



ROBERT NASH ACIS DMS  
Clerk to the Town Council

**THE TOWN COUNCIL  
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6<sup>TH</sup> February, 2014

Dear Councillor,

A meeting of the Cultural and Community Committee will be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **THURSDAY 13<sup>th</sup> FEBRUARY 2014 commencing at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

**Clerk to the Town Council**

To:- Councillors H. Calver, J. Clarke, R. Copping, G. Dulay, S. Ingleby, Y. Moore, Mota Singh and A. Stevens.

Mr J. Mather (Leamington International Twinning Society)

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

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### **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. **TOWN TWINNING MATTERS**  
To consider matters arising in relation to Town Twinning.  
*Members of Leamington Twinning Society are in attendance for this item.*
5. **MINUTES**  
To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 2<sup>nd</sup> January 2014 (Report No.5)
6. **MATTERS ARISING FROM THE MINUTES**  
Warwickshire Relate – Community Grant  
Town Clerk to report correspondence received from Relate Coventry and Warwickshire regarding the implementation of the Counselling Project supported in 2013.
7. **COMMUNITY GRANTS**  
To consider the attached Report (Report No. 7)  
This item is supported by the relevant application forms which are available for inspection prior to the Meeting. These papers are extensive and Members are strongly advised to set aside sufficient time to read them.
8. **COMMUNITY GRANT MONITORING INFORMATION**  
To consider the latest monitoring information received in relation to previous Grant Awards.

**MINUTES OF A MEETING OF THE CULTURAL & COMMUNITY COMMITTEE**  
**HELD ON 2 JANUARY 2014**

Present: Councillors Judith Clarke (Chair), Heather Calver, Roger Copping, Gurpreet Dulay, Sue Ingleby, Mota Singh and Amanda Stevens

Apologies for absence were received from Councillor Yvonne Moore and Mr John Mather (Leamington International Twinning Society).

In attendance: Mrs Enid Simms and Mrs Jackie Webb (Leamington in Bloom Committee) and Mr Colin Beadle (Leamington International Twinning Society)

**31. DECLARATIONS OF INTEREST**

There were none.

**32. PUBLIC FORUM**

There were no members of the public present.

**33. LEAMINGTON IN BLOOM**

Mrs Enid Simms, Chair of the Leamington in Bloom Committee, was invited to summarise the position with regard to the Town's entry in the Heart of England In Bloom competition in 2014. She referred to the success in the 2013 competition but, due to changes in the population banding for entrants, Leamington would, in future, be competing with much larger urban areas and small cities. This would place additional burdens on the already over-stretched Committee and therefore it was considered that no competition entry should be made in 2014. It was intended to alternatively concentrate on developing local initiatives and building capacity within the Committee. It was noted that whilst there were a number of local initiatives taking place in the town, communication between the respective voluntary groups, the Leamington in Bloom Committee and the District Council had not always been productive.

It was confirmed that in order for the Committee to promote and deliver local initiatives in 2014-15 a budget of approximately £2,000 would continue to be needed. A further sum could be utilised to assist local initiatives with planting schemes that supported the "in bloom" campaign and benefited the Town generally.

**RESOLVED**

- (i) that the decision of the Leamington in Bloom Committee to suspend an entry into the Heart of England In Bloom competition during 2014 is noted;
- (ii) that a provision of £2,000 is made within the budget for 2014-15 to meet expenses associated with the work of the Leamington in Bloom Committee; and
- (iii) that consideration of further matters in relation to Leamington in Bloom is deferred to later in this meeting.

Mrs Simms and Mrs Webb were thanked for their attendance and left the meeting.

**34. TOWN TWINNING MATTERS**

(i) Bruhl Anniversary

The Town Clerk reported that following discussions with Warwick District Council no objection had been raised to placing the bench donated by the Mayor of Bruhl in the Pump Room Gardens, as requested by the Committee at the last meeting.

**RESOLVED** that the report is noted.

(ii) Bruhl Visit – 4-8 September 2014

Colin Beadle confirmed that LITS would require an indication of the potential numbers of people who would be included in any invitation to the Civic Dinner taking place on 6 September. A meeting of LITS on 15 January 2014 would be discussing arrangements for the visit in greater detail.

Reference was made to the current year's budget for the 40<sup>th</sup> Anniversary celebrations in Bruhl which had resulted in an approximate £2,000 under-spend. The preference was for this sum to be allocated within the 2014-15 budget for expenses incurred during the return visit of the Bruhl delegation to Leamington in September. The Town Clerk reminded the Committee that it had been agreed at the last meeting that detailed arrangements would be discussed by the Twinning Working Group prior to referring back to this Committee.

**RESOLVED**

- (i) that further discussion on arrangements for the visit of the Bruhl delegation during September 2014 are deferred pending discussions by the Twinning Working Group; and
- (ii) that the Council is recommended that an additional funding of £2,000 is made available within the 2014-15 budget for the arrangements in connection with the visit of the Bruhl delegation.

Mr Beadle was thanked for his attendance and left the meeting.

**35. MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee, held on 21 November 2013, are approved and signed as a correct record.

**36. MATTERS ARISING FROM THE MINUTES**

(i) Blue Plaques

The Town Clerk reported that at a recent meeting of the Blue Plaque Group the following candidates had been preferred, subject to obtaining appropriate sponsors:

Henry Robinson – Photographer  
William Amey – Holder of the Victoria Cross  
Benjamin Satchwell – Post Master and Poet

Samuel Lockhart – Elephant Trainer

It had been suggested by the Working Group that the Town Council may wish to sponsor a plaque to Benjamin Satchwell, though, at present there was some uncertainty regarding the precise location of the plaque, since the place of his birth no longer existed.

After considerable discussion, it was

**RESOLVED** that the Council's preferred choice for sponsorship of a Blue Plaque for 2014 is William Amey, VC.

(ii) Lillington Fun Day

Consideration was given to a report (Report No. 7) which provided an explanation by the organisers of the Lillington Fun Day regarding the use of surplus funding remaining after payment of all expenses. It had been indicated that due to the donation of various services and activities and a larger than anticipated revenue from various events, a surplus of £1,800 had arisen, of which £1,000 had been donated to the Friends of Lillington Young People and Community.

The Committee expressed concern that the surplus funding had been disbursed without first advising the public funding bodies, such as the Town Council, It was however appreciated that this was not done with any malevolent intent.

**RESOLVED** that the explanation from the organisers is accepted and that the Monitoring Form is amended to signify a requirement to notify the Town Council of any surplus funds arising in the future.

**37. LEAMINGTON IN BLOOM**

Consideration was given to a report (Report No. 8) concerning Heart of England in Bloom and the matters raised earlier in the meeting. The Town Clerk drew attention to the fact that approximately £5,000 remained from the current year's budget which previously had been allocated to Warwick District Council to meet expenses associated with managing planting schemes in the Town, including those provided in association with Leamington in Bloom.

A cost estimated in the sum of £21,900 had been provided by Warwick District Council but this was not accompanied by a detailed breakdown as requested. Attention was also drawn to difficulties in connection with Warwick District Council's representation at meetings of the Committee and a general unwillingness to participate actively in schemes and projects proposed by the Leamington in Bloom Committee.

It was noted that 2014 was the centenary of the outbreak of World War I and this presented an opportunity to undertake projects of a commemorative nature in partnerships with Leamington in Bloom and other voluntary and local organisations.

Reference was also made to the representation of the Town Council on the Leamington in Bloom Committee and it was suggested, due to his present commitments, that Councillor Lytton is replaced by Councillor Calver.

**RESOLVED**

- (i) that the remaining surplus funding within the Leamington in Bloom budget in 2013-14 is allocated to support planting schemes conducted by local voluntary organisations; and
- (ii) that the Council is recommended to appoint Councillor Calver as its representative to the Leamington in Bloom Committee.

**38. COMMUNITY GRANTS**

Consideration was given to a Report (Report No. 9) containing monitoring information with regard to organisations which had received Community Grants during 2012. The Committee noted that of the 26 grant recipients, 17 had failed to provide a monitoring report, which had necessitated reminder letters from the Town Clerk. Of these, the Town Clerk was pleased to report monitoring information from Warwickshire Association for the Blind, New Hope Counselling and the Gilbert Scott Trust.

The Town Clerk assured the Committee that the outstanding grant recipients would be followed up and further reminders issued in the coming weeks if the monitoring information was not received. The Committee reiterated its previous determination to ensure that applicants provided meaningful feedback to the Council on the outcome of their projects which had been funded with Community Grants.

The Clerk also reported a response from the Operations Manager of Bath Place Community Venture indicating that it had not been possible to implement the Community Café project which had been supported by the Grant fund in the sum of £1750. This was due to difficulties arising from the negotiation of lease agreements on new premises at Clemens Street following the relocation of Bath Place from the former Library at Avenue Road. The Committee noted that this funding had been set aside to be used for its original purpose but there was no immediate prospect of this occurring.

**RESOLVED**

- (i) that, without prejudice to future applications, Bath Place Community Venture is requested to return the sum of £1750 in full;
- (ii) that the report and action by the Town Clerk in relation to receipt of monitoring information is noted.

**39. RELATE WARWICKSHIRE**

The Town Clerk briefly updated the Committee in relation to the entry into voluntary liquidation of Relate Warwickshire. He reminded the Committee that in 2013 a grant of £1,722 had been advanced to Relate Warwickshire in connection with a mentoring project, the future of which now appeared uncertain.

On a positive note he had been advised by the Insolvency Services that Coventry Relate had begun to assume some of the commitments of Relate

Cultural & Community Meeting – 2 January 2014

Warwickshire and there was a possibility that the project might be implemented in a modified form.

**RESOLVED** that the report is noted and further updates made to the Committee as appropriate.

The meeting commenced at 6.30pm and ended at 8.25pm.

Signed.....  
(Chair)

Date.....





**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE  
TO BE HELD ON 13<sup>th</sup> FEBRUARY 2014**

**COMMUNITY GRANT FUND 2013/14**

1. **BACKGROUND**

- 1.1. Each year the Council invites local Community and Voluntary Organisations to submit bids for funding under the Community Grant Fund. In 2013/14 applications have been invited in two tranches – August and January - with a view to assisting applicants and making the process of evaluation by the Committee less complex. The budget for the financial year is £42,000.
- 1.2. In the first tranche of applications, a total of £19,827 was awarded to 14 applicants. This translated into an average grant of £1416 with 9 of the 14 successful applicants receiving 100% of the grant requested.
- 1.3. For the second tranche a total of 30 applications have been submitted which total £43755. The remaining budget to be allocated is £22,173. There is therefore a significant shortfall in funding.
- 1.4. The applications are set out in Appendix 1 together with a notional scoring based on the criteria adopted by the Committee in previous years. This is intended to assist the Committee in evaluating the applications but each one will need to be considered on its merit. The evaluation is a helpful indicator of the relevant merits of applications and should be used in conjunction with the information contained in the relevant application forms
- 1.5. The criteria for awarding grants requires that applications are made for projects that will benefit the whole community or a specific group whose principal objectives are not those of a single individual. Applications are not entertained where the benefit is to a single individual. In addition, the project should benefit significant numbers of people living within Royal Leamington Spa, though it need not necessarily be based within the Parish. The Council is constrained to incurring expenditure on projects which bring commensurate benefit to those living within the Town of Royal Leamington Spa.
- 1.6. Applications should be for projects no greater than £2,000. This stipulation is intended to ensure that applications relate to projects with a capital element or longer term objective rather than simply revenue expenses. However, the Committee does exceptionally also entertain grants above this figure. On-going revenue funding will be considered where an organisation provides a range of services over successive years.
- 1.7. The application conditions are attached at Appendix 2.

2. **GRANT APPLICATIONS**

- 2.1 Each application is supported by background papers which includes financial accounts in respect of the applicant organisation, in most cases for a period of two years. ***In order to adequately assess the applications, it is important that Members of the Committee familiarise themselves with these papers prior to the Meeting. Please contact the Town Clerk to arrange a time to view these papers.***

Any additional information requested by the Council in support of these applications will be reported at the Meeting.

3. **RECOMMENDATION**

- 3.1 The Committee is recommended to consider the grant applications as detailed in Appendix 1 and approve grants in accordance with the previously approved conditions and compliance with the marking matrix and within the remaining budget allocated by the Council.

No.	Applicant	Organisation	Project Title	Amount Requested	Previous Awards	Monitoring Form ret'd	Deprivation/Inclusion (Max 3)	Public Involvement/Community Benefit (Max 3)	Sustainability (Max 2)	Partnership/match (funding (max 1))	Total
1	Jim Scott	Leamington Football Club	Ground & Facilities Development	1,300.00	2008: £1,500	N/a- written update on use of funds submitted to Committee	1	1	0	1	3
2	John Hibben	Leamington Rugby Football Club	Provision of access and toilet facilities for the disabled. Refurbishment of ladies and gents toilets and players' showers	1,169.00	2009: £1,000 2010: £1,000 2011: £1,000	Reports submitted on regular basis	1	1	0	1	3
3	Phil Hall	Spa Theatre Company	Strictly Young Dancing	950.00		N/a	1	1	0	0	2
4	Lynne Barton	Entrust Care Partnership C.I.C.	Wish I had...	1,995.00		N/a	2	1	0	1	4
5	Lyn Smalles	New Hope Counselling	New Prospects Phase 2 - Develop and consolidate	1,500.00	2012: £1,600	Monitoring Report received & reported Jan 2014	2	1	0	0	3
6	Kath Kimber-McTiffen	Wriggle Dance Theatre	Wriggle Dance Theatre Family Dance Workshops	790.00		N/a	1	1	0	1	3
7	Rebecca Curtis	The PBC Foundation	The Bear Facts	128.64		N/a	1	0	0	0	1
8	Linda O'Sullivan	Age UK Warwickshire	The Wheels Appeal	2,000.00	2009: £1,000* as Age Concern	* Previous application not implemented as proposed and proportion of funding returned	1	1	0	1	3
9	V Tara	Hindu Religious Society	Crown Terrace, Billboard Project	1,800.00		N/a	1	2	0	0	3
10	Julie Bettelley	RoSA	RoSA Support	2,000.00		N/a	1	2	0	0	3
11	Sarah Windrum	Friends of Sydenham Children's centre	Adult Learning Support Project for Leamington Families	2,070.00		N/a	2	1	0	0	3
12	Peter Welch	Kids Run Free	Kids Marathon	922.65		n/a	1	1	0	1	3
13	Graham Norman	Warwickshire Clubs for Young People	Person Development Summer Residential/Training	2,000.00	2008: £1000 2010: £1700 2012: £2000	Reports submitted on regular basis	2	1	0	1	4
14	Annabel Rainbow	GALS	Gardening around Leamington	200.00	2007: 750 2008: 300 2011: 300 2012: 200	Report to Committee 2013	0	2	1	0	3

No.	Applicant	Organisation	Project Title	Amount Requested	Previous Awards	Monitoring Form ref'd	Deprivation/Inclusion (Max 3)	Public Involvement/Community Benefit (Max 3)	Sustainability (Max 2)	Partnership/match Funding (max 1)	Total
15	William Clemmey	Warwickshire Association of Youth Clubs	Active South Leamington	900.00	2007: £2000 2010: £2000 2011: £2000 2012: £1920	Reports submitted on regular basis	2	2	0	1	5
16	Penny Hughes	Friends of the Dell	The Dell Party	605.00	2007: £300 2008: £500 2010: £500 2011: £300 2012: £500	Reports submitted on regular basis	1	2	1	1	5
17	Sarah Abrahamson	Myton Church	Westbury Community Centre Upgrade	500.00		N/a	1	2	1	1	5
18	Andy Smith	St Mary's Church	Financial Freedom Project	2,000.00	2010: £2000 2012: £1250	Monitoring Report received 30.01.14	1	2	0	1	4
19	Toni Rowles	**Not formally Constituted	Boot Clothing Collection	2,775.00	Applicant advised that this does not satisfy criteria - no accounts or constitution available	N/a					
20	Margaret Middleton	All Saints' Church	Out in the cold; life on the streets	2,000.00	2007: £600	N/a	1	1	0	0	2
21	Laura Pyne	Girl guiding Leamington Arden	Arden 2014	1,540.00	2009: £1,500	N/a	1	1	0	0	2
22	Parmjit Clare	Chapter 1 (Warford Lodge)	Feel Good	1,192.00		N/a	2	1	0	0	3
23	Julie Taplin	Potential Plus UK (formerly known as National Assoc for Gifted Children)	Leamington Spa Big Family Weekend	2,000.00		N/a	1	1	0	0	2
24	Deborah Taylor	NCT Warwickshire Central	Breastfeeding Support Service	1,381.00		n/a	1	1	0	0	2
25	Francis Godwin	Community Arts Workshop	Positive signs - Old town Mosaic Project	2,000.00	2010: £1,500	Grant extended from Social Cohesion fund 2012 and report made in person	1	2	0	1	4
26	Daniel Browne	Push Projects	Warwickshire Pride 2014	1,000.00	2010: £1,000	Report and attendance at Committee-2013	0	2	0	1	3

No.	Applicant	Organisation	Project Title	Amount Requested	Previous Awards	Monitoring Form ret'd	Deprivation/Inclusion (Max 3)	Public Involvement/Community Benefit (Max 3)	Sustainability (Max 2)	Partnership/match (max 1)	Total
27	Sybil Roberson	The Chain	Lillington Arty Families Club	2,000.00	2011: £2000 2012: £2000 2013: £1000	Report for 2013 still outstanding	1	1	0	0	2
28	Jenny St John	Heritage Matters	Leamington Looks Back 2014	1,450.00	2011: £2000 2013: £1630	Reported 2013	0	2	1	1	4
29	Margaret Moore	Leamington Night Shelter	Helping Homeless & Vulnerable Adults	687.60	2009: £1362 2011: £535	Monitoring information provided directly to Committee		1	0	1	4
30	Stephanie Kerr	BID Leamington	Bringing Chelsea back to Leamington	2900.00		N/a	0	2	1	1	4

Total	43,755.89
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Available budget	22,173.00
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Shortfall	21,582.89
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## APPENDIX 2

The Community Grant Fund has been established as a means of helping Community and Voluntary organisations 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.
- (3) Applications should normally be for one-off projects and usually for sums under £2,000. Exceptional grants above this figure will be considered. 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 other potential funding revenue.
- (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 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.
- (7) Applications must be made in the name of the organisation to which financial assistance 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.
- (8) Applications will be considered only from "not for profit" organisations.
- (9) Applications must be made on the relevant application form and be supported by appropriate documentation.
- (10) Applications will be evaluated according to a number of factors including the following:
  - Social Deprivation/inclusion—projects that address problems of social deprivation, disadvantage etc.
  - Degree of community benefit /public involvement in the project
  - Partnership working/match funding – different agencies/partners working together
  - Sustainability - Impact in terms of environmental considerations

Applications will be assessed according to how they satisfy the above criteria. Very few applications will meet all these but those that are likely to receive favourable consideration will need to demonstrate a commitment to at least some 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 the Council welcomes individual feedback at one of its Meetings.