



# Agenda

## Community & Health Committee

Monday, 14 March 2022 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15  
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### Membership (Quorum – 3 )

Cllrs Poppy (Chair), Tierney (Vice-Chair), Aspinell, Mrs Davies, Gelderbloem, Mrs Hones, Laplain, Reed and White

### Substitute Members

Cllrs J Cloke, Cuthbert, Haigh, Parker and Russell

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### Agenda

Item	Item	Wards(s) Affected	Page No
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### Live broadcast

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- |    |   |           |         |
|----|---|-----------|---------|
| 1. | <b>Apologies for Absence</b>                        |           |         |
| 2. | <b>Minutes of the previous meeting</b>              |           | 5 - 10  |
| 3. | <b>Chair's Report</b>                               | All Wards | 11 - 14 |
| 4. | <b>Year In Review</b><br>No papers.                 | All Wards |         |
| 5. | <b>Presentation - Everyone Active</b><br>No Papers  | All Wards |         |
| 6. | <b>Proposed Changes to Brentwood Community Fund</b> | All Wards | 15 - 40 |

7. **Event Plan 2022-2023**

All Wards 41 - 50

8. **Urgent Business**

A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', is written over a horizontal line.

Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
04.03.2022

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### Information for Members

#### 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.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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#### Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. 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.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

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

##### Point of Order

A member may raise a point of order at any time. The Mayor 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 Mayor on the point of order will be final.

##### 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 Mayor on the admissibility of a personal explanation will be final.

##### 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 Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor 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 Mayor on the admissibility of a point of information or clarification will be final.

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### Information for Members of the Public

#### Access to Information and Meetings

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#### 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

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these activities, in their opinion, are disrupting proceedings at the meeting.

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 **Private Session**

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 Committee does so, you will be asked to leave the meeting.

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 **Access**

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 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



## Minutes

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### Community & Health Committee Monday, 6th December, 2021

#### Attendance

Cllr Poppy (Chair)  
Cllr Aspinell  
Cllr Mrs Davies  
Cllr Gelderbloem

Cllr Mrs Hones (Vice-Chair)  
Cllr Laplain  
Cllr Reed  
Cllr White

#### Apologies

Cllr Tierney (Vice-Chair)

#### Substitute Present

Cllr Russell

#### Also Present

Cllr Hossack  
Cllr Cuthbert  
Cllr Haigh

#### Officers Present

Greg Campbell	- Corporate Director (Environment & Communities)
Kim Anderson	- Partnership, Leisure and Funding Manager
Stuart Anderson	- Facilities Manager
Claire Mayhew	- Corporate Manager (Democratic Services)
Zoe Borman	- Governance and Member Support Officer

#### LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

#### 201. Apologies for Absence

Apologies had been received from Cllr Tierney and Cllr Russell was substitute.

In the absence of the Vice-Chair, Cllr Poppy **MOVED** and Cllr White **SECONDED** that Cllr Hones act as Vice-Chair for the duration of the meeting. This was **AGREED**.

**202. Minutes of the previous meeting**

The Minutes of the previous Community & Health Committee held on 13<sup>th</sup> September 2021 were agreed as a true record.

**203. Chair's Update**

Members noted the Chair's update and thanked the Chair and officers accordingly.

**204. Presentation - AXIS Social Value**

A presentation was provided by Kellie Dury on behalf of Axis updating Members on the Social Value aspect of their work in partnership with Brentwood.

**205. Fees and Charges**

This item was removed from the Agenda for discussion at this committee.

**206. Brentwood Community Fund**

The Brentwood Community Fund had been 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 Community Fund, of £31,300 is currently allocated within an existing 2020/21 budget, and grants of up to £4,000 are available to applicants. The funding was open from 1 April until 30 September 2021. A summary of the applications and the officers' scoring sheet is attached in Appendix B of the report.

Mrs Anderson summarised the report advising Members of the scoring process and alternative methods of available funding to unsuccessful organisations.

After a full discussion, Cllr Poppy **MOVED** and Cllr Hones **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that Members:

**Agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.**

**Reasons for Recommendation**

Each application had been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (Appendix C). Once reviewed, the applications were scored by a panel of officers and a representative from Axis, considering the following key priorities:

- a) Evidence that the bid meets the criteria, the Council's priorities and expected outcomes;
- b) Evidence that the community has been involved in the development and implementation of the project;
- c) Evidence that the bid supports the promotion of volunteering and community participation;
- d) Evidence that the applicant has sought additional external funding or in-kind value (such as the use of volunteers) for the project; and
- e) Evidence that the project is sustainable once the Council's contribution has ceased.

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.

#### **207. Asset of Community Value - Bracken Wood Greens, Warley**

The Localism Act 2011 introduced the Community Right to Bid (the Right), a new right for local people to nominate buildings or pieces of land that they believe contribute to the social interests or wellbeing of their local communities to be listed on a register of Assets of Community Value (ACVs), managed by the local authority. The Right applied to public and private property, although there are a number of exceptions under the legislation, including private residences. Where land is listed as an ACV, if an owner of a listed asset subsequently wishes to dispose of it, there will be a period of time during which the asset cannot be sold, or a qualifying lease granted or assigned (a qualifying lease is a lease originally granted for a 25-year term). This period is known as a moratorium and would ultimately be for a period of six months. The moratorium is intended to allow community groups the time to develop a proposal and raise the required capital to bid for the asset when it comes onto the open market at the end of that period. The owner is under no obligation to accept a bid from the community group and can sell the property to whomever they wish once the six-month moratorium is over.

A valid nomination had been received to list Bracken Wood Greens, as an Asset of Community Value and this report asked the Committee to make a decision on this nomination.

Cllr Poppy **Moved** and Cllr Aspinell **SECONDED** the recommendations in the report.

Cllr Haigh, Ward Councillor, addressed the committee in support of the recommendations.

Cllr Cutherbert, Ward Councillor, also spoke in favour of the report.

Following a full discussion a vote was taken and Members

**RESOLVED UNANIMOUSLY** to:

**List the land known as Bracken Wood Greens, as indicated on the site map in Appendix B of the report, as an Asset of Community Value.**

### **Reasons for Recommendation**

The nomination has passed the Council's due diligence tests including the submission of evidence that the group is eligible to be nominated. The nomination passes the first statutory test as it clearly furthers the social interests and wellbeing of the local community.

There is a realistic chance that the asset will continue to provide the activities for which it has been nominated. The nomination therefore passes the second statutory tests.

The Council could decide not to list The Bracken Wood Greens as an Asset of Community Value, but this would mean that it was not fulfilling its statutory duty under the Localism Act 2011.

### **208. Asset of Community Value - The Bull Public House, Blackmore**

The Localism Act 2011 introduced the Community Right to Bid (the Right), a new right for local people to nominate buildings or pieces of land that they believe contribute to the social interests or wellbeing of their local communities to be listed on a register of Assets of Community Value (ACVs), managed by the local authority. The Right applied to public and private property, although there are a number of exceptions under the legislation, including private residences. Where land is listed as an ACV, if an owner of a listed asset subsequently wishes to dispose of it, there will be a period of time during which the asset cannot be sold, or a qualifying lease granted or assigned (a qualifying lease is a lease originally granted for a 25-year term). This period is known as a moratorium and would ultimately be for a period of six months. The moratorium is intended to allow community groups the time to develop a proposal and raise the required capital to bid for the asset when it comes onto the open market at the end of that period. The owner is under no obligation to accept a bid from the community group and can sell the property to whomever they wish once the six-month moratorium is over.

A valid nomination had been received to list The Bull Public House as an Asset of Community Value and this report asked the Committee to make a decision on this nomination.



Cllr Poppy **Moved** and Cllr Hones **SECONDED** the recommendations in the report.

Following a full discussion a vote was taken and Members **RESOLVED UNANIMOUSLY** to:

**List the land known as The Bull Public House, as indicated on the site map in Appendix B of the report, as an Asset of Community Value.**

### **Reasons for Recommendation**

The nomination has passed the Council's due diligence tests including the submission of evidence that the group is eligible to be nominated. The nomination passes the first statutory test as it clearly furthers the social interests and wellbeing of the local community.

There is a realistic chance that the asset will continue to provide the activities for which it has been nominated. The nomination therefore passes the second statutory tests.

The Council could decide not to list The Bracken Wood Greens as an Asset of Community Value, but this would mean that it was not fulfilling its statutory duty under the Localism Act 2011.

## **209. Local Walking and Cycling Infrastructure Plan**

Based on the success of the results of neighbouring boroughs with large pots of funding from Department of Transport, Essex County Council has recommended that Brentwood Borough Council prepare and publish a Local Walking and Cycling Infrastructure Plan as soon as possible, to be ahead of other districts and be able to access national funding pots.

Mrs Anderson summarised the report.

After a full discussion, Cllr Poppy **MOVED** and Cllr Hones **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that Members:

- 1. Agree that officers to prepare a Local Walking and Cycling Infrastructure Plan (LWCIP) for the borough with the help of Essex County Council and specialist consultants.**
- 2. To agree to part-fund the Local Walking and Cycling Infrastructure Plan to the sum of £5,000 from Brentwood Borough Council funds.**
- 3. To promote Active travel across the borough with Health and Wellbeing at the forefront.**

### **Reasons for recommendation**

The LCWIP for Brentwood will support the Council's objectives to create healthier communities. It supports the Government's sustainable travel objectives. With greater take up it should help reduce congestion in the borough with more people walking and cycling. The LCWIP will also support Brentwood's Health and Wellbeing Board objectives with residents becoming more active and improving their health and wellbeing.

### **210. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.55.

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<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 14 March 2022
<b>Subject:</b> Chairs update	<b>Wards Affected:</b>
<b>Report of:</b> Kim Anderson	<b>Public</b>
<b>Report Author/s:</b> Name: Kim Anderson, Corporate Manager Communities Leisure and Health Telephone: 01277 312634 E-mail: kim.anderson@brentwood.gov.uk	<b>For Information</b>

## Summary

The report provides an update for Members on the activities that are taking place under the remit of the Community and Health Committee

## Main Report

### **Community Events**

#### **Discover Winter**

Brentwood, Shenfield and Ingatestone events – There was three late night shopping events in the three high street with entertainment at each over a three-week period. Two Brentwood High Street events on the 11 and 18 December and the Light Switch on at the Town Hall with invited guests on 27 November. There were also two Shenfield events on 4 and 12 December. The Elf Trail was 2 – 23 December which was available in all three high streets.

#### **Community Connect Trailer**

The Community Connect Trailer provides information on what's going on in the community plus advice and support from partner agencies such as Neighbourhood Watch, VitaMinds, United in Kind, Council for Voluntary Services, Mind, Fire Service and Community Agents. Dates and location up to June 2022 as follows all at 10am – 1.30pm:

Tuesday 15 March - Kelvedon Hatch, Deal Tree Centre

Wednesday 30 March - Blackmore, Horsehoe Green

Wednesday 13 April – Ingatestone, near New Folly

Friday 29 April – Ingrave

Wednesday 11 May – Warley

Thursday 19 May – Bishops Hill

Wednesday 1 June – Brentwood Community Hospital

Thursday 16 June – St Peters Church, Daily Bread Café

Saturday 18 June - Strawberry Fair, Shenfield Common

#### **Community Support Network**

On the 26 March the Community Support Network has been in place for two years continuing to support the most vulnerable. Currently there is also a working group supporting the Ukrainian response for aid.

### **Tea Dances return to the Nightingale Centre**

Sunday 20 March will see the return of the popular tea dances at the Nightingale Centre. The event on the 20 is free and inclusive for Adults with Special Educational Needs and those who have dementia from 1-4pm with live music. There will be a monthly tea dance, and these have been organised with Chat 1<sup>st</sup> and the Council.

### **Community Halls update**

Officers are currently working with a number of individuals and organisations who are interested in managing the Community Halls, and various proposals are being worked up.

### **King George's Playing Fields new development**

Official opening of the new pavilion was on 11 March by the Mayor of Brentwood, Cllr Olivia Sanders. The pavilion has soft play, TAG Active, larger café, Hartswood Golf Club Lounge, a multi-use room, a new sensory room, Changing Places facility, football and rugby changing rooms and new golf pro shop.

On the 12 March Everyone Active who are managing the new facilities held a free taster day for residents to use the new facilities and also challenge the freestyle footballer Jamie Knight.

Phase 2 of the works is the demolition of the old pavilion building which will take place once the asbestos has been stripped out of the old building and works are due to be completed in April. Landscaping either side of the building will provide additional seating and picnic areas.

The Splash Pad and Outdoor Adventure Play are due to open on 9 April for the Easter Holidays.

### **Senior Play Area refurbishment in King George's Playing Fields**

The senior phase of the play area completes the final phase of the play area refurbishment in King George's Playing Fields, and this was also opened on 11 March by the Mayor of Brentwood, Cllr Olivia Sanders.

### **Hutton Recreation Play Area**

The play area was completed in November 2021. CCTV is due to be installed in March this year.

### **Event Programme for 2022-2023**

See separate report

### **Football Hub development**

The Council is continuing to work with the Football Foundation, Essex FA and local teams to develop the plans and business plan for the Football Hub Development. A soft market test exercise is in progress to obtain views on the site and floor plan from a leisure operator's perspective. Once the responses have been received and evaluated, together with the relevant surveys then a planning application will be submitted. There is a statutory 12-week consultation period on the plans, and it is due to go to a summer Planning Committee. There has been ongoing consultation with the local football clubs to ascertain the programme of use and the protected slots for partner clubs. The Business Case will be presented to Members for approval.

### **Brentwood Centre**

Everyone Active (SLM) the new operators of the Brentwood Centre have produced a quarterly update report for Members on the Brentwood Centre contract, which is being presented tonight by Shaun Beagle, Area Contract Manager.

### **Dunton Hills Garden Village**

The second artist commission for Dunton Hills Garden Village has launched, inviting proposals from creative practitioners to collaborate with nearby communities to create a 'gift' that could be presented to future residents of the Dunton Hills.

The commission is part of the community engagement and education programme and follows a successful first commission in 2021 with artist, Laura Malacart, who worked with local communities to create a collectively-owned, street name database that could be used by developers. The A-Z Guide to Dunton Hills Garden Village was compiled over a 6-month period, where the artist explored cultures, histories, ecology, folklore and personal stories to draw out words and phrases inspired by 'people and place' and connecting communities to the new garden village.

The current 6-month commission is an opportunity to generate and capture a spirit of generosity and welcome from existing communities, helping to create a sense of identity and belonging and articulating a shared vision for the future residents of Dunton Hills.

### **Reminiscence and dance project to begin this month**

Starting next week, the Council is working with 2 nationally renowned arts organisations to deliver a project to support older people. The project is a 10 week, fully-funded programme, where residents from Kelvedon Hatch and Ingrave, will attend in-person sessions with Age Exchange and Green Candle Dance. The 2 groups will explore memories, social history and oral history artefacts, family and working life, sharing stories and creating a film and a piece of theatre to be performed locally around the Jubilee. The project is part of ongoing work to support community assets within the community hub network, tackling isolation and helping people to reconnect to their communities.

### **Social value programme - Axis**

Delivery of the social value programme with Axis continues as the team visited Shenfield High School in February to deliver life soft skills and career readiness workshops for year 7.

Residents' training workshops will begin in April, where, using a void property, participants in key estate areas can gain useful DIY skills such as filling, bleeding radiators, changing locks. Other workshops will include sustainability and employability, to be delivered later in the year.

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# Agenda Item 6

<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 14 March 2022
<b>Subject:</b> Proposed changes to Brentwood Community Fund	<b>Wards Affected:</b> All
<b>Report of:</b> Kim Anderson, Corporate Manager (Communities, Leisure and Health)	<b>Public</b>
<b>Report Author:</b> Lucy Gill, Community, Leisure and Wellbeing Officer Telephone: 01277 312500 E-mail: lucy.gill@brentwood.gov.uk	<b>For Decision</b>

## Summary

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. This report will outline proposed changes to the Community Fund which will create a more efficient and meaningful scheme, both for the Council and recipient

## Recommendation(s)

**Members are asked to:**

**R1. Agree to the proposed changes to the Brentwood Community Fund, outlined in point 6.**

## Main Report

### **Background**

1. The Brentwood Community Fund has been set up to give the borough's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. Last year, the fund had £31,300 allocated for localism projects, which consisted of £16,300 from Brentwood Borough Council and a £15,000 contribution from Axis, the Council's repairs and maintenance contract as part of their Social Value contribution. There was an underspend of £4727.40, which was agreed to be carried forward to 2022/2023.
2. Grants of up to £4,000 were available for not-for-profit organisations and groups. The funding was open to applications from 1 April until 30 September

2021. The recommendations for funding were approved at Community and Health Committee in December 2021.

3. In order to be eligible for a grant, applicants needed to meet criteria that aligned with the Council's corporate priorities for economy, environment and communities. Applicants needed to demonstrate community involvement, including engaging volunteers, contributing match or in kind funding and outlining the sustainability of the project.
4. The total number of applications each year to the Community Fund has varied from 11 – 32, with applicants expectedly reducing over the past two years. This was due to a wealth of funding pots available for community support during the pandemic, and organisations' confidence in their ability to deliver planned projects as far ahead as next year.
5. Last year's application guidance and scoring matrix is included as Appendices A and B to this report.

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

6. Following a review of discretionary funding programmes, officers recommend the following changes:
  - a. To merge the Mental Health Small Grant Scheme with the Community Fund. This enables a reduction in officer and Council resources. It also avoids duplication of applicants whilst ensuring that health and wellbeing remains a priority within the Community Fund's criteria.
  - b. To seek an additional external partner to contribute to the funding pot, to match Axis' contribution.

Existing budget structure:

<b>Brentwood Community Fund 2021</b>	
Brentwood Borough Council	£16,300.00
Axis (reduced in 2021 to support the Stars of Brentwood Awards)	£15,000.00
<b>Total of grants awarded 2021</b>	<b>£26572.60</b>
Carry forward to 2022	£4727.40

<b>Mental Health Small Grants Scheme 2021</b>	
Brentwood Borough Council	£10,000.00
Health and Wellbeing Board	£5,000.00



COMF (one-off fund to support management and containment of COVID-19)	£10,000.00
Total of grants awarded 2021	£25,000.00

Proposed budget structure:

Brentwood Community Fund 2022		
Contribution	With additional funding partner	Without additional funding partner
Brentwood Borough Council	£0	£5,000.00
Health and Wellbeing Board	£5,000.00	£5,000.00
Axis	£20,000.00	£20,000.00
Carry forward	£4727.40	£4727.40
Additional partner	£20,000.00	£0
<b>Total</b>	<b>£49727.40</b>	<b>£34,727.40</b>
Savings to Brentwood Borough Council	£26,300.00	£21,300.00

- c. To open two rounds of funding to enable swifter access to grants:
- i. Round 1 – Open 1 April 2022 – 31 July 2022. Decision and allocation by 30 September 2022. For projects with delivery between 1 October 2022 – 30 September 2023.
  - ii. Round 2 – Open 3 October 2022 – 31 January 2023. Decision and allocation by 31 March 2023. For projects with delivery between 1 April 2023 – 31 March 2024.
- d. To enable flexibility of delivery and to allow for disruptions to plans (I,e COVID-19), projects will be for delivery within 1 year after the funding is awarded, with an option to extend delivery time for another year upon request.
- e. For senior officers in consultation with the Chair of Community and Health Committee to have delegated authority to make funding decisions, based on scores from officer and external partner representatives. This will ensure that money can be distributed quickly without being tied to committee dates. A full annual report on the Community Fund can be brought to Community and Health Committee at year end.

- f. To increase the maximum grant per awardee to £5,000. This will ensure greater impact of funding and more sustainable outcomes.
- g. To award applicants a level of funding based on the requested grant amount, rather than a percentage based on scores. Previously, some applicants have received as little as 55% of their requested funds, meaning they have then needed to find additional funding to make up the shortfall, creating a longer wait for project delivery. The Council may choose to fund certain budget lines if some are not eligible, i.e food and drink.
- h. Considering point 6.g, to raise the scoring threshold for awards from 50% to 60% to ensure that grants are awarded to initiatives that better meet the required criteria.
- i. Projects will still be expected to engage volunteers, demonstrate how the community has been involved in identifying the need for the initiative, and that the applicant has a degree of match funding for the project, either from cash or in kind contributions.
- j. A full example budget template will be provided to assist applicants with completion. Most applicant queries are around budget lines and completion of the template.
- k. The question on sustainability will be expanded to include not only the longevity of the initiative, but how the applicant is taking steps to reduce their carbon footprint in project planning and delivery.
- l. It will now be mandatory for applicants to demonstrate how they have considered safeguarding vulnerable people in project delivery. The Council will expect a policy or statement to be submitted.

### **Reasons for Recommendation**

- 7. Each application will continue to be subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding. Applications will be scored by a panel of officers and representatives from external funding partners, considering the following key priorities:
  - a) Evidence that the bid meets the criteria, the Council's priorities and expected outcomes;
  - b) Evidence that the community has been involved in the development and implementation of the project;

- c) Evidence that the bid supports the promotion of volunteering and community participation;
  - d) Evidence that the applicant has sought additional external funding or in-kind value (such as the use of volunteers) for the project; and
  - e) Evidence that the project is sustainable once the Council's contribution has ceased.
  - f) Evidence that the applicant has taken steps to reduce their carbon footprint.
  - g) Evidence that the applicant has awareness of safeguarding and reporting procedures.
8. Once the applications are individually scored, they will be ranked by their score. Applications scoring over the 60% threshold will be given priority, receiving funding in rank order until all the funding has been allocated.
9. Successful applicants will still need to agree to any terms stipulated within the conditions of the grant being awarded and complete a monitoring report once their project has completed.
10. Any unsuccessful applicants will continue to be offered the following support: telephone call or online meeting with a member of the Community Services team 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 and access to My Funding Central, an up-to-date database of thousands of funding streams for the sector. Members will also be asked to assist in this process.
11. Officers will review the impact of the above recommended changes annually and will advise Members of any further changes that are required.

## **Consultation**

12. The application process was reviewed following consultation for the recently approved Voluntary, Faith and Community Sector Support Strategy (2021-2026), to ensure that it aligns with the strategy's commitments and with a view to encourage flexibility and widening the breadth of initiatives that the fund can support.
13. Consultation has also been undertaken with previous applicants over a number of years and included as part of the monitoring process. As a result we have revised and simplified the application process, including simplifying 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. The

requirements for supplementary information and match funding should be proportionate to the amount of money being awarded.

14. The proposed changes have been reviewed by Axis who have confirmed that they align with their priorities for community support.

### **References to Corporate Plan**

15. The Community Fund supports a number of priorities and sub priorities within the Corporate Plan under 'Growing our economy', 'Developing our communities' and 'Protecting our environment.'

### **Implications**

#### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and S151 Officer**

**Tel & Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

16. The 2021 Community Fund pot consisted of £16,300 from existing budgets and £15,000 contribution from Axis as part of their social value commitment through their housing, repairs and maintenance contract. There is an underspend of £4,727.40 carried forward to 2022/2023.
17. The proposed absorption of the Mental Health Small Grants Scheme into the Community Fund and the onboarding of an additional external funding partner will create savings of £26,300. Should the Council not be successful in bringing on board an external funding partner, savings of £21,300 will be made.

#### **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer**

**Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk**

18. The General Power of Competence under section 1 of the Localism Act 2011 gives the Council a broad power, subject to some limitations to do things an individual may do, provided it is not prohibited by other legislation. This power is wide enough to include the allocation of funding under the Community Fund.
19. Criteria has been formulated against which applications for grant funding will be assessed. This will support decision making on the allocation of funding being made in a fair and transparent way and satisfies the legal process.

20. Any additional legal advice will be provided as necessary during the process.

### **Economic Implications**

**Name/Title: Phil Drane, Corporate Director (Planning & Economy)**

**Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk**

21. The Community Fund has a positive impact on the local economy when there is an increase in the number of jobs, volunteering roles, skills development opportunities and improvements to facilities.
22. By bringing in an additional funding partner, the Council is maximising its partnerships with local businesses to make effective contributions to the community.

### **Other Implications**

#### **Equality and Diversity Implications**

23. The Community Fund supports voluntary and community organisations that best support residents in the community, regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race religion and sexual orientation.

#### **Asset Implications**

24. Where relevant, the granting of funding is dependent upon permissions being granted by the owner of the asset.

#### **Background Papers**

None

#### **Appendices**

- Appendix A: Brentwood Community Fund Guidance and Criteria 2021
- Appendix B: Brentwood Community Fund Scoring Matrix 2021
- Appendix C: DRAFT Brentwood Community Fund Guidance and Criteria 2022
- Appendix D: DRAFT Brentwood Community Fund Scoring Matrix 2022

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# Brentwood Community Fund

## Information and Guidance Notes

April 2021

### 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. With the support of Axis, grants of up to £4,000 are available for applicants.

The Brentwood Community Fund will open for applications on **Thursday 1st April 2021** and will close on **Thursday 30th September 2021**.

Bids will be assessed and reported to a relevant committee in December 2021, when a decision on the allocation of funding will be made. Applicants should continue to check [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding) to ascertain when a date for this committee has been set.

### Who can Apply?

The Council is inviting bids from not for profit 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. Schools and parish councils may apply.

All applications must benefit Brentwood's communities. Projects must be delivered in the Borough and take place between **1<sup>st</sup> January 2022 and 31<sup>st</sup> December 2022**.

Bids may be submitted by not for profit 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 Brentwood Community Fund or the Mental Health Small Grants Scheme. Applicants cannot apply to the Community Fund and the Mental Health Small Grant Scheme for the same project.

We also ask that you state on your application and in the budget template whether you have applied for, or have received funding from another department within the Council, whether it be confirmed or unconfirmed.

### How much can I apply for?

The maximum amount that can be applied for is **£4,000**. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating

and delivering the project. Volunteer time in kind can be estimated at £10 per hour per person (as an average).

### **How to Apply**

#### **The application form**

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

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). Additional supporting documents can be emailed to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by 30th September 2021 at the latest to ensure that these are considered along with your application. For any advice, support, guidance or any queries relating to the completion of the form please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone Community Services on 01277 312500.

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's 'Brentwood 2025: Where Everyone Matters' (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:

#### **The Council would expect to see clear links between the delivery of the proposed activity and the following criteria and expected outcomes:**

Growing our economy
<ul style="list-style-type: none"><li>• Projects support and increase community skills development, working with schools, businesses or training providers.</li><li>• Projects support a thriving high street by attracting greater footfall to out retail centres.</li></ul>
Protecting our environment
<ul style="list-style-type: none"><li>• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).</li><li>• Projects improve leisure facilities for residents and visitors.</li><li>• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).</li></ul>
Developing our communities
<ul style="list-style-type: none"><li>• Projects encourage thriving and engaged communities</li><li>• Projects encourage community engagement in developing improved and accessible health and wellbeing services.</li><li>• Projects encourage volunteering.</li><li>• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.</li><li>• Projects build relationships between new and emerging communities.</li></ul>



### **What will we not fund?**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for projects previously funded by the Mental Health Small Grants Scheme or the Brentwood Community Fund (requests must be for a new project, however applications for separate project phases can be considered).
- We won't fund organisational running costs or salaried staff unless these staff are delivering programme sessions in addition to business as usual where the need has been identified.
- Start-up business costs.
- 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 (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- 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** which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above.

### **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 clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

#### **Question 3 – Explain how the community has been involved in the development of the project. How has the need been identified?**

- 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 forward and particularly schemes which generate community involvement, engagement and ownership.
- There should be demonstrable community support for initiatives being put forward.

**Question 4 – Please explain how your project promotes volunteering or includes volunteers and community participation in its planning or delivery**

- Schemes should promote volunteering and community participation.

**Question 5 – Budget – Please complete the linked Budget Template and upload to your online application form.**

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- In kind amounts in the expenditure column and the income column should match i.e. in kind contributions are seen as a cost and an income as described above.
- You must state if all income amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £4,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

**Question 6 – Sustainability**

- Please tell us how you intend to ensure your project is sustainable (i.e will there 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 7 – 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 312500 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, if applicable.
- 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.
- Completed Budget Template

### **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 of Council officers and elected Members.

Recommendations will be reported to the relevant committee in December 2021. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

### **Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council and Axis logos on marketing materials relating to their funded project.

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**Scoring matrix for Brentwood Community Fund 2021**

Each Brentwood Community Fund application will be scored against the following key criteria:

Criteria/score	0%	Up to 33%	Up to 66%	Up to 100%	Total weighting
<b>1</b> The application demonstrates how the project meets the criteria and supports the priorities and expected outcomes (see table in guidance notes).	The application shows no evidence of how the project meets the criteria, supports the priorities and will deliver the expected outcome(s) .	The application shows there are tenuous links between the project, the priorities and the expected outcome(s)	The application demonstrates some good links between the project, the priorities and the expected outcome(s), and details how some of the project activities will achieve them	The application clearly demonstrates the links between the project 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 the need for the project and how the community has been involved in its development. For example, the community should be engaged in identifying schemes to be put forward.	The application shows no evidence that the community has been involved in the development of the project and no evidence of need.	The application shows a small amount of evidence that the community has been involved in the development of the project and some level of need.	The application shows reasonable evidence that the community has been involved in the development of the project and shows good level of need.	The application clearly demonstrates how the community have been involved in the development of the project and clearly demonstrates the need with accompanying evidence.	<b>20%</b>
<b>3</b> The application demonstrates the promotion of volunteering and community participation in its delivery.	The application shows no evidence of how the project will promote volunteering and community participation.	The application shows a small amount of 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 volunteer time 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 a small amount of 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 grant contribution has ceased.	The application shows no evidence of how the project will be sustainable once the grant contribution has ceased.	The application shows a small amount of evidence of how the project will be sustainable once the grant contribution has ceased.	The application demonstrates reasonable evidence of the sustainability of the project once the grant 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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# Brentwood Community Fund

## Information and Guidance Notes

April 2022

### 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. With the support of Axis, grants of up to £5,000 are available for applicants.

The Brentwood Community Fund will open for applications in two rounds:

Round 1 – Opens on **Friday 1 April 2022** and will close on **Friday 30 September 2022**.  
For projects delivered between **1 October 2022 and 30 September 2023**

Round 2 - Opens on **Monday 3 October 2022** and will close on **Tuesday 31 January 2023**  
For projects delivered between 1 April 2023 and 31 March 2024

Bids will be assessed, a decision on the allocation of funding will be made and applicants notified within 6 weeks of round closure.

### Who can Apply?

The Council is inviting bids from not-for-profit 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. Schools and parish councils may apply.

All applications must benefit Brentwood's communities. Projects must be delivered in the Borough during the delivery dates for each round. To allow for flexibility and unforeseen circumstances, (i.e. COVID-19), permission may be given to extend the project delivery for an additional year upon request.

Bids may be submitted by not-for-profit 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 Brentwood Community Fund or the Mental Health Small Grants Scheme.

We also ask that you state on your application and in the budget template whether you have applied for or have received funding from another department within the Council, whether it be

confirmed or unconfirmed.

### **How much can I apply for?**

The maximum amount that can be applied for is **£5,000**. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating and delivering the project. Volunteer time inkind can be estimated at £10 per hour per person (as an average).

### **How to Apply**

#### **The application form**

##### **1. Contact us**

Prospective applicants should first contact the Council to discuss their project to ensure that they meet the criteria for funding. This should be done within plenty of time before the closing date.

Email [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone Community Services on 01277 312500.

##### **2. Complete the online application form**

Once it has been agreed that you are eligible to apply, you will be sent a link to complete an online application form.

Additional documents, including the Scoring Matrix and the Budget Template is linked on the Brentwood Borough Council website [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding).

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist) by the closing date for your chosen round.

Additional supporting documents can be emailed to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by the closing dates for the round to ensure that these are considered along with your application.

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.

For any advice, support, guidance or any queries relating to the completion of the form or the application process, please contact:

[localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk)

01277 312500.



### **What will be funded?**

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council's 'Brentwood 2025: Where Everyone Matters' (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 <u>clear</u> links between the delivery of the proposed activity and the following criteria and expected outcomes:</b>
<b>Growing our economy</b>
<ul style="list-style-type: none"><li>• Projects support and increase community skills development, working with schools, businesses or training providers.</li><li>• Projects support a thriving high street by attracting greater footfall to out retail centres.</li></ul>
<b>Protecting our environment</b>
<ul style="list-style-type: none"><li>• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).</li><li>• Projects improve leisure facilities for residents and visitors.</li><li>• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).</li></ul>
<b>Developing our communities</b>
<ul style="list-style-type: none"><li>• Projects encourage thriving and engaged communities</li><li>• Projects encourage community engagement in developing improved and accessible health and wellbeing services.</li><li>• Projects encourage volunteering.</li><li>• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.</li><li>• Projects build relationships between new and emerging communities.</li></ul>

### **What will we not fund?**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for projects previously funded by the Mental Health Small Grants Scheme or the Brentwood Community Fund (requests must be for a new project, however applications for separate project phases can be considered).
- We won't fund organisational running costs or salaried staff unless these staff are delivering project management and programme sessions in addition to business as usual where the need has been identified.
- Start-up business costs.
- 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 (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- 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** which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). Applicants must score 60% or above to be awarded a grant. You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above.

### **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 where 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 clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

#### **Question 3 – Explain how the community has been involved in the development of the project.**

##### **How has the need been identified?**

- 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 forward and particularly schemes which generate community involvement, engagement and ownership.
- There should be demonstrable community support for initiatives being put forward.

#### **Question 4 – Please explain how your project promotes volunteering or includes volunteers and community participation in its planning or delivery**

- Schemes should promote volunteering and community participation.

#### **Question 5 – Budget – Please complete the linked Budget Template and upload to your online application form.**

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.

- In kind amounts in the expenditure column and the income column should match i.e. in kind contributions are seen as a cost and an income as described above.
- You must state if all income amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £5,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

Example of completed Budget Template:

<b>EXPENDITURE – please list all items of expenditure relating to this project</b>	
<b>ITEM</b>	<b>COST</b>
Hall hire x 90 mins for 12 weeks@ £15 per hour	£270.00
Materials: craft kits, paints, overalls, brushes for 30 people	£600.00
Advertising and promotional materials	£650.00
Hire of recording and projection equipment	£820.00
Website – hosting fee	£416.00
Film editing service	£750.00
Arts therapist x 12, 90 minute sessions	£2,400.00
<b>SUB TOTAL</b>	<b>£5,906.00</b>
<b>INKIND EXPENDITURE – this is the monetary value of any aspects of your project that others have given for free</b>	
Volunteer - website editing, 5 hours@ £10 per hour	£50.00
Volunteer - project coordination, 10 hours @ £10 per hour	£100.00
Volunteer - support in delivery of sessions, 18 hours at £10 per hour	£180.00
<b>TOTAL EXPENDITURE</b>	<b>£6,236.00</b>

<b>INCOME - please list all expected income sources for this project in the below given categories. If the category is not relevant to you, please enter N/A. Please add additional categories under 'Other'. Please also indicate if the funding source is confirmed or unconfirmed</b>		
<b>EXTERNAL FUNDING THROUGH GRANTS</b>	<b>AMOUNT</b>	<b>CONFIRMED OR UNCONFIRMED?</b>
Parish Council Grant	£500.00	CONFIRMED
<b>EXTERNAL FUNDING THROUGH ACTIVITIES AND DONATIONS</b>	<b>AMOUNT</b>	<b>CONFIRMED OR UNCONFIRMED?</b>
Bingo event and auction	£656.00	CONFIRMED
<b>OTHER INCOME SOURCES</b>	<b>AMOUNT</b>	<b>CONFIRMED OR UNCONFIRMED?</b>
	£	
<b>SUB TOTAL</b>	<b>£1,156</b>	
<b>INKIND COMMITMENTS – this is the monetary value of any aspects of your project that others have given for free</b>		

Volunteer - website editing, 5 hours@ £10 per hour	£50.00	CONFIRMED
Volunteer - project coordination, 10 hours @ £10 per hour	£100.00	CONFIRMED
Volunteer - support in delivery of sessions, 18 hours at £10 per hour	£180.00	CONFIRMED
BRENTWOOD COMMUNITY FUND REQUESTED AMOUNT	£4,750.00	UNCONFIRMED
<b>TOTAL INCOME</b>	<b>£6,236.00</b>	

### Question 6 – Sustainability

- A) Please tell us how you intend to ensure your project is sustainable (i.e will there 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.

B) Brentwood Borough Council has announced it will be Carbon Neutral by 2040 and we challenge our voluntary, faith and community sector to work with us to achieve the same. Please tell us what steps you will take to reduce your carbon footprint in the planning and delivery of your project.

### Question 7 – Safeguarding

- Please tell us how you have considered safeguarding vulnerable people in your project delivery. A Safeguarding Statement or Policy must be submitted along with your application.

### 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 312500 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 - where appropriate.
- Confirmation of any additional external secured funding - if applicable.
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc) - if applicable

- Evidence of community involvement - recommended
- Safeguarding statement or policy - mandatory
- Risk assessments and insurance - if required.
- Cost estimates or price quotations -recommended
- Letters of support or other supporting information - recommended
- Completed Budget Template - mandatory

### **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 of Council and funding partner representatives. Decisions will be made within 6 weeks of round closure. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

### **Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council and Axis logos on marketing materials relating to their funded project.

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## Scoring matrix for Brentwood Community Fund 2022

Each Brentwood Community Fund application will be scored against the following key criteria:

Criteria/score	0% of weighting	Up to 33% of weighting	Up to 66% of weighting	Up to 100% of weighting	Total weighting
<b>1</b> The application demonstrates how the project meets the criteria and supports the priorities and expected outcomes (see table in guidance notes).	The application shows no evidence of how the project meets the criteria, supports the priorities and will deliver the expected outcome(s) .	The application shows there are tenuous links between the project, the priorities and the expected outcome(s)	The application demonstrates some good links between the project, the priorities and the expected outcome(s), and details how some of the project activities will achieve them	The application clearly demonstrates the links between the project and the expected outcome(s), and details how all of the project activities contribute to them.	<b>30%</b>
<b>2</b> The application demonstrates the need for the project and how the community has been involved in its development. For example, the community should be engaged in identifying schemes to be put forward.	The application shows no evidence that the community has been involved in the development of the project and no evidence of need.	The application shows a small amount of evidence that the community has been involved in the development of the project and some level of need.	The application shows reasonable evidence that the community has been involved in the development of the project and shows good level of need.	The application clearly demonstrates how the community have been involved in the development of the project and clearly demonstrates the need with accompanying evidence.	<b>20%</b>
<b>3</b> The application demonstrates the promotion of volunteering and community participation in its delivery.	The application shows no evidence of how the project will promote volunteering and community participation.	The application shows a small amount of 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 volunteer time 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 a small amount of 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> a) The application demonstrates how the project will be sustainable once the grant contribution has ceased. b)The application shows how they are taking steps to reduce their carbon footprint in the planning and delivery of the project.	a) The application shows no evidence of how the project will be sustainable once the grant contribution has ceased.	a) The application shows a small amount of evidence of how the project will be sustainable once the grant contribution has ceased.	a) The application demonstrates reasonable evidence of the sustainability of the project once the grant contribution has ceased.	a) The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased.	<b>5%</b>
	b) The application shows no evidence that the applicant has thought about how they will reduce their carbon footprint in the planning delivery of the project.	b) The application shows a small amount of evidence that the applicant has thought about how they will reduce their carbon footprint in the planning and delivery of the project.	b) The application shows a reasonable amount of evidence that the applicant has thought about how they will reduce their carbon footprint in the planning and delivery of the project.	b) The application clearly shows good, detailed evidence that the applicant has thought about how they will reduce their carbon footprint in the planning and delivery of the project.	<b>5%</b>
<b>6</b> The application shows how the safeguarding of vulnerable people has been implemented into project planning and delivery and a suitable safeguarding policy or statement has been submitted.	The application shows no evidence that the applicant has thought about safeguarding and has not included a statement or policy.	The application shows a small amount of evidence that the applicant has thought about safeguarding and has included a statement or policy.	The application shows reasonable evidence that the applicant has thought about safeguarding and has included a safeguarding policy or statement.	The application clearly shows, with detail, how safeguarding will be considered in the planning and delivery of the project and has submitted a statement or policy.	<b>10%</b>
<b>TOTAL</b>					<b>100%</b>

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<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 14 March 2022
<b>Subject:</b> Event Plan 2022-2023	<b>Wards Affected:</b> All
<b>Report of:</b> Kim Anderson, Corporate Manager Communities, Leisure and Health	<b>Public</b>
<b>Report Author/s:</b> Kim Anderson, Corporate Manager, Communities, Leisure and Health Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	<b>For Decision</b>

## Summary

Traditionally the Council has organised Strawberry Fair, Family Fun Days, Lighting Up Brentwood and Shenfield Christmas Fayre. Due to the Covid 19 Pandemic the delivery of the event programme had to be changed such as on-line delivery or smaller scale events. The Planned Event Programme for 2022-2023 is before Members in Appendix A, subject to Members agreement, budget allocation and sponsorship contribution.

## Recommendation(s)

**Members are asked to:**

**R1. Agree the proposed event plan for 2022-2023 as set out in Appendix A, subject to budget allocation and sponsorship contribution.**

**R2. Agree for Officers to look at alternative event delivery options**

## Main Report

### **Introduction and Background**

1. The Council's community event programme is a well-established series of popular annual events that support a number of strands in the Corporate Strategy and is an opportunity to support the objectives of other service areas in the Council, to promote new initiatives, campaigns and consultations

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

2. It is proposed that the Council organises and delivers the community events listed in Appendix A.

3. In 2021 due to the continuing impact of the Covid pandemic and associated government advice event delivery had to be altered. The Council took the decision to cancel Strawberry Fair in June, but due to their smaller scale decided to deliver six Family Fun Days around the Borough. These were well attended by the public.
4. In addition, the Council delivered the Community and Sports Stars of Brentwood Awards and Staff Awards at the Brentwood in recognition of all the fantastic work the local community had delivered as part of the COVID 19 response to residents.
5. The Council received funding from the Government's Welcome Back Fund, so in partnership with the Economic Development Team delivered a series of Christmas events in Brentwood, Shenfield and Ingatestone High Streets.
6. Officers from the Council have consulted with the business community to ascertain whether the preference is for more smaller scale events which are of more benefit, rather than the one-off larger scale events which will involve road closures etc.
7. For the 2022-23 event programme the Council is looking to continue with the usual programme of events for Strawberry Fair and Family Fun Days and Christmas events in Brentwood and Shenfield.
8. Great British Spring Clean – The Council are asking individuals, groups and clubs to take part in the Great British Spring Clean providing free litter picking kits between 25 March – 10 April.
9. Dinosaur Trail – Utilising the Government's Welcome Back Fund a new dinosaur Trail will run for four weeks over the Easter period across Brentwood, Shenfield and Ingatestone High Streets.
10. Strawberry Fair- The traditional Summer Fair that has been delivered by Brentwood Borough Council since 2009 and has grown in popularity over the last few years. There is a main performance area providing live music within a large marquee in the centre of Shenfield Common. The event also provides opportunities for selling of traditional local arts and crafts. There are small fun fair rides, bouncy castles and a number of free children's activities. The Council prioritises local stall holders and food providers to participate in the event. For the last few years Doddinghurst Road Church have provided the strawberries

and cream for the event and Brentwood Breakfast Rotary Club and Brentwood Brewery providing a local beer and Pimms area. The event provides a great opportunity for local organisations, businesses and performers to promote themselves in front of a larger audience and for charities to generate income. The Council also liaises with the provider for the rides and bouncy castles to ensure that their price structure continues to be affordable. To tie in with the Queen's Jubilee celebrations this year we will have a Jubilee themed Strawberry Fair, together with a commemorative tree planted as part of the event on Shenfield Common. Officers are working with local businesses to sponsor the event, which along with the additional stallholder income will seek to make the event cost neutral to the Council.

11. Queens Platinum Jubilee Celebrations - To celebrate the Queen's Platinum Jubilee from 2-5 June there are a number of planned community events (not directly delivered by the Community Services team) which are set out in the plan (Appendix A) for information purposes only. The Council is signposting residents to advice and guidance on its website on setting up their own street parties. As part of the celebrations there will also be a series of beacons being lit on 2 June across the Borough in Blackmore, Herongate and Ingrave, West Horndon, Navestock and Childerditch Common. In addition there will trees planted throughout the year as part of the Queen's Green Canopy.
12. Family Fun Days - For 2022, it is proposed to run five Family Fun Days in total, which will be held each Friday during the summer school holidays in July and August. This is a reduction to the normal six dates purely due to the way the school holidays fall this year in Brentwood. As usual the events are held in different locations each week to improve accessibility to residents in the more rural areas in the Borough. The price for the wristbands to go onto the bouncy castles and fun fair rides has not increased from £4 as agreed as part of the fees and charges. The Council works closely with local support services to provide advice and guidance for local residents as part of the event and with local sports clubs to provide free taster sessions for families to try.
13. Lighting Up Brentwood - For 2021, there was a scaled down event outside the Town Hall with invited guests to watch some live music and performances with the Mayor of Brentwood switching on the tree and the Town Hall lights. There was also a series of events in the High Street utilising the Government's Welcome Back Fund to support footfall to the High Streets. Options for the 2022 Lighting Up Brentwood are still being considered for Saturday 26 November.

14. Shenfield Christmas Fayre It has been agreed with the local businesses in Shenfield to deliver a smaller scale event without a road closure on Saturday 3 December (date to be confirmed)
15. Community Trailer - The Community Trailer has provided additional community engagement with 30 outings in 2021 engaging with over 2500 people.
16. Tea Dances – The Council works with Chat 1<sup>st</sup> to provide a regular Tea dance from Sunday 20 March (free) inclusive for Adult with Special Educational Needs and dementia. This will be followed up every month from April to December.
17. Awards – In 2021, the Council working with Colchester Events delivered Stars of Brentwood Awards which recognised the work of the individuals and organisations in the community that had supported the most vulnerable residents. The Council Sports Award were also included as part of this celebratory eventing. The following evening the Council's Staff Awards also took place at the Brentwood Centre.
18. In order to reduce the financial burden on the Council, officers are looking at ways to maximise sponsorship income and alternative delivery methods to deliver the event programme.

### **Reasons for Recommendation**

19. The Community Event Programme provides a platform for all service areas across the Council to promote new initiatives, projects or as a means of consultation with the public. The Council will work with local business clusters, community groups and voluntary sector organisations to develop the community events so that they will enhance and support the local community.

### **Consultation**

20. As part of the feedback from 2021 Event programme officers consulted with the local business clusters, voluntary sector organisations and sponsors to determine preferred options for the delivery of the 2022 events.

### **References to Corporate Plan**

21. The Community Event Programme sits under the 'Developing our Communities' priority in the Corporate Strategy.

## Implications

### Financial Implications

**Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)**

**Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

22. The fees referred to in this report have been agreed as part of the 2022/2023 budget setting process.

<b>Event</b>	<b>Direct Costs 2022/23 £</b>	<b>Expected Income 2022/23 £</b>	<b>Net costs to BBC 2022/23</b>
Dinosaur Trail	6,000	6,000	0*
Strawberry Fair	8,280	5,250	3,030
Family Fun Days	12,110	11,960	150
Lighting Up Brentwood	20,000	10,000	10,000
Shenfield Christmas Fayre	6,000	4,000	2,000
<b>Total</b>	<b>52,390</b>	<b>37,210</b>	<b>15,180</b>

\*funded through the Welcome Back Fund  
Figures are based on 2019/20 events

23. The budgets for the community events are allocated within existing Council budgets. Figures are based on 2019/20 income received for the events. As Brentwood High Street is a licensed street, £30 of the stallholder's pitch fees will go to the Council's licensing department for the stallholder's street trading license.

24. Some of the Fees and Charges for these events are increasing for 2022/23 which have already been agreed as part of the budget setting process.

25. The community events also attract additional sponsorship income which supports the events. This is included within the total expected income figures, however, Members should note that expected sponsorship levels may not be secured.

26. In the event that sponsorship funding ceases, other sources of funding would need to be sourced and/or a revision to events and associated costs to ensure the net budget is not exceeded.

27. In addition to the direct costs of the delivery of the events there are other costs to the Council such as the planning and administration which are covered through existing staff costs. A saving on indirect costs may not always be achievable by stopping an event.

28. Members also need to bear in mind that the events in the proposed Event Plan for 2022/23 are outdoors and subject to the British weather. In the event of severe weather conditions events may have to be cancelled which will affect

the expected income, however, cancellation insurance will be obtained to minimise the impact.

### **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer**

**Tel & Email: 01277 312705/amanda.julian@brentwood.gov.uk**

29. All relevant licences and permissions are applied for in relation to the Council's community events.

### **Risk Management Implications**

30. All events are evaluated and reviewed after they have been delivered. The Council also undertakes an annual review of the relevant Event Managements Plans, Risk Assessments, Fire Risk Assessments for each of its community events.

### **Economic Implications**

**Name/Title: Phil Drane, Corporate Director (Planning and Economy)**

**Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk**

31. The Community Events programme can have a positive impact on the local economy. The events support local businesses through participation and sponsorship opportunities. The Brentwood Business Partnership is engaged in many of the events and there is an increase in local volunteering and visitor numbers from outside the Borough.

### **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Corporate Manager, Communities, leisure and health**

**Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk**

32. The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:

- a. Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
- b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
- c. Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

33. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief,

gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

34. The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

35. All of the proposed community events are free for the public to attend to ensure that they remain as accessible as possible for all members of the community to enjoy. The Family Fun Days does incur a small wristband charge for some attractions, however, there are plenty of free activities for families to enjoy offered by a diverse range of community providers.

36. Stallholder spaces at events are prioritised for local businesses, charities and community organisations to ensure that there is representation from all corners of the community.

## **Appendices to this report**

Appendix A: Proposed Event plan for 2022-2023

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Date	Event	Detail	Direct costs	Income	Income Streams	Net costs/BBC subsidy/Budget requirement	Staffing requirements	Implementation timescales	Council priority	Expected outcomes	Communication channels
25 March – 12 April	Dinosaur Trail	Trail in Brentwood, Shenfield and Ingatestone High Streets	£6,000	£6,000	Government Welcome Back Fund	£0	Community Services liaising with local businesses for install of dinosaurs in shops	February – April	Community, Health and Economic Development	Increase footfall to the three high streets and visitors to Brentwood, increases community involvement	Press release to confirm dates, marketing materials - posters, banners and social media posts
18 June 2022	Strawberry Fair	Large community Fair on Shenfield Common	*£8,280	*£5,250	Stallholder income, sponsorship	£3,030	Community Services Depot staff and volunteers on the day, EHO, Licensing as part of the planning	February – June	Community, Health and Economic Development	Attracts visitors and participants from outside the borough, increases community cohesion, increases volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
29 July – 26 August 2022	Family Fun Days	Locations to be confirmed	*£12,110	*£11,960	Stallholder income, wristbands, sponsorship	£150	Community Services staff on the day	February – August	Community, Health and Economic Development	Attracts visitors and participants from outside the Borough, promotes the Borough’s green spaces, increase community cohesion, increased volunteering and local community involvement	Press release to confirm dates and venues, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
26 November 2022	Lighting Up Brentwood	Biggest annual community event in Brentwood, which culminates with the switching on of the Christmas lights. Final delivery options to be confirmed	*£20,000	*£10,000	Stallholder income, Sponsorship	£10,000	Community Services Depot staff, Security staff, Enforcement team and volunteers on the day, EHO, Licensing as part of the planning	February - December	Community, Health and Economic Development	Attracts visitors and participants from outside the Borough, increases community cohesion, increases volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
3 December 2022 (TBC)	Shenfield Christmas Fayre	Shenfield’s largest community event which has huge local business and schools involvement together with activities, entertainment and a large number of stallholders selling a variety of goods	*£6,000	*£4,000	Stallholder income, sponsorship, Brentwood Business Partnership, in kind business support	£2,000	Community Services Depot staff, Security staff, Enforcement team and volunteers on the day, EHO, Licensing as part of the planning	February- December	Community, Health and Economic Development	Attracts visitors and participants from outside the borough, increase community cohesion, increased volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
<b>TOTAL</b>			<b>£53,390</b>	<b>£37,210</b>		<b>£15,180</b>					

\*Figures are based on 2019/20 income and expenditure or estimated dependent on the delivery model

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## **Community and Health Committee**

1. The functions within the remit of the Community and Health Committee are set out below
  - 1) Community and Localism Initiatives including Assets of Community Value
  - 2) The Voluntary Sector and community partnerships
  - 3) Leisure and cultural initiatives.
  - 4) Parish Council liaison
  - 5) Health and Wellbeing
  - 6) Grants to organisations/voluntary organisations.
  - 7) Parks, open spaces, countryside, allotments
  - 8) Environmental Health
  - 9) Environmental nuisance and pollution controls
  - 10) Other miscellaneous powers enforced by Environmental Health
  - 11) Food safety and health and safety
2. To take the lead on community leadership and consultation with stakeholders.
3. To implement working parties as required.

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## **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, of 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.