BASE BUDGET 2008/09			£	470,822.00	
ACCRUAL FROM 2007/08 BUDGET			£	124,045.00	
TOTAL BUDGET AVAILABLE FOR 2008/09			£	594,867.00	
COMMITMENTS:					
TOTAL RECOMMENDATIONS ROUND 1			£	405,363.00	
CABINET APPROVALS 28/4/08			£	40,404.00	
TOTAL RECOMMENDATIONS ROUND 2			£	87,496.00	
TOTAL COMMITMENTS AT ROUND 2			£	533,263.00	
BALANCE AFTER ROUND 2			£	61,604.00	
ADD BACK BALANCE OF DIRECTED LETTINGS ALLOCATION			£	179.00	
ADD BACK HARTLEPOOL DEAF CENTRE AWARD			£	10,424.00	
TOTAL BALANCE AVAILABLE ROUND 3			£	72,207.00	
ROUND 3					
GROUP	2007/2008	2008/2009	2008/2009	ONE/	APPLICATION
	GRANT	REQUEST	RECOMMENDATION	THREE YR	
	£	£	£		
WYNWARD CAFE.COM	£ -	£ 6,000.00	£ 5,000.00	ONE	CONTRIBUTION TO SALARY COSTS OF COOK/MANAGER & RENTAL COSTS FOR REMAINDER OF YEAR
HEUGH GUN BATTERY TRUST	£ -	£ 38,915.00	REJECT		
HARTLEPOOL BEREAVEMENT SERVICES	£ -	£ 9,785.00	REJECT		
TOTAL RECOMMENDATIONS ROUND 3			£	5,000.00	
BALANCE TO COMMIT ROUND 4			£	67,207.00	

GRANTS COMMITTEE

17 November 2008



Report of: Assistant Chief Executive

Subject: CIVIC LOTTERY GRANT APPLICATIONS

SUMMARY

1. PURPOSE OF REPORT

To consider Civic Lottery Grant Applications.

2. SUMMARY OF CONTENTS

The report asks members to consider the following:

- applications where no previous grants have been awarded.
- applications where grants have previously been awarded.

3. RELEVANCE TO THE GRANTS COMMITTEE

The Committee is responsible for determining these grant applications.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Grants Committee.

6. DECISION REQUIRED

To consider applications for the allocation of grants as detailed in sections 3(A) and (B) of the report and distribute proportionately.

Report of: Assistant Chief Executive

Subject: CIVIC LOTTERY GRANT APPLICATIONS

1. PURPOSE OF REPORT

- 1.1 To consider Civic Lottery Grant applications.

2. BACKGROUND

- 2.1 In accordance with the procedure previously approved by Members, the current criteria for eligibility and distribution from the Civic Lottery Fund requires Members to consider applications three times a year in order that an overall view of applications can be obtained.
- 2.2 This is the second tranche for consideration of applications. Members previously agreed to distribute the balance available at three meetings proportionately. Each of the three tranches was allocated £2,232.16 at the start of the financial year. Following the allocation of grants in the first tranche there was a balance of £600.91. This makes the current balance available £2833.07 for distribution in this tranche.
- 2.3 The amount of grants requested in this tranche outweighs the allocation available. The sum of the grants sought for consideration at this meeting totals £6096.46 and therefore members will not be able to fully support each of the grant applications. It is usual in this position that awards are made on a pro-rata basis.

3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS

(A) APPLICATIONS FOR CONSIDERATION – WHERE NO PREVIOUS GRANTS HAVE BEEN AWARDED

Copies of the application forms are available in the Members' Library.

APP NO	ORGANISATION	REASON FOR APPLICATION	TOTAL COST	SUM SOUGHT
3332	Friends of the North Cemetery	Laptop, printer, ink, cable, laptop bag for secretary to provide minutes	£500	£500
3336	Rovers Amateur Quoit Club	Laundrying of strips, stationery and referees' fees	£2,000	£800

(B) APPLICATIONS FOR CONSIDERATION – SECOND AND SUBSEQUENT REQUESTS

Copies of the application forms are available in the Members' Library.

App No	Organisation	Reason For Application	Total Cost	Sum Sought
3335	Headland Development Trust	Funding of continuation of weekly IT learn direct skill development programme	£1,692.48	£1,692.48

Previous Grants

14.11.05	Assistance towards alterations to Activ8 building	£500
8.8.04	Financial Assistance towards Illuminations on the Headland	£431
25.3.03	Financial assistance towards staging a summer variety show	£460

App No	Organisation	Reason For Application	Total Cost	Sum Sought
3338	St Francis 2000 FC	Affiliation fees for leagues	£1,103.98	£1,103.98

Previous Grants

14.11.05	Insurance & Affiliation fees	500
27.1.04	Transport and accommodation for tournament	400
25.11.02	Running costs, league affiliation and insurance	206.63
29.3.01	Running costs	250
Prior to 2000	Unknown	1,000

App No	Organisation	Reason For Application	Total Cost	Sum Sought
3342	Hartlepool Ladies Choir	Uniforms	£2,000	£2,000

Previous Grants

5.7.05	Purchase of Music	£500
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4. RECOMMENDATIONS

To consider applications for the allocation of grants as detailed in Sections 3(A) and (B) of the report and distribute proportionately.