**LEISURE, WELLBEING AND HEALTH COMMITTEE**

**29 NOVEMBER 2017**

**PART I - DELEGATED**

**7. LEISURE, COMMUNITY AND CAPITAL GRANTS APPLICATIONS**

(CED)

1. **Summary**

* 1. The Committee is asked to consider a Leisure & Community Grant for Chorleywood Community Initiatives.
  2. The Committee is also asked to consider a Capital Grant for the Citizens’ Advice Service in Three Rivers.

2. **Details**

2.1 The Council administers Leisure & Community and Capital funding pots.

* 1. Awards previously agreed and the balance of funding available for 2017-18 is shown in the table below.

|  |  |  |
| --- | --- | --- |
| **Projects** | **Leisure & Community, £** | **Capital, £** |
| Roundabout (SLA) | 6,000 |  |
| Home Start (SLA) | 4,800 |  |
| Abbots Langley Youth Project (Service Level Agreement, SLA) | 2,000 |  |
| South Oxhey Choir | 300 |  |
| Electric Umbrella | 300 |  |
| Sunnyside Rural Trust | 300 |  |
| Hertswise Dementia | 300 |  |
| Chorleywood RVS Meals on Wheels |  | 250 |
|  |  |  |
| ***Total allocated*** | ***14,000*** | ***250*** |
|  |  |  |
| 2017/18 budget | 25,000 | 60,000 |
| **Balance remaining** | **11,000** | **59,750** |

2.3 The following applications have been evaluated in accordance with the grants process agreed by the Executive Committee on 3 December 2012 along with the revisions made on 6 July 2015 and 28 June 2016 by this Committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Leisure & Community Grant Applications* | *Appendix* | *Priority Score* | *Grant*  *requested* | *Grant recommended* |
|  |  |  | £ | £ |
| Chorleywood Community Initiatives | A | 30 | 460 | 460 |
|  |  |  |  |  |
| **Total** |  |  | 460 | 460 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Capital Grant Application* | *Appendix* | *Priority Score* | *Grant*  *requested* | *Grant recommended* |
|  |  |  | £ | £ |
| Citizens’ Advice Service in Three Rivers | B | 65 | 10,000 | 10,000 |
|  |  |  |  |  |
| **Total** |  |  | 10,000 | 10,000 |

2.4 In line with the expressed views of Members, the applicants have been encouraged to attend the Committee meeting and speak for 3 minutes about their application.

**3. Options/Reasons for Recommendation**

***Leisure and Community Grants***

* 1. Chorleywood Community Initiatives, CCI  
     1. The project involves organising a Christmas Festival that will include local businesses, food/craft stalls, scouts, schools, choirs and fairground rides
     2. Officers would like to make Members aware of the following:
* A Herts County Council Locality Budget of £2,000 has been secured.
* CCI also expect to receive £480 from stalls and fairground rides.
* The Parish Council informed CCI that they are not able to consider contributing until next year as they are currently reviewing their grant process.
  + 1. The project score of 30 enables officers to recommend 25% (or £735) of the total project cost of £2,940 for award.
    2. However as the applicant only applied for £460, officers recommend this amount for award.
    3. Further details are provided in Appendix A.

***Capital Grants***

* 1. Citizens’ Advice Service in Three Rivers, CASTR  
     1. The project involves building, electrical and other works to South Oxhey Police premises that will enable CASTR to continue to deliver services to the residents of South Oxhey and surrounding areas.
     2. Officers would like to make Members aware of the following:

1. Three Rivers District Council has a Service Level Agreement (SLA) in place with CASTR with the next formal review being March 2019. As part of the SLA the Council pays over an annual grant to CASTR of £257,340 which is VAT exclusive.
2. In addition the Council meets the lease costs of Council premises used by CASTR in South Oxhey. A market rent figure of £11,000 is entered into the Council’s accounts for transparency, which shows an income figure in the Property cost centre and a matching expenditure figure in the CAB cost centre. This is purely a notional accounting entry and has a nil effect on the Council’s revenue account.
3. As part of the South Oxhey Redevelopment Initiative, CASTR were offered premises within a new development but decided to enter into negotiations with the Police regarding their South Oxhey premises.
4. CASTR are considering signing a 10 year lease (with a 7 year break clause) from the Police and were initially quoted an annual rent charge of £19,000 along with annual service charges of £9,500. CASTR plan to move to the new premises in April 2018.
5. For termination of their existing lease in South Oxhey, CASTR will receive statutory compensation of £23,000 from the Council. This is equal to more than 1 year of expected rental costs at the Police premises.
6. According to the Police and CASTR it will cost £58,600 to complete the building works and office move. The police go through a procurement process every 3 years and the quotes from their chosen contractors are guaranteed as best value with all contractors vetted.
7. CASTR plan to use £25,000 of their reserves toward the overall costs. The Police will contribute £20,000 towards the work. CASTR are also applying for a further £3,600 external funding. This leaves a deficit of £10,000.
8. Whilst CASTR had a cash balance of £682,785 at the end of their last financial year, the CASTR Annual Report states that unrestricted reserves are actually £335,000. This figure is further reduced to £218,000 (which is 48% of predicted 2017/18 expenditure) due to costs associated with staff redundancy/pension, building repairs/relocation and ICT replacement.
9. The following tables highlight indicative deprivation levels and District Council (DC) contributions to individual Citizens’ Advice Services in Hertfordshire. Please note that a Lower Super Output Area (LSOA) is an area that is usually smaller than a ward containing between 1000 and 1500 people.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Broxbourne** | **Dacorum** | | **East  Herts** | | **Hertsmere** | | **North  Herts** | **Saint  Albans** | **Stevenage** | **Three  Rivers** | | | **Watford** | | **Welwyn  Hatfield** |
| **Indices of Multiple Deprivation 2015 comparisons by number of LSOAs** | | | | | | | | | | | | | | | | |
| **Overall IMD Scores Nationally, number of LSOA’s in…..** | | | | | | | | | | | | | | | | |
| 10% most deprived | 0 | 0 | | 0 | | 1 | | 0 | 0 | 0 | | 1 | 0 | | | 0 |
| 20% most deprived | 2 | 1 | | 0 | | 1 | | 1 | 0 | 2 | | 1 | 1 | | | 0 |
| 30% most deprived | 8 | 6 | | 2 | | 2 | | 5 | 0 | 3 | | 2 | 6 | | | 3 |
| **Income Scores Nationally, number of LSOA’s in…..** | | | | | | | | | | | | | | | | |
| 10% most deprived | 0 | | 0 | | 0 | | 1 | 0 | 0 | 0 | | 1 | 0 | | | 0 |
| 20% most deprived | 6 | | 5 | | 1 | | 1 | 3 | 0 | 3 | | 1 | 3 | | | 2 |
| 30% most deprived | 10 | | 13 | | 4 | | 8 | 10 | 3 | 10 | | 4 | 8 | | | 6 |
|  | | | | | | | | | | | | | | | | |
| **District Council Contributions to Citizens’ Advice Services 2016/17** | | | | | | | | | | | | | | | | |
| Core funding from DC, £ | 144,000 | | 177,000 | | 149,000 | | 252,000 | 145,400 | 139,300 | 194,000\* | | 257,340 | 204,190 | | 95,000 | |
| *In-kind from DC, £* | *8,700* | | *0* | | *0* | | 1,200 | *70,300* | *34,500* | *34,009\** | | *46,000* | *39,500* | | *145,000* | |
| *Total from DC, £* | 152,700 | | 177,000 | | 149,000 | | 253,200 | 215,700 | 173,800 | 228,009 | | 303,340 | 243,690 | | 240,000 | |
| Population 2011 | 93,610 | | 144,850 | | 137,690 | | 100,030 | 127,100 | 140,660 | 83,960 | | 83,720 | 90,300 | | 110,530 | |
| DC funding / person / year, £ | 1.63 | | 1.22 | | 1.08 | | 2.53 | 1.69 | 1.24 | 2.72 | | 3.62 | 2.70 | | 2.17 | |
| 2017/18 funding  vs 2016/17 | - £49,000 | | same | | + £18,500 | | same | same | same | tbc | | same | same | | same | |

\* figures have not been verified

1. Officers are concerned about the ability of CASTR to sustain the costs of the new premises for the length of the lease without an increase in income. Whilst an SLA review is due in March 2019, the current financial climate may not allow any increase in funding levels from the Council, particularly given the relative funding levels of other districts in Hertfordshire.
   * 1. The project score of 65 enables officers to recommend up to 85% (or £49,810) of the total project cost of £58,600.
     2. However as the applicant only applied for the £10,000 maximum permitted, officers recommend this amount for award, subject to the following conditions:

* That the Council receives evidence of an agreed minimum 7 year lease.
* That the Council receives evidence that the rest of the funding is secured.
  + 1. Further details are provided in Appendix B.

4. **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets. The relevant policy is the Strategic Plan 2017-2020.

5. **Financial Implications**

5.1 The recommendations can be achieved within existing budgetary provision.

5.2If the applications to be considered at this meeting were to be approved in full as requested by applicants, then the balances for the remainder of the 2017/18 financial year would be as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Budget  2017/18  £ | Awards to date  £ | Available Funds  £ | Amounts requested  £ | Remaining Balance  £ |
| Leisure and Community Grants | 25,000 | 14,000 | 11,000 | 460 | 10,540 |
| Capital Grants | 60,000 | 250 | 59,750 | 10,000 | 49,750 |

5.3 If the applications to be considered at this meeting were to be approved as requested by officers, then the balances for the remainder of the 2017/18 financial year would be as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Budget  2017/18  £ | Awards to date  £ | Available Funds  £ | Amounts requested  £ | Remaining Balance  £ |
| Leisure and Community Grants | 25,000 | 14,000 | 11,000 | 460 | 10,540 |
| Capital Grants | 60,000 | 250 | 59,750 | 10,000 | 49,750 |

6. **Risk Management and Health & Safety Implications**

6.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

6.2 The subject of this report is covered by the Community Partnerships service plan***.*** Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

7. **Legal, Equal Opportunities Implications, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre and Communications & Website**

7.1 None specific.

8. **Recommendation**

8.1 That the Leisure, Wellbeing & Health Committee approve a Leisure & Community grant of £460 for Chorleywood Community Initiatives.

* 1. That the Leisure, Wellbeing & Health Committee approve a Capital grant of £10,000 for Citizens’ Advice Service in Three Rivers.

Report prepared by: Karl Stonebank, Community Partnerships Officer

**Data Quality**

Data sources:

* Grant Application Forms and Accounts
* Department for Communities and Local Government ‘Indices of Multiple Deprivation 2015’ data
* Charity Commission Website
* Other Hertfordshire District Council Officers

Data checked by:

* Andy Stovold, Head of Community Partnerships
* Nigel Pollard, Section Head Financial Planning & Analysis

Data rating:

|  |  |  |
| --- | --- | --- |
| 1 | Poor |  |
| 2 | Sufficient | **✓** |
| 3 | High |  |

**APPENDICES**

A - Chorleywood Community Initiatives

B - Citizens’ Advice Service in Three Rivers

**Appendix A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | Chorleywood Community Initiatives | | **Ref** | 17/18/06 |
| **Amount Requested** | £460 | | | |
| **Grant Recommended** | £460 | | | |
| **About the Organisation:**  Chorleywood Community Initiatives (CCI) is a partnership that strives to bring the business and community together. It is made up of 6 volunteers from groups including local Churches, Community Magazine, Community Orchard and Tennis Club who make up the management committee.  CCI organises and manages community events with the main annual event being the Chorleywood Christmas Festival.  CCI raise income for their events by applying for funding from their County Councillor, the local Business Association and from stalls/fairground rides. | | | | |
| **Expenditure**  (FY 2016/17) | **Income**  (FY 2016/17) | **Cash Balance**  31/03/2017 | | |
| £2,430 | £2,480 | £2,700 | | |
|  | | | | |
| **The Project:**  CCI will organise the Chorleywood Christmas Festival on 1 December 2017. The festival will consist of local businesses, food stalls, craft stalls, choirs, theatre and fairground rides.  The community stage is a central part of the night where choirs from schools and the wider community, local musicians and members of local theatre schools entertain visitors and add to the festive atmosphere. This includes a lot of local organisations including the scouts and churches.  The key point is that the Festival brings whole families out to participate in the activities and events and it creates a great sense of community spirit at the start of the Christmas period.  CCI state that the entire community will benefit by being part of an event that focuses on the whole community. Everyone can get involved in some way, either as an act, stall holder, business or by enjoying the night in some way as a shopper or member of audience.  CCI anticipate that a minimum of 700 people will take part in or attend the event, including local young people who will learn from singing and performing to an audience and inspire others. | | | | |
| **Expenditure**   * Community Activities Costs (stage, generator, van hire/fuel, cable ties, flood lamps, sound equipment, band, other musicians cost, insurance, parking, suspension, signs, cones, bins, banners, posters, road ramps)   Total £2,940 | | | | |
| **Monitoring:**  The number of happy people together with extent of positive feedback from local residents who attend, churches, schools and other organisations that participate, and finally the response from local businesses. | | | | |
| **Funding** | | | | |
| Total Project Cost £2,940  % of project cost recommended 16% | | | | |
| **Other Possible Funding Sources** | | | | |
| Secured   * Herts County Council Locality Budget Grant, £2,000 * Stalls / Fairgound Rides, £480   *Total £2,480* | | | | |
| **Application score**  The Priority Score is **30**  This is because it meets:   * 1 aim of the Strategic Plan * 6 identified grant priorities.   The aim it matches is:  1.2 We want to support local businesses and the local economy  The identified grant priorities it meet are:   * Predominantly based on unpaid volunteers * Fully accessible to all community / not exclusive to its members * New initiative, with no previous Three Rivers Grant funding * The applicant has secured at least 50% match funding * Works with some residents living in areas of deprivation (Chorleywood South & Maple Cross) * 80% or more of people benefiting from the project are Three Rivers residents | | | | |
| **Previous grants to organisation**  None | | | | |
| **Recommendation**  That the officers award a grant of £460 to be used for the purpose listed above. | | | | |

**Appendix B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | Citizens’ Advice Service in Three Rivers | | **Ref** | 17/18/07 |
| **Amount Requested** | £10,000 Capital Grant | | | |
| **Grant Recommended** | £10,000 | | | |
| **About the Organisation:**  Citizens’ Advice Service in Three Rivers (CASTR) is a charity that provides free, confidential, impartial and independent advice and representation to residents principally covering the following:   * Benefits, Consumer, Debt, Education, Employment, Finance, Health, Housing, Immigration, Law, Relationships, Signposting, Tax, Travel and Utilities.   CASTR manage 3 bureaux in Rickmansworth, South Oxhey and Abbots Langley. This includes some late weekday and Saturday morning opening as well as monthly outreach sessions in other areas of deprivation as well as essential home visits.  There are 86 volunteers supporting the CASTR including 8 Committee members.  CASTR’s raise income from various sources including service level agreements, contracts, external funding, donations and investments. A breakdown of the 2016/17 £513,752 income for CASTR is broken down as follows:   * £497,124 from charitable activities including service level agreements, contracts and external funding * £11,087 from donations * £5,541 from investments | | | | |
| **Expenditure**  **(FY 16/17)** | **Income**  **(FY 16/17)** | **Cash Balance**  **(as of 31/03/17)** | | |
| £474,707 | £513,752 | £682,785 | | |
| **The Project**  CASTR are planning to move their operations in South Oxhey to the Police Station on Oxhey Drive. There is a significant amount of building/fit out works that needs to be carried out to get the premises ready.  The new premises will be larger than CATSR’s existing site. CASTR state that this will enable them to help an increased number of clients and reduce waiting times.  The new premises will also be located next door to venues with a high relevant footfall including the Step-Up Learning and Wellbeing Centre and 2 GP Surgeries. CASTR states that they can support as many, if not more, clients than they already do.  The South Oxhey area comprises individuals and families with the lowest skills and incomes in the district as well as the highest percentage of the neediest long-term clients. Consequently these people are vulnerable for numerous reasons including issues relating to finance, benefits, employment, health, housing, legal, tax and utilities.  Across the whole Three Rivers District the number of unique clients supported has risen from a stable 6,500/year to over 7,500/year from 2015/16 onwards. CASTR estimate that 3,500 of these clients will visit the South Oxhey Office.  CASTR state that their South Oxhey clients have requested that they find a central site to move to, with disabled access and on the ground floor. | | | | |
| **Expenditure**   * Building & decoration works, £28,230 * Electrical installations, £11,980 / Patch panel room, £1,000 * Security access works, £7,420 / Data socket & cabling, £5,540 * New furniture – 7 desks and 2 chairs, £1,680 / New CAB sign above door, £750 * Removals & other costs, £2,000   Total = 58,600 | | | | |
| **Monitoring:**   * Monitoring the support provided in terms of number of clients and level of support. * CASTR will also ask clients what they think of the new premises. | | | | |
| **Funding** | | | | |
| Total Project Cost £58,600  % of project cost recommended 17% | | | | |
| **Other Possible Funding Sources** | | | | |
| Secured   * CAS Reserves, £25,000 * Herts Constabulary, £20,000   *Total = £45,000*  Pending   * Other external funding, £3,600 | | | | |
| **Application score**  **The Priority Score is 65** (maximum 100)  This is because it meets:   * 2 aims of the Strategic Plan 2017-20 * 2 objectives of the Strategic Plan 2017-20   and meets 7 identified grant priorities.  The aims it matches are:  2.2 We want prosperity for all and access to opportunities  2.3 We want to support the most vulnerable in our District  The objectives it matches are:  2.2.1 Improve access to benefits  2.3.2 Support vulnerable people  The identified grant priorities it meets are:   * Predominantly based on unpaid volunteers * Contributes to educating the community * Fully accessible to all community / not exclusive to its members * New initiative, with no previous Three Rivers Grant funding * Work with people with disabilities * Works with residents living in areas of deprivation * 80% or more of people benefiting from the project are Three Rivers residents | | | | |
| **Previous grants to organisation**  None | | | | |
|  | | | | |
| **Recommendation**  That the Leisure, Wellbeing and Health Committee award a capital grant of £10,000 towards the project. | | | | |