



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
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ROBERT NASH ACIS DMS
Clerk to the Town Council

3RD October, 2013

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 10th OCTOBER 2013 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)

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**
 - (i) **Bruhl 40th Anniversary Celebrations**
To consider matters arising from the celebrations at Bruhl over 2nd -7th October 2013.
 - (ii) **Other Twinning matters**
To consider other Twinning matters arising.

Members of Leamington Twinning Society are in attendance for these items.

5. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 11th July 2013 (Report No. 5)

6. COMMUNITY GRANTS

Community Grant Applications 2013/14

To consider the attached Report (Report No.6)

7. TREE RENEWAL

To consider the attached Report (Report No. 7 to follow)

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 11 JULY 2013**

Present: Councillors Sue Ingleby (Chair), Gurpreet Dulay, Simon Lytton, Yvonne Moore, Ann Morrison (substituting for Cllr Judith Clarke), Mota Singh, Amanda Stevens

Apologies for absence were received from Councillors Judith Clarke and Roger Copping.

In attendance: Mr John Mather and Mr Colin Beadle (Leamington International Twinning Society)

There was one member of the public present.

10. DECLARATIONS OF INTEREST

There were no declarations at this time.

11. PUBLIC FORUM

The Committee received a presentation from Mr Archie Pitts (Chairman of Friends of the Pump Room Gardens) concerning the application to the Heritage Lottery Fund for assistance with the renovation of the Pump Room Gardens and Bandstand. He explained that Warwick District Council had agreed a funding contribution of £100,000 subject to a successful application to the Heritage Lottery Fund and this would be complemented by a sum of £50,000 which was a funding target of the Friends of the Pump Room Gardens. In order to assist the success of the application, Mr Pitts asked for the support of Leamington Spa Town Council and acknowledged that would be considered at the full Council meeting to be held on 16 July 2013.

In answer to questions, he outlined the main elements of the project and explained that enhancements would be made to the Bandstand, bridge, pathways and planting schemes which would result in a total scheme cost approaching £1m. The Committee expressed its support for the proposal which was deferred for further discussion at the forthcoming Council meeting.

Mr Pitts was thanked for his presentation and left the meeting.

12. TOWN TWINNING MATTERS

Consideration was given to a Report (Report No. 4) concerning preparations for the 40th Anniversary celebrations of the Twinning agreement between Bruhl and Leamington Spa.

Mr Mather indicated that a number of points of clarification in terms of the Conference programme had been requested from the Bruhl Twinning Society. It was considered unlikely at this stage that the Conference programme would be changed significantly. All members of Leamington International Twinning Society (LITS), including those who are members of the Town Council, had received a request to indicate their interest in attending the events at Bruhl, the response deadline being 27 July.

Mr Mather confirmed that a 49 seat coach had been reserved and approximately 20 seats set aside for members the Town Council and invited guests. He also confirmed that a charge of £125 would be made for each place on the coach. It was anticipated that the coach would be utilised throughout the six days spent at Bruhl.

The Town Clerk highlighted the principal issues in the report concerning the allocation of the Council's budget of £3,000. He emphasised that this was the only funding available and as such it would need to meet the cost of promotional items, gifts and a presentation in recognition of the 40th Anniversary to Bruhl Council. It was therefore important that the Committee determined the proportion of the budget, if any, that it wished to use in support of members' and other guests' travelling expenses.

The Committee considered that members of the Town Council and invited guests should be treated equitably and equally and, in this regard, each person, with the exception of employees of the Town Council, should be expected to pay their individual costs of travel. The costs of accommodation and subsistence expenses would be met by Bruhl Council from funding allocated by the European Union.

With regard to the acquisition of a gift to Bruhl, it was suggested that local artists are approached with a view to commissioning a creative item suitable for commemorating the 40th Anniversary of the Twinning Agreement. The need to provide items of interest, including consumables such as food and drink, on the Council's allocated exhibition space at the Conference Hall was noted.

RESOLVED

- (i) that the cost of transport to Bruhl, presently anticipated as £125 per head, is recharged to all members of the Town Council and invitees, including representatives of external organisations;
- (ii) that no contribution is expected of employees of Royal Leamington Spa Town Council;
- (iii) that the Town Clerk prepares a further report for consideration by the Twinning Working Group on options for the acquisition of gifts, promotional items and other related expenses associated with attending the Conference and the provision of exhibition space; and
- (iv) that the report (Report No. 4) is received.

In accordance with the Council's Code of Conduct, Councillors Mota Singh and Amanda Stevens declared non pecuniary interests in the above item by reason of being Members of Leamington International Twinning Society, remained in the meeting and took part in the discussion and voting.

13. MINUTES

RESOLVED that the Minutes of the Cultural & Community Meeting held on 30 May 2013 are approved and signed as a correct record.

14. MATTERS ARISING FROM THE MINUTES

There were none.

15. FAIRTRADE WORKING GROUP

Consideration was given to a report (Report No. 7) indicating progress relating to the Town Council's support of Fairtrade activities undertaken by the Fairtrade Working Group.

RESOLVED that the report is noted.

16. COMMUNITY GRANTS

Consideration was given to monitoring information submitted in respect of two Community Grants made in 2012-13 to the Leamington Night Shelter and Lillington Arty Folk. The Committee commented on the quality of information provided by both grant recipients and agreed that a letter of appreciation is forwarded to each organisation.

RESOLVED that the monitoring information is noted and letters of appreciation forwarded to each organisation.

The meeting commenced at 6.30 pm and ended at 7.50pm

Chairman

Date

**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE
TO BE HELD ON 10th OCTOBER 2013**

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. Each year since its introduction, the Fund has been significantly over subscribed. This year 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. A total of 15 applications has been received which total £23,239. This represents 55% of the total available budget. The applications are set out in Appendix 1.
- 1.3. 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.
- 1.4. 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.
- 1.5. The application conditions are attached at Appendix 2. Applications have been rated according to a criteria previously approved by the Committee. The Committee may wish to use the marking matrix (see Appendix 1) in the report to help it prioritise between applications. The matrix is a helpful indicator of the relevant merits of applications but should be used in conjunction with the information contained in the relevant application forms.

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.

No.	Applicant	Project Title	Amount Requested	Previous Grants awarded	Deprivation/Inclusion Max (2)	Public Involvement/Community Benefit Max (3)	Sustainability (Max 2)	Partnership/match funding (max 1)	Total
1	Telford Junior School PTA	Library and Learning Resource Centre	2,000.00		2	2	0	1	5
2	Motionhouse	Motionhouse Junior	1,605.00		2	2	0	0	4
3	Warwickshire Association for the Blind	Leamington Spa VIP Club	1,100.00		2	2	0	0	4
4	Saturday Friendship Group	Saturday Friendship Group	2,000.00	2009 Saturday Friendship Group (part of St Peter's Justice & Peace) £2,000 2010 - Saturday Friendship Group £2,000 2011 - Saturday Friendship Group - £2,000	3	2	0	1	6
5	Older People in action	New Year - New You	1,267.50	2010 - Website Development £1525	2	1	0	1	4
6	Asian Elderly Mens Group	Kitchen Refurbishment	900.00	2007 - £800 Benches for patio and fridge freezers 2010 - £2000 Maintaining Group needs 2011 - £500 Meeting our Group Needs	1	0	0	0	1
7	Brunswick Healthy Living Centre	Community Welfare Access Project	2,000.00		3	2	0	1	6
8	Elderly Womens Group	Womens & Young Peoples Health & Multicultural Event.	2,000.00	2007 - £1500 Asian dressmaking classes, Mother & Toddler Group, Elderly Ladies Group 2008 - £1250 To refresh / develop English skills for both elderly women and newly arrived women 2009 - £1000 Provision of computer classes 2010 - £1000 Women's International Day & Developing historical awareness for Asian Elderly Ladies Group 2011 - £2,000 Punjabi language classes for young people aged 5-13 2012 Refurbishment of 2 halls in community centre- £2,000	2	2	0	0	4

No.	Applicant	Project Title	Amount Requested	Previous Grants awarded	Deprivation/Inclusion (Max 3)	Public involvement/Community Benefit (Max 3)	Sustainability (Max 2)	Partnership/match funding (max 1)	Total
9	Rotary Club of RLS	Life Education for Schools	1,500.00		2	2	0	1	5
10	Armonico Consort	Musical Development & Performance workshops at Round Oak school	1,500.00	2010 Musical in a Day - £840	2	1	0	1	4
11	Relate Warwickshire	Moving on, Moving Forward	1,722.00	2009 Bursary Funding for Family Counselling- £2,000 2010 - Bursary fund for clients in need - £2,000	1	2	0	0	3
12	Brunswick Elderly Asian Mens Group	Entertainment Equipment	650.00	2011 BME Healthy Lifestyles Project- £1362	1	0	0	0	1
13	Sydenham Neighbourhood Initiatives	50 years of Sydenham	2,000.00	2008 - £2000 Kitchen refurbishment to provide meals for the elderly/BME communities and low income families 2009 Festival of Light- £2,000 2010 - £2000 Cultural Cohesion 2011 Sydenham Community Garden - Growing our Community Together - £2,000 2012 - Festival of Light £2,000	2	2	0	1	5
14	BABPA	Diwali Lights	2,000.00	2012 - Diwali Lights £1,000	2	2	0	1	5
15	Life community Church	Parents & Toddlers Group	994.66		2	1	0	0	3
		Total Grant applications	23,239.16						

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.