

West Area Committee Agenda



Contact: Susan Harbour, Democratic Services Team
Leader

Telephone number 01235 540306

Email: susan.harbour@southandvale.gov.uk

Date: Thursday, 24 April 2014

Website: www.whitehorsedc.gov.uk

A meeting of the

West Area Committee

will be held on Thursday, 1 May 2014 at 7.30 pm

Locking Room, The Beacon, Portway, Wantage, OX12 9BY

Members of the Committee:

Councillors

Yvonne Constance

Roger Cox

Anthony Hayward (Vice Chair)

Simon Howell (Chairman)

Mohinder Kainth

Robert Sharp

Melinda Tilley

Alison Thomson

Elaine Ware

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A handwritten signature in black ink, appearing to read "M Reed".

Margaret Reed

Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To receive apologies for absence.

2. Minutes

To adopt and sign as a correct record the minutes of the committee meeting held on Wednesday 4 February 2014 (previously circulated).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chairman.

5. Statements, petitions and questions from the public relating to matters affecting the West Area Committee

Any statements, petitions and questions from the public under standing order 32 will be made or presented at the meeting.

6. Capital Community Grants

(Pages 3 - 24)

To consider the head of corporate strategy's report.

EXEMPT INFORMATION UNDER SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT 1972

West Area Committee



Report of Head of Corporate Strategy

Author: Carole Cumming

Telephone: 01491 823614

Textphone: 18001 01491 823614

E-mail: carole.cumming@southandvale.gov.uk

Cabinet member responsible: Matthew Barber

Tel: 01235 520202

E-mail: matthew.barber@whitehorsedc.gov.uk

To: West Area Committee

DATE: 1 May 2014



Capital Community Grants

Recommendations

That the committee:

- (a) approves the officer's recommendations for the six capital community grant applications referred to in paragraph 5 of this report.
- (b) decides to either carry the remaining balance over to its budget for next year or open a second round of the scheme for considering in November.

Purpose of Report

1. The purpose of this report is to ask the committee:
 - (a) To consider the officer's recommendations for the six applications received for capital funding
 - (b) To decide to either carry the remaining budget over to the next financial year or open a second round of the scheme for considering in November alongside new homes bonus grant applications.

Strategic Objectives

2. The council has a corporate priority to support local communities through grants to organisations delivering projects or services that support its objectives or those in need.

Background

3. The budget for 2014/15 is £26,898 (which includes £3,395 of unallocated budget from 2013/14 and under spends from completed projects).
4. The capital community grant scheme opened on 7 January 2014 and closed on the 28 February 2014.
5. The council received six applications requesting a total of £22,883. These are attached (see appendix one of this report) along with a summary of the officer's evaluations.
6. To ensure the applications were evaluated in a fair and transparent way the officer used the scoring system approved by the leader of the council, which is attached at appendix two.
7. The officer did not receive any feedback from councillors on any of the applications following their publication in the Vale Information Sheet.
8. The officer's recommendations for the six applications are based on the following scoring criteria.

Scoring criteria	
Total points score	Recommendation
100 to 140	officers recommend the project receives the full funding requested.
80 to 99	officers recommend the project receives some funding
79 or less	officers recommend the project does not receive funding

9. In line with the Capital Grants Policy there will be at least one round of funding unless there is sufficient budget to open for a further round. The committee needs to decide if the remaining balance is sufficient to open for a second round given the average request for funding to each round is £18,278 or carry the money over into its budget for next year. The committee is due to meet in November to consider new homes bonus grant applications so it could consider any capital grant ones before or after these. These would have to be kept very separate as under finance rules the budgets cannot be pooled together and applications cannot be considered for schemes other than the ones they were submitted for.

Financial Implications

10. The council can only award funding towards projects that meet its budget and audit requirements for capital expenditure. The officer has removed any revenue costs included in the applications and used the revised figures in their evaluations.
11. The budget remaining from this round can either be available for a second one for the committee to consider in November 2014 or carried over to its budget for the next financial year. Any unallocated budget at the end of the financial year will automatically be carried forward to the area committee's budget for 2015/16.

Legal Implications

In July 2012 the leader of the council delegated authority to the four area committees to determine capital community grant applications and to the head of corporate strategy in consultation with the chair of the relevant area committee to determine grants up to £1,000.

Risks

There are no risk implications arising from this report.

Conclusion

The West Area Committee is asked to consider and determine the six grant applications received for capital funding and to decide how it wishes to use the remaining budget.

Appendix 1 - Capital Community Grants Officer Evaluation

Ref no.	Organisation	Scheme	Scheme cost £	Amount requested £	% Total project cost requested	Broadening the range	Community participation	Meeting local need	Community benefit	Viability	Score	Recommended award	Recommended award % of total project cost	
1283	Faringdon Baptist Church	Refurbishment of toilets and kitchen	£21,188	£5,000	23.60%	15	10	10	20	60	115	£5,000	23.60%	
1289	Kingston Bagpuize Cricket Club	Purchase of new cricket pitch covers	£4,266	£2,133	50.00%	5	5	10	5	60	85	£1,706	40.00%	
1290	Thomas Hughes Memorial Hall	Toilet refurbishment	£17,650	£5,000	28.33%	20	15	10	20	60	125	£5,000	28.33%	
1293	Ashbury Village Hall Management Com	Internal renovation and insulation of main hall	£66,210	£5,000	7.55%	20	15	10	20	60	125	£5,000	7.55%	
1295	St Nicholas Church, Baulking	West End project	£81,763	£5,000	6.12%	20	10	15	20	60	125	£5,000	6.12%	
1296	Bromsgrove Day Centre - based at Faringdon Baptist Church	Replacement of chairs	£2,400	£750	31.25%	10	10	10	10	60	100	£750	31.25%	
			Total	£22,883							Total	£22,456		
			100 to 140	funding priority							Budget	£26,898		
			80 to 99	some funding							Remainder	£4,442		
			79 or less	no funding										

Vale Capital Community Grants Officer Evaluation

1283		
Faringdon Baptist Church		
Refurbishment of toilets and kitchen facilities		
To refurbish the dated kitchen and toilet area of the church chapel		
Comments Section		
Consultation comments:		
None		
Grant officer comments and recommendation: The organisation reported a cash balance of £26,797 at the time of application and in its accounts for the year ending February 2013 total cash reserves of £58,045. The organisation is putting a reasonable sum towards the project but has not provided details of any other financial commitments which might limit it's contribution given its cash reserves. The organisation received a new homes bonus grant of £8,000 in November 2013 towards this project. Based on the total score officers recommend awarding the 23.60 per cent of the total project costs up to a maximum of £5,000 (the amount requested).	Recommended award	£5,000
	Recommended %	23.60%
	Amount requested	£5,000
	% requested	23.60%
	Total project cost	£21,188
	Organisation's contribution	£7,118
	Organisation's bank balance at application	£26,797
	Town or parish contribution	£1,000 - pending
	Other secured funding	£8,000
Other unsecured funding	£0	
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
To improve the quality and environment of the building for its users and to help us meet current health and safety and hygiene requirements, these improvements will benefit the current groups and attract new contacts and prospective users.	Score 15/20	
2	How did you consult with the local community?	
Questionnaire responses in support of this application were received from the users of the building including Faringdon Children's Centre, Faringdon Family Centre, the Bromsgrove Day Centre and Faringdon Baptist Church.	Score 10/20	
3	How do you know that the community need this project?	
The chapel is currently home to a range of church community projects and activities, as well as the lunch club for older people and the children's centre. Each of these organisations seek to serve the needs of the wider community across all age ranges.	Score 10/20	
4	Who will benefit from your project?	
The users of the building as outlined above- mainly those living in the town of Faringdon and using the services provided at the church chapel, and those connected to the Baptist church.	Score 20/20	
Project Viability		

1	How is your project reasonable and appropriate for the area?	
	The project will improve a well used, yet aged community building in an area of few public services or community resources.	
2	How does your project deliver best value for money?	
	Our project will be cost effective as we plan to make as much use of the current facilities and structures as possible, for instance retaining the current heating, lighting and plumbing infrastructure, and retaining the disabled toilet in its current status.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes.	
4	How will your organisation be able to manage the project now and in the future?	
	The church has several experienced project managers within the congregation who will oversee the project, and appointed trustees to manage maintenance and oversee health & safety procedures.	Score 60/60
	Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	Total Score 115/140

Vale Capital Community Grants Officer Evaluation

1289		
Kingston Bagpuize Cricket Club		
Purchase of new cricket pitch covers		
The club wishes to purchase a new set of lightweight cricket pitch covers for use at their cricket ground.		
Comments Section		
Consultation comments:		
None		
Grant officer comments and recommendation: The organisation reported a cash balance of £4,109 at the time of application and in its accounts for the year ending 30 September total cash reserves of £5,367. The organisation has not approached any other funding sources. The council awarded the club £1,636 in September 2011 towards pitch improvements. Based on the total score, which reflects that the project will primarily benefit the clubs members, officers recommend awarding 40 per cent of the total project costs up to a maximum of £1,706.	Recommended award	£1,706
	Recommended %	40.00%
	Amount requested	£2,133
	% requested	50.00%
	Total project cost	£4,266
	Organisation's contribution	£2,133
	Organisation's bank balance at application	£4,109
	Town or parish contribution	£0
	Other secured funding	£0
	Other unsecured funding	£0
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	The project will greatly reduce the amount of cricket that is lost to members during a typical British summer due to poor weather. In addition it will improve the quality of the cricket pitches produced by the club. This will in particular help the junior section as good quality pitches are much safer for children to play on.	
Score	5/20	
2	How did you consult with the local community?	
	Both the senior & junior sections of the club have a membership drawn heavily from the village and surrounding area. Last season we quizzed the membership, including the parents of the many junior members, on what improvements they would like to see made at the cricket ground in the future.	
Score	5/20	
3	How do you know that the community need this project?	
	A large number of the membership (and parents) we spoke to said that they thought the club would greater benefit from a new set of cricket pitch covers for the reasons detailed in C1 above.	
Score	10/20	
4	Who will benefit from your project?	
	The club currently runs four senior cricket teams, as well as a junior section which provides cricket coaching and matches for upwards of 60 local children. There is currently a huge amount of new housing being built in the village. The club foresees a substantial swelling of its membership, as the village expands over the	
Score	5/20	

next year. The ground is also used by the Vale and the county for junior representative fixtures and junior cricket tournaments.			
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The club is the only cricket club in the area. It is used by a large portion of the local community. The existing pitch covers are in a state of disrepair, and are difficult and dangerous to manoeuvre. The club membership has told us that it would like the club to purchase new covers if possible.		
2	How does your project deliver best value for money?		
	The club has investigated a large number of suppliers to ensure that the price is competitive, without comprising on quality. The supplier we have chosen has supplied similar pitch covers to a large number of professional cricket teams across the country, as well as to many amateur cricket clubs.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes		
4	How will your organisation be able to manage the project now and in the future?		
	The project will require minimal management beyond the order & delivery of the crickets covers from a reputable supplier. The covers will be maintained by the club throughout the year. In particular during the winter they will be partially dismantled and stored out of the elements.	Score	60/60
	Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	Total Score	85/140

Vale Capital Community Grants Officer Evaluation

1290			
Thomas Hughes Memorial Hall			
Toilet refurbishment			
Refurbishment of the village hall toilets. The toilets are original from the first build in 1975 and in desperate need of updating in order to continue the program of updating we have been undergoing the last 5 years.			
Comments Section			
Consultation comments:			
None			
Grant officer comments and recommendation: The organisation reported a cash balance of £14,786 at the time of application and in its accounts for the year ending December 2013 total cash reserves of £14,527. The council has previously awarded the hall £2,078 (2011) and £2,172 (2012) towards improvements to the building. Based on the total score officers recommend awarding 50 per cent of the total project costs up to a maximum of £5,000 (the amount requested). Awarding as recommended will leave a shortfall of £2,650 and it is not clear how the organisation intends to meet.	Recommended award	£5,000	
	Recommended %	28.33%	
	Amount requested	£5,000	
	% requested	28.33%	
	Total project cost	£17,650	
	Organisation's contribution	£5,000	
	Organisation's bank balance at application	£14,786	
	Town or parish contribution	£0	
	Other secured funding	£0	
	Other unsecured funding	£5,000	
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	The project is designed to upgrade existing facilities in desperate need of updating in order to continue the improvement in facility usage as a result of the recent extension of the facility.	Score	20/20
2	How did you consult with the local community?		
	The project becomes the priority goal of the hall committee as a result of a vote of the hall council members of hall users at the AGM in 2012.	Score	15/20
3	How do you know that the community need this project?		
	The hall utilisation is increasing as result of the extension work done in 2010 and we get regular complaints about the standard of the toilet facilities.	Score	10/20
4	Who will benefit from your project?		
	All members of the parish and outside groups that who utilise the hall.	Score	20/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The toilets are a required facility for the functioning of the hall and need refurb after 40 years use.		
2	How does your project deliver best value for money?		

	We will undertake some of the work ourselves as well as getting 3 quotes from builders for the main work.	
3	Is your project likely to secure full funding and progress within 12 months?	
	Yes we plan to complete this summer during the summer holiday shut down.	
4	How will your organisation be able to manage the project now and in the future?	
	We have a management committee and hall council of users and members.	Score 60/60
	Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	Total Score 125/140

Vale Capital Community Grants Officer Evaluation

1293			
Ashbury Village Hall Management Committee			
Internal renovation and insulation of main hall			
Remove old suspended ceiling, insulate roofline as recommended in energy audit, remove all surface mounted electrical wiring, remove existing floor boards and insulate between joists and replace with new boards, install secondary glazing to windows as recommended by energy audit, rewire with hidden cabling, redecorate.			
Comments Section			
Consultation comments:			
None			
Grant officer comments and recommendation:		Recommended award	£5,000
<p>The organisation reported a cash balance of £34,765 at the time of application and in its accounts for the year ending 31 March 2013 a closing balance of £8,766. These accounts did not include details of its cash reserves however in its 2011-12 accounts they reported reserves of £49,514 (including £42,000 in investment capital).</p> <p>The organisation is contributing a reasonable sum towards the project from their investment capital and has applications pending with other grant organisations.</p> <p>The council has previously awarded the hall £3,660 in 2012 and £5,000 in 2013 towards hall improvements.</p> <p>Based on the total score officers recommend awarding 7.55 per cent of the total project costs up to a maximum of £5,000 (the amount requested).</p>		Recommended %	7.55%
		Amount requested	£5,000
		% requested	7.55%
		Total project cost	£66,210
		Organisation's contribution	£27,000
		Organisation's bank balance at application	£34,765
		Town or parish contribution	£250
		Other secured funding	£3,000
		Other unsecured funding	£30,000
		Project Information	
1	How will your project broaden the range of activities/facilities on offer to the community?		
	In 2013 we installed a new kitchen and new toilets including a disabled toilet, we now need to bring the hall up to date and insulate it (currently there is no insulation) so that it uses less energy and is warm and more attractive to use. When the hall refurbishment is completed we plan to advertise to attract more private parties and to run lunch meetings, workshops etc. encouraging the owners of the new houses currently being built to get to know the community.	Score	20/20
2	How did you consult with the local community?		
	The village hall management committee comprises representatives from different groups in the village. Since starting the kitchen and toilet work there has been considerable interest from the rest of the village and enquiries as to when the hall itself will be upgraded and insulated as well as suggestions for improvements.	Score	15/20
3	How do you know that the community need this project?		
	The works we carried out last year have been much appreciated by the regular users of the hall but there is still the issue of keeping it warm as there is currently	Score	10/20

no insulation in the main hall. There is considerable heat loss through floor, ceiling/roof and windows. The current lighting in the hall consists of a few strip lights which are not bright enough for evening workshops and are too bright for parties and dances.			
4	Who will benefit from your project?		
The hall is used at different times by many different groups within the village eg. toddler group, ballet group, senior citizens group, local band as well as private parties and all those who attend the village hall social and fund raising events. We have been running a series of art in the community workshops which have been very well received and also a dementia friendly village workshop.		Score	20/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
The village is expanding with 18 new dwellings currently being built. The village hall is the only public meeting place and is in urgent need of updating, insulating and general modernisation.			
2	How does your project deliver best value for money?		
Three local builders have been asked for estimates. Two have been received to date and the attached figures are the lower of the two.			
3	Is your project likely to secure full funding and progress within 12 months?		
Work planned for summer holidays 2014 (when hall not used by regular groups). Other grants will be applied for. If unsuccessful we would reduce the scope of work and/or withdraw a further sum from our trust fund (not ideal as income from this helps towards general running and maintenance costs).			
4	How will your organisation be able to manage the project now and in the future?		
We have experts on the committee and in the village who will project manage the project. Thereafter the management committee's role is to maintain the hall and run social and fund raising events.		Score	60/60
Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		Total Score	125/140

Vale Capital Community Grants Officer Evaluation

1295		
St Nicholas Church, Baulking		
West End project		
Converting the west end of the church into a village community meeting place with a disabled toilet and food preparation area: involves removing rear pews and building a balcony to house the organ and vestry area. We have no other building within the village suitable for public access.		
Comments Section		
Consultation comments:		
None		
Grant officer comments and recommendation: The organisation reported a cash balance of £107,000 at the time of application and in its accounts for the year ending 31 December 2013 total assets of £102, 850. The organisation is contributing £20,000 towards this project. When officer queried the need for this funding given the high cash reserves the organisation explained they keep a reasonable level of reserves in case urgent works are required. Based on the total score officers recommend awarding 6.12 per cent of the total project costs up to a maximum of £5,000 (the amount requested). Awarding as recommended will leave a shortfall of £5,763 and it is not clear how the organisation intends to meet.	Recommended award	£5,000
	Recommended %	6.12%
	Amount requested	£5,000
	% requested	6.12%
	Total project cost	£81,763
	Organisation's contribution	£20,000
	Organisation's bank balance at application	£107,000
	Town or parish contribution	£0
	Other secured funding	£51,000
	Other unsecured funding	£0
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	We have nowhere to meet within the village apart from private houses; we have a very strong community spirit, as evidenced by 2 DVD's produced professionally within the village, one " Baulkings got Talent", and "Baulking goes to Bethlehem", involving a cast of 120 local people, (our population is only about 80,) including 2 brain damaged, 1 registered blind, plus Muslim and other denominations. Plus including an archive of village history over the centuries.	Score 20/20
2	How did you consult with the local community?	
	By a series of meetings, both at parish meetings and during church meetings, plus consulting individuals.	Score 10/20
3	How do you know that the community need this project?	
	We have nowhere to meet as a community apart from private houses, which means constrictions both on numbers able to attend and possibly limits freedom of speech in certain cases. As shown above we have a wealth of talent within the	Score 15/20

village, drama, music, group activities, etc which needs encouraging, especially with the youth of the village, as we have no regular public transport to go elsewhere.			
4	Who will benefit from your project?		
Almost all the population of Baulking and other local people will be encouraged to use the facilities, and to contribute to and learn from the archive of Baulking as it is built up. (Otherwise a lot of material will probably be lost over time).		Score	20/20
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	Because we have no suitable facility within our community, and we need something akin to enhance our strong sense of community		
2	How does your project deliver best value for money?		
	By hands on "project management" with competent volunteers heading it, under the eye of our professional architect; and where possible using local craftsmen of high reputation		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes.		
4	How will your organisation be able to manage the project now and in the future?		
With a small, but competent and proven, committee of volunteers with the ability to call on professional advice when needed.		Score	60/60
Officer scoring point system: 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		Total Score	125/140

Vale Capital Community Grants Officer Evaluation

1296			
Bromsgrove Day Centre for the Elderly (Faringdon)			
Replacement of chairs which are about 30 years old			
The chairs owned and used by the clients of Bromsgrove Day Centre (and other groups who also use the hall) have been in use since the day centre was established 30 years ago. These chairs, now badly worn, need replacing. They do not stack and so take up considerable floor space when not in use, which is inconvenient for other users of the hall.			
Comments Section			
Consultation comments:			
None			
Grant officer comments and recommendation:		Recommended award	£750
<p>The organisation reported a cash balance of £6,609 at the time of application and in its accounts for the year ending 31 March 2013 total cash reserves of £5,044.</p> <p>The day centre is based in Faringdon Baptist Church who has also applied for funding in this round towards a different project. The chairs will be available for all users of the building.</p> <p>Based on the total score officers recommend awarding 31.25 per cent of the total project costs up to a maximum of £750 (the amount requested).</p>		Recommended %	31.25%
		Amount requested	£750
		% requested	31.25%
		Total project cost	£2,400
		Organisation's contribution	£755
		Organisation's bank balance at application	£6,609
		Town or parish contribution	£0
		Other secured funding	£895
		Other unsecured funding	£0
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	Replacement of the existing chairs which are now very worn, will improve the seating used by the elderly clients of the day centre and by replacing the existing non-stacking chairs with stackable arm chairs it will increase the floor space available to other groups using the hall (including Faringdon Children's Centre and various youth groups)	Score	10/20
2	How did you consult with the local community?		
	We have discussed the matter with Faringdon Baptist Church (owners of the hall and our landlord) and other hall users.	Score	10/20
3	How do you know that the community need this project?		
	All the discussions described above have met with a very positive response.	Score	10/20
4	Who will benefit from your project?		
	Elderly clients of the day centre through having new, more comfortable chairs, and	Score	10/20

other users of the hall by having increased floor space when the chairs are not in use.			
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	Purchase of new chairs is the most reasonable and appropriate course of action as the existing chairs are old, do not stack and cannot be refurbished.		
2	How does your project deliver best value for money?		
	The chairs are from the same supplier and similar to those in the Thomas Hughes Hall (Uffington). The availability of suitable stacking arm chairs at an affordable price is very limited and Eglin is one of the few suppliers that we have found who can supply what we need.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes.		
4	How will your organisation be able to manage the project now and in the future?		
	Delivery will be about 4 weeks from order (delivery is free).	Score	60/60
Officer scoring point system:		Total Score	100/140
100 to 140 – officers recommend that the project is a funding priority			
80 to 99 – officers recommend that the project receives some funding			
79 or less – officers recommend that the project does not receive funding			

Appendix 2

Capital Grant Policy and Procedure (revised April 2012)



Introduction

The council has a corporate objective to support local communities and their representative bodies to create opportunities to localise service delivery. It aims to offer grants to voluntary and community organisations who are delivering projects and services that support the council's own corporate objectives or those in need.

The council has a recurring annual capital allocation of £100,000 in its capital programme funded from its capital receipts reserve to offer in capital grants to local community projects.

The scoring criteria and policy and procedure rules will be determined from time to time by the cabinet. Details of the application procedure will be included in the application forms held by the head of corporate strategy.

What type of project will the scheme fund?

The council seeks to support a variety of community initiatives. Applications for funding towards a wide variety of different community projects can be made. Only capital expenditure, such as spending on buildings, extensions or equipment will be considered under this scheme. Repairs and maintenance work does not fall within capital expenditure. Applications for revenue funding to cover such things as salary costs, heating or rent cannot be considered under this scheme. Retrospective projects will not be considered.

Who can apply to the scheme?

Any constituted community-based organisation, including not for profit businesses, parish and town councils, may apply. The council will not fund large public sector bodies, such as Oxfordshire County Council or Primary Care Trusts.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

Schemes initiated by Area Committees

As well as receiving applications from eligible groups, Area Committees may also choose to initiate their own projects. Each area would have to fund its own projects

from its overall budget and any consultants costs would have to be drawn from the same budget.

What is the maximum award from the scheme?

In most cases any grant awarded by the scheme will be up to 50 per cent of the total cost of the project capped to a maximum of £5,000 for any individual project. All grant awards will be offered as a percentage of the total cost of the project, capped with a maximum grant amount. In this way, the council will share 50% of any saving if a project under spends, but does not share the cost if the project overspends.

Scheme eligibility criteria

Applications will normally be considered if organisations/projects meet the following eligibility criteria:

- are a properly constituted charitable or non profit making organisation
- has secured all appropriate planning and listed building consents
- provides two years audited accounts (six months of bank statements for new organisations)
- provides a minimum of two quotations for all work, equipment and fees relating to the costs of the project
- the project has not already commenced

Opening and closing dates

The scheme will generally have one funding round each year; subject to budget availability a second round will be held. The first round will open for applications in July (unless an election has taken place when it will be September) each year and close at the end of September). Decisions will generally be made by the end of November.

If a second round is required it will generally open for applications in October each year and close at the end of December and decisions will be made in February.

Decision making

Grant applications will be determined by the relevant area committee; Abingdon, South East, North East and West. The area committees will meet in November and February (if required) each year.

Allocation of budgets to area committees

The funds will be allocated to each committee as follows:

- for each parish within the area committee's boundary excluding Abingdon, Faringdon and Wantage: £500

- for Abingdon, Faringdon and Wantage: £500 per district councillor, noting that for Faringdon only two of the three councillors are included reflecting that it is a mixed urban/rural ward
- £0.60 per elector, using the June 2012 electorate figures.

Area	Abingdon	North East	South East	West	Total
Parishes (exc towns)	3	15	23	25	
Cllrs per town	14	0	5	2*	
Electors	30024	21553	26507	16672	94756
£500 per parish/cllr	£ 8,500.00	£ 7,500.00	£14,000.00	£13,500.00	
60p per elector	£18,014.40	£12,931.80	£15,904.20	£10,003.20	
Total	£26,514.40	£20,431.80	£29,904.20	£23,503.20	£100,353.60
Percentage	26.4%	20.4%	29.8%	23.4%	

* noting that the Faringdon and Coxwells ward is a mix of urban and rural (2 councillors are allocated to the town in this formula).

Delegated decisions

The head of corporate strategy will make decisions on awards for grants from the scheme of between £1 and up to a maximum of £1,000 in consultation with the relevant area committee chairman (if required) in all instances the scoring criteria will be applied. Any project that fails or which cannot meet the grant conditions will not receive its grant award and the grant will be cancelled. These decisions will be taken by the head of corporate strategy. The funds will be available to award grants to other applicants. The head of corporate strategy will also determine any requests for extensions of time when a grant is due to expire.

If any officer of the council has a pecuniary interest in any application being determined under this delegation the decision will be referred to a strategic director or the chief executive. These decisions will be published to all councillors and an update provided to the next area committee meeting.

Area Committees

Each area committee will consist of all councillors (elected in the appropriate area) who will consider a detailed evaluation report and receive a presentation from officers including a recommendation, based on the approved scoring criteria (appendix 1) for each application to the scheme.

Each area committee will determine the applications taking into account the budget availability.

Procedure at meetings of each Area Committee

Meetings of the area committees will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Declarations of interests by councillors and officers will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

If any officer of the council has a pecuniary interest in any application being determined under this scheme they will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions of all grant awards

- grants will not be payable towards any costs incurred before the grant award decision date
- projects must commence within one year of the date of the grant being awarded
- evidence that a contract of works is in place is required before any grants are advanced
- evidence that all funding is in place to **complete** the project must be provided to the grants team prior to commencement of work and the release of any part of the grant award
- council staff must be allowed to enter and inspect the work being carried out, by arrangement, subject to them abiding by any necessary health and safety requirements
- grants will be paid on completion of the project by returning a grant claim form attaching evidence of expenditure
- grants (or part of) will not be paid in relation to any spend that does not comply with the definition of 'capital expenditure'
- requests for information to assist us in monitoring the success of the project must be supplied to the grants team as required
- A plaque, supplied by the council, must be displayed in a prominent position to acknowledge grant awards of over £2,000

Breaches of one or more of the above grant conditions may result in the head of corporate strategy repealing the grant.

Capital Grant Policy and Procedure

(revised April 2012)



Scoring criteria

Assessment methodology for capital grant applications

The council has a corporate objective to support local communities and their representative bodies to create opportunities to localise service delivery. It aims to offer grants to voluntary and community organisations who are delivering projects and services that support our own objectives or those identified as being in need. All applications will be assessed using the scoring system shown below.

Local issues up to 80 points

Scores of up to 20 points are available for each of the four categories shown below:

<p>Broadening the range</p>	<p>Is this more of the same or will the project enable new activities to take place?</p> <p>This will involve an assessment of the added value that the proposal brings. To score points a project must include evidence to show that a wider range of people will use the facility.</p>
<p>Community participation</p>	<p>To what extent has the relevant community been consulted and participated in putting the proposal together? Is the project identified in a local parish plan?</p> <p>A community need does not have to be geographically based and participation is not a headcount – the relevant community will vary in size dependent upon the project being proposed.</p>
<p>Meeting a local need</p>	<p>How well is this evidenced/detailed?</p> <p>Need and demand are different - this is about a proven lack of something that the project provides.</p>
<p>Community benefit</p>	<p>Who will benefit? This will go beyond a simple number count, to take account of the imbalance in size between different communities.</p> <p>Community benefit also includes wider social, economic and environmental benefits that contribute to the achievement of sustainable development and energy saving in the district.</p>

Viability of project**up to 60 points**

Scores of up to 60 points are available dependent on the viability of the project.

Viability	Is the project reasonable and appropriate for the area? Does the project deliver best value for money? Is the project likely to secure full funding and progress within 12 months? Will the organisation be able to manage the project now and in the future?
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Summary of scoring system

The maximum score is 140 made up as follows:

Assessment factor	Maximum points available
Broadening the range	20
Community participation	20
Meeting a local need	20
Community benefit	20
Viability	60
Total	140