

ROBERT NASH ACIS DMS  
Clerk to the Town Council

THE TOWN COUNCIL  
OF  
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29<sup>th</sup> August 2019

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 5<sup>th</sup> SEPTEMBER 2019 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, Heather Calver, Amy Evans, Jennifer McAllister, and Louisa Radice.

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 relating to Twinning activity, including preparations for the 50<sup>th</sup> anniversary of the signing of the Twinning Agreement with Sceaux over the period 18<sup>th</sup>-21<sup>st</sup> October, 2019.

A copy of the draft programme is attached (Report No. 4)

A representative of Leamington Twinning Society will be 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 13<sup>th</sup> June, 2019 (Report No.5)

6. MATTERS ARISING FROM THE MINUTES

7. COMMUNITY GRANT – YOUNG PEOPLE FIRST

To consider a request from Young People First to reallocate funding granted by the Committee in May, 2019 to the Brunswick Youth Project Summer Scheme. Town Clerk to report orally.

8. COMMUNITY GRANT FUND 2019/20

To consider the attached Report (Report No. 8)

9. LEAMINGTON IN BLOOM

To note the outcome of the Town's participation in the 2019 Heart of England in Bloom Competition and discuss any matters arising of relevance.

10. BLUE PLAQUES

To consider progress in relation to the provision of a further three blue plaques to be erected in the Town. Town Clerk to report orally.

**CSAI - LITS 50TH ANNIVERSARY CELEBRATIONS  
18th – 21<sup>st</sup> October 2019**

**PROGRAMME**

FRIDAY EVENING 18TH OCTOBER

Arrival of group from Sceaux. Reception in RLS Town Hall

SATURDAY MORNING 19TH OCTOBER

Ceremony of Renewal of Charter

- Arrival at Town Hall 10.00 a.m for 10.30 a.m with music from the Spa Town Brass Band and an opportunity to view the artwork from local schools
- Welcome Speech by the Mayor of Leamington Spa Cllr Bill Gifford
- Re-signing of the Twinning Charter
- Reply from the Representative of Sceaux
- Music from the Warwickshire Choristers
- Invited Speaker
- Closing remarks and thanks from Leamington Mayor
- French guests to leave by 12.00 noon to arrive in Warwick for lunch
- A written translation of speeches to be provided

Followed by Lunch at Warwick

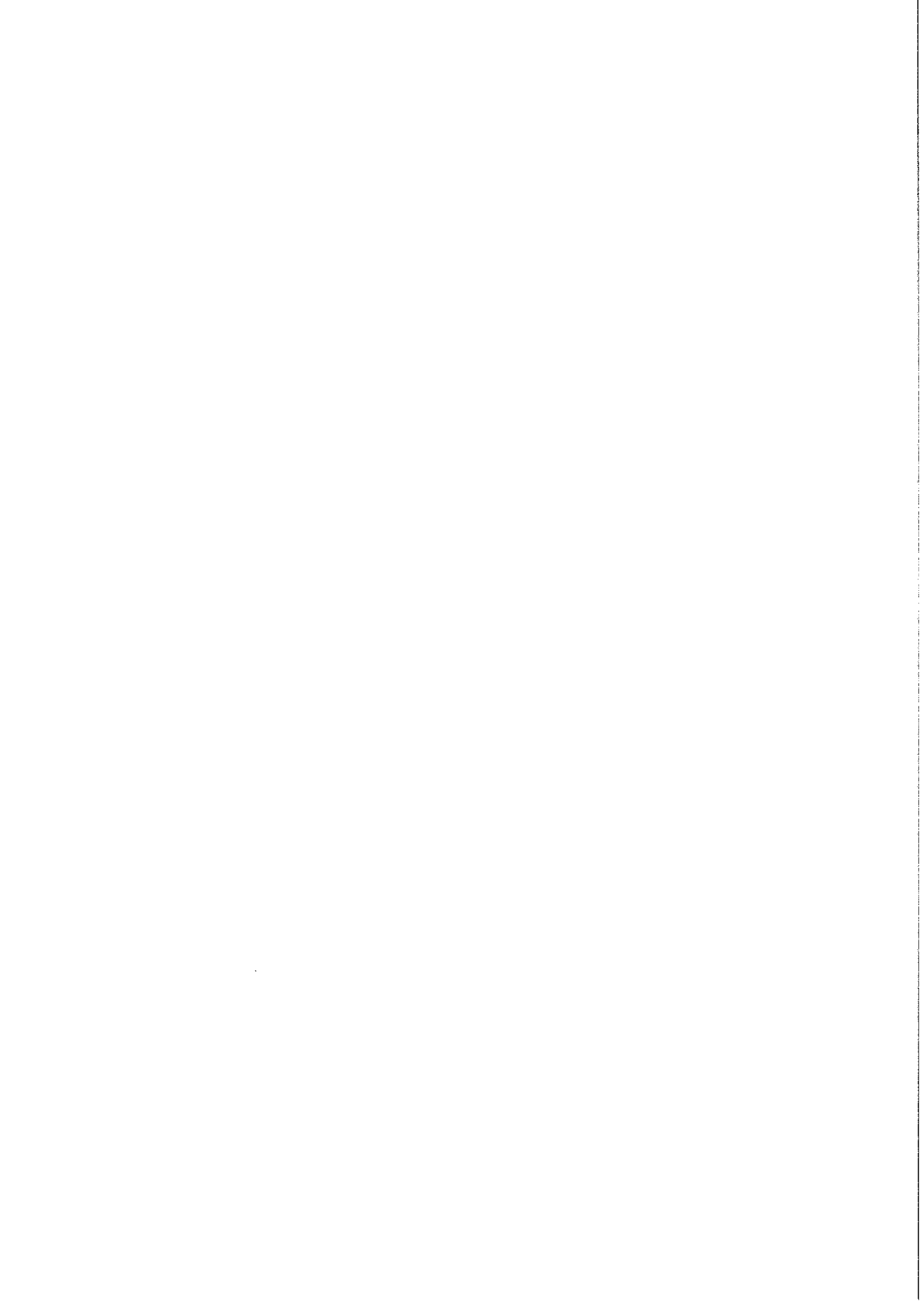
p.m. Visit to Warwick Castle  
Evening with hosts

SUNDAY 20th OCTOBER

Day Free with hosts  
Evening Civic dinner, Warwick School followed by Firework display

MONDAY 21st OCTOBER

Visit to Coventry including tour of Cathedral and City  
Lunch  
Social evening – Kingsley School



**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 13<sup>TH</sup> JUNE 2019 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors Navdeep Atwal, Julija Boulton, David Brunson, Will Bryce, Heather Calver, Amy Evans, Jennifer McAllister.

In attendance: - Sue Staddon (Leamington International Twinning Society)

1. **APPOINTMENT OF CHAIRMAN**

It was proposed and seconded that Councillor Heather Calver is appointed Chair of the Cultural and Community Committee for the year 2019/20.

There being no other nominations, it was

**RESOLVED** that Councillor Heather Calver is appointed Chair of the Cultural and Community Committee for the year 2019/20.

2. **APPOINTMENT OF VICE-CHAIRMAN**

It was proposed and seconded that Councillor David Brunson is appointed Vice - Chair of the Cultural and Community Committee for the year 2019/20.

There being no other nominations, it was

**RESOLVED** that Councillor David Brunson is appointed Vice Chair of the Cultural and Community Committee for the year 2019/20.

3. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Louisa Radice.

4. **DECLARATIONS OF INTEREST**

Councillor Bryce declared a non-pecuniary interest in Community Grant Application No 2.- Leamington Music, -as he is a volunteer with the applicant.

5. **PUBLIC FORUM**

No representations had been notified.

6. **TOWN TWINNING MATTERS**

Sue Staddon briefly outlined the relationship between the Town Council and Leamington International Twinning Society in relation to maintaining the active Twinning arrangements with Sceaux (France) and Bruhl (Germany). The Twinning Society had arranged with its counterpart in Sceaux, a celebration over the period 18<sup>th</sup>-21<sup>st</sup> October to celebrate the 50<sup>th</sup> Anniversary of the signing of the original

twinning agreement between the two towns in 1969. Sue explained the basis on which twinning exchanges were arranged with a biennial visit from Bruhl and Sceaux being reciprocated with the same arrangement from Leamington Spa. She emphasised that with the exception of the grant provided by the Town Council to meet the costs associated with the Civic Dinner, all expenses associated with these exchange visits were met by members of the Twinning Society.

The Society was conscious of the need to expand its membership and attract younger members particularly and it was intended to involve local schools in the celebrations planned for later in the year.

The Committee thanked Sue for her presentation and confirmed that consideration would be given later in the meeting to an application for assistance with the cost of an event to celebrate the 50<sup>th</sup> anniversary of twinning with Sceaux.

7. **MINUTES**

Consideration was given to the Minutes of the Meeting of the Committee held on 28<sup>th</sup> February, 2019.

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee held on 28<sup>th</sup> February, 2019, are approved and signed as a correct record.

8. **MATTERS ARISING FROM THE MINUTES**

Consideration was given to a schedule of work undertaken in 2018/19 as part of the Town Council's support for the renewal of trees in roadside locations (Report 8).

The Town Clerk outlined the scope of the Council's support which was exercised through a funding arrangement with Warwickshire County Council. The County Council has statutory responsibility to attend to dangerous trees or those causing an obstruction on the highway but replanting work was severely restricted by financial considerations. The Town Council therefore provided a budget of £6500 for new trees and a further £10,000 for preventative maintenance work. Each year Councillors were invited to identify potential locations for new trees which would be considered by the Forestry Team at the County Council subject to completion of a site survey and approval of any landowner whose property was in proximity to the site.

Councillor Atwal referred to the concerns of residents living at Curzon Grove regarding the proximity of trees which were limiting light and restricting the opening of windows at their homes. The Town Clerk confirmed that this matter had been raised with the County Council in August 2018 when discussions had taken place with a resident on site. He would refer the correspondence to Councillor Atwal for further consideration.

**RESOLVED** that the Report (Report No.8. is noted.

9. **COMMUNITY GRANT FUND 2019/20**

Consideration was given to a Report (Report No. 9) and accompanying schedule containing applications for assistance under the Council's Community Grant Fund.

Following consideration of the applications, including the supporting information, it was **RESOLVED** that the following Grants are awarded:-

<i>Applicant</i>	<i>Project</i>	<i>Amount Requested</i>	<i>Amount awarded</i>
Young People First	Brunswick Youth Project Summer Scheme	£1,410	£1,410
Leamington Music	Leamington Music Festival & Winter Season	£2,000	£2,000
Lillington Olympic Festival	Lillington Community Fun Day	£1,679	£1,679
Time 4 Hope	Time 4 Change - Peer Group Counselling sessions	£2,000	£2,000
New Hope Counselling	Working with Trauma - Counselling sessions for Homeless and people with dependency issues	£1,740	£1,740
Leamington International Twinning Society	50th Twinning Anniversary - Sceaux	£1,371.50	£1,371
One World Link	Day of the African Child	£475.00	£475
Leamington Old Town Ltd	BikerLott 2019	£2,000	£1,000
Muscular Dystrophy Support Centre	Muscular Dystrophy physiotherapy for Leamington Spa residents	£2,000	£1,000

<i>Applicant</i>	<i>Project</i>	<i>Amount Requested</i>	<i>Amount awarded</i>
Warwickshire Pride	Warwickshire Pride 2019	£1,374	£1,374
Brazilian Culture & Arts Community	Brazilian Festival of Arts & Culture	£1,500	£500
Leamington Carnival	Leamington Carnival 2019	£2,000	£0
	<b>Total of applications this time</b>	<b>£19,549.50</b>	<b>£14,549</b>

The meeting commenced at 6.00 pm and ended at 8.20 pm.



**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 5<sup>th</sup> SEPTEMBER, 2019**

**COMMUNITY GRANT FUND**

1. PURPOSE OF THE REPORT

To assess applications from Community Organisations and not for profit bodies for assistance from the Community Grant Fund.

2. APPLICATION PROCESS

2.1 The procedure for evaluating and assessing applications to the Community Grant Fund was reconsidered in 2017 by the Policy and Resources Committee. A new procedure was adopted which included amendments to the timetable for applications such that there are three application windows in which applicants can apply for assistance. This report covers the first bidding round.

2.2 A total of 10 applications have been submitted in this bidding round. These are detailed in 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 5<sup>TH</sup> 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. This is an increase of £5,000 on the previous year which arises as the Council no longer provides revenue funding for youth related projects specifically. The funding allocated in previous years to this has therefore been redirected to the Community Grant Fund. There is one further opportunity for applicants to bid to the fund with the closing date on 9<sup>TH</sup> December, 2019.

3. EVALUATION

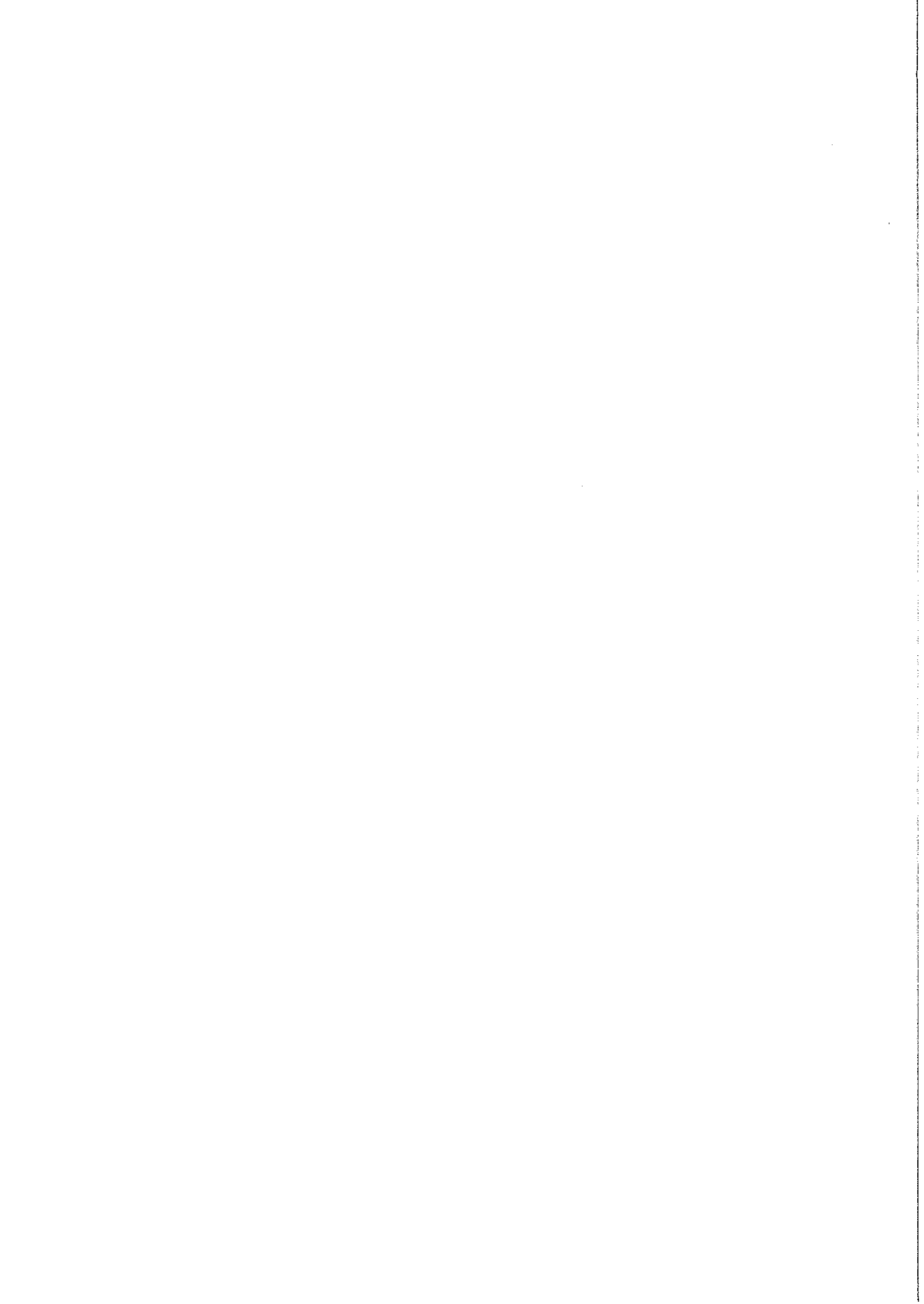
3.1 The applications have been evaluated according to the criteria approved by the Policy and Resources Committee. The evaluation is included as Appendix 2 to this Report. The applications are summarised along with a record of previous grant assistance in Appendix 1.

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

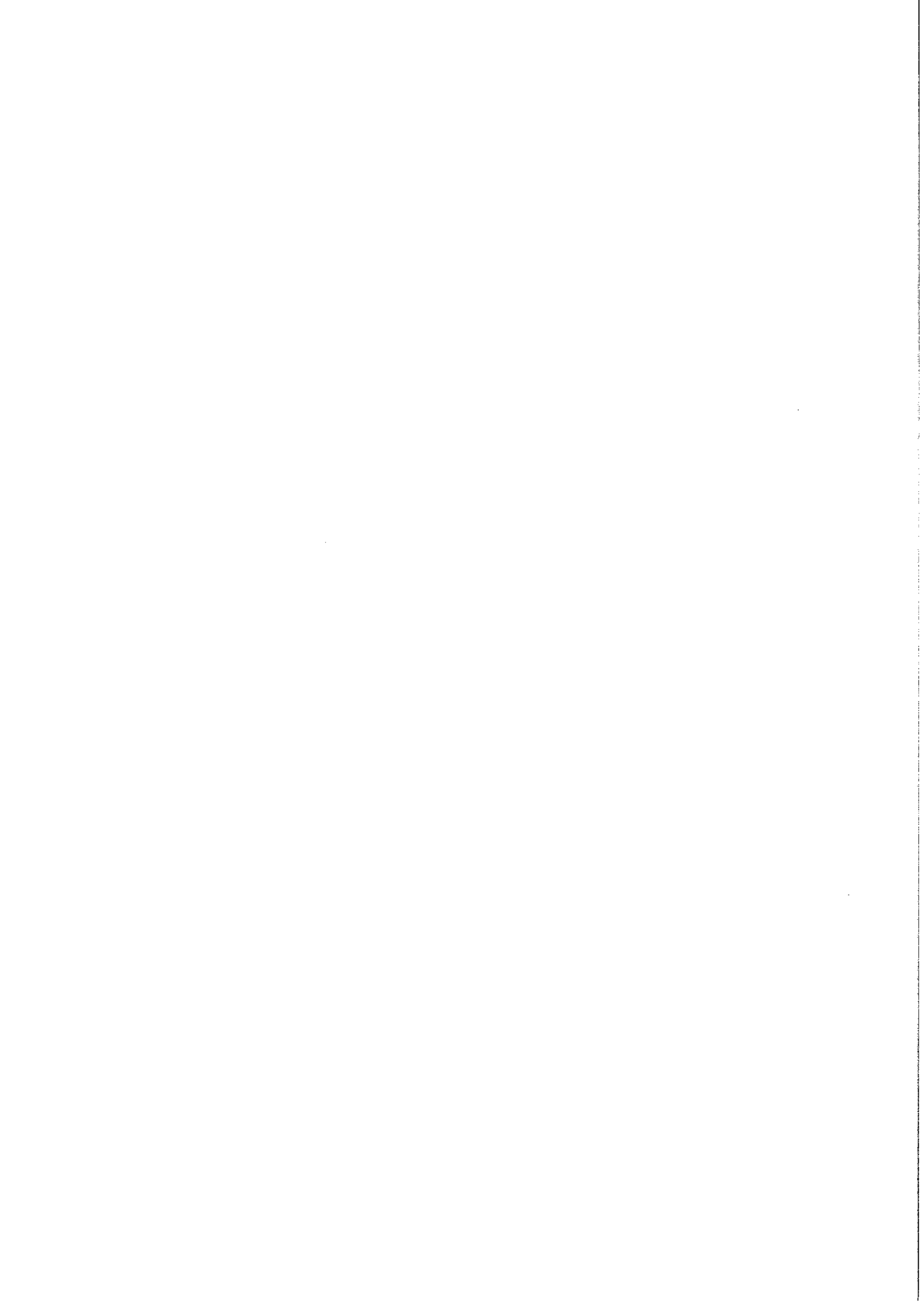
4.1 The Committee is required to consider each of the applications submitted and agree an appropriate grant award in each case.



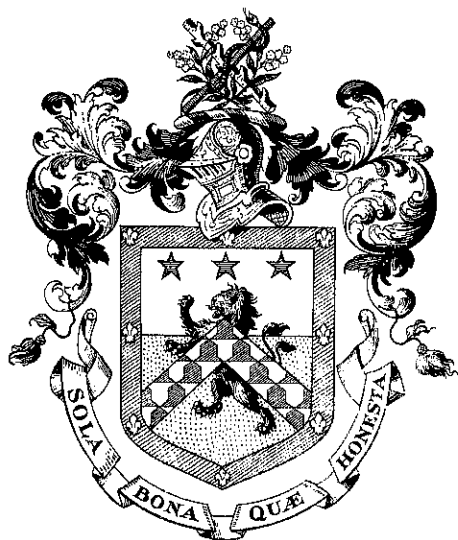
No.	Applicant	Project	Amount Requested	Previous Awards (since 2015)	Amount Awarded
1	Saturday Friendship Group	Drop in Service for Homeless and vulnerably housed	£2,000.00	Saturday Friendship Group - Support for various work with the homeless: 2015; 2016; 2017; 2018 (all £2,000)	
2	Leamington Spa Equalities Network	Identification of Equality issues across Leamington Spa	£2,000.00	First application since 2012	
3	Independent Advocacy	Active By-standers- Workshops	£1,990.00	First application	
4	Paintings in Hospitals	Art for Everyone	£2,000.00	First application	
5	Central England Lipreading Support Trust	Lipreading course	£2,000.00	First Application	
6	Royal Leamington Spa Bach Choir	Staging	£1,400.00	First Application	
7	Warwickshire & Northamptonshire Air Ambulance	Operating costs for one flight	£1,700.00	Running Costs for W&NAA - £1700 Oct 2015	
8	Leamington Football Club	Player Registration fees	£2,000.00	Commemoration of World War 1 Centenary - May 2018 - £1870	
9	Sparks - Incredible Edible	Community Garden	£1,920.00	First Application	
10	You can Flourish	Flourish Girls' Course	£1,322.00	Educative course for young girls - Set 17 - £1200	
		<b>Total of applications this time</b>	<b>£18,332.00</b>	<b>Total awarded this time</b>	<b>£0</b>
		Total awarded for year to date	<b>£14,549.00</b>	Total of Grants previously awarded	<b>£14,549</b>
		Budget	<b>£45,000.00</b>	Total awarded to date	<b>£14,549</b>
		<b>Remaining Budget</b>	<b>£30,451.00</b>	<b>Total Fund now available</b>	<b>£30,451.00</b>



	Applicant	Saturday Friendship Group	Leamington Spa Equalities Network	Independent Advocacy	Paintings in Hospitals	Central England Lipreading Support Trust	Royal Leamington Spa Bach Choir	Warwickshire & Northamptonshire Air Ambulance	Leamington Football Club	Sparks - Incredible Edible	You can Flourish
<b>Criterion</b>	<b>Evaluation (Maximum points)</b>										
<b>Funding Priorities</b>											
<b>Projects that will contribute to one or more of the following funding priorities:</b>	35 (up to five points for each category)										
Dealing with loneliness and isolation	5	4	4	0	4	4	1	0	0	2	4
Promoting Health & Wellbeing	5	4	4	3	4	5	3	5	5	5	5
Addressing skilling and unemployment	5	3	0	0	0	0	0	0	3	0	0
Providing positive activities for young people	5	0	0	0	0	0	0	0	5	0	5
Promoting community spirit	5	4	3	4	2	2	4	0	4	5	4
Enhancing the natural or built environment	5	0	0	0	0	0	0	0	0	3	0
Supporting Music and the Arts	5	0	0	0	5	0	5	0	0	0	0
<b>Partnership Working</b>											
Projects that work effectively with other organisations	5	5	3	1	2	0	2	4	0	3	4
<b>Quality</b>											
Projects that are well thought out, with clear objectives, timescales, budget and demonstrate value for money	5	4	3	2	3	3	4	4	4	4	4
<b>Reducing Inequalities</b>											
Projects that will benefit a local community or group of people experiencing specific disadvantage or exclusion from mainstream activities	5	5	4	2	4	4	0	0	3	3	4
<b>Legacy</b>											
Projects that will create lasting benefits beyond the end of the funding	5	4	2	2	3	4	4	4	4	4	4
<b>Total Points</b>	<b>55</b>	<b>33</b>	<b>23</b>	<b>14</b>	<b>27</b>	<b>22</b>	<b>23</b>	<b>17</b>	<b>28</b>	<b>29</b>	<b>34</b>
Leamington Spa Equalities Network Further information has been requested of this applicant											



# TOWN COUNCIL OF ROYAL LEAMINGTON SPA



COMMUNITY GRANT FUND

GRANTS FOR 2019/20

CONTENTS

PAGE 1

IMPORTANT INFORMATION

PAGE 3

APPLICATION FORM - GUIDANCE

PAGE 6

APPLICATION FORM

**CLOSING DATES FOR APPLICATIONS:**  
13<sup>th</sup> May 2019, 15<sup>th</sup> August 2019, 9<sup>th</sup> 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:-

**13<sup>th</sup> May 2019**  
**15<sup>th</sup> August 2019**  
**9<sup>th</sup> December 2019**

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

