



# Community Committee

## Agenda

### Part One

Council Chamber - Town Hall

Tuesday, 21 October 2014 at 7.00 pm

#### **Membership (Quorum – 3)**

##### **Councillors**

Cllrs Chilvers (Chair), Mrs Squirrell (Vice-Chair), Barrett, Carter, Mrs Coe, Mrs Hones, Mrs Hubbard, McCheyne, Parker and Ms Sanders

**Committee Co-ordinator:** Jean Sharp (01277 312655)

#### **Additional Information:**

##### **Substitutes**

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

##### **Rights to attend and speak**

Any Member may attend any body to which these Procedure Rules apply.

A Member who is not a member of the committee may speak at the meeting if they have given prior notification by no later than one working day before the meeting to the Chair and advised them of the substance of their proposed contribution.

The member may speak at the Chair's discretion, it being the expectation that a member will be allowed to speak on a ward matter.

## **Point of Order/Personal explanation/Point of Information**

### **8.3.14 Point of order**

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chair on the point of order will be final.

### **8.3.15 Personal explanation**

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Chair on the admissibility of a personal explanation will be final.

### **8.3.16 Point of Information or clarification**

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Chair on the admissibility of a point of information or clarification will be final.

## **Information for Members of the Public**

### **Access to Information and Meetings**

You have the right to attend all meetings of the Council and its Boards and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk) or from Democratic Services (01277 312739).

### **Webcasts**

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If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

### **Private Sessions**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Board or Committee does so, you will be asked to leave the meeting.

### **Guidelines on filming, photography, recording and use of social media at council and committee meetings**

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

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## Part I

(During consideration of these items the meeting is likely to be open to the press and public)

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10	<b>Urgent Business</b> An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.		

A handwritten signature in black ink, appearing to read "J. Healy". The signature is written in a cursive, flowing style.

Acting Chief Executive

Town Hall  
Brentwood, Essex  
13.10.2014



## Minutes

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### Community Committee 21<sup>st</sup> July 2014

#### Membership/Attendance

- \* Cllr Chilvers (Chair)
- \* Cllr Mrs Squirrell (Vice-Chair)
- \* Cllr Barrett
- Cllr Carter
- \* Cllr Mrs Coe
- \* Cllr Mrs Hones
- \* Cllr Mrs Hubbard
- \* Cllr McCheyne
- \* Cllr Parker
- \* Cllr Ms Sanders

\*present

#### Substitute Present

Cllr Quirk (for Cllr Carter)

#### Also present

Cllr Aspinell  
Cllr Baker  
Cllr Hossack  
Cllr Le-Surf  
Cllr Lloyd  
Cllr Morrissey  
Cllr Mynott  
Cllr Tee

#### Officers Present

Jo-Anne Ireland – Acting Chief Executive  
Kim Anderson – Partnership, Leisure and Funding Manager  
Ashley Culverwell – Head of Borough Health Safety and Localism  
Claire Hayden - Governance and Member Support Officer  
Mandy Major - Senior Revenues Officer  
Roy Ormsby - Head of Streetscene  
Rick Steels – Revenue and Benefits Manager

## **92. Apologies for Absence**

Apologies for absences were received from Cllr Carter.

## **93. Minutes of Community Service Committee meeting held on 26.2.2014**

Members noted that the minutes related to matters some of which now fell within the remit of this Committee and they had already been signed by the Chairs of Environment Committee, Housing & Health Committee and Business and Town Centres Committee.

**RESOLVED** to approve as a true record the minutes of the Community Services Committee meeting held on 26.2.2014.

## **94. Remit of Committee and Community Funding - Presentation**

The remit of this new Committee is shown in the presentation for the benefit of Members. The Terms of Reference were agreed at the last Annual Council. Any amendments would need to be agreed by Full Council after referral to the Constitution Working Group (CWG).

Members are also reminded of the community funding streams available to both them and the community.

Cllr Hubbard asked for guidance from officers relating to Ward Budgets for all new members is provided.

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Mrs Squirrelle to receive the recommendations as set out in the report.

**RESOLVED UNANIMOUSLY** to:

- 2.1 That Members note the presentation and contact the Partnership Leisure and funding manager in respect of any community funding enquiries.

## **95. King George's Playing Field**

King George's Playing Fields is one of the Council's key play areas, and attracts visitors from all over Essex to participate in family leisure activities, and organised sport through rugby, football, golf and bowls.

The recent approval of the adventure golf, which will attract additional visitors to the Borough, and the lease with the rugby club, which has attracted over £50,000 in grant funding for pitch improvements, is a clear sign that the Council is prepared to work in partnership with the private and voluntary sector to improve facilities in the park.

However, with financial challenges faced by all Councils over the coming years it is important that this Council identifies further opportunities to work with the private, and voluntary sector to ensure that facilities in the park are continually improved, and meet the high expectations expected by our residents.

On two occasions over recent years there have been attempts to attract private sector investors to manage the golf course, but neither has attracted any reasonable offers. This is probably due to the contract being offered for a stand alone golf course, with no ancillary facilities to generate further income.

There is a need to identify alternative approaches to managing the facilities in the park through working with other sectors to attract further investment in the facilities. There is a need to develop a long-term strategy, where all sectors can invest in the park, especially the voluntary sector through opportunities to attract grant funding from a wide range of agencies.

Members requested that future reports on King George's Playing Fields, should include both Brentwood South and Warley Wards, under the report title - wards affected. This was noted by the clerk.

Members of the Committee made a number of initial suggestions for consideration including:

- Investigation of eco-friendly and sustainable solutions.
- Adult fitness equipment-outdoor gyms
- Art pieces
- Free play
- Toddler enclosed area
- Bike repair shed (linked to the Skate Park)
- Relocation of the Basketball net
- Advice from nature conservation organisations

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Quirk to receive the recommendations as set out in the report subject to a suggested alteration by the mover after a full discussion.

**RESOLVED UNANIMOUSLY to:**

- 2.1 Agree that Officers commence work on the development of a long-term strategy for the development of facilities in the park.
- 2.2 Agree that Officers enter into discussions with all voluntary organisations within the park to identify opportunities to work in partnership to benefit the facilities in the park.
- 2.3 Agree that Officers identify opportunities to develop the current building, which is currently used as the golf club, golf shop, cafe and changing facilities.

2.4 That all Ward Members of Warley and Brentwood South liaise with officers to identify development opportunities with the park.

## **96. Local Support Services Framework**

This report provides Members with details of the partnership work that officers from the Council and other local organisations have been undertaking to introduce a local support services framework.

The framework is designed to provide proactive support, including help with finding employment, to residents who have suffered major life changing events or who have been affected by welfare reforms which have resulted in a cessation or reduction of payments due to the Council.

Advice and support to maximise income opportunities, debt and budgetary advice and specialist support and advice to enhance a resident's job prospects will all be provided within the framework.

It is currently expected that residents will be provided with the aforementioned support from September 2014.

Members requested that opportunities for supporting Brentwood Community Print and Mental Health Organisations such as Essex Mental Health be explored.

Further periodic reports will be presented to Members regarding the progress of the framework.

A motion was MOVED by Cllr Chilvers and SECONDED by Cllr Mrs Squirrell to approve the recommendation set out in the report.

**RESOLVED UNANIMOUSLY** to:

2.1 That Members endorse the continuing development of the Local Support Services Framework and to agree that officers report back to this committee on its further progress.

## **97. Health and Wellbeing Strategy**

The report introduced the Health and Wellbeing Strategy and Work Plan, which was developed by the Health and Wellbeing Board. It includes the priorities identified in the Joint Strategic Needs Assessment carried out by Essex County Council. The actions for the priorities are addressed in the Work Plan.

Cllr Quirk suggested a further update be brought to this Committee in 6 months including an evaluation of the cost of Officer time in supporting the work of the Board.

A motion was MOVED by Cllr Chilvers and SECONDED by Cllr Mrs Squirrell to approve the recommendation set out in the report.

**RESOLVED UNANIMOUSLY to:**

- 2.1 The Committee approves the Health and Wellbeing Strategy and Work Plan for 2014-2017.

**98. Commissioning Prospectus**

The Funding Strategy was agreed at Strategy and Policy Board on 20 November 2013. One of the strands of the Funding Strategy was to move away from direct grant funding to a commissioning approach. The Commissioning Prospectus will ensure that the services it commissions will be targeted and support the local community, while meeting the Council's priorities.

The draft Commissioning Prospectus provided details of the outcomes being commissioned, and clarifies what Brentwood Borough Council wants to achieve within the Borough on behalf of its communities. These achievements are set out as outcomes and objectives.

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Mrs Squirrelle to approve the recommendations set out in the report.

**RESOLVED UNANIMOUSLY to:**

- 2.1 For Members to agree to the approach shown in the draft commissioning prospectus at Appendix A and for officers to consult with the voluntary sector organisations involved in the existing service delivery
- 2.2 That Members provide any additional input to the contents of the Draft Commissioning Prospectus to the Partnership, Leisure and Funding Manager by 21 August 2014.
- 2.3 That final agreement of the Commissioning Prospectus is delegated to the Head of Borough Health, Safety and Localism in consultation with the Chair of this Committee.

**99. "Lights Out" for the First World War Commemoration**

The Chair asked Members to support "Lights Out" for the First World War Commemoration. "Light's Out" is an invitation by the Royal British Legion for everyone in the UK to turn off their lights between 10pm-11pm on 4<sup>th</sup> August 2014 – leaving only a single light or candle for this symbolic act of reflection and hope.

It was agreed **UNANIMOUSLY** to support this event.

## 100. Events Progress and Evaluation

The report before Members provided an update and an evaluation of the current Community events that the Council organises. Currently the Council organises ten community events throughout the year, eight Family Fun Days, Strawberry Fair and Lighting Up Brentwood. These are organized through the Community Services team.

Members of the Committee made a number of initial suggestions for consideration including:

- Warley Memorial for WW1
- Carnivals
- Raft Races
- Arts Festival
- Lighting up in Shenfield
- Cycle Races
- Its a Knockout style event
- Consult with Paul Golder at Phoenix FM
- Ask staff for ideas

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Mrs Hubbard to approve the recommendations set out in the report.

**RESOLVED UNANIMOUSLY** to:

- 2.1 For Members to consider additional events or enhancements to existing events that will strengthen communities, increase the Borough's Leisure/community offer and provide suggestions to the Partnership, Leisure and Funding Manager. (Any additional resource requirements will be considered by the Finance and Resources Committee)
- 2.2 To instruct officers to provide robust feedback and evaluation of events, which will include feedback from visitors, Officers, Members and other stakeholders enabling a continuous process of improvements from lessons learned.

## 101. Termination of Meeting

During the preceding item, in accordance with Rule 28 of Part 4.1 – Council Procedure Rules, the business of the meeting not having concluded by two hours after its start, Members voted and agreed to continue with the meeting for a further 30 minutes.



## 102. Council Borough Bulletin

The report outlined additional information and recommendations arising from the need to consult with residents over future development options for William Hunter Way, Brentwood.

The report recommends a pilot Brentwood wide Council news bulletin. It is anticipated that this will cost approximately £5k and can be achieved within existing budgets.

The recommendations below supercede those contained within the original agenda item.

Members clearly stated that they did not want email addresses to be sold or used for any other purposes.

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Quirk to approve the recommendations set out in the report and following a full discussion a vote was taken on a show of hands and the motion was **RESOLVED**:

- 2.1 That a Borough wide news bulletin is piloted and that the first edition includes the consultation for the William Hunter Way development.
- 2.3 Officers are instructed to report back to this Committee on the results of the feedback of the pilot news bulletin to enable a decision to be made on continuing with regular editions.

## 103. Termination of Meeting

During the preceding item, in accordance with Rule 28 of Part 4.1 – Council Procedure Rules, the business of the meeting not having concluded by two hours after its start, Members voted and agreed to continue with the meeting for a further 30 minutes.

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21.10.14

## Community Committee

### Parish Council Discretionary Grants

**Report of:** Ashley Culverwell, Head of Borough Health, Safety and Localism

**Wards Affected:** All Brentwood Borough wards

**This report is:** Public report

#### 1. Executive Summary

- 1.1 As part of the Funding Strategy that was agreed at Strategy and Policy Board on 21 November 2013 (minute ref. 263), all discretionary grants and support to voluntary and community sector organizations were reviewed. A set of future funding principles were agreed at Strategy and Policy Board in relation to the Parish Councils.
- 1.2 Various one to one meetings have been undertaken with each of the Parish Councils to review the level of funding and looking at ways in which Brentwood Borough Council and the Parish Council can work more effectively together. This includes a much clearer idea on roles and responsibilities for Essex County Council, Brentwood Borough Council and the Parish Councils. Although it is proposed to reduce the Discretionary Grant funding over the next three years, the Borough Council is also looking at strengthening the support that it provides to the Parish Councils with the development of a Service Level Agreement, and other in kind support to mitigate against this reduction, and minimize the impact on local residents.

#### 2. Recommendations

**That Members agree to:**

- 2.1 **Officers developing a Service Level Agreement (SLA) for each Parish Council outlining the services that the Council will provide.**
- 2.2 **Phase out the Parish Council Discretionary Grant over three years commencing on 1<sup>st</sup> April 2015 with a 20% reduction for each of the 3 years, such that the grant level is zero by April 2018.**
- 2.3 **Officers continue to review the impact of the reduction of the Parish Council Discretionary Grant through regular meetings with the Parish Councils.**

### **3. Introduction and Background**

- 3.1 The discretionary grant has been provided to the Parish Councils in Brentwood since the local Government reorganisation in 1973/4.
- 3.2 Parish Council funding was reviewed in 2011/12 which gave rise to the agreed grants for Parishes in 2012/13.
- 3.3 As part of the discretionary grant review a partnership agreement was entered into with some of the Parish Councils with the intention that a Service Level Agreement (SLA) would be developed at a later stage of the review of the Parish Council funding process. The aim of the SLA was to specify those services the Council would fund, which work would be undertaken by the Parish Council and work undertaken by the Council on behalf of the Parish (avoiding paying of a grant and re-commissioning). The SLA was not pursued and as a result the grant was frozen for 2013/14.
- 3.4 The Council has come under increased pressure from Central Government to reduce its costs and use its resources more efficiently, while ensuring that any support for the voluntary and community sector is both effective and targeted to support the most vulnerable.
- 3.5 As part of the Funding Strategy review the Council looked at the situation across Essex to see what support other authorities currently provide to the Voluntary and Community Sector.
- 3.6 The Borough Council values the work that the Parish Council currently undertakes to support their local community.
- 3.7 At the Strategy and Policy Board meeting on 21 November 2013 members agreed (minute ref. 263) to adopt the following principles for future Parish Council funding:
  - All parishes should have charging policies in place where applicable, which cover the cost of services being provided i.e. they should be self financing. For example, charges for the use of playing fields and changing rooms should be set to recover the costs for maintenance. If the Parish choose not to go down that route then any subsidy provided should be borne by the Parish not by the Borough.
  - All administrative costs relating to the running of the Parish should be borne by the precept not by the Borough – this would include salaries, office costs, insurance, loan charges, cost of being a quality council, risk management, health and safety.

- Repairs and replacement of capital equipment should be budgeted for by the Parish by making provision over the life expectancy of the asset in the same way the Council must do this. This will not be covered by the grant.
- Any agreement to fund costs by the Borough will be on the basis of standards provided in other parts of the Borough. If the Parish wish to increase these standards then these costs should be borne by the precept.
- Any new provision or investment made by the Parish will not be funded as to start up costs or ongoing liabilities unless specifically agreed in advance by the Borough. Any other approach would be unrealistic in the current climate.
- The Borough wishes to avoid the situation when a grant is paid to the Parish and the work is then commissioned from the Council – this creates administrative work where none is required.

3.8 During August and September 2014 there have been follow up meetings with each of the Parish Councils to analyse their requests for assistance from the Discretionary Grant for 2015/16. The meetings also looked at future funding arrangements and options, where potential efficiencies could be made and to discuss any issues that they are currently experiencing.

#### **4. Issue, Options and Analysis of Options**

- 4.1 Feedback from the one to one meetings that the Officers had with the Parish Councils in August and September 2014 identified some common themes and issues that were raised.
- To develop a Service Level Agreement so that there are clear roles and responsibilities for all three tiers of authority
  - For the Council to make a final decision rather than having a continued uncertainty for the Parish Councils on an annual basis
  - If the grant is to be reduced or cut completely, to allow the Parish Councils sufficient time to adjust to the reduction
  - Issues with the 'Bring Sites' especially at Crown Corner and at Mountnessing Village Hall and the accumulation of dumped rubbish
  - To provide improved engagement/ communication channels with Council Officers
  - Identify areas or services that Brentwood Borough Council could assist that might enable the Parish Councils to reduce some of their existing overheads

- 4.2 It is proposed to phase out the Parish Council Discretionary Grant over three years commencing on 1 April 2015 with a 20% reduction for each of the 3 years, such that the grant level is zero by April 2018.
- 4.3 The following enhanced areas of support are offered to the Parish Councils:
- Development of a clear and unambiguous Service Level Agreement with officers and each of the Parish Councils to ensure that there is no duplication of effort, clear responsibilities and with assurances that the Council could meet the standards specified.
  - Introduce clearer lines of communication with Council Officers particularly grounds maintenance staff to ensure that any issues could be quickly rectified and promote more partnership working with the Parish Councils.
  - Improved engagement with Brentwood Borough Council with the continuation of the two Parish Council Liaison Meetings a year with senior officers and relevant Borough Council Members invited; plus an annual meeting with the Leader of the Council and the Chief Executive and representatives from all of the Parish Councils; and for the Leader of the Council to occasionally visit the individual Parish Council meetings.
  - Assisting the Parish Councils with unlawful caravan incursions including repossession of land the removal of rubbish.
  - Assisting the Parish Councils to utilise the Neighbourhood Action Teams and the Highway Rangers more effectively in their areas
  - Assisting the Parish Councils to utilise and promote Brentwood Community Transport schemes that will support the more isolated and vulnerable residents to access transport in their area.
  - Liaising with Parish Councils to identify potential projects/initiatives that require additional funding such as the Brentwood Community Fund or the ward budgets, or other external funding pots. The proposal is to run a funding workshop for the Parish Councils.
- 4.4 In addition to the Discretionary Grant, the Council has, since April 2013 provided an additional grant to support the adjustments arising from the introduction of Local Council Tax Support Schemes. This grant has protected the Parish Councils from any impact to their individual tax base figures.
- 4.5 Brentwood Borough Council will not know until December 2014 whether this grant will be available for 2015/16 and therefore cannot make any commitment at this stage regarding this element of funding. If it should be available, the Council will only be able to provide the grant for 2015/16

since the outcome of the General Election in May 2015 could change the funding arrangements for 2016/17 and beyond.

## **5. Reasons for Recommendation**

- 5.1 Although some common themes emerged from the one to one meetings the Borough Council recognises that each Parish Council is different so the Council will need to adopt a process that is seen to be fair for all of the Parish Councils.
- 5.2 A number of the Parish Council's highlighted that if the funding were to be reduced or cut completely then they would need time to prepare for this. A phased reduction in funding would be beneficial to allow them time to prepare for when the grant will eventually cease.
- 5.3 The Parish Council's also indicated that a clear Service Level Agreement needs to be in place so that each of the three tiers of authority, Essex County Council, Brentwood Borough Council and the Parish Councils are aware of each authority's specific roles and responsibilities.
- 5.4 Brentwood Borough Council fully supports the work that the Parish Council's undertake so is keen to provide a number of measures that will continue to support the Parish Council's as indicated in 4.3 of this report.

## **6. Consultation**

- 6.1 As part of the Funding Strategy review a number of one to one meetings took place in 2013 with each of the Parish Councils. The Council's Overview and Scrutiny Committee also had a Task and Finish group to review the support that is currently given to the voluntary and community sector and this was reported back to the Overview and Scrutiny meeting on 26 November 2013 (minute ref. 273).
- 6.2 Throughout August and September 2014 a number of one to one meetings have taken place to discuss potential future funding arrangements, and how the Borough Council and the Parish Council's can work more effectively together.
- 6.3 On 22 September 2014 a summary of the one to one meetings was presented to the Parish Councils Liaison Meeting and highlighted that this report will be coming before Members for recommendation.
- 6.4 The Council has also consulted with other Essex authorities to establish what arrangements they have in place regarding funding to their Parish Councils. The majority do not provide any direct discretionary grant

funding. Colchester has a flat allocation of £500 per Parish Council. Braintree has merged their Parish Support Grant with their Local Council Tax Support Grant into a single Localism Fund. Moving forward this grant will reduce if the District Council's funding from Central Government is also reduced. The Parish Council's can also sign up to a Service Scheme which covers street cleansing and litter bins to apply for additional funding. Braintree District Council also has a Community Fund that Parish Council's can apply to. Braintree have 56 Parish Council's and the average Localism Fund allocation is between £1- £5k and a total pot of £340,000.

**7. References to Council Priorities**

The Parish Council Discretionary Grants sits under the Localism priority and looking at the support that is given to the Voluntary and Community Sector is both targeted, supports the Council's priorities and provides effective support for the local community.

**8. Implications**

**Financial Implications**

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email** 01277 312712 / jo-anne.ireland@brentwood.gov.uk

8.1 The Financial Implications are set out in the table below. The impact for each of the Parish Councils is set out in **Appendix A** of this report.

	Grant awarded in 2014/15	20% reduction for 2015/16	20% reduction for 2016/17	20% reduction for 2017/18	2018/19
Total Parish Council Grant awarded	112,509	90,007	72,006	57,605	0

**Legal Implications**

**Name & Title:** Chris Potter, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860

8.2 The Council cannot fetter its discretion and bind itself.

**Other Implications** (where significant)

**Equality and Diversity implications** – The Council values the contribution made to the rural areas by the Parish Council's and the Council will continue to offer support to the Parish Council's and all sections of the community as indicated in this report.



## **9. Appendices**

Appendix A – Proposed reduction schedule for Parish Councils

### **Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** kim.anderson@brentwood.gov.uk

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## Parish Council Discretionary Grants Proposed reduction schedule

Parish Council	2013-14		2014-15		2015-16		2016-17		2017-18		2018-19	
	£	grant frozen	£	20% grant reduction	£	20% grant reduction	£	grant reduction	£	20% grant reduction	£	no grant allocated
			Difference		Difference			Difference		Difference		
Blackmore, Hook End & Wyatts Green	18,694	18,694		14,955	-3,739	11,964	9,571	-2,991	9,571	-2,393	0	-9,571
Doddinghurst	13,722	13,722		10,978	-2,744	8,782	7,026	-2,196	7,026	-1,756	0	-7,026
Herongate & Ingrave	0	0		0	0	0	0	0	0	0	0	0
Ingatstone & Fryerning	31,794	31,794		25,435	-6,359	20,348	16,278	-5,087	16,278	-4,070	0	-16,278
Kelvedon Hatch	13,703	13,703		10,962	-2,741	8,770	7,016	-2,192	7,016	-1,754	0	-7,016
Mountnessing	8,356	8,356		6,685	-1,671	5,348	4,278	-1,337	4,278	-1,070	0	-4,278
Navestock	9,360	9,360		7,488	-1,872	5,990	4,792	-1,498	4,792	-1,198	0	-4,792
Stondon Massey	7,539	7,539		6,031	-1,508	4,825	3,860	-1,206	3,860	-965	0	-3,860
West Horndon	9,341	9,341		7,473	-1,868	5,978	4,782	-1,495	4,782	1,196	0	-4,782
<b>Total Amount</b>	<b>112,509</b>	<b>112,509</b>		<b>90,007</b>	<b>-22,502</b>	<b>72,005</b>	<b>57,603</b>	<b>-18,002</b>	<b>57,603</b>	<b>-12,010</b>	<b>0</b>	<b>-57,603</b>

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**21 October 2014**

**Community Committee**

**Borough Bulletin**

**Report of:** *Ashley Culverwell Head of Borough Health, Safety and Localism*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 At the Community Committee on 21<sup>st</sup> July 2014 it was resolved that a Borough wide news bulletin is piloted and that the first edition included the consultation on the William Hunter Way development.
- 1.2 It was also resolved that the pilot Borough wide news bulletin would cost less than £5K and feedback from residents would be sought to enable this Committee to make a decision on continuing with regular editions.
- 1.3 The final costs of the pilot edition of the 'Borough Bulletin' were £2,808.75. These were made up of: Printing costs £1,333.75 and distribution costs £1,475.00. The distribution costs were lower than any future editions would normally be as the costs were shared 50/50 with the William Hunter Way consultation.
  - The pilot edition of the Borough Bulletin was distributed w/c 15<sup>th</sup> September and contained the William Hunter Way Consultation; information on Individual Electoral Registration; William Hunter Way; Local Development Plan; upcoming Council events and a calendar of Council Committee Meetings.
- 1.4 The Distribution Company used a listing licenced from the Royal Mail for delivery. The Royal Mail list has 30,156 letterboxes in the Borough registered for distribution purposes. The Distribution Company were given 30,200 copies of the bulletin to distribute in the Borough.
- 1.5 Copies of the Borough Bulletin were available in reception at the Town Hall and at the Brentwood Centre.

- 1.6 The Borough Bulletin was also made available on the Council's website with contact details of where to obtain a paper copy. The website link was shared on our Twitter and Facebook accounts.
- 1.7 The Council received nine emails and nine telephone calls from residents (as at 8.10.14) who said they had not received a copy and addresses were taken and copies were posted to them.
- 1.8 Future projected costs per quarterly edition are: design and layout between £160-£200; printing and delivery to Royal Mail: £1,500.00; distribution by Royal Mail £1,878.00.

## **2. Recommendations**

- 2.1 That Members agree in principle to two further editions of the Borough Bulletin for 2014/15, subject to agreement from the Finance & Resources Committee to allocate a maximum revenue budget of £10,000.**
- 2.2 That Members agree in principle to continue with quarterly editions of the Borough Bulletin for 2015/16 and beyond, subject to final approval through the annual budget setting process.**

## **3. Introduction and Background**

- 3.1 A Borough wide newspaper known as the Brentwood Borough Newspaper was produced by the Council up until 2004. This was then replaced by a magazine known as Vision which ran until 2009.
- 3.2 Distribution of the former magazine 'Vision' was via the Brentwood Weekly News which distributes to 16,101 homes in the Borough.

## **4. Issue, Options and Analysis of Options**

- 4.1 The key issue that Members will need to consider is whether further editions of a Borough wide bulletin would be of benefit to residents and improve communication based on the projected costs.
- 4.2 Consideration should also be given that the publication would not reach every resident in the Borough, however, we would make it available in

other ways. Royal Mail and distribution companies work from a listing licenced from the Royal Mail. The Royal Mail list has 30,156 letterboxes in the Borough registered for distribution purposes.

- 4.3 Royal Mail and distribution companies do not deliver to addresses registered with the Mail Preference Service or Royal Mail Opt-Out service.
- 4.4 Copies of the publication would be available in the Town Hall and as with the pilot edition, we would ask the Brentwood Centre if they would also display copies in their reception area.
- 4.5 The publication would also be available to view on our website.
- 4.6 There is a need for compliance with the publicity code for Local Authorities and the Local Audit Accountability Act in considering content of any Council Bulletin and its frequency of distribution – see paragraph **8.2** for Monitoring Officer’s comments.

## **5. Reasons for Recommendation**

- 5.1 To enable the Council to produce two further editions of the Borough Bulletin as another communication channel with our residents.
- 5.2 To promote Council Services to our residents and events and reach those that do not have internet access or read the paid-for or free local newspapers.

## **6. Consultation**

- 6.1 Residents were invited to send feedback on whether they would like to receive a regular Council publication or an email newsletter. Four residents indicated they would like to receive a Council publication, two said they would be happy for it to be via email. Two residents said they did not want the Council to issue anymore.
- 6.2 However, it is not possible to provide members with all the feedback until the William Hunter Way consultation closes and the responses have been input. There is a question in the consultation which asks ‘how would you like to be informed of developments in Brentwood?’ and Borough Bulletin is an option for them to select.

## **7. References to Corporate Plan**

- 7.1 A Borough Bulletin would support the Council's Localism priority of strengthening communities and providing additional support. It would also help to promote other priorities.

## **8. Implications**

### **Financial Implications:**

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email:** 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 The costs of two further editions during 2014/15 will need to be considered as part of the Half Year Budget Review. For 2015/16, any approval to continue to commit to the on-going costs will be subject to the budget setting process which will be confirmed in March 2015.

### **Legal Implications**

**Name & Title:** Christopher Potter, Monitoring Officer

**Tel & Email:** 01277 312860/christopher.potter@brentwood.gov.uk

- 8.2 Due regard should be had to the Code of Recommended Practice on Local Authority Publicity (2011) which includes seven principles of local authority publicity, that it should be lawful, cost effective, objective, even handed, appropriate, have regard to equality and diversity, and be issued with care during periods of heightened sensitivity. The provisions contain further guidance on such matters as frequency, content and appearance of local authority newssheets or similar communications. Note should also now be taken of the Secretary of State's compliance role introduced under Section 39 of the Local Audit and Accountability Act 2014 which inserted a new section 4A until the Local Government Act 1986.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 A hand delivered bulletin will promote equality of access to Council services to ensure inclusivity to all sectors of our community.

### **Report Author Contact Details:**

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**21 October 2014**

## **Community Committee**

### **Additional Festive Lights and Activities**

*Report of:* Kim Anderson, Partnership, Leisure and Funding Manager

*Wards Affected:* All wards

*This report is:* Public

#### **1. Executive Summary**

- 1.1 Brentwood Borough Council currently provides festive lights to Brentwood Town Centre and Shenfield.
- 1.2 In 2012 a number of lamp columns failed their stress tests that are undertaken as part of the licence to erect festive lights (banners, hanging baskets etc.) Essex County Council considered that the festive lights could potentially increase the stress to the lamp column which is designed purely to provide street lighting.
- 1.3 As a result some of the motifs that had been attached to the lamp columns had to be replaced with rope lights that would not significantly impact onto the stress of the column.
- 1.4 For 2014/15, Officers were asked to explore ways in which we can enhance the festive lights and activities in and around the Town Centre and in Shenfield in particular.

#### **2. Recommendation**

- 2.1 That Members agree to recommend to support in principle the additional festive lights and the Lighting Up Shenfield event, subject to budget agreement at Finance and Resources Committee Board on 29 October 2014.**

#### **3. Introduction and Background**

- 3.1 Brentwood Borough Council currently provides festive lights to Brentwood Town Centre and Shenfield. In 2012 a number of lamp columns failed their stress test that are undertaken as part of the licence to erect festive lights (banners, hanging baskets etc.). Essex County Council considered

that the festive lights could potentially increase the stress to the lamp column which is designed purely to provide street lighting. As a result some of the motifs that had been attached to the lamp columns had to be replaced with rope lights that would not significantly impact onto the stress of the column.

- 3.2 Officers have liaised with local traders and the lighting contractor to look at solutions that will enhance the festive lights in both Brentwood and Shenfield as attached in Appendix A.
- 3.3 Currently the Community Services Team manage the Council's largest community event, Lighting Up Brentwood, where Brentwood High Street is closed to provide a street market, live entertainment and great participation of local voluntary organisations and local businesses. It has maintained a good reputation of a safe and successful, family focussed event.
- 3.4 In 2012 a small number of Shenfield traders wanted to have a similar event in Shenfield but on a smaller scale. The traders managed the event whilst the Council acted in a support and advisory role. The traders recognised that it took a lot a lot of planning to organise the event and in 2013 a very small scale event took place in Shenfield.
- 3.5 Officers have had a number of meetings with local traders and ward Councillors to look at the possibility of putting on a small scale event in Shenfield on Sunday 30 November, from 2 – 5pm which will involve local school choirs, a small number of stalls and a couple of fairground rides, and some other peripatetic acts.
- 3.6 It is proposed to close the junction of Friars Avenue with Hutton Road to provide an area for live music and a couple of fairground rides.. It is also proposed to include the section of Hutton Road nearest to the Parish Hall with some more stalls and entertainment such as a steel band, face painting so that both ends of Shenfield are represented as indicated on the map in Appendix B.

#### **4. Issue, Options and Analysis of Options**

- 4.1 In addition to the proposed enhancements all of the existing lights will be reused.
- 4.2 The type and design of festive lights are attached in Appendix A. It is proposed that in the Brentwood High Street, the same design be used but

in a white version of the motifs. The large trees in the High Street will also have coloured spheres to add some more colour to the area. The two station areas of Shenfield and Brentwood will have icicle lights to promote the two main entrances into the Borough.

- 4.3 The area from Brentwood Station along Queens Road towards the High Street will utilise the hanging basket infrastructure already in place to put icicle lights and white spheres.
- 4.4 There will be additional 'pea' lights added to the tress in Shenfield and illuminated branches that will be attached to the lamp columns in Shenfield.
- 4.5 It is also proposed to enhance the look of the Town Hall itself with 'Spray' lights along the front of the building.

## **5. Reasons for Recommendation**

- 5.1 The additional festive lights will enhance the Town Centre and Shenfield and support the Council's priority of a prosperous borough by increasing the footfall into the Borough.

## **6. Consultation**

- 6.1 Officers have consulted with local businesses to consider how the Council can assist and support them during the festive season.
- 6.2 Officers liaise with the Brentwood Safety Advisory Group which have representatives from the Council, Police, Highways and Essex Fire and Rescue.

## **7. References to Corporate Plan**

- 7.1 The additional festive lights and activities support the Council's Prosperous Borough and Localism Priorities.

## **8. Implications**

### **Financial Implications**

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email** 01277 312712 / [jo-anne.ireland@brentwood.gov.uk](mailto:jo-anne.ireland@brentwood.gov.uk)

8.1 The financial implications are set out in the table below.

<b>Area</b>	<b>Type of light</b>	<b>Cost £</b>
<b>Brentwood</b>		
High Street – lamp column mounted decorations	2m design x 36 lamp columns	7,200
High Street – tree mounted decorations	Coloured spheres for large trees at £250 each & installation costs	4,000
Brentwood Station	Icicle lights to two sides of building	1,500
Brentwood Station/Queens Road	Icicle lights and white spheres	3,500
Town Hall	Spray lights	2,000
<b>Shenfield</b>		
Hutton Road – lamp column mounted decorations	Illuminated branches x 15 at £80 per 3.6m	1,800
Hutton Road – tree mounted decorations	Additional pea lights for each tree approx 5 sets per tree at £35 per set (35 x 15)	2,775
Shenfield Station	Icicle lights	2,500
	Additional installation costs	4,200
<b>TOTAL</b>		<b>29,475</b>
	<b>Detail</b>	
Lighting Up Shenfield Event	To plan, co-ordinate and deliver the event	<b>5,500</b>
<b>Total</b>		<b>34,975</b>

8.2 There is currently an existing budget provision of £11,000, and therefore the remaining balance of £23,975 represents an additional, one-off budget requirement for 2014/15. This requirement will be considered as part of the Half Year Budget Review which will be reported to Finance and Resources on 29 October 2014.

#### **Legal Implications**

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email** 01277 312860

8.2 All relevant permissions and licences are applied for in relation to the festive lights and in the delivery of community events.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

## **9. Appendices to this report**

- Additional lights – Appendix A
- Map of Lighting Up Shenfield – Appendix B

### **Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

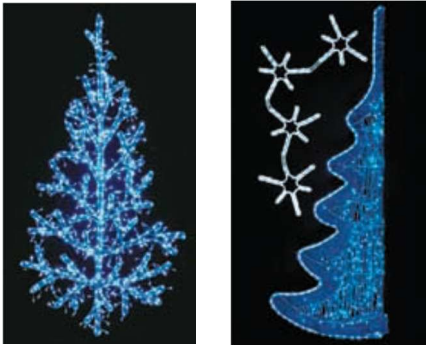
**E-mail:** [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)

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# Appendix A

## Brentwood area:

Currently in the High Street – lamp column decorations



Options to replace ¾ with the following colour options – lamp column decorations



Also will add additional coloured sphere to the large trees in the high street



Large trees – remain with white lights

Town Hall

Spray lights

– colour options





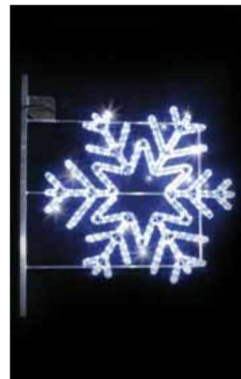
**Shenfield**

Brentwood Station area will have icicle lights around the building and there will be additional lights from the station along part of Queens Road utilising the hanging basket brackets with mistletoe balls and icicle lights connecting it.

Currently the Lamp column decorations had to be replaced with rope lights

Looking at 2 options

1. Smaller snowflake design - Dependent on stress test evaluation
2. Illuminated branches







Lighting Up Shenfield 2014

Service ICT

Scale Not to scale

Drawn by OSJ

Date 13th October 2014



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**21.10.14**

## **Community Committee**

### **Community Events Programme for 2015/16**

**Report of:** *Ashley Culverwell, Head of Borough Health, Safety and Localism*

**Wards Affected:** *All Brentwood Borough wards*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 Members have indicated that they would like to see additional community events for 2015/16, with a particular emphasis on the local heritage and cultural background of Brentwood.
- 1.2 It is proposed to run a series of events under one branded umbrella which will include a number of events which will engage local schools, arts and heritage organisations to look at bringing local history and heritage alive through intergenerational projects to engage the whole community.

#### **2. Recommendation**

- 2.1 For Members to agree in principle to support the resources to deliver the Community Events programme for 2015/16 as listed in Appendix A (subject to final approval through the budget setting process)**

#### **3. Introduction and Background**

- 3.1 Currently the Community Services team in the Council deliver a number of community events throughout the year: 8 Family Fun Days, Strawberry Fair and Lighting Up Brentwood.
- 3.2 It is proposed that in addition to the current events that the following additional events are added to the programme as set out in Appendix A of this report.

#### **4. Issue, Options and Analysis of Options**

- 4.1 The additional community events will strengthen local communities with both direct and indirect involvement. It can also be used as driver to reduce social isolation, increase volunteering and increase community cohesion. The range of proposed activities will also be aimed at some of the Borough's the more vulnerable to reduce their social isolation and improve their own health and wellbeing.
- 4.2 The event programme for 2015-16 will support several strands and target specific groups for involvement.
- 4.3 The Last Poppy Project will link in the local schools and focus on World War I. The Art and Heritage Trail, together with the museum activities with local schools will look at bringing local history alive through local place names and their significance and provide an inter-generational project for local residents. The Royal Anglian Regiment return from Afghanistan is another way for residents to support their local regiment and the recognise the links to the armed forces within the Borough.
- 4.4 It is also proposed to have some Town Centre activities involving street performers, local choirs etc., focussing on our cultural heritage and celebrating our diversity.
- 4.5 It also proposed to target both the elderly and young residents as part of the Heritage and Cultural Festival with an Art and Older People's project with links to health improvements as a means of reducing social isolation; and some youth focussed activities possible based at the Hermit.
- 4.6 In order to facilitate the additional events proposed for 2015/16 then additional resource will need to be provided to the Community Services team which will equate to a full time member of staff who can plan, co-ordinate and deliver the projects whether directly or by commissioning a third party to deliver them directly.

#### **5. Reasons for Recommendation**

- 5.1 The Council's community events support the Localism agenda and provide an opportunity for social cohesion. The events are not all focussed on the Town Centre with a number being delivered in the more rural areas of the Borough making them accessible to more of the population.

5.2 The additional events will focus on developing inter-generational projects which will help engage aspects all aspects of the population that might feel socially isolated.

## 6. Consultation

6.1 The Community Services team will be consulting with a number of partner agencies and external funders to look at the best way of delivering a number of these events, to ensure that they are meeting local need and are as accessible to as many people as possible. The Council would like to utilise the Festival as a catalyst to kick start some local communities to continue with the projects post 2015/16. Feedback after each of the Community events will ensure that we are meeting local needs and making them as accessible as possible.

## 7. References to Council Priorities

7.1 The Council's Community Event Programme supports the Council's priority specifically Localism and a Prosperous Borough.

## 8. Implications

### Financial Implications

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email** 01277 312712 / jo-anne.ireland@brentwood.gov.uk

8.1 The additional events will require resources to support them. It is proposed that a FTE post will need to recruited to support the Community Event Programme together with a budget for the delivery of the events as set out in the table below. These will be subject to final approval through the budget setting process.

Item	Budget required £
Additional staff resource to deliver the additional events as part of the 2015/16 event programme	40,000
Capital budget to support event infrastructure	5,000
Revenue budget for event delivery	15,000
External funding to support projects	-10,000
<b>Total</b>	<b>50,000</b>

8.2 The costs in the table above are envisaged to be on-going (i.e. not a one-off cost for 2015/16). Applications will be made to the Heritage Lottery Fund, Small Grants in Essex and the Community -Initiatives Fund to support the delivery of the events. Although there is a high chance of the Council being successful with its external funding bid, there is no guarantee of success. Should the external funding fall short of £10,000 then the event plan and delivery can be modified according to the resources available.

**Legal Implications**

**Name & Title:** Christopher Potter – Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860/christopher.potter@brentwood.gov.uk

8.3 Any relevant licenses and permissions will be sought prior to any events being delivered.

8.4 **Other Implications** (where significant) None

**9. Appendices**

9.1 Community Events Programme 2015/16 – Appendix A

**Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** kim.anderson@brentwood.gov.uk

Event Plan 2015-16

Date	Event	Detail	Total project costs (inc staff costs, loss of revenue - free parking etc.)	Lead organisation	BBC contribution	External grants etc	Staffing levels	Lead officer	Implementation timescale	Corporate objectives	Expected audience and outcomes	Communications - channels , frequency & timing	Notes
January 2015													
February 2015													
date tbc	Fairtrade Fortnight	Promotion of the Fairtrade in Brentwood - link with co-op	n/a	Fairtrade Steering Group	Assisting in publicity	Business support, provision of refreshments	n/a	Kim Anderson	December - January	Localism	Increased awareness of the Fairtrade campaign and the fact that Brentwood is now a Fairtrade town. Increased volunteering opportunities to carry out annual audit of businesses, increased engagement with local businesses that have supported the campaign in Brentwood	Press release week before Fairtrade Fortnight – 2014 National Campaign 'Internally arrange tea/coffee morning for staff and offer Fairtrade products to taste. Promotion through BBC website & Brentwood Fairtrade website. Use of social media to promote event – led by Fairtrade Steering Group	Application to Brentwood Localism Share Fund to cover hall hire costs
March 2015													
date tbc	Civic Dinner	Nominated local residents are rewarded with an award and dinner hosted by the Mayor.	£4,500.00	Brentwood Borough Council	£4,500.00		Corporate support staff on the evening	Claire Hayden	December – March	Civic	Recognition of local residents who have supported the local community in some capacity.	Applications for nominations to be publicised through press and website. Press coverage on the night and follow up press release to name the recipients of the awards	Officer time, sponsorship opportunities to offset costs
March	Essex Book Festival 2015	Link with ECC to deliver book festival at various venues in the Brentwood Borough - We would support with marketing	£400	Essex CC Arts Development	£400 seed funding and marketing support from Community Development budget	n/a	n/a	Lucy Gill	October – end of March	Localism	Increase cultural participation levels for the residents of Brentwood	Publicity through ECC	Officer time, publicity
April 2015													
												Purdah for 6 weeks prior to the elections	
May 2015													
date tbc	Heritage Cultural Festival	A series of events that will run throughout May and June badged under the Heritage/Cultural Festival	£50,000*	Brentwood Borough Council	£25,000.00	£10,000**	Community Services Staff and contracted providers where applicable	Kim Anderson + new staff resource	December-June	Localism	Increase cultural participation levels for the residents of Brentwood and reduce social isolation	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
7 May	Local Elections	Local candidates elected											
29 May	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January - August	Localism	Increased usage of KGPF or other open space in the Borough, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
June 2015													

20th June TBC	Strawberry Fair	Community Fair on Shenfield Common.	£4,000	Brentwood Borough Council	£4,000.00	Stall income, sponsorship	Stewards to assist on the day	Kim Anderson	January – June	Localism	Increase community cohesion, increased volunteering and community involvement	Press release to confirm date, call for volunteers, sponsors etc. Arrange media partner to support event. Marketing material posters banners etc to publicise event sent out in May.	Officer time to plan, organise participating organisations, market and staff the event
date tbc	<b>Heritage Cultural Festival event</b> Brentwood Art Trail 2015	Focus on place and WW1 - Use of community spaces such the libraries and Brentwood Theatre	see note above.	Brentwood BC as part of Essex Summer of Art umbrella	see note above	Apply for for Arts in Essex small grants award, In kind exhibition space for 2 week period approx £16k	Volunteers to assist during the trail	new staff resource	December for delivery May June 2015	Localism	Promotes volunteering, local artists and businesses. increased cultural participation levels for the residents of Brentwood.	Press release to confirm date and call for artists and venues to support project. Arrange media partner to support the event Use social media to promote	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage Cultural Festival event</b> Last Poppy Project	Links with local schools	tbc	ECC/BBC	tbc			new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage Cultural Festival event</b> Heritage and Museum Trail	Heritage Trail and museum activities with local schools to look at bringing the local history alive including local place names and their significance - inter-generational project	tbc	BBC	tbc	Apply for Heritage Lottery Fund		new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage Cultural Festival event</b> The Royal Anglian Regiment return	Return of the Royal Anglian Regiment from Afghanistan	tbc	BBC	tbc	Apply for Heritage Lottery Fund		new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage Cultural Festival event</b> Town Centre activities - street performers	Town Centre activities - street performers	tbc	BBC	tbc			new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage and Cultural Festival</b> Phoenix radio series of programmes focussing on WW1	Phoenix radio series of programmes focussing on WW1	ybc	BBC/Phoenix	tbc	Apply for Heritage Lottery Fund		new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage and Cultural Festival</b> Art and Older People Project	Art and Older People Project to reduce social isolation and promote Health and Wellbeing	tbc	BBC/External Provider tbc	tbc	Apply for small Grants in Essex Awards		new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
tbc	<b>Heritage and Cultural Festival</b> Youth focussed Projects	Youth focussed activities possible based at the Hermit	tbc	BBC/Hermit	tbc	Apply for small Grants in Essex Awards		new staff resource	December for delivery May June 2015	Localism	Increase community cohesion, increased volunteering and community involvement	Combine with existing Community Event promotion - z card, social media, press releases	Officer time to plan, organise participating organisations, market and staff the event
<b>July 2015</b>													
tbc	Civic Service	Church Service led by Mayor	£150	BBC	£100-£150		Corporate Support staff	Claire Hayden	April-June	Civic	Increases community cohesion	Open service that anyone can attend	Either held in June or July
24 July	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
31 July	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
<b>August 2015</b>													
7 August	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event



14 August	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
21 August	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
28 August	Family Fun Day	venue to be confirmed - bouncy castles, face painters, punch & judy	£2,000.00	BBC	£2,000.00	in kind support local clubs/organisations	Community Services staff on day	Kim Anderson	January – August	Localism	Increased usage of KGPF, promotes Brentwood as a great place to live	Advertise within KGPF or other venue, schools and children's centres and as part of the events for 2015.	Officer time to plan, organise participating organisations, market and staff the event
<b>September 2015</b>													
tbc	Senior Safety Day	Community Safety Messages aimed at the Borough's more elderly residents		BBC		in kind support local organisations	Community Safety staff	Tracey Lilley	July-September	Safer Brentwood	Increased awareness of personal safety and support available	Promotion through CSP, local agencies that work with older people, sheltered housing	Officer time to publicise and co-ordinate the event and get partner organisations to give presentations
<b>October 2015</b>													
<b>November 2015</b>													
9 November?	Remembrance Day	Rolling road block with BLYB marching up the High Street and culminating with a service at the war memorial at Middleton Hall Road	£1,500	BBC	£1,500		Corporate support staff, Caretaker and chauffer	Claire Hayden	ember - November	Civic	Increases community cohesion especially amongst the young and the elderly	Promotion through armed forces veterans associations, Brentwood School and cadet forces	Donations are also made to the Royal British Legion, the church and Royal British Legion Youth Band.
28 November	Lighting Up Brentwood	Brentwood's biggest annual corporate event, which culminates in the switching on of the Christmas lights. Large community involvement on the day such as the candlelit parade, together with activities, entertainment and a large number of stallholders selling a variety of goods	£14,000	BBC	£14,000	sponsorship opportunities	Community Services staff on day, volunteer stewards, elected members and security staff	Kim Anderson	February - December	Localism	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, Save the date to stallholders who have expressed an interest May/June, sponsorship opportunities, confirmation of partners, call for volunteers, Xmas window competition(mid Oct), Treasure Hunt. Evaluation press release after the event. Liaise with Mayor re switch on	Sponsorship opportunities for whole event or aspects of the event. In kind support from local businesses and community groups
29 November	Lighting Up Shenfield	celebrating the aswitching on of the Christmas lights in Shenfield	tbc	BBC	tbc	local business support	Community Services staff on day, volunteer stewards, elected members and security staff	Kim Anderson	February - December	Localism	Attracts visitors and participants from outside the Borough, promotes volunteering opportunities, benefits the local economy, and builds community cohesion	Press releases - confirmation of date, sponsorship opportunities, confirmation of partners, call for volunteers, Xmas window competition(mid Oct), liaise with the Mayor re switch on	Sponsorship opportunities for whole event or aspects of the event. In kind support from local businesses and community groups
tbc	Domestic Abuse Awareness Week - CSP	Promotes awareness of Domestic Violence locally and provides easily accessible information for those who may be themselves victim of domestic violence.	n/a	CSP	n/a		Community Services staff support	Tracey Lilley	October-November	Safer Brentwood	Increases awareness of Domestic Violence support that is available to residents/victims	Promotion through CSP partners, especially the police and Basildon Women's Aid	Officer time to publicise and co-ordinate activities for the week, resourced from the Community Safety budget and close liaison with the police
<b>December 2015</b>													
	Community Safety Week - CSP	Promotes awareness before Christmas of residents protecting their property and themselves from thieves and rogue tradesmen	n/a	CSP	n/a		Community Services staff support	Tracey Lilley	November	A safe and low crime borough	Increase awareness of community and personal safety over the Christmas period	Promotion through CSP partners, especially the Police and Trading Standards	Officer time to publicise and co-ordinate activities for the week, resourced from the Community Safety budget and close liaison with the police
2nd week December	Civic Carol Service		£150	BBC	150		Corporate support staff	Claire Hayden		Civic	Increase community cohesion	Open service that anyone can attend	

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**21 October 2014**

**Community Committee**

**Brentwood Community Fund**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All wards*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 The Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to improve the quality of life for local people living in the borough. The fund has £50,300 available in total in the current financial year, and grants of up to £3,500 are available for applicants. The funding was open from 1st April until 1st September 2014. A total of 24 applications were received requesting a total of £60,778.65 of funding.

## **2. Recommendation**

- 2.1 That Members agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**
- 2.2 Any unspent budget from the Community Fund is allocated to the ward budget allocation for 2014/15.**

## **3. Introduction and Background**

- 3.1 The Brentwood Community Fund has been set up to give Brentwood's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. The fund has £50,300 allocated for localism projects. Grants of up to £3,500 are available. The funding was open to applications from 1st April 2014 to 1st September 2014 and the recommendations are now being considered before members.
- 3.2 The criteria that applicants need to meet for applications for the Brentwood Community Fund were provided in the information and

guidance notes which were available to applicants and are attached in **Appendix A** of this report. This also includes the scoring matrix that officers have used to score each of the applications.

- 3.3 The Community Fund 2014/15 includes £24,000 of unspent funding from Brentwood Local Strategic Partnership, £18,000 from Localism Projects and £8,300 savings identified from Members allowances. Therefore the total amount available for 2014/15 was £50,300.
- 3.4 In total Brentwood Borough Council received 24 applications looking for total funding of £60,778.65
- 3.5 A summary spreadsheet of officer recommendations and a copy of all of the application forms have been available to all members, in each of the member rooms and members have had the opportunity to provide comments on the applications to the Chair of Community Committee prior to the meeting.
- 3.6 No additional feedback from Members has been received at the time of writing this report.

#### **4. Issue, Options and Analysis of Options**

- 4.1 It is proposed to continue to offer one round of funding for 2015/16 to be launched in April 2015 (subject to budget setting arrangements) and close this to applicants at the beginning of September 2015.
- 4.2 NOTE: 2015/16 budget will be the last year to draw down from the LSP allocation of £24k per year.
- 4.3 The criteria and expected outcomes have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in **Appendix A** of this report.

#### **5. Reasons for Recommendation**

- 5.1 Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (**Appendix C**). Once received the applications were scored by a panel of officers looking at the following key priorities:
  - Evidence that the bid meets the criteria, the Council's priorities and expected outcomes

- Evidence that the community has been involved in the development and implementation of the project
  - Evidence that the bid supports the promotion of volunteering and community participation
  - Evidence that the applicant has sought additional external funding or in kind value (such as the use of volunteers) for the project
  - Evidence that the project is sustainable once the Council's contribution has ceased.
- 5.2 Once the applications were individually scored they were ranked by their score. The recommendations by officers of the projects that met the key priorities and the amount of funding that is recommended is attached in **Appendix B** of this report.
- 5.3 Applications marked green are recommended to receive funding.
- 5.4 Notifications will be made to all those applicants that applied. Successful applicants will also have to agree to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self monitoring report once their project has been completed.
- 5.5 Any applicants to the Community Fund are offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process; Organisations will also be signposted to Grant Net on the Council's website to look at other sources of external funding to support their project if applicable.

## **6. Consultation**

- 6.1 Consultation has been undertaken with previous applicants and as a result we have revised and simplified the application process and simplified the application form and supporting guidance notes. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to amount of money being awarded.
- 6.2 Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas than can improved.

## 7. References to Corporate Plan

- 7.1 The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund applications are outlined in **Appendix A**.

## 8. Implications

### Financial Implications

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email** 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 The financial implications are set out in the report, and are funded from existing budgets as detailed below:

Description of funding (2014/15)	Amount £
Community Fund-	
- Local Strategic Partnership unspent funding (72k over 3 years – now in year 2)	24,000
Localism Projects	18,000
Members Allowances	8,300
<b>TOTAL</b>	<b>50,300</b>

### Legal Implications

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860/Christopher.potter@brentwood.gov.uk

- 8.2 There are no additional legal implications.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 Asset – The granting of any funding is dependent on permissions being granted by the owner of the asset.

- 8.4 Equality and Diversity Implications – The Community Fund will support voluntary and community organisations that best support the Brentwood Community regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and sexual orientation.

## 9. Appendices to this report

- Information and guidance notes for the Community Fund – Appendix A

- Officer recommendations – Appendix B
- Criteria, guidance, scoring and application process – Appendix C

**Report Author Contact Details:**

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**Telephone:** 01277 312634

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## Information and Guidance Notes – April 2014

### What is the Brentwood Community Fund?

The Brentwood Community Fund has been set up to give Brentwood's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the Borough. The fund has £50,300? (subject to budget setting) available in total in the current financial year, and grants of up to £3,500? (subject to budget setting) are available for applicants.

The Brentwood Community Fund will open for applications on Friday 4<sup>th</sup> April 2014 and will close on Monday 1<sup>st</sup> September 2014.

These bids will be assessed and reported to the Community Services Committee (date to be confirmed) when a decision on the allocation of funding will be made.

### Who can Apply?

The Council is inviting bids from individuals, groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough.

Bids may be submitted by individuals or community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Community Fund or the Localism Share Fund if applicable.

### How much can I apply for?

The maximum amount that can be applied for is £3,500 (subject to budget setting). The Community Fund is designed to enable a number of projects to be delivered so that the budget is not allocated by a ward by ward basis – projects may arise from wards or across ward boundaries, this gives the scheme more flexibility.

### How to Apply

#### **The application form**

You can apply for funding using the Community Fund application form, which is downloadable from Brentwood Borough Council's website [www.brentwood.gov.uk](http://www.brentwood.gov.uk)

Please read the these information and guidance notes thoroughly before completing the application form and ensure that you return the application form together with any attachments and supporting documents (see checklist) to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by (date to be confirmed) at the latest to ensure that your application is considered. For any advice, support, guidance or any queries relating to the completion of the form please contact localism @brentwood.gov.uk or telephone 01277 312634.

Please ensure that all fields on the application form are fully completed. If any questions are not applicable, please write 'N/A' in the answer box.

### **What will be funded**

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council Corporate Plan 2013-16, a copy of which can be found on the Council's website [www.brentwood.gov.uk](http://www.brentwood.gov.uk) . In particular we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

<b>The Council would expect to see links to the following criterion and that some of the following outcomes will be delivered from the applicants projects:</b>	
<b>Criterion</b>	<b>Expected outcomes</b>
<b>Street scene and environment</b>	
<ul style="list-style-type: none"> <li>• Projects which enable communities to take a more active role in delivering a cleaner and safer environment</li> <li>• Projects which encourage more people to be involved in the environmental aspects of their community such as community clean ups or recycling initiatives</li> <li>• Projects which enable communities to take an active role in developing their parks</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in community involvement in delivering a cleaner and safer environment</li> <li>• Increase in the number of volunteers and volunteering opportunities</li> </ul>
<b>Localism</b>	
<ul style="list-style-type: none"> <li>• Projects which support people to do more for themselves and rely less on public services such as delivering community events or local initiatives</li> <li>• Projects which support local communities to run some local services previously undertaken by the Council which meet local needs</li> <li>• Projects which raise awareness of local activities and leisure provision in the areas especially for young people</li> <li>• Projects which promote awareness to voluntary sector support</li> <li>• Projects which support the delivery of local community initiatives and projects, especially those that use volunteers and increase volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the number of community initiatives and projects</li> <li>• Improvement of local community run services</li> <li>• Increase awareness and access to local health services</li> <li>• Increase awareness to voluntary sector support</li> <li>• Reduction in anti- social behaviour</li> <li>• Increased confidence that Brentwood is a safe borough</li> </ul>
<b>A Prosperous Borough</b>	
<ul style="list-style-type: none"> <li>• Projects that support job creation, skills and opportunities such as job clubs that will support job creation</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in offending by young people</li> </ul>
<b>Housing Health &amp; Wellbeing</b>	
<ul style="list-style-type: none"> <li>• Projects that encourage tenants to be socially responsible and good neighbours</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in social isolation</li> <li>• Improved community</li> </ul>

<ul style="list-style-type: none"> <li>• Projects which support, protect and safeguard the most vulnerable in our community</li> <li>• Projects which support the effective representation of local people's views and needs for improved and accessible health services</li> </ul>	<p>cohesion and community engagement</p>
<b>A Safe Borough</b>	
<ul style="list-style-type: none"> <li>• Projects or schemes which reduce anti-social behaviour</li> <li>• Projects that work innovatively with young people and families at risk of offending or being involved in anti-social behaviour</li> <li>• Projects which reduce offending by young people</li> <li>• Projects which promote Brentwood as safe place to live, promote crime awareness and increase vigilance across the borough</li> </ul>	

**What we will not fund**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation)
- Future running costs – these are one off grants only
- Repeat funding for the same project
- Employee costs or routine administration.
- Political activities
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering.
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.

Please note, the Council will not be responsible for any ongoing costs incurred by the project, e.g. maintenance of equipment.

**How we will assess your application**

Each application will be scored against the criteria set out in the scoring matrix. You should review your application before submitting it to ensure that you have fully answered all of the questions. For example if your application scores 80% against the criteria then it will be recommended to receive 80% of the money requested.

**Application Form - Questions Explained**

**Question 1 – Please provide a brief description of the project**

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except there are no ongoing revenue costs.

## **Question 2 – How does your project meet one or more of the criteria, and how will it deliver the expected outcomes**

Please look at the criterion and expected outcomes as outlined in the table previously and tell us how your project will meet one or more of these.

## **Question 3 – Explain how the community has been involved in the development and the implementation of the project. This can include the promotion of volunteering for example.**

- Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it?
- The community should be engaged in identifying schemes to be put forwards and particular emphasis will be given to schemes which generate community involvement, engagement and ownership.
- There should demonstrable community support for initiatives being put forward.
- Schemes should promote volunteering and community participation.

## **Question 4 – Budget**

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, in kind costs such as volunteer costs (this can estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving. This includes additional external funding, in kind funding such as volunteer contribution (this can estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- Please tell us if these amounts are confirmed or unconfirmed.
- Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund. Maximum amount is £3,500 (**subject to budget setting**)
- VAT – please include your VAT registration number if relevant.

## **Question 5 – Sustainability**

Please tell us if there will be any future running costs incurred from your project and if so, how will you fund this in the future.

Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

## **Question 6 – Bank Details**

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone 01277 312634 for advice and guidance.

## **Permissions and Licenses**

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate Health, Safety, Safeguarding protocols and risk assessments are in place if

necessary. Please include a copy of any relevant documents to support your application.

### **Checklist**

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent
- Confirmation of any additional external secured funding
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc.)
- Evidence of community involvement
- Safeguarding policy (if working with young people and vulnerable adults)
- Risk assessments and insurance if required
- Cost estimates or price quotations
- Letters of support or other supporting information
- Fully completed application form!

### **Question 7 – Declaration**

Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

### **When will a decision be made on funding?**

Applications will be assessed by a panel Council Officers and elected members. Recommendations will be reported to the relevant Community Services Committee. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

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**Brentwood Community Fund 2014 – recommendations**

<b>Recommended for funding</b>					
<b>Did not met minimum criteria for funding</b>					
<b>Not recommended for funding as did not meet the pre criteria for funding</b>					
<b>Applicant Number</b>	<b>Applicant/Project</b>	<b>Amount requested</b>	<b>Score against criteria</b>	<b>Recommended funding</b>	<b>Supporting notes</b>
14	<b>Lighthouse Furniture Project - Starter pack and new van</b> There are two parts to the project 1. Starter pack will provide new bedding, crockery, cutlery, kettle, toaster and towels to which Lighthouse adds basic essential furniture, like a bed, wdrrodee, chest of drawers, microwave and something to sit on. 2. Contribution to the cost of a new van so that more furniture can be diverted from landfill	£3,500.00	95	£3,500.00	The Project identifies good links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; and Housing Health and Wellbeing – supporting the most vulnerable. The application clearly demonstrates that the wider community have been involved in development of the project and identified what the need is. Volunteering and community participation are clearly integral to the project. The organisation has been successful in generating external match funding from several external sources. The project should be sustainable through delivery charges and the selling of secondhand furniture.
13	<b>Shenfield Cricket Club – Cricket Nets Upgrade</b> the new nets will increase the capacity at the club to accommodate demand for cricket within the local community.	£3,500.00	90	£3,500.00	The project identifies good links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; and projects which raise awareness of local activities and leisure provision in the area especially for young people. The application demonstrates that the wider community have been involved in the project. Good match funding and ongoing maintenance of the nets have been budgeted for through club membership making it sustainable.
22	<b>Brentwood Leisure Trust - Fitness in Mind Outreach Project</b> The project will be spent on outreach equipment for two people – including cycles, cycling safety equipment, cycling repair kit and iPad Air allowing the team to promote a healthy lifestyle by example and present a digital presentation of the Fitness in Mind programme.	£3,302.99	88	£3,302.99	The Project identifies good links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; and Housing Health and Wellbeing – supporting the most vulnerable. Good community involvement in development of project. No additional funding but 'in kind' volunteer support will ensure project is sustainable.
8	<b>Brentwood Songsters – Children's Music Library</b> The project is to develop a community asset of educational sheet music, which can be used by the group but also lent out to other youth groups and schools and colleges.	£2,721.00	88	£2,721.00	The Project identifies good links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; Prosperous Borough: supports skills. Good community involvement in the development of the project and will provide a community resource once established. Some private sponsorship but unconfirmed. Should be sustainable through income from renting the library.
7	<b>Pilgrims Hatch Baptist Church - Moses Basket</b> The project is to support families and single parents with their practical needs in looking after babies and young children. This includes clothing and nursery equipment.	£3,500.00	87	£3,500.00	The Project identifies good links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; and Housing Health and Wellbeing – supporting the most vulnerable. Good community involvement in the development of the volunteer led project. Good amount of match funding and should be sustainable with in kind volunteer support.
16	<b>Brentwood Council for Voluntary Services – Setting up Brentwood Volunteer Centre</b> The Volunteer Centre will promote, recruit and train volunteers and find placements for the volunteers	£3,500.00	86	£3,500.00	The Project identifies links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers. Plans to consult with community to shape the project. Some match funding confirmed to support the project and will apply for other external funding to make it sustainable.
24	<b>Ingatstone and Fryerning Tennis Club - Enhancement to Club's frontage</b> The project will provide a more attractive frontage in the club and install privacy screens and replace existing sign board and improve the visual amenity by removing litter, vegetation and replacing with gravel.	£1,610.00	82	£1,610	The project has good links to the Council's Localism and Safer Brentwood, promoting local leisure opportunities and activities for young people. The volunteer led project and promotes volunteering. It is small part of large project that has confirmed external funding. It is sustainable through volunteers and other income.
11	<b>Brentwood Scout Group – Refurbishment of Scout Hut</b> The project will insulate the walls and carpet the floor to reduce heat loss to the building and redocorate the hut as part of the refurbishment.	£2,623.00	77	£2,623.00	The Project identifies links to the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers. Broad voluntary led community organisation. In Kind support through volunteering rather than external funding, but project will be sustainable through subscriptions once the refurbishment work has been completed.
19	<b>Sawyers Hall Church – Outings for Seniors</b> Arrange four outings per year for up to 30 people, enabling them to get out and enjoy the company of others	£2,776.00	75	£1,336.00	Cannot fund the hospitality element of the project, however the project meets the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers; and Housing Health and Wellbeing: supporting the most vulnerable. Community participation in the project is strong. In kind support through volunteers rather than external funding. Plans to get future funding to ensure sustainability.
4	<b>Brentwood Fairtrade Campaign Group – Fairtrade Fortnight Promotion Event</b> The project will promote the awareness of Fairtrade within the local community and encourage people to support Fairtrade by purchasing Fairtrade products.	£500.00	75	£500.00	Project meets the Council's priorities especially Localism: support the delivery of local initiatives and projects, particularly those that use volunteers. Wider community development of the project with local schools and businesses involved. In kind support through volunteers rather than external funding and the use of volunteers should make it sustainable.
20	<b>Brentwood Learning Partnership – Brentwood Careers and Skills Experience</b> The project will focus on young people working with employers to improve skills and find out what opportunities are available in the local and surrounding areas in employment and training.	£3,500.00	70	£3,500.00	Project meets the Council's priorities especially Prosperous Borough: projects which support job creation, skills and opportunities. Schools support the project through the consortium and previous events have been successful. Plans to seek funding for future events.
21	<b>Community Tree Partnership – Community Tree Signposting</b> The Project will provide simple signposting media across the borough – in organisations including the Town Hall, libraries, community halls, schools, Gps, local charities, community groups and local businesses, highlighting the types of support for those people with mental health issues, that is available to local people	£2,428.66	70	£2,428.66	Project meets the Council's priorities especially Housing Health and Wellbeing: supporting the most vulnerable. Very strong community involvement in the volunteer led project. In kind support through volunteers rather than external funding. Plans to get future funding to ensure sustainability. External funding sought but not confirmed.



Applicant Number	Applicant/Project	Amount requested	Score against criteria	Recommended funding	Supporting notes
2	<b>Towers Petanque Club – Towers Relocation</b> The Project will contribute to the relocation to Brookweald Cricket Club and the design of the pitch will mean that less abled bodied people can paly as well.	£3,230.00	68	£3,230.00	The project supports the Council's Localism priority: support the delivery of local initiatives and projects, particularly those that use volunteers. No clear links that the wider community has been involved. Good match funding. Identified income streams to make the project sustainabile
10	<b>Hermit Club CIC – Hermit Club Media Suite</b> The media suite will involve the development of a comprehensive equipment set up for use in training young people in music production, photography, videography and media marketing. The facilities will also be available for use by secondary schools in the local area. It will also allow the development of a weekly media club that can be provided free for young users of the Hermit Club which will be run on a voluntary basis	£3,493.00	53	£3,493.00	Some links to the criteria especially links with Localism and Community Safety. Some participation with schools to identify the need but need to evidence how they will communicate that schools can use the new equipment. No external funding but strong volunteering to support the project. Sustainable through volunteering and Essex County Council support.
12	<b>Doddinghurst Village Hall – Patio fence refurbishment</b> The funding is required to replace the existing wooden fence with more substantial metal fencing and hedging to ensure the safety of all users in particular the young children and pre school.	£3,500.00	53	£3,500.00	Some links to the criteria especially Localism and Community Safety. Does not evidence that wider community has been involved although centre provides a community hub for the village. Application has not explicitly mentioned use of volunteers. Some external funding secured for the project.
5	<b>Burns Way Residents Asociation – Gardening equipment</b> To purchase garden blower/vacuum, strimmer and water butt to keep the Burns Way area clean and tidy	£350.00	45	£0	Incomplete application – no quotes provided, no information of community involvement. No explicit links to criteria but links to residents doing more for themselves. No further costs for the project
15	<b>Long Ridings Residents Association – Community Picnic</b> To providea community picnic June/July/August to promte a greater sense of community	£1,000.00	44	£0	Cannot fund hospitality. Loose links to criteria. Unclear of wider community involvement in the development of the project. No mention of volunteering, although residents associations are supported by volunteers. No other external funding sought, as a one off event and therefore not sustainable without continuation of funding.
9	<b>Gym Rox – Improving equipment and opportunities</b> The project is for additional equipment so that more sessions can be provided and increase volunteers – young leaders to train them in how to be a gymnastics coach.	£3,127.00	43	£0	Commerical company, so would not recommend for funding. Links to criteria are not explicit although volunteers and community safety mentioned. Limited community involvement – attendance at Family Fun Days was to promote themselves. Sustainable through class fees.
18	<b>Brentwood Buddhist Society – Updating Meeting Room</b> – Refurbishment of venue to accommodate more people and facilitate one to one support during meetings.	£1,757.00	43	£0	Private venue – applicants do not own the premises. Tenuous links to criteria, and would question the access to the wider community. User feedback rather than consultation. No explicit mention of volunteering. No other sources of funding for the project.
<b>TOTAL RECOMMENDED FOR FUNDING</b>				£42,244.65	
6	<b>Whittington Road Residents Association – Gardening and Play equipment installation</b> The project is to remove an overgrown and broken walled area within the communal gardens and install soft flooring and children's play equipment.	£1,860.00	0	£0	Costs do not seem to be realistic as identified in the application form. Any new play equipment will need to link to evidence of need in the Play Area Strategy , as there will be ongoing maintenance costs for the Council.
17	<b>Hutton Community Partnership – Community Events</b> The project will support community events for the residents of Hutton for all ages at Christmas, Easter, Halloween and Senior Days.	£3,500.00	0	£0	One off events that would not be sustainable without other external funding sources
3	<b>Contact the Elderly – Brentwood 2</b> The grant will add value to the current Contact the Elderly activities in Brentwood by increasing the number of beneficiaries from 12 to 20 and develop a new group in the area, tobe known as Brentwood 2	£3,000.00	0	£0	Cannot fund hospitality or core staff costs. Not sustainable without external funding
23	<b>Over 50s Club – Live Afternoon Entertainment and guest speakers</b> – To provide live entertainment from local schools and colleges for over 55's in and around Brentwood. The over 55's will be encouraged to participate themselves.	£1,500.00	0	£0	Late application
1	<b>Essex County Council Trading Standards – Home Safety Project</b> To provide elderly and vulnerable residents with free home safety check. The grant will support 8 additional days of checks	£1,000.00	0	£0	Essex County Council Statutory Authority, therefore we should not fund.
<b>TOTAL FUNDING REQUESTED</b>		£60,778.65			

**Note: Total amount of funding for 2014/15 is £50,300. Those projects recopmmended for approval are in green and totals £42,244.65, which will leave a balance of £8,055.35 which will be recommended to be allocated to Councillors ward budgets. Those projects highlighted in blue will be given feedback and directed to other funding streams that might be able to support them.**



**Scoring matrix for Community Fund grants 2014**

Each community fund application will be scored against the following key criteria

Criteria/score	0	1	2	3	%
<b>1</b> The application demonstrates how the projects meets the criteria and supports the Council's priorities and expected outcomes (see table in guidance notes)	The application shows no evidence of how the project meets the criteria, supports the Council's priorities and will deliver the expected outcome(s)	The application shows there are tenuous links between the project, the Council's priorities and the expected outcome(s)	The application demonstrates the links between the project, the Council's priorities and the expected outcome(s), and details how all of the project activities contribute to them.		<b>40</b>
<b>2</b> The application demonstrates how the community has been involved in the development and the implementation of the project. For example - The community should be engaged in identifying schemes to be put forward and particular emphases will be given to schemes which generate community involvement, engagement and ownership. Schemes that emerge through neighbourhood action teams. Schemes that promote volunteering and community participation	The application shows no evidence that the community have been involved in the development and the implementation of the project.	The application shows minimal evidence that the community have been involved in the development and the implementation of the project.	The application shows reasonable evidence that the community have been involved in the development and the implementation of the project.	The application clearly demonstrates how the community have been involved in both the development and the implementation of the project	<b>20</b>
<b>3</b> The application demonstrates the promotion of volunteering and community participation	The application shows no evidence of how the project will promote volunteering and community participation	The application shows minimal evidence of how the project will promote volunteering and community participation	The application shows reasonable evidence of how some aspects of the project will promote volunteering and community participation	The application clearly demonstrates how volunteering and community participation is integral to the project	<b>20</b>
<b>4</b> The application demonstrates that the applicant has sought additional external funding or in kind value for the project - such as the use of volunteers or donated materials/equipment	The application shows no evidence that the applicant has sought additional external funding or in kind value for the project	The application shows minimal evidence that the applicant has sought additional external funding or in kind value for the project	The application shows reasonable evidence that the applicant has sought additional external funding or in kind value for the project	The application clearly evidences how the applicant has sought additional external funding or in kind value for the project	<b>10</b>
<b>5</b> The application demonstrates how the project will be sustainable once the Council's contribution has ceased	The application shows no evidence of how the project will be sustainable once the Council's contribution has ceased	The application shows minimal evidence of how the project will be sustainable once the Council's contribution has ceased	The application demonstrates reasonable evidence of the sustainability of the project once the Council's contribution has ceased	The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased	<b>10</b>
<b>TOTAL</b>					<b>100</b>

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**21.10.14**

## **Community Committee**

### **Community Resilience Fund**

**Report of:** *Ashley Culverwell, Head of Borough Health, Safety and Localism*

**Wards Affected:** *All Brentwood Borough wards*

**This report is:** *Public report*

#### **1. Executive Summary**

- 1.1 Local Government is increasingly looking to the Voluntary and Community Sector (VCS) as a strategic partner to help support stronger, more cohesive communities, which will lead to improved health and well-being, and contribute to a decrease on the demand on public services.
- 1.2 Prevention and early intervention are recognized as instrumental steps in addressing health, social or public safety issues before they become so significant that they require input from public agencies. At the same time, all public agencies are looking at innovative ways in which to work in a climate of reducing resources and a challenging financial environment that will continue for some time. In times of decreasing resources, a focus on acute need and statutory duty is naturally emphasised, thus resulting in a call for more collaboration with the voluntary and community sector on prevention and early intervention programmes.
- 1.3 The Community Resilience Fund (CRF) has been set up as an endowment fund to provide a sustainable income stream to the Voluntary and Community sector (VCS) in Essex. The Fund will support the VCS to develop the abilities of communities, families and individuals to help themselves and each other. The Essex Community Foundation who will be managing the Community Resilience Fund (CRF) are asking all city, borough and unitary authorities to each commit to £20,000 annually for the next five years (**Appendix A**).

#### **2. Recommendations**

- 2.1 **That Members agree in principle to the financial commitment of £20,000 per annum over the next five years (2015/16-2019/20) subject to final approval through the budget setting process.**

### **3. Introduction and Background**

- 3.1 The Community Resilience Fund (CRF) has been set up as an endowment fund to provide a sustainable income stream to the Voluntary and Community sector (VCS) to support more collaborative work with this sector on prevention and early intervention programmes.
- 3.2 Local government is looking to the VCS as a strategic partner to help support stronger, more cohesive communities, which will lead to improved health and well-being, and contribute to a decrease on the demand on public services.
- 3.3 Prevention and early intervention are recognized as instrumental steps in addressing health, social or public safety issues before they become so significant that they require input from public agencies. At the same time, all public agencies are looking at innovative ways in which to work in a climate of reducing resources and a challenging financial environment that will continue for some time.
- 3.4 In times of decreasing resources, a focus on acute need and statutory duty is naturally emphasised, thus resulting in a call for more collaboration with the voluntary and community sector on prevention and early intervention programmes. The CRF is there to support the VCS to develop the ability of communities, families and individuals to help themselves and each other. In this way, people in communities will increasingly turn to each other for the initial support or a helping hand that they need.
- 3.5 The CRF is different from other grant making programmes because it is based on building a substantial endowment fund over time. This will provide a sustainable level of grant making for the county that in principle will remain in perpetuity.
- 3.6 This is a marked difference from the local grant making programmes currently in operation in the districts which allocate funding on an annual basis, which then require further annual allocations in subsequent years. By building an endowment fund over the short-term, a level of grant making will be provided each and every year, without any further need for annual allocations. This sustainable revenue stream benefits the city, districts and unitaries, the local voluntary and community sector, and critically, the residents of Essex.

- 3.7 Donations made to the CRF are invested in an established investment portfolio which is managed to provide long-term growth. Each year an approved amount is released for grant making, normally around 5% of the fund value.
- 3.8 The donations are pooled with other endowment funds managed by Essex Community Foundation, thus providing the benefits of a much larger fund than would be the case for the CRF by itself.
- 3.9 Local Government in Essex, Southend and Thurrock are, of course aware of the importance of grant making to the voluntary and community sector through their own support in relations with the sector. The strategic opportunity and benefit the CRF provides is through county-wide collaboration by all public agencies, to help make this valuable grant making programme last for generations to come.
- 3.10 The larger the CRF becomes, the greater the benefits and the value of grant making will deliver.

#### **4. Issue, Options and Analysis of Options**

- 4.1 It is proposed that each of the 14 City, Districts and Unitary Authorities donates £20,000 to the CFR, this providing a combined donation of £280,000. This would be an annual contribution over the next five years.
- 4.2 Essex County Council, the Police and Crime Commissioner of Essex and Essex County Fire and Rescue have already donated £1m, £150,000 and £50,000 respectively, and all have indicated that with the continued support of other members of the public sector partnership, they would consider further contributions.
- 4.3 A similar proposal is being submitted to the seven Clinical Commissioning Groups (CCGs) in Essex, Southend and Thurrock.
- 4.4 With approval of this proposal, the fund would receive donations in its first year totalling £1,480,000. If the seven CCGs were to donate a similar amount this would increase by £140,000 to £1,620,000. Assuming a 5% grant distribution rate, this would result in grant making of £81,000 in its first annual cycle.
- 4.5 If all partners in the CRF were to continue to provide the same level of donation over a five year period, the fund would exceed £8m, cumulative

grant making would have surpassed £800,000 and the annual value of grant making would have risen from £81,000 to £325,000.

- 4.6 Grants awarded by the CRF will be agreed by the Thriving Third Sector Panel, including the addition of a representative of the CRF partners, as outlined in Schedule 1 of the signed Heads of Agreement, a copy of which is attached in Appendix A for information. The Essex Community Foundation is responsible for assessing grant applications and submitting a short-list to the panel for their deliberation.
- 4.7 If Members approve the proposal (subject to final approval through the budget setting process), this support will be confirmed at a future Leaders and Chief Executive's meeting.

## **5. Reasons for Recommendation**

- 5.1 The proposal supports the Councils priorities for enabling communities to do more for themselves and rely less on public services. The CRF will provide a sustainable endowment fund to support VCS to develop the ability of communities, families and individuals to help themselves and each other.
- 5.2 Local organisations have successfully been awarded funding through the Essex Community Foundation's, Community Initiatives Fund (CIF). For example Brentwood Community Print received a grant of £9,700 to establish a peer mentoring scheme to help people in recovery from mental illness build their confidence and learn work skills, so they can compete on the job market.

## **6. Consultation**

- 6.1 The CRF was presented and discussed at the Chief Executive's meeting on 13 March 2014 and the Leaders and Chief Executive's meeting on 3 April 2014 and discussed at the Essex Chief Executives' Association meeting on 17 July 2014 (**Appendix B**).
- 6.2 In subsequent discussions with Nicola Beach, Chief Executive of Braintree Council, Ian Davidson, Chief Executive of Tendring Council, John Mitchell, Chief Executive of Uttlesford Council and Rob Tinlin, Chief Executive of Southend-on-Sea Council it was recommended that the proposal be presented to all 14 City, District and Unitary Authorities as an appropriate way forward in the promotion of the Community Resilience Fund.

6.3 This proposal is submitted with the endorsements in principle of Braintree, Southend-on-Sea, Tendring and Uttlesford Councils.

## 7. References to Council Priorities

7.1 The proposal supports the Council's Localism priority by supporting the voluntary and community sector and enabling communities to do more for themselves and rely less on public services.

## 8. Implications

### Financial Implications

**Name & Title:** Jo-Anne Ireland, Acting Chief Executive

**Tel & Email :** 01277 312712

The Financial implications to Brentwood Borough Council are set out in the table below and will be subject to final approval through the budget setting process.

Organisation	Commitment					Cumulative total £
	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	
Essex County Council	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Police and Crime Commissioner	150,000	150,000	150,000	150,000	150,000	750,000
Essex Fire and Rescue	50,000	50,000	50,000	50,000	50,000	250,000
City, District and Unitaries	280,000	280,000	280,000	280,000	280,000	1,400,000
Clinical Commissioning Group	140,000	140,000	140,000	140,000	140,000	700,000
<b>TOTAL</b>	<b>1,620,000</b>	<b>1,620,000</b>	<b>1,620,000</b>	<b>1,620,000</b>	<b>1,620,000</b>	<b>8,100,000</b>
<b>Brentwood Borough Council</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>

### Legal Implications

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860/christopher.potter@brentwood.gov.uk

### Other Implications (where significant)

**Equality and Diversity implications** – The Essex Resilience Fund is to support voluntary and charitable organisations in Essex, Southend and Thurrock

## **9. Appendices**

**Appendix A** – Community Resilience Fund Proposal and Agreement between Essex Community Foundation (registered charity no 105061) and Essex County Council (the “Council”) on behalf of the members of the Essex Partnership Board

**Appendix B** – Essex Chief Executives Association meeting 17 July 2014.

### **Report Author Contact Details:**

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** kim.anderson@brentwood.gov.uk





## Proposal - Community Resilience Fund

24 June 2014

121 New London Road,  
Chelmsford, Essex CM2 0QT  
T. 01245 355947  
F. 01245 346391  
general@essexcf.org.uk  
www.essexcommunityfoundation.org.uk

Proposal to the Essex District and City Councils of, Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring and Uttlesford, and the Unitary Authorities of Southend-on-Sea and Thurrock to provide donations to the Community Resilience Fund.

### 1 Introduction

- 1.1 The Community Resilience Fund (CRF) was presented and discussed at the Chief Executive's meeting on 13 March 2014 and the Leaders and Chief Executive's Meeting on 3 April 2014.
- 1.2 In subsequent discussions with Nicola Beach, Chief Executive of Braintree Council, Ian Davidson, Chief Executive of Tendring Council, John Mitchell, Chief Executive of Uttlesford Council and Rob Tinlin, Chief Executive of Southend-on-Sea Council, it was recommended that a proposal be presented to all 14 City, District and Unitary Authorities as an appropriate way forward in the promotion of the Community Resilience Fund.
- 1.3 This proposal is submitted with the endorsement in principle of the Braintree, Southend-on-Sea, Tendring and Uttlesford Councils.

### 2 Context

- 2.1 In discussing the CRF in March and April, the Council Leaders and Chief Executives raised the importance of helping support stronger, more cohesive communities, which will help lead to improved health and well-being, and contribute to a decrease on the demand on public services. In this, local government is increasingly looking to the voluntary and community sector as a strategic partner in making Essex a wonderful place to live and work. This represents an important part of the current Public Sector Reforms taking place.



Essex Community Foundation is a member of UK Community Foundations.  
Quality Accredited by UK Community Foundations to standards endorsed by Charity Commission.

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Reitemeler CBE

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Registered in England  
Company No. 3062567  
Registered Charity No. 1052061

- 2.2 Prevention and early intervention are recognised as instrumental steps in addressing health, social or public safety issues before they become so significant that they require direct input by public agencies.
- 2.3 At the same time, all public agencies are looking at innovative ways in which to work in a climate of reducing resources; a challenging financial environment that will continue for some time. In times of decreasing resources, a focus on acute need and statutory duty is naturally emphasised, thus resulting in a call for more collaboration with the voluntary and community sector on prevention and early intervention programmes.
- 2.4 The CRF was established to provide a sustainable income stream to the VCS precisely to support this type of work over the long term. The objective of the CRF is to support the VCS to develop the ability of communities, families and individuals to help themselves and each other. In this way, people in communities will increasingly turn to each other for the initial support or a helping hand that they need.

### **3 The Essex Endowment Story**

- 3.1 The CRF is different from other grantmaking programmes because it is based on building a substantial endowment fund over time. This will provide a sustainable level of grantmaking for the county that in principle will remain in perpetuity.
- 3.2 This is a marked difference from the local grantmaking programmes currently in operation in the Districts which allocate grant funding on an annual basis, which then require further annual allocations in subsequent years. By building an endowment fund over the short-term, a level of grantmaking will be provided each and every year, without any further need for annual allocations. This sustainable revenue stream benefits the Districts and Unitaries, the local voluntary and community sector, and critically, the residents of Essex.
- 3.3 Donations made to the CRF are invested in an established investment portfolio which is managed to provide long-term growth. Each year, an approved amount is released for grantmaking, normally around 5% of the fund value. The donations are pooled with other endowed funds managed by ECF, thus providing the benefits of a much larger fund than would be the case for the CRF by itself. Since its inception in 1996, ECF has received donations of over £29 million in endowed funds, and has awarded over £21 million in 5,500 total grants.

- 3.4 A current example of a county-based endowed fund is the Thriving Third Sector Fund, which was established in 2009 with a £2 million donation from the Local Area Agreement (LAA) Performance Reward Grant. Essex was the only county in the country that grasped this opportunity and invested the LAA funds in this way. In its first four years of activity, the fund has distributed £388,590 in grants and its fund value was £2.5 million as at June 2013 (most recent audit). This shows the £2 million donation has already delivered a benefit to Essex of over £888,590 – £388,590 in grants distributed and £500,000 in increased fund value.
- 3.5 What is more important is the difference that grants can make to the voluntary and community sector and to people's lives.
- 3.6 There are many examples of how a modest grant can make a huge difference to the ability of local residents to support each other rather than automatically turning to local government for help and assistance. Four examples, of the over 250 grants ECF awarded last year, from across the county are presented below. Each and every Council benefits from ECF's grantmaking, and the CRF would help make this a permanent reality.
- 3.6.1 Wyvern Community Transport received a grant of £1,000 to support elderly residents in Castle Point remain active and healthy in their local community through the efforts of volunteer drivers who carried out 22,574 passenger journeys last year.
- 3.6.2 Brentwood Community Print received a grant of £9,700 to establish a peer mentoring scheme to help people in recovery from mental illness build their confidence and learn work skills, so they can compete on the job market.
- 3.6.3 Breathe Easy Southend received a grant of £1,000 to provide a support network for people with lung conditions and their families, which can often be a frightening and isolating experience.
- 3.6.4 Thurrock Open Door received a grant of £2,302 to run developmental workshops and provide activities for looked after children and young people.
- 3.7 Local Government in Essex, Southend and Thurrock are, of course, aware of the importance of grantmaking to the voluntary and community sector through their own support and relations with the sector. The strategic opportunity and benefit the CRF provides is through county-wide collaboration by all public agencies, to help make this valuable grantmaking programme last for generations to come.
- 3.8 It is also quite clear that the larger the CRF becomes, the greater the benefits and the value the grantmaking will deliver.

## 4 The Proposal

- 4.1 Each of the 14 City, District and Unitary Authorities donates £20,000 to the CRF, thus providing a combined donation of £280,000. This would be an annual contribution over the next five years.
- 4.2 ECC, the PCC of Essex and Essex County Fire & Rescue have already donated £1m, £150,000 and £50,000 respectively, and all have indicated that with the continued support of other members of the public sector partnership, they would consider further contributions.
- 4.3 A similar proposal is being submitted to the seven CCGs in Essex, Southend and Thurrock.
- 4.4 With approval of this proposal, the fund would receive donations in its first year totalling £1,480,000. If the seven CCGs were to donate a similar amount, this would increase by £140,000 to £1,620,000. Assuming a 5% grant distribution rate, this would result in grantmaking of £81,000 in its first annual cycle.
- 4.5 If all partners in the CRF were to continue to provide the same level of donation over a five year period, the fund value would exceed £8 million, cumulative grantmaking would have surpassed £800,000 and the annual value of grantmaking would have risen from £81,000 to £325,000.
- 4.6 Grants awarded by the CRF will be agreed by the Thriving Third Sector panel, including the addition of a representative of the CRF partners, as outlined in Schedule One of the signed Heads of Agreement, a copy of which is attached as Appendix One for information. ECF is responsible for assessing grant applications and submitting a short-list to the panel for their deliberation.

## 5 Next Steps

- 5.1 Districts and Unitaries are requested to review this proposal, and if they approve their participation, to confirm their support of the proposal at a future Leaders and Chief Executive's meeting.

Any questions or comments concerning this proposal can be directed to any of the four Councils who have endorsed their participation in the CRF, or to Bob Reitemeier, Chief Executive of Essex Community Foundation at [bob@essexcf.org.uk](mailto:bob@essexcf.org.uk) 01245 355947.

**Agreement between Essex Community Foundation  
(registered charity no 1052061) and Essex County  
Council (the "Council") on behalf of the members  
of the Essex Partnership Board.**

121 New London Road,  
Chelmsford, Essex CM2 0QT  
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general@essexcf.org.uk  
www.essexcommunityfoundation.org.uk

1. This agreement sets out the terms and conditions under which the Essex Community Foundation (ECF) will manage the following Fund:
2. The fund shall be known as the Community Resilience Fund.
3. The fund will be created as an Endowed, Donor Advised, Named Fund.
4. The initial deposit by the Council will be £1 million from ECC. The fund will be set up on receipt of the initial donation and the return of this executed Agreement.
5. Further funds may be added at any time in the future.
6. The purpose of the fund is to support voluntary and charitable organisations in Essex, Southend and Thurrock.
7. A panel of individuals as described in the attached schedule 1, will form an Advisory Panel, and will consider and decide upon the grant recommendations presented to them by ECF.
8. It will be the responsibility of the Advisory Panel members to appoint their successors, advise them of the role and keep ECF informed of any changes. All Advisory Panel members will be expected to observe the terms under which the management of the Fund has been agreed within this Agreement.
9. ECF will hold, manage and invest the fund exclusively for charitable purposes in accordance with an investment policy adopted by the Board of Trustees of ECF.
10. ECF will provide an annual report to members of the Advisory Panel detailing the income and expenditure, and impact of the fund. Half yearly or quarterly reports will also be available on request. Annual reports will be published on the ECF website.
11. The fund will be audited within the ECF annual audit.
12. Grants will be distributed on an annual basis according to the stated purpose of the fund [as identified in schedule 2].

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Chief Executive: Bob Heitemeier CBE

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13. ECF offers added value in its knowledge of local issues and the detailed assessment and monitoring process that ECF brings to applicants seeking funding. If the CRF grant making panel requests a donation to go to a designated, named organisation, the panel is informed that payment is being made, on their instruction, outside of ECF's grants appraisal process and that, beyond confirmation that the organisation is registered to undertake charitable activity, ECF cannot take full responsibility for the effective use of the grant. A copy of ECF's Policy for Designated Funds is available if required.
14. ECF is happy for fund holders to promote their own named funds and to undertake fundraising on their own behalf. However the Foundation has strict guidelines regarding the use of its logo and how ECF must be referred to in the context of any promotional material or fundraising through websites and events.
15. The trustees of ECF will determine the percentage of the capital fund (valuation as at its year-end) available for distribution each year.
16. ECF will publicly invite, receive and assess applications that meet the criteria of the fund and will present these assessments to CRF panel for discussion and approval. The Board of Trustees of ECF has the ultimate responsibility to ensure that all income is distributed for charitable purposes as stated in the agreed criteria so the ECF Programmes Committee must subsequently approve all grants awarded from funds under its management.
17. ECF will administer the grant awards and inform the successful applicants that the award is being made from the Community Resilience Fund. ECF will distribute the payments according to agreed terms and conditions and will monitor the impact of the awards. ECF will also seek, where appropriate, to support applications that cannot be supported by the fund, from other funding streams.
18. ECF will promote and publicise the fund in appropriate media, ECF material and at relevant funding workshops. Details will also be available on the ECF website.
19. ECF will apply a management fee of 2% per annum on the first £100,000; 1.5 % per annum on the next £900,000 and 1.0% per annum charged on the rest over £1million. This is the Foundation's standard fee structure.

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20. Flow through funding will attract a fee of 10%. Flow through funding is non invested, non-endowed funds.

21. In the event that ECF:-

- a. is found to be in breach of any of its obligations under Charity Commission rules,
- b. fails to meet its obligations under this agreement, or
- c. fails to rectify any breach of a) or b) above within 3 months of being notified of such breach or within 3 months of the breach occurring where this should be in the knowledge of a reasonably competent organisation of the same type as ECF, the part of the initial contribution by any donor to the Resilience Fund as remains at that date shall be returned to the Council or other third party provider as appropriate for application to another fund that best meets the objects of the Resilience Fund.

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Executed as a deed by the parties hereto:

The COMMON SEAL of  
ESSEX COUNTY COUNCIL  
Was affixed hereto



In the Presence of :



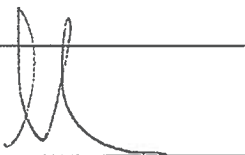
Attesting Officer

LAURA EDWARDS

Signed:   
Essex Community Foundation

MARTIN HOPKINS  
Name

TRUSTEE  
Position

Date 

Signed:   
Essex Community Foundation

JOHN BARNES  
Name

TRUSTEE  
Position

2nd April 2014  
Date

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Reitemeier CBE

Company limited by guarantee  
Registered in England  
Company No. 3062567  
Registered Charity No. 1052061

ESSEX COUNTY COUNCIL	
Ordered to be Sealed	14 March 2014
Number in Seal Book	32537



## SCHEDULE 1

1. The responsibility for grant decision making from the Community Resilience Fund will be the Thriving Third Sector Fund Panel with the addition of a single additional representative of partners who contribute to the Community Resilience Fund.
2. The Thriving Third Sector Fund is an established endowed, donor advised, named fund. Its panel works to an agreed terms of reference that defines the panel membership. It is chaired by an ECF Trustee and includes representatives from ECC, county-wide VCS chief executives and public sector agencies.
3. In addition to the defined membership of the Thriving Third Sector Fund those partners who provide donations to the Community Resilience Fund can choose one individual to join the Thriving Third Sector Fund Panel for the purposes of grant decision making in relation to the Community Resilience Fund.
4. This individual shall be chosen annually by the Essex Partnership Board, or similar body should the Essex Partnership Board no longer meet.
5. Nominations will take place on an annual basis.
6. If, at any time in the future, the Thriving Third Sector panel ceases to exist, decisions regarding the distribution of income from the CRF will be made at the discretion of the Trustees of Essex Community Foundation. Such decisions will honour the original purpose as set out in this Agreement.
7. The Advisory Panel shall meet on at least one occasion each year.

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www.essexcommunityfoundation.org.uk

If at any time in the future the Thriving Third Sector fund ceases to exist the panel shall continue to meet to decide on the allocation of the resilience fund.

## SCHEDULE 2

### THE OBJECTS OF THE RESILIENCE FUND

Supporting the voluntary and community sector to develop the ability of communities, family and individuals to help themselves and each other.



Essex Community Foundation is a member of UK Community Foundations.  
Quality Accredited by UK Community Foundations to standards endorsed by Charity Commission.

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Reitemeler CBE

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**Essex Chief Executives' Association**  
**Thursday 17 July held at Essex Records Office**

**Appendix B**

**Present:**

John Mitchell (Chair)  
 Adam Eckley (Essex Fire & Rescue)  
 Adrian Pritchard (Colchester)  
 Andy Lewis for Rob Tinlin (Southend)  
 Bala Mahendran (Basildon)  
 David Marchant (Castle Point)  
 Derek Macnab for Glen Chipp (Epping)  
 Fiona Marshall (Maldon)  
 Sue Kempster (Minutes)

Mary Archer (ECRC)  
 Graeme Bloomer for Malcolm Morley (Harlow)  
 Ian Davidson (Tendring)  
 Joanna Killian (Essex CC)  
 Nicola Beach (Braintree)  
 Shaun Scrutton for Rob Tinlin (Southend)  
 Sonia Davidson-Grant (Essex CC)  
 Steve Packham (Chelmsford)  
 Stephen Kavanagh (Essex Police)

**Apologies:**

Andrew Pike (NHS)  
 Amar Dave (Rochford)  
 Glen Chipp (Epping)  
 Graham Farrant (Thurrock)  
 Jo-Anne Ireland (Brentwood)

Malcolm Morley (Harlow)  
 Rob Tinlin (Southend)  
 Julia Wortley (Essex Police)  
 Susannah Hancock (PCC)

**Item**

**Action**

1     **Apologies:** Noted

2     **Local Policing Changes**

The Chief Constable, Stephen Kavanagh, talked to ECEA about the Local Policing Model. His presentation covered the context and challenges in terms of the national funding position and financial constraints, the vision which included the improved use of technology to enable predictive policing to help deliver the savings required. The presentation also covered the local partnership hubs and public engagement including changes to the current meeting programme.

ECEA welcomed the Chief Constable's commitment to local policing and partnership working. John thanked Stephen for a very useful and informative presentation.

3     **Emergency planning, resilience and Fire & Rescue five year strategy**

Adam Eckley and Paul Hill attended the meeting. Adam Eckley set the context in terms of operational savings to be made. He advised that there is political commitment not to take resources out of the local communities. Demand has reduced by 50% over the last 10 years by increased emphasis in community safety. Noted that change has been difficult to implement in Essex but progress is being made.

Paul Hill explained the statutory duty to promote fire safety and the work of the team in this area. There was a discussion on the predictive and preventative work which is intelligence led (across all agencies) and the positive difference this makes in the community.

In terms of emergency planning there was a discussion on the issues faced during the flooding with lack of communication being the key issue. The fire service explained this was covered as part of the de-brief and that a new system of shared messages to every member of the resilience forum should improve communications going forward.

Adam Eckley agreed to recirculate a letter in respect of the Essex Resilience Forum and this would be a good opportunity to share individual concerns. Happy to report back to future ECEA meetings as required. John thanked both Adam Eckley and Paul Hill for the helpful and informative presentation.

AE

#### 4 **Community Resilience Fund**

Bob Reitemeier from the Essex Community Foundation attended the meeting to present the Community Resilience Fund proposal. ECEA agreed to take it back to their leader with a view to feeding back at the next meeting. Joanna made a plea to Chief Execs to try and find the money as the benefits make such a difference to the local communities. Braintree and Tendring confirmed that the funding request will be going through the budget process later in the year. John thanked Bob Reitemeier for taking the time to attend ECEA.

ALL

#### 5 **Minutes of the last meeting**

Agreed.

#### 6 **Challenges facing Local Government – workstream updates**

##### Building Control

Adrian Pritchard introduced the item and his thanks were noted for the level of engagement by building control staff and for the work completed to date. Martin Whiteley from Blue Marble presented to the group on the terms of reference, solution centre process, programme plan, a summary of the current operation across Essex, the need for change, operating framework, business strategy and the joint delivery options identified by the team.

ECEA noted the progress to date and agreed to narrow down the options to:

- arms length trading company
- public sector company/social enterprise/ franchise model.

Martin advised that he would be making appointments to discuss with each individual authority and then again collectively at the ECEA meeting on 18 September.

JM

##### Waste

David Marchant set the background and handed over to Martin Whiteley from Blue Marble. Martin covered the key issues, long term goals and main priorities for the partnership in the future, draft terms of reference, solution centre process and deliverables, key roles in the programme and the programme plan.

ECEA agreed the terms of reference and to identify a representative for the solution centre group (Chief Execs to send notification to Trudie Bragg at Castle Point). Joanna Killian reminded colleagues of the need to brief IAA members before the next meeting to prevent the situation that arose at the last meeting.

ALL

Sonia Davidson-Grant will be meeting with directors individually in the first instance.

John thanked Martin for presenting to ECEA and agreed to circulate the building control and waste presentation.

In terms of the remaining workstream updates – please email an update to colleagues.

Work  
stream  
leads

BUDGET  
BID ?

**7 Emerging picture of Essex local government after May elections – agenda planning for Leaders and Chief Execs**

There was discussion following the email circulated by the new chair of the ELCE group. It was agreed that Joanna, Steve and John should get together to discuss how the ECEA meeting could feed into the Leaders meeting and the type of topics that should come forward.

JM

**8 Commissioning Strategy Update**

Joanna would be grateful to receive your comments.

ALL

**9 Essex-wide anti-litter and cleanliness campaign**

Due to the full agenda Nicola Beach agreed to circulate a note.

NB

**10 Standing Items**

Health & Wellbeing: Not covered due to full agenda

Safer Essex: Not covered due to full agenda

Vine HR: Nicola Beach wrote to Chief Execs recently and thanked those who had already responded. Please send comments through, NB will then review with Vine HR and update ECEA at the September meeting.

ALL  
NB

SELEP/Economic Growth Strategy: Not covered due to full agenda

Agenda items noted for next ECEA: Not covered due to full agenda

Matters for ELCE: Discussed as part of item 7.

**11 Date of Next Meeting**

18 September 2014

**Date of Future Meetings**

20 November 2014

**Dates for 2015**

22 January

12 March

14 May

16 July – Venue: Braintree District Council

17 September

19 November

All meetings except 16 July will take place in the Council Chamber, Chelmsford City Council



## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.



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## **Community Committee Terms of Reference**

### **General Powers of Committees**

This scheme of delegation sets out the functions of the Council to be discharged by its Committees and Sub- Committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the Committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the Committee;

### **Community Committee**

The functions within the remit of the Community Committee are set out below

- 1) Community and Localism Initiatives
- 2) The Voluntary Sector and community partnerships
- 3) Parish Council liaison
- 4) Health and Wellbeing
- 5) Grants to organisations/voluntary organisations

6) Parks, open spaces, countryside, allotments

1. To take the lead on community leadership and consultation with stakeholders.