

WINCHESTER TOWN FORUM

23 March 2011

WINCHESTER TOWN ACCOUNT COMMUNITY GRANTS – REVENUE AND  
CAPITAL AWARDS 2011/12

REPORT OF ASSISTANT DIRECTOR (ACTIVE COMMUNITIES)

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RECENT REFERENCES:

CAB2144 - Community Grants - Revenue and Capital Awards 2011/12 - 16 March 2011

WTF141 – Winchester Town Account - Community Grants Revenue Awards 2010/11 - 20 January 2010

WTF142 - Winchester Town Account - Community Grants Capital Awards 2010/11 – 20 January 2010

WTF153 – Moving to a Commissioning Approach for Not for Profit Sector Funding 26 January 2011

[CAB2098](#) – Proposals for a Commissioning Approach – 8 December 2010

EXECUTIVE SUMMARY:

Cabinet has approved the principle of rolling out a new commissioning approach from April 2011. This new approach will apply to grants awarded by the Council which will in future be more actively specified to deliver community priorities. The supporting policy and procedure for this new approach is being drawn up and will be the subject of a Cabinet report in April, ready for implementation in the new financial year. 2011/12 is therefore a transitional year, which will see a mixture of grants and commissions.

The grants process for 2011/12 took into account the need to achieve savings in

Revenue spending. The application process was suspended prior to the Comprehensive Spending Review and no small grant ('Community Chest') or capital grant applications were invited – the one exception being the Winchester Dramatic Society which is in the third year of a 3 year capital funding programme. This report sets out recommendations for community revenue awards relating to the key clients relating the Town area, Theatre Royal Winchester, and one capital grant application.

However, a decision taken at Council on 24 February 2011 will enable all 2010/11 grant recipients (plus 2 additional organisations) to apply for funding. Awards made are dependent on organisations fulfilling rules applicable in 2010/11. A process to invite applications will be undertaken and recommendations for awards brought to Cabinet for approval on 19 May 2011, and to the Town Forum on 8 June 2011.

A number of applications for revenue awards have already been received following a short-listing process in November. Recommendations on these applications will now be included in the Cabinet report on 19 May 2011 and the report to the Town Forum on 8 June 2011.

The report also outlines proposals to alter the way that grants are awarded by the Town Forum in the future.

In considering this Report, Members' attention is particularly drawn to the Codes and Protocols section of the Council's Constitution regarding Member participation in the consideration of grant aid applications from local organisations.

### RECOMMENDATIONS:

- |   |  |          |
|---|--|----------|
| 1 | That revenue grant awards from the Town Forum Grants Budget are approved as follows: |          |
|   | (i) Winchester and District CAB  | £ 9,980  |
|   | (ii) Hat Fair  | £ 3,468  |
|   | (iii) Trinity Winchester   | £ 3,850  |
|   | (iv) Theatre Royal   | £ 20,000 |
|   | (v) Age Concern Winchester   | £ 390    |
|   | (vi) Carroll Centre  | £ 520    |
|   | (vii) Hampshire and IOW Youth Options (KAYAC)  | £ 250    |
|   | (viii) Homestart Winchester  | £ 560    |

	(ix) Stanmore Combined	£ 60
	(x) Young Carers	£ 250
	(xi) Nightshelter	£ 220
	(xii) Winchester Live at Home	£ 560
	(xiii) Winnall Community Association	£ 500
	(xiv) Winnall Junior Youth Club	£ 500
	(xv) Winnall Rock School	£ 500
	Winchester Detached Youth Project was advised to resubmit an application after discussion with officers from the commissioning team	
2	That the following capital grant is approved:	
	(i) Winchester Dramatic Society	£ 10,000
3	That the Town Forum notes the suggestions at Para 6 and makes comments to assist in shaping future proposals for the Town Forum grants process.	

## WINCHESTER TOWN FORUM

23 March 2011

### COMMUNITY GRANTS – REVENUE AND CAPITAL AWARDS 2011/12

#### REPORT OF ASSISTANT DIRECTOR (ACTIVE COMMUNITIES)

#### 1 Introduction

- 1.1 At the meeting on 8 December 2010, Cabinet approved the principle of rolling out a new commissioning approach from April 2011. This new approach will apply to grants given by the Council which will in future be more actively specified to deliver community priorities. The supporting policy and procedure for this new approach to funding will be the subject of a Cabinet report in April, ready for implementation in the new financial year. Winchester Area Community Action is working with the Council and with not-for-profit organisations to ensure that all parts of the sector are aware of the new approach and able to access it. This includes community groups, charities, arts and heritage organisations, sports clubs and any other group which has traditionally been eligible for the Council's community grants programme.
- 1.2 2010/11 has been a year of change. Alongside the desire to move towards commissioning there were concerns in advance of the Comprehensive Spending Review about whether Council funding could be made available for grants at the same level as in the past. The grants process was therefore suspended and applications were not invited in the usual way. Initially, officers wrote to organisations given grants last year to let them know they should assume that funding would not be available for the financial year 2011/12. A special seminar was arranged in November to explain to organisations the nature of the changes being proposed, and the help which could be provided through partner organisations such as Winchester Area Community Action.
- 1.3 As the financial picture became clearer, officers worked with leading Members to consider funding priorities for 2011/12, with a view not only to moving to the commissioning approach but also reducing the overall grants budget in line with the Council-wide service redesign process. As a result of these discussions, three groups were identified as followed:
- a) Recipients of grants in the past which were less well placed to support the delivery of outcomes as set out in the Sustainable Community Strategy, and for which no funding would be proposed in 2011/12. Officers wrote again in November to inform these organisations of the likelihood, subject to final budget considerations, that no funding would be available to them.
  - b) Previously funded organisations considered to be providing vital services in support of the current Community Strategy priorities. These

organisations received a different letter, followed up with individual telephone conversations where possible, in January. Officers discussed with them whether, with some continued funding (likely to be around 25% less than they had received this year), they would be able to focus on the contribution they make to delivering priority outcomes during 2011/12. Those organisations able to respond positively to this request were then asked to put in applications.

- c) The Council's five key clients (Winchester and District CAB, Bishops Waltham and Meon Valley CAB, Hat Fair, Trinity Winchester, and Winchester Area Community Action) and also the Theatre Royal Winchester – which has traditionally sat outside the community grants programme, but which is the biggest single grant made by the Council - were told to expect a reduction of 25% in the funding available to them over the next three years (subject to the budget process). Reduced funding would require key clients to reduce costs by re-designing the way they work. Officers and Members have been working closely with key clients to find solutions which will help to mitigate funding reductions.
- 1.4 In addition, an application was accepted from the Winchester Dramatic Society which requests the third and final payment in a 3 year capital funding programme.
  - 1.5 An overall sum of £739,123 (including the Town Forum grants budget of £61,813) available for not-for-profit (community) revenue support was agreed as part of the budget recommendations at Cabinet in February.
  - 1.6 At the meeting of Council on 24 February 2011, a decision was taken that all 2010/11 grant recipients (plus 2 additional organisations) should be invited to apply for funding to the level set out in the amendment to the Budget (see Appendix 1). This will result in a further application process with recommendations to be brought back to Cabinet in May. The Council will still consider value for money in making those awards, and organisations applying will be expected to fulfil rules applicable in 2010/11.
  - 1.7 For those organisations shortlisted for revenue funding in November, and from whom applications have already been received, no further application will be necessary and decisions on those awards will be made as part of the Cabinet report on 19 May 2011. The Town Forum will have the opportunity to make a grant award to one or more of the organisations which relate to the Winchester town area. Officers will speak to those organisations to ensure they will not be unduly disadvantaged by any delay. If so, a decision will be taken as to whether a portfolio holder decision notice is required in individual cases.
- 2 Current Position on Grants relating to the Town Area

### Key Clients

- 2.1 The Council's 5 key clients were reaffirmed by Cabinet for the period 2010-2013 in December 2009, reflecting their importance to the delivery of the Sustainable Community Strategy. Council funding towards core costs is guaranteed for the key clients during this period, although the level of funding is not. Last autumn, key clients were asked to plan for 25% reductions in their Council grants over the next 3 years. Like many organisations, key clients are finding that previous funding streams are drying up or that project funding (which help to pay their overheads) is coming to an end.
- a) Winchester and District CAB has projects which are coming to an end and which have helped to support core costs previously. This puts additional pressure on their financial situation. Both Winchester and Bishop's Waltham CABs have been asked by the Council to work much more closely together, and to prepare a joint plan showing how they will provide an optimal advice service across the District despite the reduction in funding available. It is anticipated that this will result in a fundamental redesign of the way the service is provided.
  - b) Hat Fair has made a wide range of improvements over the past year, and is emerging from a period of financial stabilisation under a new Festival Director, supported by a recently created post of General Manager. It had been proposed to leave the Hat Fair grant exclusively from the General Fund at £29,407, which was the amount in 2010/11, to allow for the three year payback period for a loan provided by the Council in 2009/10. This loan will see £7,000 deducted from their total grant in each of the next two financial years. Full Council then decided to reduce the Hat Fair allocation exclusively from the General Fund to £28,000 in 2011/12, this being the figure before the deduction of the loan repayment. This change had not previously been proposed or discussed with the Hat Fair.
  - c) The Council resolution in February reduced the revenue grant from the General Fund budget to the Theatre Royal to £171,000.
  - d) Trinity Winchester is looking to make optimal use of its building to generate income.
- 2.2 At the meeting of the Town Forum Grants Panel on 22<sup>nd</sup> February 2011 the panel recommended awards to the key clients which are set out in the recommendations. If agreed, these will be added to the amounts specified in the Council resolution to produce the total level of grant to these key clients in 2011/12.

### Other Grants

2.3 The recommendation sets out the proposed grants from the Town Forum to other organisations as recommended by the Grants Panel. These awards were recommended before it was known that Council would amend the proposed amount of awards to individual organisations. Members may wish to reconsider the amount of the award from the Town Forum in the light of this decision, but in view of the relatively small sums involved and the strong support for the work of these organisations expressed by the Panel it is suggested that they be agreed as they stand. If the Forum does wish to review the amounts it should do this through a meeting of the Grants Panel so as to give them proper consideration. The Grants Panel may need to meet again to consider any further awards to organisations which are now eligible to apply for a grant following the Council resolution.

2.4 There is only one capital grant recommended within this report. This relates to a programme of alteration and refurbishment at the Chesil Theatre by the Winchester Dramatic Society. This grant will be the final award of 3 tranches and has been included in the Council's capital programme (see CAB1961).

### 3 Possible changes to the town forum grant arrangements

3.1 In making capital and revenue grants from its own budget the Town Forum has always had regard to the assessment criteria agreed by the City Council. This has, as would be expected, led to the situation where it has not made revenue awards to any group which was not also in receipt of an award from the General Fund.

3.2 Changes in the way in which the City Council allocates funds has led to a need to review this process and, as part of preparation for the new commissioning process, the Commissioning Team met with the Chairman of the Town Forum to discuss options. Officers have not yet been able to work these into detailed proposals for decision but early comments from the Forum would be helpful in shaping them further.

3.3 The Town Forum may wish to consider an approach which maintains some direct grant-making for projects and initiatives which require only small sums. Such an approach will need to be very streamlined and officers will look at ways in which this might be achieved with as little bureaucracy as possible.

3.4 It may also wish to embrace the commissioning approach which would see opportunities to deliver outcomes for the Town area promoted around the year with the Town Forum able to have input into defining what those outcomes should be, perhaps building on the work of local community plans to deliver desirable change. It could begin this process in 2011/2012 by allocating the residue of its grants budget towards a commissioning approach. In fact the Grants Panel took a step in this direction by requesting that the Detached Youth Project resubmit its request for support after discussion about objectives with the commissioning team

3.5 The commissioning team has been consulting a range of interest groups about how the commissioning process should work and final

recommendations will be made to Cabinet in April. Members should note that commissioning will embrace all the outcomes in the Sustainable Community Strategy. Much traditional grant giving has focused on projects and initiatives under the 'active communities' theme but there is scope to think much more broadly. Members are requested to note the ideas above and to offer any comments to help shape proposals.

#### OTHER CONSIDERATIONS:

#### 4 SUSTAINABLE COMMUNITY STRATEGY AND CORPORATE BUSINESS PLAN (RELEVANCE TO):

- 4.1 Applications for grant funding are assessed against the Winchester District Sustainable Community Strategy outcomes (active communities, a prosperous economy, and a high quality environment) and the 5 priorities (older people's wellbeing, access to services, district carbon footprint, Stanmore and Winnall).
- 4.2 Many of the groups listed in Appendix 2 are supported in accordance with S2 Local Government Act 2000. This outlines a local authority's power to promote the economic, social and environmental well-being of their area and is relevant to partnership working with community organisations.
- 4.3 The Council must have full regard to the Sustainable Community Strategy when making grants and the statutory guidance on 'well-being' powers in the Local Government Act 2000 does not preclude any of the 2011/12 grants that are proposed. Additionally some awards can be made under powers outlined in S19 Local Government Act 1976 – "not-for-profit making recreation projects", S142 Local Government Act 1972 – "information/advice services -:" and S145 Local Government Act 1972 – "promotion of the arts".

#### 5 RESOURCE IMPLICATIONS

- 5.1 The amount recommended for revenue grant awards exclusively from the Town Forum Grants Budget in 2011/12 in this paper is £37,298. The amount for capital awards is £10,000.

#### 6 RISK MANAGEMENT ISSUES

- 6.1 All successful applicants are expected to sign up to a Service Level Agreement with the City Council before any payments are made.
- 6.2 Organisations are not permitted to change the use of the approved grant unless otherwise agreed in writing by the City Council.
- 6.3 All grant funded organisations are expected to promote equality of opportunity for all sections of the community through the services they provide.



BACKGROUND DOCUMENTS:

6.4 Application forms and supporting documents submitted requesting community revenue grant support for 2010/11 are held by the Commissioning Team.

APPENDICES:

Appendix 1 – Council amendment to Budget in respect of community grants

Appendix 2 – Summary of awards recommended in this report.

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

That in order to support the vulnerable, the community, youth, and small business, the 2011/12 Budget be amended as follows:

1. In order to protect the existing support given to our Voluntary sector and to ensure they have the resources to carry out their important work:-
  - a. the project of collecting **Kerbside Glass** be deferred until the Council's finances have measurably improved. This will produce a saving in 2011/12 and could be reconsidered for 2012/13.
  - b. In the interim, a budget provision of **£10,000** be provided to supply **Community Glass Bins** to increase the District wide level of Glass Collection, to be funded by a release from the *Major Investment Reserve*.
2. That, to help both the Community and Business Sector, the increases in **Car Parking Charges**, recently introduced, be reversed as soon as practically possible, following the process of statutory notices.

Therefore:-

- a. **Sunday Charging** is to be discontinued both in short stay car parks and on metered street parking bays;
- b. the **free half hour to be reinstated** in Winchester;
- c. the increase in **charges for short stay rural car parks** be cancelled;

And:

- d. and a free hour be allowed in the **Rural District Car parks**
- e. That the estimated cost in 2011/12 of **£95,000** be met by a release from the LABGI fund.

3. That the publication of **Perspectives** be discontinued; a saving of some **£12,000** per annum.

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

4. That the Community will be better served by using the amounts saved in 2011/12 from deferring kerbside glass collection and ceasing Perspectives, for the support the Voluntary sector can provide to the Community, in line with the District's Sustainable Community Strategy. Accordingly, the **Community Grants** to be made in 2011/12 from the General Fund be reinstated to the same levels as for 2010/11:-
  - a. **for Key clients** as set out in **Appendix 1; and**
  - b. **for Other Clients as set out in Appendix 2.**

The Awards agreed by the Town Forum will be additional to the amounts set out in the Appendix. The rules that were applicable then, including our established procedures for awarding grants and SLA agreements, to be applied to these grants. This proposal is dependant on these organisations still being in existence and fulfilling the rules applicable in 2010/11.

The impact of these changes are estimated to be an additional **£75,090.**

5. To supplement **Rural business funding** and **small community groups:-**
  - a. a further budget amount of **£50,000** to be available for the award of community grants to groups, shops and community chest awards; and
  - b. The budget for this to be allocated from the savings above with any shortfall to be vired from the Commissioning budgets.
6. The reduction of staff for **Planning Enforcement** could jeopardise the tremendous progress that was begun in 2008 to get the outstanding cases under control. Therefore:-
  - a. the Planning Budget to be increased by **£50,000** to retain capacity for Enforcement; and

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

- b. the budget for the above to be funded from the increased levels of **Planning Fees**, due to be introduced later in 2011.
7. That the figures in the budget be amended to take account of the above.

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

Appendix 1

The awards to the Key Clients from the General Fund are proposed to be:

<b>a) Key Clients</b>	<b>2011/12 General Fund Budget</b>
Bishops Waltham/Meon Valley Citizens Advice Bureau	£45,000
Winchester Citizens Advice Bureau (to include £5,000 ring fenced for Alresford CAB Outreach Service)	£135,000
Hat Fair	£28,000
Trinity Centre, Winchester	£95,000
Winchester Area Community Action	£101,800
Theatre Royal Winchester	£171,000
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	£575,800

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

Appendix 2

The awards to the Other Clients from the General Fund are proposed to be:

	<b>2011/12 General Fund Budget</b>
Age Concern Winchester	£1,500
Bishops Waltham festival	£2,000
Bumps2 Bundles	£1,300
Carroll Centre (The)	£5,500
Deaf Plus	£1,300
Eating Disorders Family and Friends Support Group	£500
Hampshire & IOW Youth Options	£11,500
Hampshire Deaf Association	£1,300
Havant & District CAB	£600
Homestart Meon Valley	£11,500
Homestart Winchester and Districts	£4,500
KIDS	£1,500
Meon Valley Carers	£4,000
Olive Branch (The)	£1,000
Relate Winchester	£3,500
Signature Care and Support	£4,000
Stanmore Combined	£500
Vitalise	£500
Winchester & District Mencap	£1,500
Winchester & District Young Carers Project	£2,000
Winchester Churches – Nightshelter	£3,500
Winchester Churches Housing Group - Keystone	£5,000

**BUDGET AND COUNCIL TAX 2011/12  
AMENDMENT TO BE MOVED BY CLLR KEITH WOOD**

	<b>2011/12 General Fund Budget</b>
Winchester Detached Youth Work Project	£5,500
Winchester Festival	£3,000
Winchester Folk Festival (Mayfest)	£900
Winchester Live at Home Scheme	£5,500
Winchester Rent Deposit Scheme	£2,000
Winchester Rural Youth Theatre	£6,500
Winchester Youth Counselling	£2,500
Winnall Community Association	£3,500
Winnall Junior Youth Club	£1,200
Winnall Rock School	£4,500
<b>TOTAL</b>	<hr/> <b>£103,600</b> <hr/>

## Proposed Transitional Year Grant Awards as at March 2011

1. Key Clients and Theatre Royal

Organisation	2010/11 Award		2011/12 Award			
	Town Forum	Gen Fund	Requested	Town Forum	Gen Fund	Total
BW/Meon Valley CAB		41,190	41,190		45,000	45,000
Winchester CAB	9,980	118,975	180,886	9,980	135,000	144,980
Hat Fair	3,468	29,407	32,875	3,468	28,000	31,468
Trinity, Winchester	3,850	87,350	91,198	3,850	95,000	98,850
Winchester Area Community Action		101,800	101,800		101,800	101,800
Theatre Royal Winchester	20,000	180,000	200,000	20,000	171,000	191,000
<b>TOTALS</b>	<b>37,298</b>	<b>558,722</b>	<b>647,949</b>	<b>37,298</b>	<b>575,800</b>	<b>613,098</b>

2. Capital Grant

Organisation	2010/11 Award			2011/12 Award		
	Town Forum	Gen Fund	Total	Town Forum	Gen Fund	Total
Winchester Dramatic Society (Chesil Theatre)	10,000	20,000	30,000	10,000	20,000	30,000

Note: Town Forum Grants Budget 2011/12 is **£61,813**. This includes £20,000 contribution to Theatre Royal and £10,000 capital grant to Winchester Dramatic Society (Chesil Theatre). Town Forum proposed funding levels 2011/12 are based on input from Town Forum Grants Informal Group on 22 February 2011.