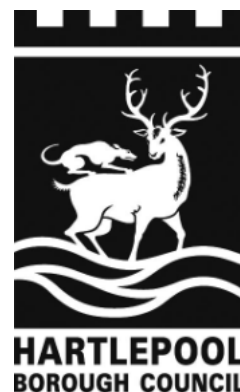


# REPLACEMENT AGENDA

## CULTURE, LEISURE AND TOURISM PORTFOLIO

### DECISION SCHEDULE



**Tuesday 19 October, 2010**

**at 10.00 a.m.**

**in Committee Room C,  
Civic Centre, Hartlepool**

Councillor Hilary Thompson, Cabinet Member responsible for Culture, Leisure and Tourism will consider the following items.

#### **1. KEY DECISIONS**

No items.

#### **2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Tees Valley Sport – Launch Of “Future Champions” Programme - *Director of Child and Adult Services*
- 2.2 Wellbeing and Preservation of the 15th Century Italian Antiphoner held by Hartlepool Libraries - *Director of Child and Adult Services*
- 2.3 Community Pool 2010/2011 – Belle Vue Community Sports and Youth Centre – *Director of Child and Adult Services*

#### **3. ITEMS FOR INFORMATION**

No items.

#### **4. REPORTS FROM OVERVIEW AND SCRUTINY FORUMS**

No items.

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report To Portfolio Holder  
**19<sup>th</sup> October 2010**



Report of: Director of Child & Adult Services

**Subject:** TEES VALLEY SPORT – LAUNCH OF “FUTURE CHAMPIONS” PROGRAMME

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the launch of “Future Champions” by Tees Valley Sport, the sub-regional County Sports Partnership, as part of their London 2012 Olympics and Paralympics Legacy Action Plan.

#### **2. SUMMARY OF CONTENTS**

The London 2012 Olympic and Paralympic Games provides a unique opportunity to inspire and increase participation in sport, physical and cultural activities. As such, the Tees Valley Sport partners have worked together to develop a legacy action plan to deliver a series of joint initiatives in the partner districts of Hartlepool, Darlington, Middlesbrough, Redcar and Stockton.

The report outlines the key themes of the legacy action plan which provides a framework for action across the Tees Valley which also supports both local and national activity that the Sport and Recreation service currently delivers on.

Under one of the themes, a “Future Champions” programme is to be launched. This has been designed specifically to support Tees Valley's talented athletes and players aged 12 - 18 years who are participating in regional and national squads but are not currently being offered support from other programmes. As a contribution to this, Tees Valley Sport local authority partners have been asked to provide specific support by offering free or subsidised access to local sports facilities.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Culture, Leisure and Tourism Portfolio includes Sport and Recreation.

**4. TYPE OF DECISION**

Non-key.

**5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio 19<sup>th</sup> October 2010.

**6. DECISION(S) REQUIRED**

The Portfolio Holder is asked to approve:-

1. Free casual swimming and fitness room use to those young people selected as part of the Future Champions Programme.
2. To also offer the use of other facilities and activities managed by the Sport and Recreation service at the concessionary rate of charge applicable.

**Report of:** Director of Child & Adult Services

**Subject:** TEES VALLEY SPORT – LAUNCH OF “FUTURE CHAMPIONS” PROGRAMME

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## **1. PURPOSE OF REPORT**

- 1.1. To inform the Portfolio Holder of the launch of “Future Champions” by Tees Valley Sport, the sub-regional County Sports Partnership, as part of their London 2012 Olympics and Paralympics Legacy Action Plan.

## **2. BACKGROUND**

- 2.1. In less than two years, the London 2012 Olympic and Paralympic Games will take place. These events provide a unique opportunity to inspire and increase participation in sport, physical and cultural activities across the country.
- 2.2. As the Portfolio Holder will be aware, as part of the development of a Sport and Physical Activity strategy for Hartlepool, this will include a specific legacy action plan to be delivered at a local level, which will embrace the Coalition Government’s sports legacy priorities.
- 2.3. At a sub-regional level, the County Sports Partnership, Tees Valley Sport, of which Hartlepool is a key partner, have already been working together to produce such an action plan – The Lasting Legacy – which has been developed around three themes of participation, performance sport and leadership, coaching and volunteering. This was launched at the end of August 2010 and provides the framework for action across the sub-region whilst at the same time supports the range of local and national initiatives which the Sport and Recreation service will deliver in the lead up to and beyond the Games.

## **3. THE LASTING LEGACY PROGRAMME**

- 3.1. As previously identified, the Partnership’s Lasting Legacy Programme focuses on three key themes, details of which are as follows.
- 3.2. **Participation** – A range of national and local programmes will be delivered to inspire more people to play, coach, compete or volunteer in sport and physical activity. The aim is to encourage everyone to be more active whether by trying something new or by returning to a sport or activity previously enjoyed in the past. The Partnership will:-

- use the 2012 Games to create a positive legacy of sporting, health, social, economic and cultural significance for individuals and communities.
- increase the number of high quality, safe sporting environments in the community by supporting clubs to gain Clubmark accreditation.
- deliver an annual Partnership Youth Games celebrating the achievements of young people aged 16 -19 years and inspiring their continued participation in sport.

**3.3 Coaches, Leaders and Volunteers** – A key area for the Partnership is to support and value the work and efforts of coaches, leaders and volunteers. Local sports clubs not only lie at the heart of community sport but provide invaluable opportunities for everyone to participate, play and compete in sport. It is obviously important to support this specific area and as such, the Partnership will:-

- provide a club and coach support service provided by a package of coach education
- host an annual Leaders award evening
- deliver a Tees Valley Leadership Academy that will be led by the School Sport Partnerships and Teesside University. This will bring together the highest achieving leaders from schools and colleges helping them to develop their skills and experiences as they work in their local communities.

**3.4 Performance Sport** – The Partnership are very committed towards supporting athletes from the Tees Valley as they work towards and hopefully compete in the London 2012 Games. For those competitors, this will be the culmination of many years of dedicated training and commitment as they have worked to fulfil their potential and achieve their goals.

**3.5** It is important to therefore inspire and support a new generation of players and athletes and support talented young people who are on the cusp of achieving their potential yet fall outside the dedicated programme support offered by UK Sport such as the World Class Programme.

**3.6** As a Partnership therefore, it was felt important to remove some of the barriers which prevent young people from achieving their potential and introduce a Future Champions Programme providing access to local facilities and high quality support to enhance the physical development required which underpins top class sporting performance.

## **4. FUTURE CHAMPIONS PROGRAMME**

**4.1** Working together within the sub-regional Sports Partnership, all partners - national governing bodies of sport, Hartlepool, Darlington, Middlesbrough, Redcar and Cleveland and Stockton councils, Tees Active and Tees Valley Leisure trusts and Teesside University – all are committed to help young people achieve their sporting potential.

- 4.2 The Future Champions programme has therefore been designed to support those Tees Valley talented athletes and players aged 12 - 18 years, participating in regional and national squads but just falling short of being supported via other programmes. These squads have to be led by the sport's national governing body (NGB) and any young people already receiving support from other programmes, for example, the world class programmes, will not be eligible to apply to Future Champions.
- 4.3 It is proposed that two methods of support are provided, either:-
- high quality support to enhance the physical development which underpins top class sports performance, delivered by Teesside University and/or
  - free or subsidised access to selected local sports facilities offered by the partner local authorities or the Leisure Trusts operating those for Redcar and Stockton.
- 4.4 Through an excellent partnership with Teesside University, the high performance programme will offer up to 80 young people and their coaches bespoke physiological testing, strength and conditioning advice and training programmes and tailored coach and athlete support. To achieve success at the highest level young people need more than just a talent for their chosen sport. Laying the right foundations needs both athletes and coaches to ensure that the physical development needed to underpin top class performance is delivered through the training programme followed by the athlete.
- 4.5 A team of postgraduate sport and exercise students will provide the selected athletes with specialist support and advice. Support will be determined through an application and selection process and initially provided for 12 months.
- 4.6 It is also intended to provide free or subsidised access to local sports facilities in the five partner local authorities of Darlington, Middlesbrough, Redcar, Stockton as well as Hartlepool for those young people selected for the Future Champions programme. This will be available to all those selected, irrespective of where they live.
- 4.7 It is intended that free or subsidised access will be provided for additional training sessions, for example, to undertake strength and conditioning training, or rehabilitation following an injury but the nature of this support is to be determined at a local level.
- 4.8 As such, it is proposed that in support of this programme that Hartlepool offers:-
- free casual use of the pool facilities at Mill House Leisure Centre and the Fitness Rooms at both Mill House and the Headland Sports Hall.
  - other facilities and activities to be made available at the concessionary charge rates.

This will help to support a meaningful legacy as a consequence of the London 2012 Games.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 As a partner of the Tees Valley Sports Partnership, the Council already makes a financial contribution of £11,412 per year to the activities and initiatives of the partnership provided on a sub-regional basis. All the other local authority partners contribute a similar amount. The Partnership is also funded by Sport England to deliver on national initiatives.
- 5.2 In terms of the Lasting Legacy Programme, there are no additional financial implications to the Council other than that to be provided as part of the Future Champions programme. This will be as a consequence of supporting access to free and subsidised activities and facilities which whilst difficult to quantify, is believed to be relatively low as it will only be made available as part of an application and screening process via the Tees Valley Sports Partnership.

## **6. RECOMMENDATIONS**

The Portfolio Holder is asked to approve:-

1. Free casual swimming and fitness room use to those young people selected as part of the Future Champions Programme.
2. To also offer the use of other facilities and activities managed by the Sport and Recreation service at the concessionary rate of charge applicable.

BACKGROUND PAPERS:

CONTACT OFFICER: Pat Usher, Sport and Recreation Manager

## **CULTURE, LEISURE & TOURISM PORTFOLIO**

Report to Portfolio Holder

19 October 2010



**Report of:** Director of Child and Adult Services

**Subject:** WELLBEING AND PRESERVATION OF THE  
15<sup>TH</sup> CENTURY ITALIAN ANTIPHONER HELD  
BY HARTLEPOOL LIBRARIES

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the history and current position regarding the 15<sup>th</sup> Century Italian book of religious music (antiphoner) held by Hartlepool Libraries to enable an informed local decision as to the future holding and storage of the document to be made.

#### **2. SUMMARY OF CONTENTS**

The antiphoner originates from Italy and is a 15<sup>th</sup> Century manuscript volume of religious text and music. It was donated to the Museum and Library Service and has remained in the library collection since that time.

Apart from being donated to Hartlepool's Library and Museum Service in 1920, the document has no cultural or historic links to the town or region, nor does it fall under the remit of Teesside Archives collection. Within its current resources neither the library nor the museum has the facilities to display the document to the public in a suitably protected environment.

The library has identified a number of options for the future:

- Retention of the status quo
- To lend or gift the document to a suitable UK depository of historical religious music

The report explores each of these options and seeks a decision to be made as to the future storage and holding of the antiphoner.



**3. RELEVANCE TO PORTFOLIO**

The antiphoner is a document of significant historical interest and value that is currently the responsibility of the Hartlepool Library and Museum Services are the responsibility of the Portfolio Holder.

**4. TYPE OF DECISION**

Non Key.

**5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio meeting on 19<sup>th</sup> October 2010.

**6. DECISION(S) REQUIRED**

The Portfolio Holder is recommended to agree that the Antiphoner be offered to Durham Cathedral Library to be transferred on the basis of a deposit.

**Report of:** Director of Child and Adult Services

**Subject:** WELLBEING AND PRESERVATION OF THE  
15<sup>TH</sup> CENTURY ITALIAN ANTIPHONER HELD  
BY HARTLEPOOL LIBRARIES

---

## 1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of the history and current position regarding a 15<sup>th</sup> Century Italian book of religious music (antiphoner) held by Hartlepool Libraries to enable an informed local decision as to the future holding and storage of the document to be made.

## 2. BACKGROUND

- 2.1 The document was examined by the British Museum in 1947 and described as follows:

*“A manuscript volume: An Antiphoner for the Day Hours, from the Benedictine Abbey of San Prospero, in Reggio d’Emilia, Italy. The work was executed in Italy during the late 15<sup>th</sup> Century (later than 1481)*

*It contains the Liturgical Psalter, with Hymns, throughout the week; Canticles for the Commune Sanctorum, including Hymns for St Prospero; Antiphons etc.*

*The Lettering is on vellum. Illuminated initials in gold and colours and numerous coloured initials occur throughout. The Binding of wooden boards covered with brown leather, (rebacked) metal edges with stamps having designs of Rosettes, the Madonna and Child, and the Sacred Monogram. Brass studs at the corners and in the middle”.*

- 2.2 It was donated to the Museum and Library Service in 1920 and has remained on the library collection since that time.
- 2.3 In 1978 the Reference Librarian explored means of displaying the antiphoner to the public, but affordable display options could not provide sufficient protection.
- 2.4 A brief history of the antiphoner in Hartlepool since 1920 is included as **Appendix 1**. It appears that since 1920, no means has been found of displaying the document and preserving it in good condition. Tests show the current storage facilities within the library, in terms of

preservation, are reasonably good. However there is little benefit to the public or to scholars from this arrangement and other solutions are possible. The Assistant Director, Child and Adult Services believes that alternatives to this state of affairs should be explored and a local decision made regarding the antiphoner's future.

### 3. **CONSIDERATION OF THE ISSUES**

The presence within the Museum and Library collection of this historical artefact has long been problematical, its cultural and historical value has long been recognised, witness the independent assessment by the British Museum in 1947. Since then a number of professional conservators and archivists have given advice and given recommendations which led to a specific course of action to ensure the safety and integrity of the Antiphoner. Whilst it remains in good condition, it is not able to be satisfactorily accessed by scholars or viewed by casual visitors. Furthermore, the current conditions, whilst adequate, are not of a standard which the Antiphoner should be subjected to for the foreseeable future.

Two primary options emerge – continue the status quo or actively seek to provide a more appropriate repository which meets the required minimum conservation standards:-

- 3.1 **Option 1: Retain the status quo** – Apart from slight deterioration caused by relocation in the 1990's, the condition of the antiphoner has remained stable since 1920. Storage facilities at the library have been judged adequate, though some improvements are recommended (estimated cost £2000). The library does not have the facilities to allow public access, since prolonged exposure to ultra violet light, even within the protection of a display cabinet, would be harmful. Neither can we provide a suitable environment for researchers to study the document.
- 3.2 **Option 2: Loan / gift to a suitable repository** – Durham Cathedral Library has an unrivalled collection of medieval religious manuscripts. The strong historical, political and ecclesiastical links with Hartlepool make this the most obvious local repository. The antiphoner would be stored under approved conditions (BS 5454:2000). It would periodically be exhibited to the public as part of the 'Treasures of St Cuthbert' exhibition and would be available under supervision for study by scholars. The Cathedral Library is willing to accept the document as either gift or deposit. In the latter case, they would arrange a form of agreement agreeable to both parties. Similar arrangements have been made previously in regard to items on long-term loan to them from Auckland Castle and Bamburgh Castle.
- 3.3 The preferred option is to offer the Antiphoner to Durham Cathedral on the basis of a transfer loan (deposit), should it be appropriate at

some point in the future, consideration could be made to convert to a gift thereby transferring ownership

#### **4. FINANCIAL CONSIDERATIONS**

- 4.1 Maintaining the current position will require a minimum of £2000 investment and ongoing insurance coverage.
- 4.2 To donate the document to Durham Cathedral would involve no costs. If a deposit arrangement is drawn up, Hartlepool would only be required to cover excess insurance costs, should a value for repair costs ever be deemed to exceed £30,000.

#### **5. CONCLUSION**

- 5.1 The most appropriate long term means of holding the Antiphoner in order to maintain the document in a suitably protected environment and to provide maximum opportunity for scholarly research and public access would appear to be a transfer as a deposit to the Durham Cathedral Treasury.

#### **6. RECOMMENDATION**

The Portfolio Holder is recommended to:-

- 6.1 Agree that the Antiphoner be offered to Durham Cathedral Library to be transferred on the basis of a deposit.

Contact Officer: John Mennear, Assistant Director

## APPENDIX 1

## Antiphonal Timeline

**1920:** 27<sup>th</sup> October. Donated to the museum by Col. W. Thomlinson, DL, JP, of Seaton Carew. (Source: Minutes of the West Hartlepool Public Library, Museum and Art Gallery Committee, Librarian's report). (NB the Gray Art Gallery opened this year. The Museum and Art Gallery at that time came under the remit of the Library Service. The MSS seems from the outset to have been allocated to the library and has remained there throughout many changes to the original organisational structure).

**1947:** September. Examined by the British Museum at the request of R. Edgar Lyde, Director of the Public Library, Gray Art Gallery and Museum. Described by BM as follows:

A manuscript volume: an Antiphoner for the Day Hours, from the Benedictine Abbey of San Prospero, in Reggio d'Emilia, Italy.

The work was executed in Italy during the late 15<sup>th</sup> century (later than 1481).

It contains the Liturgical Psalter, with Hymns, throughout the week; Canticles for the Commune Sanctorum, including Hymns for St Prospero; Antiphons etc.

The Lettering is on vellum. Illuminated initials in gold and colours and numerous coloured initials occur throughout. The Binding of wooden boards covered with brown leather, (rebacked) metal edges with stamps having designs of Rosettes, the Madonna and Child and the Sacred Monogram. Brass studs at the corners and in the middle.

**1947:** October. R. Edgar Lyde proposed to exhibit MSS in the library.

**1971:** September. Examined by Neil Ker and later described in his book 'Medieval manuscripts in British libraries', Abbotsford-Keele, Oxford, 1977. He suggested the MSS was likely to have been one of three volumes.

**1978:** February. Quotations gathered for bespoke display cabinet.

Quote 1: Tinted glass with thermostat control. £407.00.

Quote 2: UV resistant Perspex. £382.69.

Neither option was accepted. Notes made by Mary Hoban at the time indicate that she was not satisfied that either case would afford sufficient protection to the MSS. These notes also state:

British Library suggest light levels for permanent display of the manuscript must be very low. Ultra-violet light –resistant glass/Perspex is not adequate – for preference no daylight should be allowed. They suggest the case be covered with a cloth unless people are actually viewing the manuscript. The case should include machinery to circulate and filter the air, keeping the correct temperature and humidity (lack of this will cause mildew). Fabrics used inside the case should be natural. (e.g. linen or natural velvet) and the

fabric dye should also be natural. Linen tapes should hold the pages down and pages should be turned at least once a week – taking care with the binding. The case should be sited in the coolest spot as far from direct sunlight as possible.

**1982:** July. Further quotation for a display unit £680 + spotlights (estimated total cost £700). No record of any further action at this time.

**1995:** 30<sup>th</sup> August. Helen Kendal from the County Archives examined the MSS and reported deterioration and the risk of loss of the gold leaf. She recommended that the pages not be turned and that expert advice should be sought. The British Museum were willing to assess the MSS free of charge, but this would have meant two members of staff taking the MSS to London and this was not deemed feasible. Instead, Chris Clarkson from West Dean College, Chichester was asked to visit the library.

**1995:** 25<sup>th</sup> October. Visit by Chris Clarkson to the library. He reported the corrosion was probably no longer active and recommended that the MSS be stored within a wooden box for protection. Cost of repairs given as £250-£350.

**2008:** 10<sup>th</sup> November. Visit by David Tyrrell (of Teesside Archives) and Helen Kendall (Conservator at Teesside Archives) to assess current condition of the MSS. Report notes no obvious deterioration since 1995. The environmental conditions are considered adequate, if not ideal. Lack of handling has also helped to maintain the status quo. The MSS is currently kept within a bespoke waterproof bag made of book cloth and lined with unbleached archival linen.

Recommendations: that the carpet in the store be replaced with suitable flooring; that a thermohygrometer be installed to monitor temperature and humidity; that a box of archival quality be constructed to better protect the MSS.

**2008:** 12<sup>th</sup> December. Letter received from Durham Cathedral Library outlining storage facilities, accessibility, insurance and ownership issues should the MSS be given to their care.

# **CULTURE, LEISURE AND TOURISM PORTFOLIO**

**19 October 2010**



**Report of:** Director of Child & Adult Services

**Subject:** COMMUNITY POOL 2010/2011 -  
BELLE VUE COMMUNITY SPORTS & YOUTH  
CENTRE

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## **SUMMARY**

### **1. PURPOSE OF REPORT**

The purpose of this report is to advise and seek approval for the level of grant award to Belle Vue Community Sports and Youth Centre from the Community Pool for 2010/2011.

### **2. SUMMARY OF CONTENTS**

The Community Pool budget for the 2010/2011 financial year has been set at £494,658. After Round 1 the total balance available for distribution in Round 2 is £92,102.

An application for funding is being presented from Belle Vue Community Sports and Youth Centre. Officers are recommending that an award of £22,603 is approved as a contribution to the core costs of the group. Details of this application are included in the body of this report.

### **3. RELEVANCE TO PORTFOLIO**

Two members of Grants Committee declared an interest in the Belle Vue Community Sports and Youth Centre so therefore the grant application could not be heard at that meeting and was therefore referred to Culture, Leisure & Tourism Portfolio for determination.

### **4. FINANCIAL IMPLICATIONS**

Officers are recommending that a grant of £22,603 is approved for Belle Vue Community Sports and Youth Centre as a contribution to the core costs of the group. This will leave a balance in the Community Pool of £69,499 to be committed at a later date.

**5. TYPE OF DECISION**

Non-key

**6. DECISION MAKING ROUTE**

Culture, Leisure & Tourism Portfolio on 19th October 2010.

**7. DECISION(S) REQUIRED**

The Portfolio holder is recommended to approve:

1. Grant aid to Belle Vue Community Sports and Youth Centre of £22,603 for 2010/2011 as recommended and detailed in paragraph 4 of the report.
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 balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.



**Report of:** Director of Child & Adult Services

**Subject:** COMMUNITY POOL 2010/2011  
BELLE VUE COMMUNITY SPORTS & YOUTH  
CENTRE

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise and seek approval for the level of grant award to Belle Vue Community Sports and Youth Centre from the Community Pool for 2010/2011.

**2. BACKGROUND**

- 2.1 At a meeting of the Grants Committee on 17th July 2010 Officers presented a report from Belle Vue Community Sports and Youth Centre for Members consideration. However, two members of the Committee declared an interest in this application therefore it could not be heard by the Grants Committee and consequently it was referred initially to Cabinet then to Culture, Leisure & Tourism Portfolio for consideration.
- 2.2 With the budget for 2010/2011 being set at £494,658 and it being substantially oversubscribed for 2010/2011 Officers have taken a very cautious approach in relation to the formulation of the level of funding recommended for applicant groups. In Round 1 and Round 2 some applicants requested substantial increases on last years grants usually because a funding stream which was previously used to match local authority funding has come to an end. However, it should be made clear that council funding cannot replace other funding streams that have ended and that groups should exhaust all other funding opportunities before applying for council funding.
- 2.3. There is one application which is being recommended for approval at this meeting. This application is from Belle Vue Community Sports and Youth Centre which has been supported with funding from the Community Pool previously.

**3. APPLICATION FOR FUNDING FROM BELLE VUE SPORTS AND YOUTH CENTRE (BVCS&YC).**

- 3.1 In relation to the Community Pool criteria, which is attached as **Appendix 1** BVCS&YC fall into category iv: *other organisations/groups who provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards*. It is recognised that Category iv organisations do contribute to the overall community activity and do address some of themes of the Community Strategy.

- 3.2 Belle Vue Community Sports and Youth Centre has benefitted from funding from the Community Pool in recent years. In the 2008/2009 financial year BVCS&YC was awarded £23,750 from the Community Pool as a contribution towards core costs. BVCS&YC did make an application to the Community Pool for the 2009/2010 financial year but the application was not processed because the group was unable to provide the necessary documentation, including their annual accounts, to enable Officers to make an informed recommendation in relation to that application.. At the end of the 2009/2010 financial year as the information was still not forthcoming the application for 2009/2010 was withdrawn.
- 3.3 BVCS&YC has now submitted an application for the 2010/2011 financial year for £47,500 as a contribution towards core costs including the salary costs of three key posts: a Centre Manager, a Caretaker and a Finance Officer.
- 3.4 During the 2010/2011 financial year BVCS&YC will work with 40 hard to engage families encouraging and enabling them to access services to find solutions to their daily problems regarding money, parenting, health, employability etc in order to improve community cohesion.
- 3.5 BVCS&YC will work with in excess of 500 young people each week, to reduce issues experienced by young people such as bullying, teenage pregnancy, underage drinking, crime and anti-social behaviour, obesity and other health issues and low achievers encouraging them to learn new skills raising their aspirations and assisting them to become more employable.
- 3.6 As BVCS&YC has now provided all the documentation to support their application Officers are able to make an informed recommendation in relation to the application for 2010/2011.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 BVCS&YC has requested a grant of £47,500 as a contribution towards the salary costs of three key posts: a Centre Manager, a Caretaker and a Finance Officer. This request is a substantial increase on the level of grant which was approved for 2008/09 and as resources are limited Officers are unable to recommend an award at this level.
- 4.2 Officers are recommending that a grant of £22,603 be approved as a contribution towards core costs including a 50% contribution to the salary costs of two key posts within the organisation: an Operations Manager and a Finance Officer for the remainder of the financial year. It is this sum which is being considered by Cabinet today.
- 4.3 The determination of levels of grant aid involves officers collating information in order to determine an individual service specification/grant acceptance. Upon confirmation of grant aid, this agreement confirms expected outcomes and targets to be achieved, which then becomes part of the monitoring process.

- 4.4 Officers are therefore recommending that a grant of £22,603 be approved for Belle Vue Community Sports and Youth Centre for 2010/2011 as a contribution to the organisations core costs including a 50% contribution to the salary costs of a Centre Manager and a Finance Officer, for the remainder of the financial year.

## **5. RECOMMENDATION**

The Portfolio Holder is recommended to approve:

1. Grant aid to Belle Vue Community Sports and Youth Centre of £22,603 for 2010/2011 as recommended and detailed in paragraph 4 of the report.
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 balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.

CONTACT OFFICER: John Mennear, Assistant Director (Child & Adult Services)

### Background Papers

Application to Community Pool 2010/2011: Belle Vue Community Sports & Youth Centre  
Report to Grants Committee 17<sup>th</sup> July 2010



# **HARTLEPOOL BOROUGH COUNCIL**

## **COMMUNITY POOL 2010/2011**

### **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 and Neighbourhood Renewal Strategy.

### **HARTLEPOOL AMBITION**

#### **COMMUNITY STRATEGY AND NEIGHBOURHOOD RENEWAL STRATEGY 2008-2020**

Within the main strategic document, there are 8 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment
- 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.

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 local people to take a greater role in the planning and delivery of services and strategies that affect their individual lives, their local neighbourhood and the wider community.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach" groups and those communities affected.
- To improve the accessibility of services and information ensuring that providers address the varied needs and requirements of the whole community.
- To fully value the voluntary and community sector and to support them to secure their long-term future through contracted service delivery, promoting volunteering and the agreement of longer term funding settlements.
- To ensure Hartlepool is a cohesive community where there is a sense of belonging for all and where people of different backgrounds, circumstances and generations are able to get along free from discrimination and harassment.

In order to identify the most disadvantaged 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**.

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

**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.

### **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.

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, i.e.

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 decision made by the Grants Committee in respect of their application for funding. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration.

## 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. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
4. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
5. 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.
6. 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. Incomplete applications will be returned.
- 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 14

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 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 19

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 21

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 23

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 25**

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 26 and 27**

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

**Question 29**

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**

**Additional Information**

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

If possible, please return your application form and additional information electronically or if that is not possible, a hard copy can be posted. Please be sure to put sufficient postage on the envelope or your application may miss the deadline.

**Any applications received after the deadline will not be considered.**