

Report of Head of Corporate Strategy

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To: Faringdon Area Committee

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New Homes Bonus and Capital Grants 2016/17

Recommendations

- (a) that the Faringdon area committee considers the one application for New Homes Bonus (NHB) grants and makes awards in line with the agreed policy (appendix two)
- (b) that the Faringdon area committee considers the five applications for capital grants (CG) and makes awards in line with the agreed policy (appendix five).

Purpose of report

1. To give the committee the information needed to award NHB and capital grants for their area.

Strategic objectives

2. Under the 'sustainable communities and well-being' corporate priority in our 2016-2020 corporate plan we commit to support community groups through our grants schemes.

Background

3. We opened both schemes between 14 March and 6 May 2016.
4. We received one NHB application for the Faringdon area, requesting £2,770 against a budget of £29,840 and five CG applications requesting a total of £22,874 against a budget of £28,840.
5. Officers have evaluated the applications using the scoring matrices in the agreed policies, approved in August 2015. See appendix one for the NHB evaluations, appendix three for a breakdown of the additional homes in the district broken down by each parish and appendix four for the CG evaluations.

6. In line with the policies, officers have suggested scores for the committee to consider and amend as necessary. The final score for each project dictates the priority level when considering award decisions.

Financial implications

7. In February 2016 the council set a 2016/17 NHB budget of £100,000 and the Faringdon area committee was allocated 29.84 per cent of this, giving the committee a budget of £29,840. As per the agreed policy these grants can fund either revenue or capital projects.
8. At the same meeting, the council set a 2016/17 CG budget of £100,000 and the Faringdon area committee receives 28.84 per cent giving them a budget of £28,840.

Legal implications

9. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
10. In May 2016 full council delegated authority to three area committees to determine NHB and CG applications within the parameters of each grant policy.

Risks

11. There are no overarching risks of awarding these grants. Officers have highlighted any risks to a particular project in their evaluation reports.

Conclusion

12. That the committee awards NHB and CG in line with the approved policies.

Background papers

None

APPENDIX ONE – Vale NHB 16/17 officer evaluations (Faringdon area)

Ref no.	Organisation	Scheme	Total cost	Amount requested	% of cost requested	Recommended score	Recommended award *
VN1R\7	Kingston Bagpuize Cricket Club	Replacement boundary marker and trolley, nets and score board	£5,540	£2,770	50.00%	5 (low priority)	£0
			TOTAL	£2,770		Total	£0
						Budget	£29,840
						Balance available for next round	£29,840

* The award recommendation figure is the percentage of the total project cost we will pay, capped to a maximum amount.

Officer recommended award levels (budget permitting)

10-15 points	High priority – award as requested (up to 50 per cent of total cost)
6-9 points	Medium priority – award between 50 and 75 per cent of requested amount
0-5 points	Low priority - no funding

Scoring and award matrices

Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
% of additional occupied homes in the parish where the project will take place?	None	1-10 per cent	11-50 per cent	51 per cent or more
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

Award matrix:

10-15 points	High priority – award as requested (up to 50 per cent of total cost)
5-9 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Kingston Bagpuize Cricket Club	Ref	VN1R\7
Replacement boundary marker and trolley, nets and score board.		

Total project cost	£5,540	Boundary marker & trolley £1,140 Nets £300 Score board £4,100
Amount requested	£2,770	
Organisation's contribution	£0	Organisation's latest bank balance £5,110
Other funding	£2,770	Their other funding is all unsecured S106 money

Previous grants and S106 payments

2015/16 £10,098 – cricket roller (S106)
2014/15 £1,000 - pitch roller
2014/15 £1,704 - pitch covers
2011/12 £1,636 - cricket and football pitch improvements

Scoring

% of area's additional homes in the parish where the project will take place			
Kingston Bagpuize and Southmoor = 33.88% of the area's total additional housing.	Score	2/3	
New facilities or activities			
All the equipment either replaces or improves the existing cricket facilities.	Score	2/3	
Community benefit			
Only the cricket club and visiting cricket teams will benefit from the purchases.	Score	1/3	
Funding the project			
They plan to fund the rest of the cost from S106 contributions, although they haven't secured the money yet. There is over £14,000 available to the cricket club in S106, which could fund the whole project, although they are hoping to build a new pavilion and may intend using the S106 funds towards that project. If they have secured the S106 money when the committee meet their score could go up to three in this section.	Score	0/3	
Organisation's contribution			
The organisation isn't contributing financially as there is S106 funding available to them and they are saving their funds to pay for a new pavilion.	Score	0/3	
Consultation			
They've had some informal feedback to say some equipment needs replacing.			
Project completion within timeframe			
Their purchase dates work with the time limits for the scheme.			
Financial and project management plans			
The equipment requires minimal maintenance that they'll include in their general maintenance work.			
They may not need a grant as they could fund the whole project from S106.	DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	None
		Total score	5/15
		Recommended Grant	£0

Applicant responses

Details of the project	The Club wish to improve the playing area by having a Boundary Rope (a standard piece of ground equipment) instead of a white line which has to be repainted at least every two weeks and needs additional markers to assist the umpire. The Club wish to replace the old and decrepit score board which is rotten and is likely to collapse with a new electronic score board. These are now being used by many club including several village clubs in this area.
Financial statement from the organisation	The Club's annual turnover is about £15000.00 and each year the club just about manages to balance its books. The club needs to maintain and replace machinery such as mowers and rollers from time to time and maintain the 'tired' Club House. The club is hopeful that a new pavilion will be built in the near future (part of a planned development) and it is anticipated the club will have additional running costs post development.
Statement about town/parish support	No. The Parish Council do support the club in small but very helpful ways but this is rather more and in addition the Parish Council pointed the club towards this potential grant.
Community benefit	
Who will benefit from your project?	Kingston Bagpuize Cricket Club runs 2 Senior Teams competing in the Cherwell League and youth teams at every level from U10 to U17. Regular Friendly matches are also played throughout the season. All teams are open to both genders. Both are well represented throughout the club. The club is open to all members of the local and surrounding communities and is well supported by spectators who watch games - there is no entrance fee
How did you identify a need in the community for your project or service?	We have not been able to carry out any consultation but the Parish Council made us aware of the grant possibility so it can be seen from this that the club is an important part of the local community. When we became aware of the possibility of a grant we identified the need by examining the facilities at other clubs and canvassing Kingston Bagpuize Cricket Club members' opinions.
What sustainable and/or energy saving measures does your project include or offer?	Most of the benefits of the equipment we are requesting is to enhance the facilities for players, umpires and spectators. However, we currently use a whitewash water mix to create a line around the boundary. This needs repainting every weeks and in turn tends to damage the grass. The new nets will improve the safety of the players involved in the practice area and other around who may be involved in other activities.
Consultation	
What consultation have you carried out with the community or professional advisors?	Several other local clubs use similar equipment and benefit from the improvements it brings to them.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	a) A Boundary Rope will substantially improve playing facility. Umpires, players and spectators will no longer be in any doubt if a Boundary has been scored. Safety will be improved as existing boards will be removed. b) Having clear scoreboard will improve the playing facility hugely and will provide players and umpires in the middle with much greater information. c) The new net will allow more practice opportunity for the younger and newer club members.
What new activities will take place because of this project?	We have received some criticism of our facilities and the purchase of these items will address many of these comments.

APPENDIX TWO – NHB Grants Policy

Introduction

This scheme seeks to support community initiatives that improve local facilities or help integrate communities, particularly in areas that have accommodated new housing.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities, particularly those that help to integrate new communities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will fund both capital and one-off revenue expenditure from this scheme. This can include start-up costs, building improvements and equipment purchases. It excludes contributing to financial commitments like loans or mortgages and ongoing revenue costs like wages for existing staff.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example we can't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

What are the minimum and maximum awards for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the Capital Grant scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year when we may only open for one round.

We'll advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

All applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide them on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must also provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions

- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chairman for each area committee for the coming year at the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for NHB grants at its annual budget-setting meeting. The minimum budget to run the NHB scheme in any year is £45,000, which we'll then split between the area committees.

The minimum budget each area committee must have to open for a round of funding is £5,000.

We'll split the total budget between the area committees based on their proportion of the district's increase in occupied homes, according to the council tax register (including exempt properties) for the 12 months up to September of the last financial year. This approach directs the budget to the areas that have seen the most recent growth.

Remaining budgets at year end

We'll return any unused budget at the end of each financial year to the council's general reserves.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, if any funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our council newsletters, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all NHB grant awards

We'll include the following standard conditions on all NHB grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations must provide evidence that they've spent the grant on the project it was awarded for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected.
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a written request from the applicant.

Failure to meet all the agreed conditions may delay payment or, in extreme cases result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500)

APPENDIX THREE - Breakdown of Additional Homes in Area by Parish

The Faringdon area saw 29.84 per cent of the overall additional homes occupied in the district during the relevant 12 month period.

Minus figures mean there has been a reduction in occupied homes in that parish during the relevant 12 month period. The recent parish boundary changes may account for a number of these reductions.

Area committee	Parish/town	2014 total occupied homes	2015 total occupied homes	Total parish increase	Percentage of area's total increase
Faringdon	Appleton With Eaton	392	392	0	0.00%
Faringdon	Ashbury	236	251	15	6.20%
Faringdon	Baulking	40	40	0	0.00%
Faringdon	Besselsleigh	29	29	0	0.00%
Faringdon	Bourton	129	130	1	0.41%
Faringdon	Buckland	253	254	1	0.41%
Faringdon	Buscot	87	87	0	0.00%
Faringdon	Charney Bassett	121	122	1	0.41%
Faringdon	Coleshill	75	75	0	0.00%
Faringdon	Compton Beauchamp	32	32	0	0.00%
Faringdon	Eaton Hastings	32	35	3	1.24%
Faringdon	Faringdon	3373	3411	38	15.70%
Faringdon	Fernham	95	95	0	0.00%
Faringdon	Frilford	89	88	-1	-0.41%
Faringdon	Fyfield & Tubney	197	195	-2	-0.83%
Faringdon	Garford	70	69	-1	-0.41%
Faringdon	Goosey	55	54	-1	-0.41%
Faringdon	Great Coxwell	131	132	1	0.41%
Faringdon	Hatford	36	36	0	0.00%
Faringdon	Hinton Waldrist	144	146	2	0.83%
Faringdon	Kingston Bagpuize	940	1022	82	33.88%
Faringdon	Little Coxwell	68	68	0	0.00%
Faringdon	Littleworth	95	95	0	0.00%
Faringdon	Longcot	212	214	2	0.83%
Faringdon	Longworth	238	241	3	1.24%
Faringdon	Lyford	23	23	0	0.00%
Faringdon	Pusey	28	28	0	0.00%
Faringdon	Shellingford	79	79	0	0.00%
Faringdon	Shrivenham	1014	1019	5	2.07%
Faringdon	Stanford	898	914	16	6.61%
Faringdon	Uffington	326	327	1	0.41%
Faringdon	Watchfield	901	977	76	31.40%
Faringdon	Woolstone	61	61	0	0.00%
	Total	10499	10741	242	
	District Total	52543	53354	811	

APPENDIX FOUR Capital Grants 2016/17 evaluations Faringdon area

Ref no.	Organisation	Scheme	Total project cost	Amount requested	% of cost requested	Recommended score	Recommended award
VC1R\26	Faringdon Tennis Club	Defibrillator at Folly Sports Park, Faringdon	£2,058	£1,029	50.00%	11	£1,029 50% of total cost (100 % of request)
VC1R\2	Shrivenham Fete Committee	Purchase two gazebos	£2,522	£1,260	50.00%	11	£1,260 50% of total cost (100 % of request)
VC1R\42	Charney Hall and Field Trust (CHAFT)	Replacement toddler play equipment	£23,994	£9,000	37.51%	10	£9,000 37.51% of total cost (100 % of request)
VC1R\43	Faringdon Town Council	Flooring and chairs for the Corn Exchange, Faringdon	£20,883	£10,441	50.00%	9	£10,441 50% of total cost (100 % of request)
VC1R\39	Viscountess Barrington's Memorial Hall and Recreation Ground Trust	Replacement sound system	£2,285	£1,143	50.00%	4	£0
			TOTAL	£22,874			

Total
Budget
Balance
returned to the
budget

£21,730
£28,840
£7,110

Officer recommended award levels (budget permitting)

9-12 points	High priority – award as requested (up to 50 per cent of total cost)
5-8 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Scoring and award matrices

Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

Award matrix:

9-12 points	High priority – award as requested (up to 50 per cent of total cost)
5-8 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Faringdon Tennis Club	Ref	VC1R\26
Defibrillator at Folly Sports Park, Faringdon		

Total project cost	£2,058	
Amount requested	£1,029	
Organisation's contribution	£343	Organisation's latest bank balance £31,710
Other funding	£686	Secured from the rugby and cricket clubs

Previous grants

2013/14 NHB £3,000 towards 'Sportsfest'

Scoring

New facilities or activities		
The project will install a defibrillator for community use at Folly Sport Park.	Score	3/3
Community benefit		
Anyone in the community could benefit from this life saving equipment.	Score	3/3
Funding the project		
The tennis, rugby and cricket clubs are each contributing £343 to cover the other 50 per cent of the cost from their reserves. The town council supports the project in principle but couldn't contribute financially.	Score	3/3
Organisation's contribution		
The tennis club is putting in 16.67 per cent, but the total of all three clubs at the sports park is 50 per cent of the cost. Officers have scored this section based on the combined total as the three clubs are sharing responsibility for installing and maintaining the machine, but only one could apply to us for funding. The tennis club has enough reserves to potentially cover any gaps in funding and possibly fund the whole project, although they are saving to resurface the courts in the future. We don't have financial information for the other two clubs.	Score	2/3
Consultation		
South Central Ambulance Service supports installing these machines, as do all their governing bodies.		
Project completion within timeframe		
Their installation dates work with our time limits for the scheme.		
Financial and project management plans		
They will have the unit inspected each year and the three clubs will split the £125 annual cost and any eventual replacements.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	
	Total score	11/12
	Recommended Grant	£1,029 50% of total cost

Applicant responses

Details of the project	Folly Sports Park on the outskirts of Faringdon hosts multiple sports, including rugby, cricket, tennis, and skateboarding. An easily accessible Automated External Defibrillator (AED) would be a valuable and potentially life-saving addition to the Park facilities. In most cases, there would be coaches and/or team captains on hand who would be trained in the use of the AED.
Financial statement from the organisation	£10,000 loan from Oxfordshire Lawn Tennis Association. Must be re-paid over 2 years. Sinking fund for repainting of courts every seven years; cost £15,000. Sinking fund for resurfacing of courts every 12 years: cost £28,000. Annual utility bills (heating, lighting, floodlights) : £4000 Annual general maintenance & repairs : £2000 Annual landscaping/irrigation : £1500 Annual contingencies : £1000
Statement about town/parish support	Yes -- but they have no money - and suggested we try to get financial support through this capital grant
Community benefit	
Who will benefit from your project?	There are three clubs that officially fall under Folly Sports Park (approx. regular participation numbers shown in brackets) : Cricket (70) , Rugby (200) and Tennis (250) . Netball girls (40) use the facilities in the winter months. In addition, the skate park is used throughout the week on an ad hoc basis - by people coming from three counties. Joggers make use of the trim trail, and spectators come to watch matches.
How did you identify a need in the community for your project or service?	Governing bodies for all three sports (tennis, cricket, rugby) strongly recommend access to a defibrillator (AED). The nearest AED is in the centre of Faringdon at Southampton St car park. In an emergency, this might be too far.
What sustainable and/or energy saving measures does your project include or offer?	The IP65 rated outdoor cabinet is low energy.
Consultation	
What consultation have you carried out with the community or professional advisors?	See above. Strong support and recommendations from sporting governing bodies.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. This facility is not at present available at Folly Sports Park.
What new activities will take place because of this project?	Tackles clearly identified threats to health & safety that could be the result of strenuous exercise. It is important that residents of Faringdon and the surrounding area are encouraged to take part in physical activity; and to ensure that this happens in a safe environment.

Shrivenham Fete Committee	Ref	VC1R\2
Purchase two gazebos		

Total project cost	£2,522	
Amount requested	£1,260	
Organisation's contribution	£1,261	Organisation's latest bank balance £2,863

Previous grants

2015/16 Festival grant - £1,000 Queen's birthday celebration

Scoring

New facilities or activities		
The grant will help purchase two gazebos for them to use at community events instead of hiring them for each event.	Score	3/3
Community benefit		
The whole community could benefit from the gazebos at their events, which are open to anyone.	Score	3/3
Funding the project		
They're funding the other 50 per cent and can't afford much more than this.	Score	3/3
Organisation's contribution		
They're contributing 50 per cent, which is about as much as they can afford without using up all their reserves.	Score	2/3
Consultation		
They haven't consulted the community as the need was self-evident in bad weather and is more cost effective than hiring gazebos for each event.		
Project completion within timeframe		
Their intended purchase date works with our time limits for the scheme.		
Financial and project management plans		
They'll maintain the equipment as part of their general work each year and they can replace individual sections as and when required, instead of replacing the whole unit each time.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	
	Total score	11/12
	Recommended Grant	£1,260 50% of total cost

Applicant responses

Details of the project	Shrivenham Fete Committee wish to purchase two gazebos for use during our regular events. Currently we have to hire in gazebos which take a lot of time to erect and we also have to collect and return them. By having our own gazebos we will save a great deal of time and will therefore improve the efficiency of our events.
Financial statement from the organisation	Each year we see an overall expenditure of approximately £9,000 in our bank account. This comes from income from the main fete event from stallholders, donations, our own efforts etc; and expenditure for all yearly events (including SJA, attractions, insurance, hall/equipment hire costs, licenses etc) We normally have around £2,500 at this time of year as available income so we can definitely afford one gazebo but unfortunately not two.
Statement about town/parish support	Yes, but they have very limited resources and have already provided a small donation towards one of our events this year
Community benefit	
Who will benefit from your project?	Shrivenham Fete Committee (quicker setting up time) Residents of Shrivenham and visitors to our regular events.
How did you identify a need in the community for your project or service?	The need was derived from our own experience of setting up events in the past and a desire to have a flexible shelter that is quickly erected in the future. There are lots of things we can achieve with two separate gazebos or a single 8m by 8m rainproof shelter.
What sustainable and/or energy saving measures does your project include or offer?	The proposed products are built from lightweight strong aluminium frame with durable polyester covers.
Consultation	
What consultation have you carried out with the community or professional advisors?	I don't see this as being applicable to our request.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Given the increasingly unpredictable weather we regularly experience at our events - having 2 large pop up gazebos means we can quickly set up weather cover for our visitors if we need to. It will replace the need to hire in marquees from other sources.
What new activities will take place because of this project?	The purpose of this project is to improve the efficiency of setting up our events throughout the year. We currently hire in gazebos that we have to put up ourselves, each takes 4 volunteers about 45 mins - we could be doing better things with this manpower resource.

Charney Hall and Field Trust (CHAFT)	Ref	VC1R42
Replacement toddler play equipment		

Total project cost	£23,994	
Amount requested	£9,000	
Organisation's contribution	£14,994	Organisation's latest bank balance £31,338

Previous grants

None

Scoring

New facilities or activities		
The project will bring the toddlers play area back into use after they had to dismantle it for safety reasons last year. The equipment they've picked is only for toddlers as there is already a separate area for older children. As the equipment is for a specific age range officers have only scored it two points instead of the usual three points for play areas for a range of ages. The selected equipment doesn't offer accessible play for disabled users. If there isn't already accessible play equipment onsite we would prefer to see some installed as part of the project.	Score	2/3
Community benefit		
The main benefit is to young people and their families, although it's open to anyone.	Score	2/3
Funding the project		
They are funding the rest of the project (62.49 per cent) from their reserves, which includes profits from some community fundraising.	Score	3/3
Organisation's contribution		
They're contributing 62.49 per cent themselves, but might be able to afford more, based on the financial information provided.	Score	3/3
Consultation		
Their ROSPA inspection in 2015 led to them removing the unsafe play equipment. They've since surveyed the community and produced a community led plan to help identify what equipment to put in.		
Project completion within timeframe		
Their intended start and end dates work with the time limits for the scheme.		
Financial and project management plans		
They're used to maintaining the play area and will continue to budget for it going forward.		
Officers recommend a condition that if there isn't already some accessible play equipment onsite at least one piece is installed as part of the project.	Deduction(s)	
	Total score	10/12
	Recommended Grant	£9,000 37.51% of total cost

Applicant responses

Details of the project	The Trust is responsible for both the Village Hall and Playing Field within the Village. A safety inspection of the play equipment in July 2015 identified its dangerous state and therefore the Trustees took the decision to dismantle it. A village-wide consultation process indicated the need for additional play equipment designed specifically for toddlers. This project is both to replace the previous multi-play structure and enhance the facilities to serve a wider spectrum of users.
Financial statement from the organisation	The Trustees consider it appropriate to maintain a general reserve of unrestricted funds to a level of up to one year's ongoing operating costs, £4,000. CHAFT manages the village hall and the playing field and consider it appropriate to maintain two separate designated funds: Charney Village Hall Fabric Fund £10,000 and Charney Field Refurbishment Fund £16,000 (including replacement of the play equipment, replacement play bark for swing area and multi-play, new signage, and fence maintenance.)
Statement about town/parish support	The Parish Council supports the replacement of the condemned play equipment. However they will not be contributing financially to the project.
Community benefit	
Who will benefit from your project?	Charney Bassett is a small village undergoing rapid generational turnover, with a growing number of resident and visiting children. The Play Park on the playing field provides the only safely enclosed outdoor public space within the village for these young people to explore, play and socialise. The play equipment in the park provides a focal point for these young people, and with the additional toddler facilities the area will be more inclusive.
How did you identify a need in the community for your project or service?	In October 2015, a well-attended consultation meeting was held in the village hall, where ideas and suggestions for the project were obtained, then collated and circulated via the village newsletter for comment. This process revealed the need for additional equipment for toddlers. The pressing need for new play equipment was also recognised in the Charney Community-led Plan, as noted by Vale District Council in their letter commending the draft final Plan.
What sustainable and/or energy saving measures does your project include or offer?	Minimum ground work was a big consideration and the trustees opted for equipment with maximum lifespan. The steel uprights of the multi-play contain 78% recycled material on average, and platforms, roofs and enclosures are made from 100% high-density polyethylene plastic largely derived from recycled milk bottles. No harmful PVC is used in the equipment. The safety surface for the area around the multi-play equipment is bark chips derived from sustainable plantation forestry operations
Consultation	
What consultation have you carried out with the community or professional advisors?	An independent annual play equipment safety inspection was carried out in July 2015 by Dr Jody Chilton of the Play Inspection Company (certified by the RPII) which identified the immediate need to decommission the existing multi-play equipment. A copy of this report is attached.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	In addition to replacing the multi play equipment, which was dismantled in the Autumn of 2015, the project will provide new play equipment aimed specifically at younger children (toddlers) to make the area safe and exciting for a wider age range.
What new activities will take place because of this project?	The new toddler equipment will provide safer, independent play opportunities for younger children, at a safe distance from the multi-play area for older children.

Faringdon Town Council	Ref	VC1R43
Corn Exchange floor and new chairs		

Total project cost	£20,883	
Amount requested	£10,441	
Organisation's contribution	£10,442	Organisation's latest bank balance £241,000

Previous grants

2013/14 NHB - £7,000 towards youth outreach work

Scoring

New facilities or activities		
The project will replace the existing flooring (£11,076) and seating (£9,807) in the Corn Exchange, Faringdon.	Score	1/3
Community benefit		
The building is open to the whole community and is used by a number of groups like exercise and dance classes as well as for cinema nights.	Score	3/3
Replacing the flooring will benefit any active groups like dance classes or toddler groups and reduce the risk of health and safety issues.		
Replacing the chairs will benefit anyone using them, specifically people attending the cinema nights.		
Funding the project		
While the organisation is willing (and has enough in reserve) to pay the remaining 50 per cent themselves they're planning to apply to other organisations for grants to reduce or replace their contribution.	Score	3/3
Officers suggest a special condition that if they secure other funding we reduce both our award and their contribution equally.		
Organisation's contribution		
They are willing to contribute up to 50 per cent and could potentially afford the whole project, but are planning to apply for other external funding and will reduce their contribution if successful.	Score	2/3
They have a number of other undisclosed projects planned for the future and will require some savings to help pay for these.		
Consultation		
Informal feedback from users identified both the floor and chairs need replacing.		
Project completion within timeframe		
Both projects work with our time limits for the scheme.		
Financial and project management plans		
They'll budget for the ongoing maintenance and eventual replacement in their ongoing budgets.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	
	Total score	9/12
	Recommended Grant	£10,441 50% of total cost
Officers suggest a special condition that if they secure other funding we reduce both our award and their contribution equally.		

Applicant responses

Details of the project	To replace the floor in the corn exchange. We have a community cinema in Faringdon which was made possible through Lottery Funding in 2012. It is a successful project. The chairs we are using are not suitable they are uncomfortable and worn. They are unsuitable for elderly and those with mobility problems. We would like to purchase 140 new chairs that are fit for purpose.
Financial statement from the organisation	See attached
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	Floor - Dance and exercise so all community members Chairs - Elderly Young people Families Socially isolated all groups
How did you identify a need in the community for your project or service?	Groups and societies have complained that the floor is not fit for purpose.
What sustainable and/or energy saving measures does your project include or offer?	Sustainable materials and contractor will be used. People using our cinema are able to walk as it is in the Town Centre this cuts down on carbon emissions. The nearest alternative cinemas are in Swindon or Witney, they have to be accessed by car. We will also endeavour to use environmentally friendly suppliers.
Consultation	
What consultation have you carried out with the community or professional advisors?	See above We constantly survey our users and have spoken to residential homes in the area. The seating is the single reason why those with mobility problems cannot come to the cinema. The building is fully accessible with disabled toilets.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project will enable many groups to use the hall for exercise and dance. The floor is currently not ideal for these groups. The cinema has been such a wonderful addition to our community. Providing comfortable chairs, that are fit for purpose, will improve this project considerably by making it more accessible to those with mobility issues who are currently excluded by the uncomfortable seating.
What new activities will take place because of this project?	More exercise and dance in addition to current programme.] More elderly and disabled cinema screenings in addition to the current programme.

Viscountess Barrington's Memorial Hall Trust**Ref**

VC1R\39

Replacement sound system

Total project cost	£2,285	
Amount requested	£1,143	
Organisation's contribution	£0	Organisation's latest bank balance £53,472
Other funding	£1,143	Requested from the parish council (decision pending)

Previous grants

2013/14 Toilets improvements £3,635

2014/15 Play equipment £5,000

2015/16 Further toilet work and tree felling £1,266

Scoring

New facilities or activities		
The project will replace the existing sound system in the hall.	Score	1/3
Community benefit		
Anyone using the hall could benefit. The hall is open to the whole community to use for various purposes. This project doesn't mention installing a hearing loop, and we aren't sure if they already have one installed. If not officers strongly recommend installing one as part of this project (installation will cost around £200 we believe).	Score	3/3
Funding the project		
They've requested the other 50 per cent from Shrivenham PC, but haven't had a decision yet. If they secure it by the time the committee meet, or they confirm they will cover all or some of the other funding we could increase their score.	Score	0/3
Organisation's contribution		
They aren't planning to contribute to this project as they have a number of other projects planned in the future, but might be able to cover some or all of the cost if necessary. If, when the committee meet, they confirm they will be contributing towards the cost their score in this area could increase.	Score	0/3
Consultation		
Some feedback from users helped identify the need to improve the sound system.		
Project completion within timeframe		
Their purchase and installation dates work with our times limits for the scheme.		
Financial and project management plans		
Maintenance of the sound system is part of their annual maintenance budget. Hopefully they will budget for eventual replacements going forward.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS Officers recommend we make any award conditional on them installing a hearing loop if they don't already have one.	Deduction(s)	
	Total score	4/12
	Recommended Grant	£0

Applicant responses

Details of the project	To upgrade the existing sound system in the Shrivenham Memorial hall, remove 4 existing panel speakers and install 2 new speakers, supply and fit new sub-woofer, supply and fit new Microphones
Financial statement from the organisation	Rewiring of Hall £5000 Car Park re-surfacing £15000 Phased Maintenance £10000 Tank Room Refurbishment £5000 Building of New Junior Football Pitch £5000 Hall & Grounds Scaled Sketches and Plans £5000 Total: £45000
Statement about town/parish support	Yes, Shrivenham Parish Council have been requested to provide a grant for £1143 - A decision will be made by the council on 04/07/2016 at the Parish Council Meeting.
Community benefit	
Who will benefit from your project?	The current regular group users are: Shrivenham Heritage Society, Shrivenham Amateur Dramatic Society, Shrivenham Parish Council (ad hoc as extraordinary meetings dictate), Womens Institute, Generations of Sound (choir), Wind Farm AGM, plus social events such as Weddings and Parties.
How did you identify a need in the community for your project or service?	Where possible regular users were questioned as to the adequacy of the current system and at a recent event held in the Hall where a wide range of representatives of Village organisations attended, it became obvious that the Speakers and Microphones were not working effectively and Councillors were lobbied to improve the system. There is also a problem when the system is in use that it interrupts the electricity supply.
What sustainable and/or energy saving measures does your project include or offer?	N/A
Consultation	
What consultation have you carried out with the community or professional advisors?	See attached letters of support from Heritage Society and SADS Community Groups who are just 2 of our regular hall users.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The Memorial Hall is the largest public building in the catchment area of the West of the Vale. The Large Hall in the building is used for meetings by the Parish Council and many Village Societies and requires a public address system to enable an audience to hear the proceedings clearly. Without replacing the current system, meetings and other events would need to use smaller halls thus restricting potential audience size.
What new activities will take place because of this project?	The completed project will enable regular users to continue to use the large Hall and act as an incentive to possible new users

APPENDIX FIVE – Capital Grants Policy

Introduction

To help achieve our corporate objective to support local communities we offer grants to voluntary and community organisations towards projects that will benefit our residents.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will only fund capital expenditure (excluding vehicles) from this scheme like buying, building, replacing or making improvements to long term assets (buildings, play areas and equipment). To us a long-term asset must have a life of more than 12 months and must remain the property of the organisation we are funding.

We will not give grants towards loans, mortgages and on-going revenue costs like maintenance, rent/rates, clothing or salaries etc. We may award grants for certain repairs but it depends on their scale and nature so applicants should contact the grants team before applying for a grant for any.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

How much can organisations request?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the New Homes Bonus scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year, when we may only open for one round.

We'll advertise the provisional opening and closing dates each November, and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

Applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)

- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide these on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chair for each area committee for the coming year in the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for capital grants at its annual budget-setting meeting.

We'll split any available budget between the area committees before each round of funding. We will use the following system to calculate their percentage of the budget:

	Total	Abingdon	Faringdon	Wantage
Parishes (exc towns)	65	13	32	20
Cllrs per town	16	10	2	4
Electors (as at August 2015)	97991	51093	19400	27498
0.60p per elector	£58,795	£30,656	£11,640	£16,499
£500 per parish/cllr	£40,500	£11,500	£17,000	£12,000
Total	£99,295	£42,156	£28,640	£28,499
Percentage	100.00%	42.46%	28.84%	28.70%

We will update the number of electors in this table each August, in preparation for the annual budget setting process, as the number of electors will determine the minimum budget required for the scheme each year.

The minimum budget each area committee must have to open for a round of funding is £5,000.

Allocation of unspent budgets

The cabinet member for grants can request that the section 151 officer agree to carry forward any unallocated CG budget to the next financial year. The cabinet member must give reasons why a carry forward is justified.

If the Section 151 officer agrees to carry forward any remaining budget, we'll add it to the total CG budget for the next year and divide it between the area committees using the system set out earlier in this policy.

We'll return any underspent or expired grants to the council's general reserves at the end of each financial year.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, (if any) funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our councillor newsletter, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all CG awards

We'll include the following standard conditions on all CG grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form
- Organisations must submit evidence that they've spent the grant on the project we awarded it for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a request from the applicant.

Officers will confirm applicants have met all the conditions before making any payment. Failure to meet all the agreed conditions may delay payment or, in extreme cases, result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).