



ROBERT NASH ACIS DMS
Clerk to the Town Council

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9TH January, 2020

Dear Councillor,

You are summoned to a meeting of the Cultural and Community Committee to be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **THURSDAY 16th JANUARY, 2020 commencing at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors Navdeep Atwal, Julija Boulton, David Brunson, Will Bryce, Amy Evans, Jennifer McAllister, Louisa Radice and Amanda Stevens.

Mr J. Mather (Leamington International Twinning Society)

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.
3. **PUBLIC FORUM**
To receive representations from Members of the public in accordance with Council Standing Orders.

4. YOU CAN FLOURISH

The meeting will be attended by Ms K. Friend of You can Flourish. The Committee will receive feedback on the grant of £1322 allocated in September 2019 to the Flourish Girls' Course at Champion School.

5. TOWN TWINNING MATTERS

To consider matters relating to Twinning activity.

A representative of Leamington Twinning Society will be in attendance for this item.

6. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 5th December, 2019 (Report No.6)

7. MATTERS ARISING FROM THE MINUTES

(i) Community Grant Fund

To note the decision of the Council in allocating funding for Community Grants in 2020/21.

(ii) Historic Walking Tours of Leamington 2019

To note correspondence with the Leamington History Group following the last meeting.

8. COMMUNITY GRANT FUND

To consider applications for Community Grants (Report No.8)

Members of the Committee are reminded to read the individual applications prior to the Meeting.

9. LEAMINGTON IN BLOOM

To consider any matters arising from the meeting held on 8th January. Town Clerk to report orally.

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 5TH DECEMBER, 2019 AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors David Brunson (Chair), Janet Alty (substituting for Cllr Radice), Will Bryce, Judith Clarke (substituting for Cllr Boulton), Amy Evans, Jennifer McAllister and Amanda Stevens.

John Mather (Leamington International Twinning Society)

37. **APOLOGIES**

Apologies for absence were received from Councillors Julija Boulton and Louisa Radice.

38. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest as a Member of the Leamington History Group in relation to Agenda item 9 (Historic Walking Tours).

39. **PUBLIC FORUM**

No representations were made.

40. **TOWN TWINNING MATTERS**

John Mather, (Chairman LITS), thanked the Committee and Council for its assistance with the Twinning events that had taken place in 2019. He confirmed that the dates suggested by Sceaux for the exchange visit to France were 24th-28th April or the 1st-5th May 2020. Confirmation of the preferred dates would be circulated to all Members of the Twinning Society and the Council in due course. The visit to Leamington by Bruhl Twinning Society would be taking place during the period 10th-14th October, 2020.

John referred to the enthusiasm at Bruhl for better links with schools in order to assist language based exchanges particularly. The only senior School in Leamington that currently offered German as a language option was North Leamington School and further contact would be made by the Society to explore possible collaboration. The Council was no longer offered representation on School Governor bodies therefore its influence in this respect was limited. It was suggested that Kingsley School was a possible additional option.

The Committee was also advised that an invitation had been extended to members of LITS to the Bruhl Carnival on 23rd February and all Members of the Council were welcome to attend.

RESOLVED that the Report on Twinning activity is received.

Mr Mather thanked the Committee for its support and then left the meeting.

41. **TREE RENEWAL AND MAINTENANCE**

The Chairman welcomed Gavin Callard Arboriculture Area Manager, Warwickshire County Council, to the meeting.

Mr Callard provided an overview of the management programme of trees in Leamington Spa indicating that all trees within falling distance of the public highway were subject to inspection on a four year cycle. The tree population in Leamington was aging and this presented particular maintenance problems. He emphasised that the County Council Highway budget was limited and did not provide funding for the replacement of trees where felling of a tree was necessary. The Town Council's financial support had therefore been instrumental in helping to repopulate the Town with new trees, approximately 50 trees being replaced annually with this funding. The County Council had set aside a small budget in 2020 for new trees across the whole County which would be used to supplement funds available elsewhere.

In 2018/19 Sydenham Ward had been the priority for new trees. For the current year attention had focused on South east Lillington, particularly areas that offered opportunities for first time planting.

During discussion, Members raised matters in relation to a number of sites around the town including Prospect Road and Station Approach. In relation to newly planted trees alongside the housing developments off Station Approach, Mr Callard confirmed that the soft landscaping of this site had not been adopted for maintenance by the County Council and would only be done so when the area was in a serviceable condition. He undertook to monitor the situation and ensure that the planting of replacement trees, if necessary, was referred to the developer.

The Committee was advised that an updated schedule of proposed locations for new tree planting in 2020 had been sent to the Town Clerk and this had incorporated the locations that had been agreed by the Committee at its previous meetings. The contribution made by local residents in identifying sites for new trees and helping with watering them in the initial months after planting, was acknowledged.

RESOLVED

(i) that the priorities for replanting as previously notified to Warwickshire County Council and set out in the revised schedule are approved; and

(ii) that the Report is received and the Officer thanked for his attendance.

Mr Callard thanked the Committee for its support and left the Meeting.

42. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 7th November, 2019 are confirmed and signed as a

correct record subject to recording the election of Councillor McAllister as the Vice-Chair of the Committee.

43 **MATTERS ARISING FROM THE MINUTES**

Summer Band Concerts

The Town Clerk reported that Warwick District Council had been unable to confirm the number of concerts held at Jephson Gardens in 2018 that were specifically supported by the Town Council funding allocated for this purpose. The indication for 2019 was that an additional three concerts had been hosted above the number provided elsewhere in the District but the Town Council grant had not been acknowledged in the publicity or promotional material. The District Council had confirmed that it would be reviewing the concept of concerts in Jephson Gardens and therefore the funding support required of the Town Council was no longer necessary.

RESOLVED that the report is noted and the budgetary provision in 2020 for Band Concerts is adjusted accordingly.

44. **COMMUNITY GRANT FUND**

Consideration was given to a Report (Report No.8) which enabled the Committee to further consider changes to the Community Grant application process.

The Committee had considered at its last meeting a number of revisions to the application criteria and these had been incorporated into the revised application notes set out in the Appendix.

Reference was made to discussions at the meeting of the Policy and Resources Committee during which reference was made to the possibility of earmarking some funding within the existing Community Grant budget for projects that address social isolation and loneliness. Whilst the Committee was generally supportive of including provision for such projects in the evaluation criteria, it was not convinced that allocating a specific budget for loneliness projects represented an effective and manageable use of the limited funds within the Community Grant Fund.

It was proposed that the inclusion of partnership working within the evaluation criteria was unnecessary as this was addressed within the application form.

RESOLVED

(i) that the Community Grant evaluation criteria is amended in accordance with the Committee's observations; and

(ii) that the Policy and Resources Committee is advised that this Committee does not support the allocation of a specific fund for applications addressing loneliness but that suitable provision is made within the evaluation criteria for such applications.

45. **HISTORIC WALKING TOURS OF LEAMINGTON 2019**

Consideration was given to a Report (Report No. 9) summarising the outcomes of the programme of guided walks around Leamington during the summer of 2019.

The Committee noted that the walks had once again been very successful with 564 people participating in 26 individual walks around the Town. Whilst this number was a small decrease on the same period in 2018, it needed to be seen in the context of a very demanding and successful season in 2018 and reduced publicity for 2019. A further six walks were arranged by private arrangement.

The Committee noted the concern expressed by the Guides regarding the number of people wishing to join some of the walks. Where these numbers exceeded twenty people, an additional burden was being placed on the guides to conduct the walk safely.

RESOLVED

- (i) that the Leamington History Group is thanked for its continued participation in delivering the Guided Walk programme;
- (ii) that the Town Council continues to provide assistance, as necessary, to the History Group in terms of supporting the Guides;
- (iii) that the Town Council assists with promotion of the walks as an integral part of Health and well-being programmes; and
- (iv) that the Town Clerk discusses options for managing the number of walkers as part of the planned programme for 2020.

46. **BLUE PLAQUE GROUP**

Consideration was given to the Minutes of the Meeting of the Blue Plaque Group held on 19th November.

Councillor McAllister reported that she had brought forward several suggestions to commemorate women as there was currently a large imbalance between men and women who had been recognised with a plaque in Leamington. Seven women had been accepted by the Group as approved candidates and further research was now being undertaken.

RESOLVED that the Minutes of the Meeting of the Blue Plaque Group held on 19th November, 2019 are received.

47. **LEAMINGTON IN BLOOM**

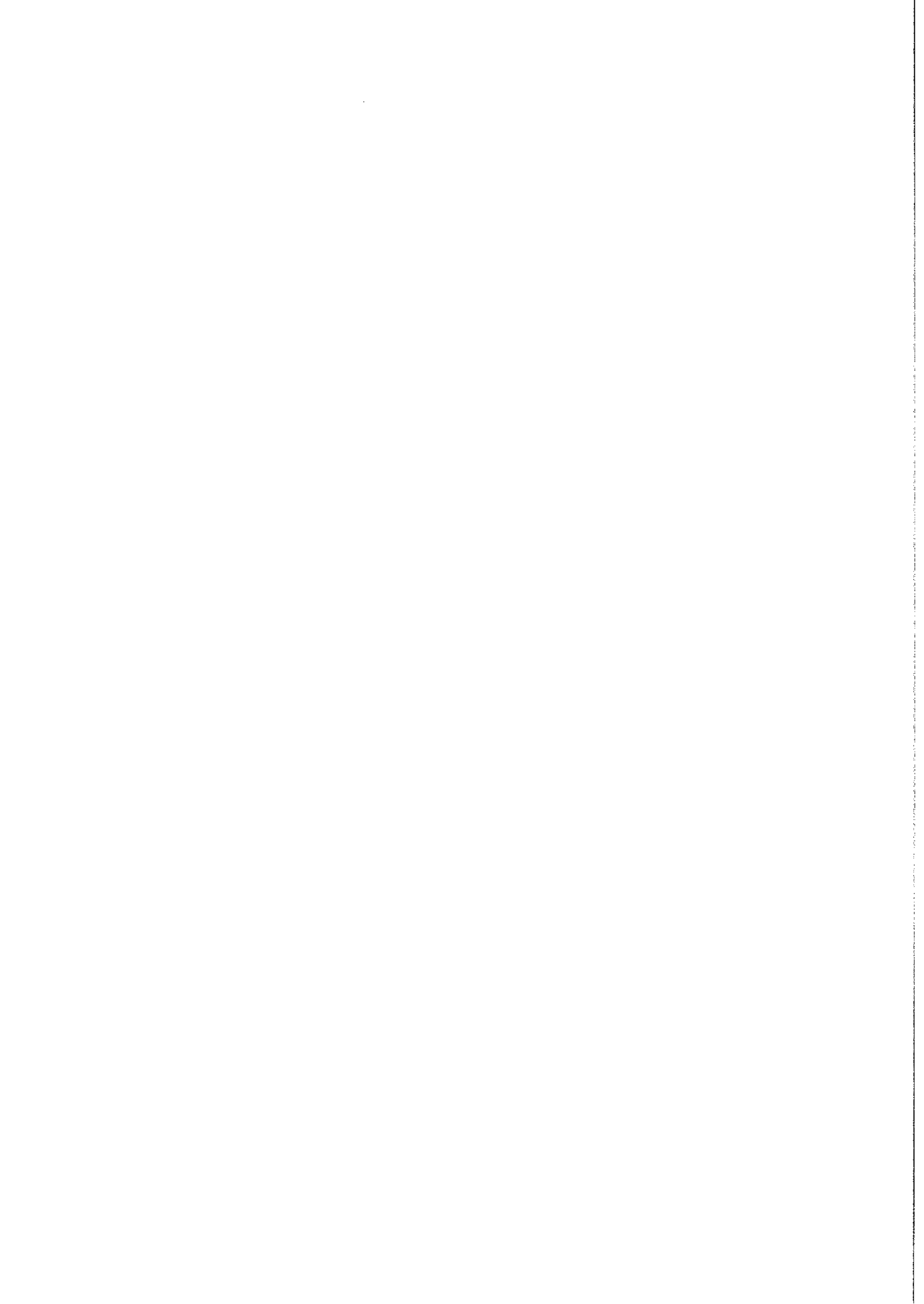
The Town Clerk reported that the Leamington in Bloom Group had met on 4th December and had agreed the following initiatives as part of the entry to the Heart of England in Bloom Competition in 2020:-

- Floral trains _Jephson Gardens and Leamington Railway Station
- Photographic Competition
- Award of Community Grants – Schools and Voluntary Groups
- Display competitions – Public Houses and Shops
- School Art Competition
- LIB Calendar

The theme in 2020 was “connectivity”. A collaborative project involving the Brunswick Hub and Eagle Recreation Ground would be one of the themes for inclusion in the tour by the Judging Panel.

RESOLVED that the Report is noted.

The meeting commenced at 6.00 pm and ended at 8.10 pm.



REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 16th JANUARY, 2020

COMMUNITY GRANT FUND

1. **PURPOSE OF THE REPORT**

To assess and award applications for financial assistance from the Community Grant Fund.

2. **APPLICATION PROCESS**

2.1 The Community Grant application process consists of three application windows in which applicants can apply for assistance. This report covers the third and final bidding round in the current financial year.

2.2 A total of 14 applications have been submitted in this bidding round. These are detailed in the application forms that have been uploaded to the Council website for Members to read prior to the Meeting. A hard copy will be also available at the meeting on 16th September **but members are strongly advised to familiarise themselves with each application before the meeting.**

2.3 The funding available for Community Grants in 2019/20 is £45,000. The remaining budget for disbursement this evening is £16,809. The applications are for a total sum of £20,811 – this leaves a shortfall of £4002 – see Appendix 1. The Committee will therefore need to prioritise applications to ensure that the grants awarded remain within the budget available.

3. **EVALUATION**

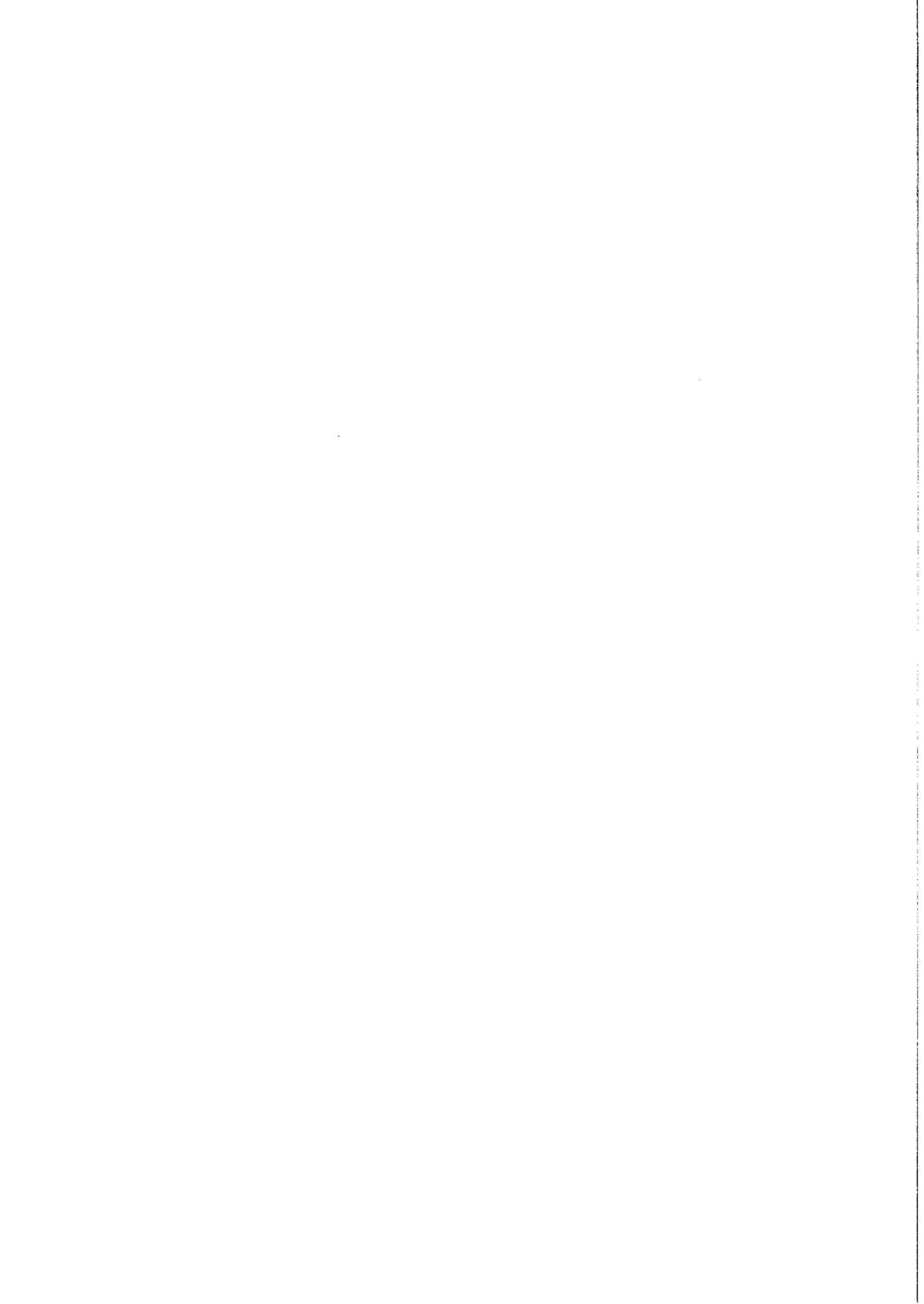
3.1 The applications have been evaluated according to the criteria previously approved by the Policy and Resources Committee. The evaluation is included as Appendix 2 to this Report.

3.2 The evaluation matrix is intended to assist consideration of the respective applications. It should be read in conjunction with each application form.

3.3 Each application should be considered on its merits against the criteria within the Community Grant Scheme. This is attached to the Report.

4. **RECOMMENDATION**

4.1 The Committee is required to consider each of the applications submitted and agree an appropriate grant award in each case.



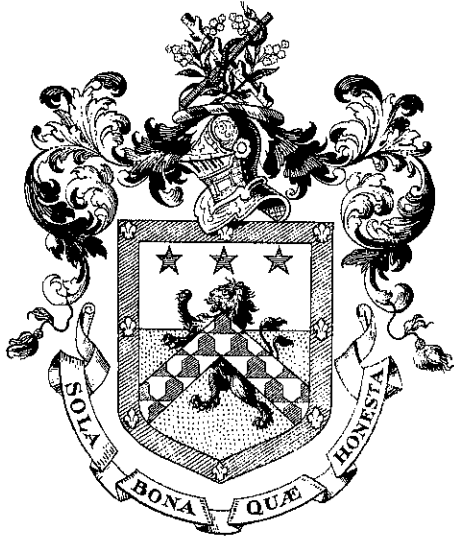
No.	Applicant	Project	Amount Requested	Previous Awards (since 2015)	Cheque No.	Amount Awarded
1	Art in the Park	Save Our Species: a community making of minibeasts (large scale installation using recycled materials)	£1,250.00	Feb 17 - Make and Take Marquee £2000, Jan 18 - Seed of Life sculptures in Jephson Gdns £1440, Jan 19 - Eco Bricks project £2000		
2	Warwickshire Open Studios	Retrospective: 20 artists, 20 artworks, 20 years exhibition	£2,000.00	New applicant		
3	Lillington Local History Society	County Schools Attended by Lillington Children - schooldays history project	£1,628.00	2010 - Lillington has a history too £1500		
4	Sez-You Community Theatre	South Town Community Play: theme of how are we connected in our community?	£1,970.00	New applicant		
5	MENCAP	Sensory Equipment: Bubble Wall Machine	£2,000.00	Jan 18 - Sensory Bag Books £925		
6	Leamington Music Festival	Leamington Music Festival & Winter Programme: promotion of 20+ concerts and education programme	£2,000.00	Feb 17 - Festival weekend and winter concert series £2000, Jan 18 - winter concert series £1440, May 19 - winter concert series £2000		
7	Revitalise	4 respite breaks for disabled people and their carers from Leamington Spa	£1,528.00	Sept 16 - Respite breaks for disabled and carers £708, Jan 18 - Respite breaks for disabled and carers £708, Jan 19 - Respite breaks for disabled and carers £1000		
8	Leamington Poetry Festival	Streamlined 2nd annual poetry festival in various public locations in Leamington Spa	£1,500.00	Jan 19 - Contribution towards the costs of Leamington Poetry Festival £2000		
9	P.B.C.	Quarterly production of newsletter for 25 registered PBC sufferers in Leamington Spa	£385.00	Jan 19 - Provision of quarterly publication to 24 registered service users in Leamington Spa £231		
10	Brunswick Hub	Equipment and seeds/plants for the community garden ("Secret Garden")	£750.00	Oct 13 - Community Welfare Access Project £2000, Jan 18 - Improvements to community hall £250		

No	Applicant	Project	Amount Requested	Previous Awards (since 2015)	Cheque No	Amount Awarded
11	Own Books	6 art and reading workshops for children and young people plus associated publicity and admin costs	£2,000.00	May 18 -2 workshops/publicity £500		
12	Leamington Cricket Club	Contribution to toilets refurbishment	£500.00	Feb 17 - Ground refurbishment on outfield on junior pitch £1500		
13	Telford Infants School	Arts Week:artist in residence, resources and printing artwork onto aluminium panels	£2,000.00	New applicant		
14	Sikh Community Centre	Women's International Day 14thly March 2020:refreshments, DJ and dance group and printing	£1,300.00	Sept 18 - Local Women's Network - purchase of new chairs £1000		
		Total of applications this time	£20,811.00	Total awarded this time		£0
		Total awarded for year to date	£28,191.00	Total of Grants previously awarded		
		Budget	£45,000.00	Total awarded to date		£28,191
		Budget Overspent	-£4,002.00	Total Fund now available		£16,809.00

Criterion	Applicant Evaluation (Maximum points)	Art in the Park	Warwickshire Open Studios	Lillington Local History Society	Sez-You Community Theatre	MENCAP	Leamington Music Festival	Revitalise	Leamington Poetry Festival	P.B.C.	Brunswick Hub
Funding Priorities											
Projects that will contribute to one or more of the following funding priorities:	40 (up to five points for each category)										
Dealing with loneliness and isolation	5	2	2	0	4	4	4	3	2	2	4
Promoting Health & Wellbeing	5	3	3	0	4	5	3	3	4	0	4
Addressing skilling and unemployment	5	0	2	0	3	0	0	0	0	4	0
Providing positive activities for young people	5	4	2	3	4	0	4	4	4	3	0
Promoting community spirit	5	4	4	5	4	0	4	4	0	4	0
Enhancing the natural or built environment	5	0	0	0	0	2	0	0	0	0	3
Supporting Music and the Arts	5	5	5	2	4	0	5	0	4	0	0
Managing Climate Change and the environment	5	2	0	0	0	0	0	0	0	0	0
Partnership Working											
Projects that work effectively with other organisations	5	4	4	4	4	0	4	4	2	4	4
Quality											
Projects that are well thought out, with clear objectives, timescales, budget and demonstrate value for money	5	4	4	4	4	3	4	4	0	4	3
Reducing Inequalities											
Projects that will benefit a local community or group of people experiencing specific disadvantage or exclusion from mainstream activities	5	4	0	0	4	5	1	3	4	4	4
Legacy											
Projects that will create lasting benefits beyond the end of the funding	5	2	3	4	4	4	3	1	3	2	4
Total Points	60	34	29	26	39	23	31	16	32	22	29

Criterion	Applicant Evaluation (Maximum points)	Own Books	Leamington Cricket Club	Telford Infants School	Sikh Community Centre						
Funding Priorities Projects that will contribute to one or more of the following funding priorities:	40 (up to five points for each category)										
Dealing with loneliness and isolation	5	3	2	0	4						
Promoting Health & Wellbeing	5	0	4	2	4						
Addressing skilling and unemployment	5	0	0	0	0						
Providing positive activities for young people	5	4	5	5	0						
Promoting community spirit	5	2	3	3	4						
Enhancing the natural or built environment	5	0	0	3	0						
Supporting Music and the Arts	5	0	0	4	0						
Managing Climate Change and the environment	5	0	0	0	0						
Partnership Working Projects that work effectively with other organisations	5	4	4	2	4						
Quality Projects that are well thought out, with clear objectives, timescales, budget and demonstrate value for money	5	4	3	4	4						
Reducing inequalities Projects that will benefit a local community or group of people experiencing specific disadvantage or exclusion from mainstream activities	5	5	2	0	4						
Legacy Projects that will create lasting benefits beyond the end of the funding	5	4	4	4	3						
Total Points	60	26	27	27	27						

TOWN COUNCIL OF ROYAL LEAMINGTON SPA



COMMUNITY GRANT FUND

GRANTS FOR 2019/20

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APPLICATION FORM

CLOSING DATES FOR APPLICATIONS:
13th May 2019, 15th August 2019, 9th December 2019

TOWN COUNCIL OF ROYAL LEAMINGTON SPA

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IMPORTANT INFORMATION

The Community Grant Fund has been established as a means of helping Community and Voluntary groups with projects that are of benefit to the wider community. It will contribute to the Town Council's objective of involving community representatives in identifying local needs and facilitate collaboration between the Council and partner organisations.

Applications will need to satisfy the following conditions to be considered for a grant:

- (1) Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be entertained where the benefit is to a single individual.
- (2) The project should be of benefit to a significant number of persons living within the Parish of Royal Leamington Spa. If you are unsure of the boundary of the Parish, please contact us for further guidance.
- (3) Applications should normally be for one-off projects and usually for sums up to and including £2,000 maximum. On-going revenue funding will be considered exceptionally where an organisation offers a range of services over successive years.
- (4) Where a project or scheme is subject to applications to other funding sources (lottery fund, other local authority etc), applications will need to be supported with appropriate details of such other potential funders.
- (5) Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional statutory means, unless there is matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of the third party funding.
- (6) Applications must be supported with the audited accounts of the relevant organisation for a period of two financial years prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other Public Bodies, if appropriate. Additionally, your application should be supported with a breakdown of the proposed expenditure and, for items in excess of £250, a minimum of two quotations must be provided.
- (7) Start-up organisations will be eligible to apply to the fund, subject to such applications being supported by bank statements and evidence that they are formally constituted and financially accountable.
- (8) Applications must be made in the name of the organisation to which the agreed project funding is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the organisation concerned.

- (9) Applications will be considered only from “not for profit” organisations.
- (10) Applications must be made on the relevant application form and must be supported by appropriate documentation.
- (11) Applications will be evaluated according to a number of criteria:
- Reducing social inequality or specific disadvantage
 - Promoting health and wellbeing
 - Addressing unemployment and providing opportunities for skills development
 - Providing positive activities for young people
 - Promoting community spirit and cohesion
 - Partnership working to maximize reach and effect of project
 - Enhancing or protecting the natural or built environments
 - Promoting equality and diversity across Leamington
 - Supporting arts and cultural opportunities
 - Providing lasting benefit to current and future residents of Leamington

- (12) The Grant Fund does not support applications that promote or encourage any political or religious belief.

Applications will be assessed according to how they satisfy the above criteria. Few applications will meet all these but those that are likely to be successful will demonstrate a commitment to a number of these factors.

Successful applicants will be expected to provide the Council with an assessment of the project subsequent to its implementation. This can be in the form of a written assessment or individual feedback to the Cultural and Community Committee at one of its Meetings.

The Community Grant Fund is divided into three bidding rounds – May , August and December. You can only bid to one of these rounds of funding within one financial year. The closing dates for this year’s bidding rounds are:-

13th May 2019

15th August 2019

9th December 2019

Further advice on the application process can be obtained from the Democratic Support Officer (email admin@leamingtonspatowncouncil.gov.uk)

