

# Public Document Pack



## TO THE CHAIRMAN AND MEMBERS OF THE **EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive to be held on Thursday, 14 December 2017 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)). The images and sound recording will also be used for training purposes within the Council. The broadcast will be stopped when the confidential/Part II item on the agenda is reached. Generally, the public seating areas are not filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed.

The Chairman of the meeting has the discretion to terminate or suspend filming, if in his/her opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming might infringe the rights of any individual.

As cameras are linked to the microphones, could Members ensure they switch their microphones on before they start to speak and off when finished and do not remove the cards which are in the microphones.

The agenda for the meeting is set out below.

RAY MORGAN  
Chief Executive

## **AGENDA**

### **PART I - PRESS AND PUBLIC PRESENT**

1. Minutes

To approve the minutes of the meeting of the Executive held on 23 November 2017 as published.

2. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

3. Declarations of Interest

To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.

## Questions

4. To deal with any written questions submitted under Section 3 of the Executive Procedure Rules. Copies of the questions and draft replies will be laid upon the table.

The Reporting Officers for the following items are Ray Morgan, Chief Executive, Sue Barham, Strategic Director and Frank Jeffrey, Democratic Services Manager.

## Matters for Determination

5. Applications for Financial Assistance 2018-19
6. Age Concern Woking - Application for Financial Assistance
7. Barnsbury Primary School PTA - Application for Financial Assistance
8. Boom Credit Union - Application for Financial Assistance
9. Browns Community Services CIC - Application for Financial Assistance
10. Byfleet Methodist Church - Application for Financial Assistance
11. Byfleet Village Football Club - Application for Financial Assistance
12. Challengers - Application for Financial Assistance
13. Chobham Rugby Football Club - Application for Financial Assistance
14. Citizens Advice Woking - Application for Financial Assistance
15. Community Advice Forum - Application for Financial Assistance
16. Coram Life Education - Application for Financial Assistance
17. Crossroads Care Surrey - Application for Financial Assistance
18. Family Voice Surrey - Application for Financial Assistance
19. Fox Corner Community Conservation Area Association - Application for Financial Assistance
20. Friends of the Elderly - Application for Financial Assistance
21. GASP Motor Project - Application for Financial Assistance
22. Home-Start Runnymede and Woking - Application for Financial Assistance
23. Horsell Bowling Club - Application for Financial Assistance
24. Lakeview Community Action Group - Lift Up Together - Application for Financial Assistance
25. Let's Read Ltd - Application for Financial Assistance
26. Maybury and Sheerwater Community Trust - Application for Financial Assistance
27. Outline - Application for Financial Assistance
28. Peer Productions - Application for Financial Assistance
29. Pyrford and Wisley Flower Show and Fete - Application for Financial Assistance
30. Relate West Surrey - Application for Financial Assistance
31. Sight for Surrey - Application for Financial Assistance
32. Surrey Care Trust - Application for Financial Assistance

33. [Surrey North Area Cruse Bereavement Care - Application for Financial Assistance](#)
34. [Surrey Welfare Rights Unit - Application for Financial Assistance](#)
35. [Surrey Youth Focus - Application for Financial Assistance](#)
36. [TALK - Application for Financial Assistance](#)
37. [The Club at Old Woking - Application for Financial Assistance](#)
38. [The Counselling Partnership - Application for Financial Assistance](#)
39. [The Eikon Charity - Application for Financial Assistance](#)
40. [The Lightbox - Application for Financial Assistance](#)
41. [The Lighthouse - Application for Financial Assistance](#)
42. [The Maybury Centre - Application for Financial Assistance](#)
43. [Victim Support \(promoting the group to the public\) - Application for Financial Assistance](#)
44. [Victim Support \(volunteer fundraising programme\) - Application for Financial Assistance](#)
45. [We Shine - Application for Financial Assistance](#)
46. [West Byfleet Neighbourhood Forum - Application for Financial Assistance](#)
47. [West Surrey Mediation Service - Application for Financial Assistance](#)
48. [Westfield and District Cricket and Sports Club - Application for Financial Assistance](#)
49. [Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance](#)
50. [Woking Community Transport \(Bustler Service\) - Application for Financial Assistance](#)
51. [Woking Community Transport \(Town Centre Buggy\) - Application for Financial Assistance](#)
52. [Woking District Scouts \(Birchmere\) - Application for Financial Assistance](#)
53. [Woking District Scouts \(Handicamp\) - Application for Financial Assistance](#)
54. [Woking Hospice - Application for Financial Assistance](#)
55. [Woking Mental Health Centre \(Cornerhouse\) - Application for Financial Assistance](#)
56. [Woking Mind - Application for Financial Assistance](#)
57. [Woking People of Faith - Application for Financial Assistance](#)
58. [Woking ShopMobility - Application for Financial Assistance](#)
59. [Woking Street Angels - Application for Financial Assistance](#)
60. [Woking Talking Newspaper - Application for Financial Assistance](#)
61. [York Road Project - Application for Financial Assistance](#)
62. [Your Sanctuary - Application for Financial Assistance](#)

AGENDA ENDS

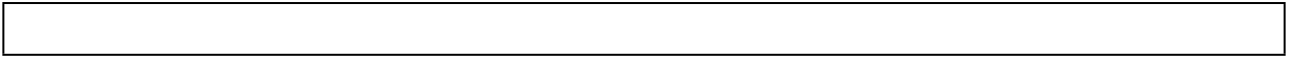
Date Published - 6 December 2017

For further information regarding this agenda and arrangements for the meeting, please contact Julie Northcote on 01483 743053 or email [julie.northcote@woking.gov.uk](mailto:julie.northcote@woking.gov.uk)



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EXECUTIVE - 14 DECEMBER 2017

## **APPLICATIONS FOR FINANCIAL ASSISTANCE 2018-19**

### **Executive Summary**

Each year Woking Borough Council provides a significant level of support for the voluntary sector, varying from financial support to accommodation, from discretionary rate relief to Officer advice. Between the end June and the beginning of September 2017 the Council invited local community and voluntary organisations to apply for funding for projects which demonstrate substantial community benefit for the residents of the Borough. As in previous years, the Council has received applications seeking support for a wide range of projects and events, all designed to benefit one or more of the many communities in the Borough over the coming year.

Each application has been carefully considered in light of the Council's criteria, priorities for the year, sustainability, community benefit and added value, with a detailed report drawn up on each of the applications. The reports set out the Officer recommendations which have been reached with a view to giving the greatest benefit to residents within the limited financial constraints faced by the Borough Council, taking into account comments from a range of consultees including the Portfolio Holder for Grants to Voluntary and Community Organisations and the Leader of the Council.

For the purposes of financial planning, the recommendations within the reports have been used to calculate the impact on the budget. Should the Executive wish to make any changes to the recommendations, the impact on the budgets may need to be taken into consideration to ensure that the budgets are not exceeded.

The recommendations and committed funding allocates £841,083 of the available revenue budget with an additional total of £41,000 recommended to be ringfenced. The recommendations utilise up to £38,851 of the Community Fund, resulting in a forecast balance of £229,924 in the Borough Council's Community Fund as at 31 March 2019.

In considering each of the applications, the Members of the Executive are advised to take into account a number of key standards when reaching a decision. These are set out in section 3.3 of the report and have been drawn up to assist in the determination of the funding requests.

The report also seeks to provide an indication of the wide range of support the Council provides to the voluntary sector, with an estimated value of £715,820. The total estimated value of the Council's support for the voluntary sector in the coming year is therefore £1,636,754.

### **Reasons for Decision**

To determine financial support for voluntary and community organisations through the Council's Community Grants Scheme for the 2018/19 financial year.

### **Recommendations**

The Executive is requested to:

#### **RESOLVE That**

- (i) the report be received;

- (ii) the application by St Mary of Bethany Church be referred to Action Surrey for consideration of funding, as set out in Sections 5.8 to 5.10;
- (iii) the application by The Therapy Garden be referred to Thamesway Sustainable Communities Ltd for consideration of funding, as set out in Sections 5.11 to 5.15;
- (iv) the application by Westfield Football Club be referred to the Council's Asset Management Team in consultation with the Council's Green Infrastructure Team for consideration of funding, as set out in Sections 5.16 to 5.19;
- (v) the application by Woking Community Furniture Project be referred to the Council's Waste and Recycling Services with a view to exploring the role of the Charity in the wider provision for the Borough, as set out in Sections 5.20 to 5.22;
- (vi) funding of £16,000 be transferred to support the ongoing costs of The Junction (formerly the Marjorie Richardson Centre), as set out in Section 6.0 of the report;
- (vii) the level of committed funding for 2018/19, as set out in Section 4.0 of the report, be noted; and
- (viii) the remaining balance of the 2018/19 Community Grants Budget be transferred to the Council's earmarked reserves at the end of the year.

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

Grant Application Forms and Supporting Documents  
Sustainability Impact Assessment  
Equalities Impact Assessment.

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**Date Published:**

6 December 2017





## 1.0 Introduction

- 1.1 The Community Grants scheme is an annual funding process through which the Council seeks to assist and support local voluntary and community projects serving the residents of the Borough. The scheme is advertised in June and applications, together with their supporting documents must be submitted by the end of August/early September through an on-line form available on the Council's website.
- 1.1 62 applications have been received seeking financial assistance in the 2018/19 financial year. A schedule summarising the applications received, the amounts requested and the amounts recommended, is attached at Appendix 3 to this report.
- 1.2 A copy of the Council's guidelines in respect of applications for financial assistance is attached at Appendix 1. In 2009 the Council adopted a definition of a Community Organisation to assist those considering submitting an application to the Council – a copy of the definition is set out in Appendix 2. All information relating to the Community Grants Scheme is available on Woking Borough Council's website and, through links, on the Window on Woking website.
- 1.3 The Council has also adopted a Policy Statement for the support it provides to the voluntary sector. The Policy states that the Council will target its support at those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy. These are:
- A strong **Community Spirit** with a clear sense of belonging and responsibility.
  - A clean, healthy and safe **Environment**.
  - A **Transport** system that is linked and accessible, recognising Woking's potential as a transport hub.
  - Access to decent **Housing** which is affordable for local people and key workers.
  - A community which values personal **Health and Well-Being**.
  - Provide opportunities and encourage people to participate in **Learning** throughout their lives so they progress and reach their potential.
- 1.4 It should be noted that a number of the applications satisfy more than one of the themes. A copy of the Policy Statement is attached for information at Appendix 4.

### Executive Reports

- 1.5 A report on each application has been prepared and these are set out elsewhere on the agenda. Each report outlines the aims and objectives of the applicant, the purpose of the application, how much is requested, the costs of the project, the applicant's financial position, previous support by the Council and a recommendation as to the amount to be awarded.
- 1.6 The recommendations in the reports have been drawn up taking into account the comments of consultees, including the Council's representatives on outside bodies. Informal discussions have been held with the Leader of the Council and the Portfolio Holder and their comments have been taken into consideration.
- 1.7 For purposes of financial planning, should the Executive propose a change to a recommendation in any of the reports, consideration may need to be given to the impact on the overall budget.

- 1.8 Full details of the applicants, the applications, payments and monitoring are available to Councillors through Shikari, including all supporting information provided by the applicants.

### Monitoring

- 1.9 All successful applicants are required to accept the grant and, more importantly, the conditions of the grant before any funding will be released. Key to the grants scheme is regular monitoring information to be provided by the applicants on a quarterly basis. The applicants are advised of the information to be provided at the time of the award notification and are sent quarterly reminders to submit the information. In the event of a Group proving itself poor at providing the monitoring information, Officers now withhold the release of their quarterly payments pending receipt of the information.

## **2.0 The Budgets**

### Introduction

- 2.1 The Council supports the voluntary and community sector through a number of budgets each year. The Community Grants Scheme makes use of the core revenue budget, a number of budgets for specific organisations and the Council's Community Fund.
- 2.2 The budgets are set in February each year as part of the Council's budget setting process. As a consequence of the Executive's decision to move the Community Grants Scheme forward by three months, the budgets are currently in draft. The draft budget has been calculated in the expectation that, when the Council agrees the budget in February 2018, there will be no variations to the grants budget.
- 2.3 As in previous years, it is proposed that any remaining balance in the Community Grants Budget, following the decisions of the Executive, will be transferred to the Council's earmarked reserves.

### Revenue Awards

- 2.4 The Grants Revenue Budget for 2018/19 has been set at £900,000.
- 2.5 The recommendations before the Executive represent a total of £841,083 in revenue funding, including an element of committed funding (£2,680). The total funding recommended from the Council's Community Fund for revenue costs for the coming year, including the sum of £41,000 recommended to be ringfenced, is therefore £882,083.

### One-off and Capital Awards

- 2.6 In addition to the revenue budget, there is a balance of £268,775 available during 2018/19 in the Council's Community Fund. The Council's Community Fund is used to fund one-off or capital projects such as building works or the purchase of equipment or vehicles.
- 2.7 The recommendations before the Executive represent funding of up to £38,851 from the Community Fund. On the basis of the recommendations before the Executive, the anticipated balance within the Community Fund at 31 March 2019 will be £229,924.

### Community Small Grants

- 2.8 The sum of £14,420 has been identified for the Community Small Grants Scheme, through which local individuals or groups can apply for small sums of money for projects under the

headings of Sports, Arts, Youth, and Living Well in Woking. The funding is awarded throughout the financial year.

#### Arts, Sports and Youth Small Grants (£14,420)

- 2.9 The small grants scheme available to those residing or located within the Borough. Funding is awarded to individuals or clubs that would like to:
- enhance or improve equipment and/or facilities for individual or group performances;
  - develop and expand the range of activities;
  - increase participation and the number of members;
  - provide specified specialist coaching or training for individuals or groups to achieve (1), (2) or (3) above;
  - fund innovations or new events requiring initial support.
- 2.10 The Sports Grants of this scheme are administered by Woking Sports Council whilst applications for a youth grant are reviewed on a quarterly basis by Woking Youth Council.
- 2.11 There is a maximum award of £500 for exceptional projects with an average award of £275. Applications must include evidence that the applicant is contributing a minimum level of 50% to the cost of the scheme from either personal or other sources. There is a limit of one application per individual or group in any Council year. A minimum 40% proportion of grant funds is available for individual applications.

#### Future Budgets

- 2.12 The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly it is proposed that successful applicants are advised that the level of any future support may be reduced. Organisations awarded revenue funding for the coming year are to be advised that the support does not imply that a similar application in 2019/20 would be supported. Furthermore, the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

#### Joint Working

- 2.13 Last year, Groups were collectively being encouraged to engage positively in joint working around health and well-being, both with agencies such as Woking Borough Council and with other voluntary organisations. To further this, a standard condition, as set out below, was added to the recommendations within the reports:

“Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.”

- 2.14 It is recommended that the Council once again encourages joint working and that the condition is added to recommendations within the reports.

#### Venue Hire

- 2.15 The following paragraph has been added as a condition of any funds awarded to Groups in the coming year in respect of the hire of any rooms managed by the Applicant.

“Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).”

### **3.0 The Applications**

- 3.1 Individual reports have been prepared for all the applications received, with the exception of a few instances where it is felt that the application should be deferred for further investigation.
- 3.2 All reports have been prepared in consultation with relevant Officers within the Council, including the Senior Equalities Officer. Informal discussions have been held with the Leader of the Council and the Portfolio Holder for Grants to Voluntary and Community Organisations on each of the recommendations.

#### Considerations in Determining the Applications

- 3.3 In considering the applications before them, the Members of the Executive are advised to take the following into account when reaching a decision:
  - Does the application contribute towards the themes of Woking’s Community Strategy?
  - Does the application deliver any specific action(s) in strategies/plans that the Council has signed up to?
  - Is there evidence that the application meets the needs of the local community?
  - Has the applicant met all the criteria for applying and supplied all the necessary information?
  - Has the application demonstrated evidence of financial need?
  - Are there any risks associated with the application?
  - Are there any other Organisations providing the same service within the Borough?
  - Has the applicant provided details of monitoring undertaken?
  - Is there evidence that the applicant has actively explored other sources of funding/fundraising?

- Has the applicant provided sufficient evidence of demand to support the proposal?
  - Will there be the need for ongoing support in future years?
  - Do the proposals appear to offer good value for money?
  - Are the proposed conditions attached to recommendations adequate?
- 3.4 Officers have set out in each report a series of key elements relating to both the applicant and the application. These include whether the applicant is a registered charity, whether they have specific policies covering areas such as safeguarding, whether they have pursued other sources of funding and whether historically the Group has provided regular monitoring information. This summary has been drawn up to assist Members in their consideration of the applications.

#### **4.0 Committed Funding for 2018/19**

- 4.1 Included within the funding schedule for 2018/19 are items of expenditure which have been agreed previously. These are summarised below.

##### Elderly People's Lunch Clubs

- 4.2 Each year, Elderly People's Lunch Clubs are invited to apply for financial assistance to help with their running costs. The level of grant is based on the number of members of the Club over the age of sixty, with awards of £2.00 for the first 50 members, £1.00 for the second 50 and £0.50 above 100. Applicants are required to give details of the services provided, accounts and a safeguarding policy.
- 4.3 The awards are dealt with under authority delegated to the Chief Executive in consultation with the Leader of the Council. Seven (seven in 2017/18) applications have been received for assistance in 2018/19 and a total of £680 (£580 in 2017/18) has been set aside under delegated authority. The Groups to benefit are:
- Anandmilan
  - CAMEO Club
  - Humanity International Charitable Trust
  - Pyrford Retired Men's Lunch Club
  - St Hugh's Luncheon Club
  - St John's Good Companions
  - Woking Active Retirement Club.

- 4.1 A copy of the full report is available on request through Democratic Services.

##### High Sheriff's Award

- 4.2 The High Sheriff's Award is a scheme which encourages schools, youth clubs, and all other youth related organisations to set up projects that tackle crime prevention and community safety issues. The scheme is an Award of Excellence that any group of young people can work towards achieving, with practical help and on-going support available. Contributions towards the scheme are provided by the County's Borough and District Authorities. Young people – normally between the ages of 9 and 18 – can apply for grants from £50 up to £1,000 to fund their projects. Full details can be found on the High Sheriff's website ([www.surreyhighsheriff.org/awards](http://www.surreyhighsheriff.org/awards)).

- 4.3 The Council has supported the scheme since 2002. In 2008/09 the level of funding from local authorities was reviewed and it was agreed that the level of contribution would be increased to an annual sum of £2,000. A sum of £2,000 has therefore been set aside for 2017/18.

Village Halls Advisor (Surrey Community Action) – Tripartite Funding

- 4.4 The County Council announced earlier this year that no applications for the Tripartite Funding Scheme, operated through Surrey Community Action, would be accepted for 2018/19 onwards. The Council has contributed towards the costs of the Village Halls Advisor for a number of years as a condition of being included in the tripartite funding scheme. In view of the withdrawal of County council funding for the tripartite scheme, it is proposed that the Council no longer contributes the annual sum of £2,000 for the year 2018/19 onwards.
- 4.5 It is understood that the post of Community Buildings Advisor will continue, offering a tailored, one-to-one service for village and community halls and includes responding to queries.
- 4.6 The main areas of work of the Advisor are:
- Advising on constitutional and governance issues;
  - Health and safety and other regulatory compliance areas;
  - Support for business planning and marketing;
  - General operational information;
  - Networking for trustees;
  - Funding advice;
  - Hallmark quality standards; and
  - Information sharing and best practice.

**5.0 Applications to be Referred On for Further Consideration**

- 5.1 It is proposed that the applications received from the following Groups are not supported through the Council's Community Grants Budget or the Community Fund, but are instead referred on for further consideration. The list of applications has been drawn up in light of their individual circumstances and will now be taken forward through the Services of the Council. Individual reports on these applications have not been drafted. Instead, summaries of the details of their funding requirements together with recommendations for the way forward are set out below. Further details of these applications can be requested from the Democratic Services Team at Woking Borough Council.

Goldsworth Park Rangers Football Club

- 5.2 The Goldsworth Park Rangers Football Club was formed in 1983 and as a Football Club our ethos is to provide Football Coaching for the Children in the Community within a safe and friendly environment. All the players train and play matches at Goldsworth Park and use the facilities available throughout the most part of the Year (August 2018- June 2019).
- 5.3 The Club is affiliated to The Football Association and has the FA Charter Development Status for high standards within the Club. The Club has teams of mixed abilities for both boys and girls and enter teams in 4 different Leagues in Surrey.

- 5.4 The Club is intending to run a project in 2018/19 with the aim of having 500 children playing football as full members. The Club currently has around 420 members and has an ambitious plan to establish five new teams, aged between 6-9, either boys, mixed or a girls only team for all abilities.
- 5.5 To achieve the outcomes, the Club will need qualified coaches, match kit, footballs, goals and medical equipment. The Club has therefore approached the Council with an application for grant funding of £500 towards anticipated costs, which are summarised below:

5 new qualified coaches @ £140 each	£700
500 Tee shirts @ £5 each	£2,500
Match kit x 5	£1,250
Goals	£1,500
Medical equipment	<u>£25</u>
Total	£5,975

- 5.6 The Club intends to raise the remaining funds through an extensive fundraising effort over the coming year.
- 5.7 In view of the nature of the request, the application was referred to the Officers responsible for the Council's Small Grants Scheme which has a specific budget for sports projects. A grant of £250 was subsequently awarded on the basis of the application.

St Mary of Bethany Church

- 5.8 St Mary of Bethany Church in Mount Hermon Road, Woking was established in 1907 as a parish church within the Church of England (in the Guildford Diocese). Part of the work of the Church is to engage with the local community and to run a wide range of activities to meet the needs of all ages and backgrounds.
- 5.9 The Church has applied for funding of £7,281 for capital costs in order to convert the existing lighting systems to LED and provide additional illuminated fire exit signs to comply with new legislation. The breakdown of costs is set out below:

Lighting:-

Lamps:	£2,239
Materials:	£435
Labour, access, health and safety:	<u>£1,183</u>
Total	£3,857

Emergency lighting:-

Lamps:	£819
Materials:	£656
Labour, access, health and safety:	<u>£735</u>
Total	£2,210

Prices shown exclude VAT

- 5.10 In view of the nature of the work proposed at the Church, it is intended to refer this application to Action Surrey for consideration of funding. Action Surrey is an impartial energy advice centre set up by local councils across Surrey as well as Surrey County Council. The Centre helps residents and organisations within Surrey to save money on their energy bills, keep warm and reduce their environmental impact.

### The Therapy Garden

- 5.11 The Therapy Garden is a horticulture and education charity that uses gardening to generate positive change. The service users include adults and teenagers with additional needs, physical disabilities and mental health challenges. The Charity aims to help service users improve psychologically, physically and socially through the use of social and therapeutic horticulture. Students with additional learning needs are offered interventional or supplementary education opportunities, which offer the opportunity to enter into further education, training and potential employment.
- 5.12 Green School gives teenagers with special educational needs the opportunity to take part in a range of horticultural activities, such as growing, harvesting, maintaining gardens and selling produce in our shop. They can also achieve a City & Guilds qualification 'Working Skills for Life: Horticulture' which helps them gain work experience, employment or to enter into further education.
- 5.13 The Charity has applied for funding of £3,610 to help with the costs of students from Freemantles School attending the Green School. For the current academic year, three students from Freemantles School are attending Green School at The Therapy Garden. The School pays £35 per day, per student, for the student to attend for 38 weeks (1 day a week) of the academic year. The cost to The Therapy Garden per student, per day to attend Green School is £55. This includes the horticultural support and training, City & Guilds registration and assessment, and the sundry items such as plants, potting compost, art and craft materials etc. The Therapy Garden therefore has to look for funding support for the £20 per student, per day cost in excess of what the school pays.
- 5.14 The funding applied for would support the three students from Freemantles to attend Green School for 38 weeks, allowing for their places to continue to be funded once the current funding runs out at the end of the year. A breakdown of the costs is given below:

Green School cost:

2 Students:

£55 per student, per day.

£35 paid by Freemantles School

Therefore £20 cost x 2 students x 38 weeks = £1,520

Student place fully funded by The Therapy Garden:

£55 x 38 weeks = £2,090

Total funding sought: £3,610

- 5.15 In view of the nature of the work proposed at the Church, it is intended to refer this application to the Thamesway Group of Companies, in particular Thamesway Sustainable Communities Ltd.

### Westfield Football Club

- 5.16 Westfield Football Club was established in 1953 to provide youth and adult football at the highest level including training and coaching. The Club has applied for a grant of £44,300 to meet the costs of upgrading the Club and grounds necessary for the Club to be promoted.
- 5.17 The Club is run by 14 volunteer committee members who prepare and ensure the football facilities are clean and ready for training and matches. This includes dealing with playing kit, refreshments and food as required by the leagues in which our teams participate.



There are 78 members of whom 30 are resident in the Borough. 30 members are aged between 11 and 18, with the remainder aged between 19 and 65.

5.18 The Club has provided the following details of the costs:

- Boundary of Ground – preventative viewing material to be secured to boundary fencing on two sides of the ground at a cost of £1,200 (screening netting).
- Pitch Perimeter Barrier – infill required so that ball cannot pass under it at a cost of £4,000 (mesh).
- Entrances – one additional turnstile enclosure required at a cost of £3,500 (to be located in recess at top end corner of the ground).
- Spectator Accommodation – additional 50 seated covered stand required at a cost of £22,000 (to be situated adjacent existing stand behind goal line).
- Toilets – male and female toilets required in ground curtilage other than those existing inside the clubhouse at a cost of £8,000 (to be located adjacent existing building adjacent players entrance and to include connection to mains electric/water/drainage).
- Directors/Committee/Guests – separate room required to accommodate 24 persons at a cost of £2,000 (can be achieved by way of a concertina partition screen).
- Other costs – £3,600

5.19 As the site is owned by the Council, it is proposed that the changes required in order to enable promotion of the Club is taken forward through the Council's Asset Management Team in consultation with the Council's Green Infrastructure Team.

#### Woking Community Furniture Project

5.20 An application for funding of £13,420 has been received from the Woking Community Furniture Project. The Charity was established in 1998 for the relief of poverty by collection and provision of furniture, electrical items and housewares to those in need in the community. The Project collects items that would otherwise go to landfill, thus providing an immediate environmental benefit. Those items are then provided to those in need, thus providing an economic and social benefit. The service is largely carried out by volunteers.

5.21 The funding relates to year 1 of a 3 year strategy to turn the project's building into a community re-use centre. The first step is to make the existing 100 year old building more fit for purpose, addressing the insulation and energy use of the building, which are both inefficient. This will entail replacement of the existing steel single glazed windows, replacement of the existing lighting and replacement of the existing heating system. This in turn will provide a far more habitable and useful space for staff, volunteers and users of the service. A summary of the costs is set out below:

Replacement of current fluorescent & iridescent lighting with LED lighting	£3,576
Replacement of current windows with double glazed alternatives:	£6,011
Replacement of current heating system future proofed for building expansion:	£5,013

5.22 In view of the nature of the three year project proposed, it is intended to refer this application for further consideration to the Council's Waste and Recycling Services with a view to exploring the role of the Charity in the wider provision for the Borough.

## **6.0 The Former Marjorie Richardson Centre – The Junction**

- 6.1 On 31 May 2017, The Marjorie Richardson Centre, following a full refurbishment, was rebranded as The Junction, a volunteer-led café in the High Street, Woking established to allow the charity to meet the demands of modern customers of any age and demographic, whilst still maintaining the original purpose of the Marjorie Richardson Centre.
- 6.2 Launched in 1986, the original centre was created by its namesake in order to provide a cosy place for the over 50s and disabled to relax and seek friendly advice and company. The café's main aim continues to be to provide a friendly, relaxed atmosphere, where customers can find a warm welcome. It remains a volunteer led café which provides reasonably priced food and drink and a relaxed ambience. There are now also a number of meeting rooms available for hire, which are open for anyone to book. All profits go back into the organisation.
- 6.3 The Council has historically awarded the Centre a grant to assist in meeting the costs incurred, with the sum of £16,000 awarded for the 2017/18 financial year. This level of support will continue to be required and it is proposed that the sum of £16,000 is transferred from the Community Grants Scheme budget for the coming year. The sum will be met from the Council's service budgets in subsequent years.

## **7.0 Other Forms of Support**

- 7.1 Key to the success of many groups is the Council's provision of support other than direct funding. This type of support includes rent free accommodation, discretionary rate relief, storage facilities for vehicles and direct Officer support. Although not always apparent, these types of support by the Council are extensive and invaluable for a wide range of local groups. With the inclusion of the value of the car park spaces provided, the estimated value of the other forms of support provided by the Council is £701,400 for the year.

### Car Parking

- 7.2 There are 28 parking bays set aside for the Woking Voluntary Services in the Town Centre Shoppers Yellow Car Park on the lower mezzanine level. Each bay has a face value of £1,800 (albeit the reserved nature of the bays gives them a greater value than a normal season ticket). A total of 134 annual permits are now issued for use in these bays.
- 7.3 Permits have been provided since October 2016 to the charity Outline for their volunteers to park weekdays 6pm to midnight and weekends at all times. The intention is that they will be able to park in the unreserved parking bays on the mezzanine level which has capacity at the times requested. The estimated value of each bay per annum is £600.
- 7.4 The value of the support is therefore approximately £56,400.

### Community Lettings

- 7.5 A number of Groups receive reduced levels of rent for Council owned premises under its Community Lettings Policy. These include Citizens Advice Bureau, Relate West Surrey, the Maybury Centre, shopMobility and Woking Community Transport. The level of the rent is calculated on the Group's ability to cover the costs and is reviewed every five years. The estimated value for the year is £220,000.

### Discretionary Rate Relief

- 7.6 Groups can apply for discretionary rate relief for the premises they occupy. Charitable Groups are eligible for 80% statutory rate relief and can apply to the Council for relief on the remaining 20%, which the Council has the discretion to determine. The provision of Discretionary Rate Relief is a very cost effective way of providing support to these organisations due to a proportion of the cost being funded by central Government through the pooling arrangement for business rates. The estimated value for the year is £425,000.

### Officer and Member Support

- 7.7 A number of Groups receive direct Officer support and advice. In addition to this, the Council appoints Member representatives to a number of the Organisations, including Woking shopMobility and Woking Citizen's Advice Bureau.

### Service Charges

- 7.8 A number of Groups occupying Council-owned properties are liable for service charges for their accommodation. Service charges cover accommodation costs incurred by the Groups such as heating, lighting and services such as water. Where the Council covers the full cost of the service charges, the costs are paid by internal transfer.

## **8.0 Broad Policies**

- 8.1 Broad policies have been developed over recent years for the determination of applications, as follows:

### Revenue Funding

- 8.2 Whenever a grant is made towards revenue funding the applicants are informed of the basis on which future funding will be awarded.
- 8.3 The recommendations for ongoing revenue funding in 2018/19 have largely been made on the basis of the level of funding awarded in 2017/18. No allowance for inflation has been included and the level of recommended revenue funding has only been increased where special circumstances warrant an increase.

### Rent

- 8.4 The Council charges rent to voluntary and community groups using Council owned premises. Where an application is for the rent of Council owned premises it is indicated in individual reports. Payment of any grant for this purpose will be by internal transfer to the appropriate budget.
- 8.5 The Council also operates a Community Lettings Scheme through which Community Groups occupying Council owned premises can apply for a reduced or peppercorn rent. Community Lettings are awarded under delegated authority and are reviewed every five years. Examples of Groups in receipt of Community Lettings include Woking shopMobility, Surrey Welfare Rights, and Woking Citizens Advice Bureau.

### One-off and Capital Grants

- 8.6 Applications for one-off or capital grants have been considered on their merits and the recommendations have been made accordingly. The Grants criteria state that grants for

capital projects such as building works or the purchase of equipment will be awarded up to 50% of the total cost unless special circumstances apply.

- 8.7 The funding is awarded from the Council's Community Fund. In the case of building projects, an element of the grant, normally 10%, may be withheld subject to an inspection by Officers.

## 9.0 Implications

### Financial

- 9.1 As a result of the Officer recommendations and committed funding, a total of £17,917 from the revenue budget and a total of £229,924 from the Community Fund remain unallocated. The position is such that consideration of the budget may need to be taken into account in the event of any recommendations being revised by the Executive.
- 9.2 A summary of the financial implications of the Officer recommendations before the Executive, together with the level of committed funding in the coming year, is set out below. The total funding proposed for local community projects and organisations in the coming year is £935,354. This sum comprises the recommendations in respect of the Revenue Budget (£882,083), the Community Fund (£38,851), together with the budget for Council's Small Grants Programme (£14,420).
- 9.3 On top of this sum, the Council provides further support through peppercorn rents, discretionary rate relief, car parking and direct assistance by Councillors and Officers valued at approximately £701,400, giving a total value of support of £1,636,762. A more detailed breakdown of the recommendations, and the budgets available, is set out in Appendix 3.

	Revenue Budget	Community Fund	Small Grants	Total
Available Resources	£900,000	£268,775	£14,420	£1,183,195
Recommendations	£879,403	£38,851	-	£918,254
Committed Funding	£2,680	-	-	£2,680
Other Awards	-	-	£14,420	£14,420
Balance Available	£17,917	£229,924	-	-

### Human Resource/Training and Development

- 9.4 There are no training and development implications directly arising from this report.

### Community Safety

- 9.5 There are no community safety implications directly arising from this report. However, a number of the organisations supported by the Council provide services which contribute to greater community safety, either directly or indirectly.

### Risk Management

- 9.6 The Council's support of local community groups provides an added element to the services and facilities available in the Borough. In many cases, the services provided by

such Groups would otherwise need to be provided directly by the Borough Council or other statutory authorities.

- 9.7 In Risk Management terms, reducing or withdrawing the Council's financial or in-kind support would have a direct impact on the services provided by the many Groups which benefit from the Council's support. In many cases, this would lead to a reduction in the level of the services, although in some cases, notably those reliant on the Council's support to a significant extent, it could result in the failure of the Groups.
- 9.8 In view of the continuing financial pressures on the Council's budgets, successful applicants will be advised that the level of any future support may be reduced.
- 9.9 Organisations awarded revenue funding for the coming year are to be advised that the support does not imply that a similar application in 2019/20 would be supported. The Organisations will be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019.
- 9.10 As in previous years, all applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach the Council's Community Development Team for advice and support.

#### Sustainability

- 9.11 There are no environmental or sustainability implications directly arising from this report. However, each application is considered on its merits and to varying degrees have environmental or sustainability implications. The Groups are encouraged to consider the sixteen themes of sustainability adopted by the Council and are invited through the application process to outline how their organisation helps to meet the themes.

#### Equalities

- 9.12 The Grants Scheme has been assessed against the Council's Equalities standards by the Council's Senior Equalities Officer in order to ensure that it does not discriminate against any individual or group and that, where possible, it promotes equality.
- 9.13 Each application is considered on its own merits and all applicants are required to submit their Equal Opportunities Policy as part of the grant application process. In the context of social inclusion, many of the groups supported by the Council make positive contributions to disadvantaged people.
- 9.14 Copies of the assessments prepared by the Council's Equalities Officer are attached at Appendix 5 to this report.

### **10.0 Consultations**

- 10.1 The merits of each application have been considered and recommendations have been made on the basis of the policies previously applied. Council Officers have been consulted on specific applications together with the Councillors appointed representatives on the Groups. Each application has also been discussed with the Portfolio Holder for Grants to Voluntary and Community Organisations and the Leader of the Council. In addition, the Council's Senior Equalities Officer has been consulted on the applications submitted. These discussions have shaped the recommendations.

REPORT ENDS





**GUIDELINES FOR THE CONSIDERATION OF  
APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Council will apply the following guidelines when considering an application for financial assistance:-

1. The usual criteria for grant applications will be applied to all applications whether for ongoing revenue funding or for a one-off capital project.

**One-off Capital Projects**

2. The Council will continue its current policy for one-off capital projects of a repair/renewal nature and therefore will not fund greater than 50% of the costs of the proposed works.
3. The Council will not fund items which the groups should provide for an on-going basis and all groups should ensure that a programme of replacement/renewal has been implemented.

**On-Going Revenue Funding**

4. The Council will only approve a maximum grant of 85% of the total general running and administration costs except in those circumstances where there is no scope for alternative funding.
5. Increases in running and salary costs will not be provided for within the grant.
6. All organisations receiving grant aid will be required to publicise the support of the Council in all their documentation and publicity material.

The Council will apply the following criteria when considering an application for financial assistance.

**GENERAL**

The Council will apply the following criteria when considering an application for financial assistance:

- (i) Only projects designed to meet purely local needs or which demonstrably provide significant benefit to the local community will be considered. Organisations must operate on a non-profit distributing basis.
- (ii) The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy.
- (iii) Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.
- (iv) In considering any application, the Council will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- (v) In deciding upon the appropriate level of support, the Council will have regard to other sources of income available to your Organisation.
- (vi) In submitting an application, the Organisation must provide evidence that it has adopted a constitution and that a properly constituted committee of management has been appointed.
- (vii) The Council must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.



- (viii) Grants will not be made in respect of projects on which work has already started, or in lieu of expenditure to which applicants are already committed.
- (ix) Grants will be paid in stages in arrears. Clear evidence of expenditure incurred must be provided, before payments are made.
- (x) Any grant approved will be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made. For details of conditions see "If an application is approved".
- (xi) All Organisations will be required to submit accounts for any year in which a grant has been paid. The accounts should be independently examined.
- (xii) Organisations will be required to provide details of performance against targets set.
- (xiii) Membership of the Organisation making the application should be open to all, with no application for membership being refused on anything other than reasonable grounds.
- (xiv) Applicants who have received a grant in the past are advised that this does not guarantee any future commitment by the Council.

#### **CAPITAL GRANTS**

In addition to the above, the following criteria will also be applied to applications for grants of a capital nature, such as the purchase of equipment, building costs etc.:

- (i) The level of grant aid by the Council will not normally exceed 50% of the approved cost of any capital project. Ad hoc grants for other purposes are at the discretion of the Council.
- (ii) Members of the public not belonging to the Organisation should have some use of, or benefit from, the facility.
- (iii) Premises in respect of which a grant is given, should be secured for a period of not less than 28 years for recreational or community purposes. Sites for land and buildings should be secured for not less than 60 years.
- (iv) Grants will not be made:-
  - o For any project on which work has started, or any project on which the Organisation has committed itself by purchase, or other agreement, before an offer of grant aid.
  - o For the acquisition of land or any building in excess of the price certified by the Borough Valuer, or in respect of new buildings in excess of the likely cost estimated by the Council's Building Services Section.
  - o For the development of a site which is not held freehold or under long lease.
- (v) The Council must be satisfied that adequate technical advice has been obtained.
- (vi) Preliminary drawings and at least two written estimates must be submitted with the application.
- (vii) Applicants should consider:-
  - o Whether the proposal helps to maintain balanced provision in an area - taking account of population and the nearest local facilities;
  - o Whether maximum use of the facility is proposed; and
  - o Whether the provision of the facilities will enable the Organisation to maintain or increase the interests of the community as a result of the grant.

### **PERFORMANCE REVIEW**

All applicants are required to provide details of how the success of a project will be measured.

The objective of this is to:-

- (i) satisfy the Council that the organisation is clear about what it intends to achieve;
- (ii) ensure that a proper timetable for completion/development of a project has been set;
- (iii) ensure that the project is related to the needs it aims to meet;
- (iv) provide targets against which the project can be developed.

It is intended that the organisation will gain benefit from this process as well as the Council. The information provided will be used by the Council to monitor the effectiveness of a project; it will also assist in assessing further applications from organisations in future years.

In providing targets organisations should be realistic. Targets should not be designed to impress, neither should they be artificially low. If achievement falls below the target and there is a reasonable explanation for this, this will not prejudice an application.



### Definition of Voluntary/Community Organisation

For the purposes of Woking Borough Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.



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Appendix 4  
**POLICY STATEMENT ON VOLUNTARY SECTOR SUPPORT**

The Council recognises that the voluntary sector makes a major contribution to the quality of the life of people who live and work in the Borough. This contribution can be complementary or supplementary to the work of the Council or other agencies. The voluntary sector can be more efficient and/or cost effective than if the Council were to be directly involved.

Within agreed overall resources, the Council will provide support to voluntary and community sector organisations, either directly or in partnership with other agencies. The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Strategy. The major themes of which are:-

- Community Spirit;
- Environment;
- Transport;
- Housing;
- Health and Well-being;
- Local facilities and Services.

The Council will publicise widely the availability of support to the voluntary and community sector, together with the conditions with which applicants are expected to comply in making an application.

In determining whether a grant should be made, the voluntary organisation will be expected to demonstrate how:-

- its aims accord with the Council's priorities and objectives;
- much progress has been made from its own efforts in achieving its aims, including the raising of necessary resources;
- the grant will improve the likelihood that the aims will be achieved, and represents value for money.

The Council will make assistance available in a variety of ways:-

- One off grants;
- On-going revenue support;
- Discretionary rate relief;
- Concessionary rents/provision of accommodation;
- Indirect support, such as provision of Officer time and/or access to services.

After a grant has been made, the recipient will be required to show how the money has been spent and the extent to which the objectives of making the grant have been achieved.

The approval of all grants will be as a result of decisions taken fairly and openly, with the justification and conditions attached to any grant clearly recorded. The Council will publish an annual report of support provided, and a summary of the community benefits gained.

Agreed by Council on 19 February 2004

**GRANT APPLICATIONS 2018/19 - SUMMARY (updated 6 December 2017)**

<u>Organisation</u>	Requested 2017/18 (£)	Awarded 2017/18 (£)	Community Fund Requested 2018/19 (£)	Revenue Costs Requested 2018/19 (£)	Community Fund Recommended 2018/19 (£)	Revenue Costs Recommended 2018/19 (£)
1 Age Concern Woking (agenda item no. 6)	5,000	0		20,000		0
2 Barnsbury Primary School PTA (agenda item no. 7)	0	0	7,000		7,000	
3 Boom Credit Union (agenda item no. 8)	12,400	12,400	1,000	20,112		12,408
4 Browns Community Services CIC (agenda item no. 9)	0	0		15,000		0
5 Byfleet Methodist Church (agenda item no. 10)	0	0	33,000		0	
6 Byfleet Village Football Club (agenda item no. 11)	0	0	1,211		650	
7 Challengers (agenda item no. 12)	0	0		10,000		0
8 Chobham Rugby Football Club (agenda item no. 13)	0	0		8,000	8,000	
9 Citizens Advice Woking (agenda item no. 14) - 2017/18: £220,000 (core costs), £11,500 (financial capability programme), £32,000 (service charge)	277,900	263,500		274,000		263,500
10 Community Advice Forum (agenda item no. 15)	5,000	5,000		5,000		5,000
11 Coram Life Education (agenda item no. 16)	25,600	20,000		25,600		20,000
12 Crossroads Care Surrey (agenda item no. 17)	10,000	10,000		10,000		10,000
13 Elderly People's Lunch Clubs (agenda item no. 5)	0	580				680
14 Family Voice Surrey (agenda item no. 18)	0	0		1,974		0
15 Fox Corner Community Wildlife Area Association (agenda item no. 19)	0	0	1,000		1,000	
16 Friends of the Elderly (agenda item no. 20)	0	0		10,000	10,000	
17 GASP Motor Project (agenda item no. 21)	0	0		4,950		4,950

**GRANT APPLICATIONS 2018/19 - SUMMARY (updated 6 December 2017)**

<u>Organisation</u>	Requested 2017/18 (£)	Awarded 2017/18 (£)	Community Fund Requested 2018/19 (£)	Revenue Costs Requested 2018/19 (£)	Community Fund Recommended 2018/19 (£)	Revenue Costs Recommended 2018/19 (£)
18 Goldsworth Park Rangers FC (agenda item no. 5)	0	0	500		0	
19 High Sheriff's Award (agenda item no. 5)	0	2,000				2,000
20 Home-Start Runnymede and Woking (agenda item no. 22)	7,500	7,500		7,500		7,500
21 Horsell Bowling Club (agenda item no.23 )	0	0	2,900			0
22 LCAG Lift Up Together (agenda item no. 24)	8,500	6,000		8,000		6,000
23 Let's Read Ltd (agenda item no. 25)	10,500	10,500		11,050		10,500
24 Maybury and Sheerwater Community Trust (agenda item no. 26)	24,000	24,000		20,000		0
25 Outline (agenda item no. 27) - 2017/18: £5,636 (revenue) and £983 (capital)	6,619	6,619		5,636		5,636
26 Peer Productions (agenda item no. 28)	22,399	0	9,960		0	
27 Pyrford and Wisley Annual Flower Show and Fete (agenda item no. 29)	0	0	1,250		0	
28 Relate West Surrey (agenda item no. 30)	15,000	15,000		15,000		15,000
29 St. Mary of Bethany Church (agenda item no. 5)	0	0	7,281		0	
30 Sight for Surrey (agenda item no. 31)	0	0		2,460		2,460
31 Surrey Care Trust (agenda item no. 32)	10,912	0		1,600		1,600
32 Surrey North Area Cruse Bereavement Care (agenda item no. 33)	0	0		8,850		8,850
33 Surrey Welfare Rights Unit (agenda item no. 34)	10,000	10,000		10,000		10,000
34 Surrey Youth Focus (agenda item no. 35)	9,500	0		4,500		0

**GRANT APPLICATIONS 2018/19 - SUMMARY (updated 6 December 2017)**

<u>Organisation</u>	Requested 2017/18 (£)	Awarded 2017/18 (£)	Community Fund Requested 2018/19 (£)	Revenue Costs Requested 2018/19 (£)	Community Fund Recommended 2018/19 (£)	Revenue Costs Recommended 2018/19 (£)
35 TALK (agenda item no. 36)	2,500	1,000		2,500		1,000
36 The Club at Old Woking (agenda item no. 37)	1,462	1,400		948		948
37 The Counselling Partnership (agenda item no. 38)	4,500	3,000		3,400		3,000
38 The Eikon Charity (agenda item no. 39)	0	0		17,500		0
39 The Lightbox (agenda item no. 40)	0	0	1,498	1,000	749	1,000
40 The Lighthouse (agenda item no. 41)	18,200	18,200		20,000		18,200
41 The Maybury Centre (agenda item no. 42) - 2017/18: £42,683 (revenue) and £15,000 (capital)	57,683	57,683		43,683		32,683
42 The Therapy Garden (agenda item no. 5)	0	0		3,610		0
43 Victim Support - promoting the Group to the public (agenda item no. 43)	0	0		10,000		0
44 Victim Support - volunteer fundraising programme (agenda item no. 44)	0	0		4,000		0
45 Village Hall Advisor (agenda item no. 5)	0	2,000				0
46 We Shine (agenda item no. 45)	0	0		2,600		0
47 West Byfleet Neighbourhood Forum (agenda item no. 46)	0	0		1,000		0
48 West Surrey Mediation Service (agenda item no. 47)	5,200	4,000		4,000		4,000
49 Westfield and District Cricket and Sports Club (agenda item no. 48)	0	0		4,104	2,052	
50 Westfield Football Club (agenda item no. 5)	0	0	44,300		0	
51 Woking and Weybridge Branch of Parkinson's UK (agenda item no. 49)	0	0	3,200		3,200	

**GRANT APPLICATIONS 2018/19 - SUMMARY (updated 6 December 2017)**

<u>Organisation</u>	Requested 2017/18 (£)	Awarded 2017/18 (£)	Community Fund Requested 2018/19 (£)	Revenue Costs Requested 2018/19 (£)	Community Fund Recommended 2018/19 (£)	Revenue Costs Recommended 2018/19 (£)
52 Woking Community Furniture Project (agenda item no. 5)	0	0	13,420		0	
53 Woking Community Transport - Bustler (agenda item no. 50)	253,400	253,400		236,480		236,480
54 Woking Community Transport - Town Centre Buggy (agenda item no. 51)	18,000	18,000		18,000		18,000
55 Woking District Scouts - Birchmere (agenda item no. 52)	0	0	6,200		6,200	
56 Woking District Scouts - Handicamp (agenda item no. 53)	3,500	3,500		3,500		3,500
57 Woking Hospice (agenda item no. 54)	57,400	57,400		47,400		47,400
58 Woking Mental Health Resource Centre - Cornerhouse (agenda item no. 55)	0	0		22,961		0
59 Woking Mind (agenda item no. 56)	0	0		5,440		0
60 Woking People of Faith (agenda item no. 57)	16,000	15,000		16,000		0
61 Woking shopMobility (agenda item no. 58)	12,500	12,500		12,500		12,500
62 Woking Street Angels (agenda item no. 59)	5,000	2,000		2,250		2,000
63 Woking Talking Newspaper (agenda item no. 60)	1,615	1,615		1,696		1,696
64 York Road Project (agenda item no. 61)	53,400	53,400		53,400		53,400
65 yourSanctuary (agenda item no. 62)	20,428	19,200		21,607		19,200
<b>Totals</b>		916,397	133,720	1,058,811	38,851	841,091



**FINANCIAL SUMMARY  
2018/19 FINANCIAL YEAR**

**Funding Requested**

Community Fund Requested 2018/19	133,720
Revenue Funding Requested 2018/19	1,058,811
Total Funding Requested 2018/19	1,192,531

**Revenue Fund**

Base Budget	900,000
Funding Recommended	841,091
Recommended ringfenced funding	41,000 *
Balance Available	<u>17,909</u>

\* *Woking People of Faith (£15,000), Arch (£10,000), Marjorie Richardson Centre (£16,000)*

**Community Fund**

Anticipated Balance as at April 2017	168,775
Annual Contribution	100,000
Funding Recommended	38,851
Balance Available	<u>229,924</u>

**Other Support**

Car Park Passes	56,400
Community Lettings	220,000
Discretionary Rate Relief	425,000
Small Grants Scheme Budget	14,420
Total Value of Other Support	<u>715,820</u>

Total Financial Support Recommended for Community Organisations (including Committed Funding)	<u>1,636,762</u>
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## Equality Impact Assessment – Age Concern

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 43</b> Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	Some clients have disabilities
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)	✓	✓	✓			Provide support services to vulnerable older people.
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Barnsbury School Parent Teacher Association

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 45</b> Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (4-11)	✓	✓	✓			Mini bus will enable pupils to access wider range of opportunities & activities.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Boom Credit Union

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Services available to all sections of the community.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Services aimed at those financially excluded from high street financial services.
<b>Carers</b>						✓	



## Equality Impact Assessment – Browns Community Services CIC

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men	✓	✓	✓			To support clients with multiple and complex needs & break trans-generational cycles of dysfunction.
	Women	✓	✓	✓			“
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>	✓						Focuses on breaking trans generational cycles and transforming the lives and wellbeing of socially exclude disadvantaged and vulnerable individuals
<b>Carers</b>						✓	

## Equality Impact Assessment – Byfleet Methodist Church

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Church hall used by range of groups.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Byfleet Village Football Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (5-18)	✓	✓	✓			Provides football to local children.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Challengers

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓	✓			Provides play and youth schemes for local children & young people
	Sensory	✓	✓	✓			“
	Learning Difficulties	✓	✓	✓			“
	Mental Health				✓		
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual				✓		
<b>Age</b>	Older people (50+)				✓		
	Younger people (5-18)	✓	✓	✓			
<b>Religion or Belief</b>	Faith Groups				✓		
<b>Pregnancy &amp; maternity</b>					✓		
<b>Marriage &amp; Civil Partnership</b>					✓		
<b>Socio-economic Background</b>					✓		
<b>Carers</b>	✓						Provides respite for carers



## Equality Impact Assessment – Chobham Rugby Football Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)					✓	
	Younger people (11 -16)	✓	✓	✓			Train PE teachers in local secondary schools to provide rugby to state school children.
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background	✓						Access to rugby in local state secondary schools.
Carers						✓	

## Equality Impact Assessment – Citizen’s Advice Woking

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men	✓					Advice provided to vulnerable sections of the community including domestic abuse
	Women	✓					“
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups	✓					Bi-lingual staff.
	Asian/Asian British	✓					“
	Black/African/Caribbean/Black British	✓					“
	Gypsies / travellers						
	Other ethnic group	✓					“

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical	✓					Advice on welfare benefits & financial capability
	Sensory	✓					"
	Learning Difficulties	✓					"
	Mental Health	✓					"
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)					✓	Administer Wenceslas Fund.
	Younger people (16 - 25)					✓	
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background			✓				Advice to vulnerable members of the community on financial capability, welfare benefits, employment & emergency fund.
Carers			✓				Advice for carers.

## Equality Impact Assessment – Community Advice Forum

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups	✓	✓				The Centre provides advice services on issues such as unemployment, health and housing for those living in the local area.
	Asian/Asian British	✓	✓				“
	Black/African/Caribbean/Black British	✓	✓				“
	Gypsies / travellers					✓	
	Other ethnic group	✓	✓				“

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Provide advice & support for those who may not know/ be able to access mainstream services, eg. due to language barriers.
<b>Carers</b>						✓	

## Equality Impact Assessment – Coram Life Education

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties		✓				The Group provides life education via a portable classroom to children in the Borough, held at local schools & access to on-line resource for teachers.
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (5-11)		✓				The Group provides life education via a portable classroom to children in the Borough, held at local schools & access to on-line resource for teachers.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				The Group provides life education via a portable classroom to children in the Borough, held at local schools & access to on-line resource for teachers.
<b>Carers</b>						✓	



## Equality Impact Assessment – Crossroads Care Surrey

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	Respite service for carers open to all sections of the community
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	Respite service for carers open to all sections of the community
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Respite service for carers

## Equality Impact Assessment – Family Voice Surrey

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓	✓			To provide a local hub coordinator to enable families caring for children with additional needs to shape local services and have their voice heard at a local level.
	Sensory	✓	✓	✓			“
	Learning Difficulties	✓	✓	✓			“
	Mental Health	✓	✓	✓			“
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (0-18)	✓	✓	✓			To provide a local hub coordinator to enable families caring for children with additional needs to shape local services and have their voice heard at a local level.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				To provide a local hub coordinator to enable families caring for children with additional needs to shape local services and have their voice heard at a local level.

## Equality Impact Assessment – Fox Corner Community Wildlife Area Association

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 69</b> Gender	Men					✓	Provides access to wildlife and natural habitats for all.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	Enables disable access
	Sensory					✓	“
	Learning Difficulties					✓	“
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Friends of the Elderly

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)	✓	✓	✓			Support lonely and isolated older people to gain access to and be part of their local community.
	Younger people (16 - 25)					✓	
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background			✓				Support lonely and isolated older people to gain access to and be part of their local community
Carers						✓	



## Equality Impact Assessment – GASP Motor Project

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (11-16)	✓	✓	✓			Enable young people in areas of multi- deprivation who would otherwise be at risk of antisocial behaviour & becoming NEET to re-engage with learning & learn new skills.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Enable young people in areas of multi- deprivation who would otherwise be at risk of antisocial behaviour & becoming NEET to re-engage with learning & learn new skills.
<b>Carers</b>						✓	

## Equality Impact Assessment – Goldsworth Park Rangers Football Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)					✓	
	Younger people (5-18)	✓	✓	✓			Provides football coaching to children/young people in the community
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background						✓	
Carers						✓	

## Equality Impact Assessment – Home-Start Runnymede and Woking

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	Support provided to any families with children under 5 experiencing difficulties in coping
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Horsell Bowling Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – LCAG Lift Up Together

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health	✓	✓	✓			Provides support, drop-in, activities and trips for those with mental health issues and their carers.
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual						
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Provides support, drop-in, activities and trips for those with mental health issues and their carers.

## Equality Impact Assessment – Let’s Read Ltd

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
Race	White		✓				Provides reading support for those children in Woking schools who are struggling to read. Provides books to those who may not have access to books at home.
	Mixed/Multiple ethnic groups		✓				“
	Asian/Asian British		✓				“
	Black/African/Caribbean/Black British		✓				“
	Gypsies / travellers		✓				“
	Other ethnic group		✓				“

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)					✓	
	Younger people (16 - 25)		✓				Provides reading support for those children in Woking schools who are struggling to read. Provides books to those who may not have access to books at home.
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background			✓				Provides books to those who may not have access to books at home.
Carers						✓	

## Equality Impact Assessment – Maybury and Community Centre Trust (MASCOT)

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 85</b> Gender	Men	✓	✓				Provides range of activities for local community, eg. ESOL, career support, satellite foodbank, hearing aid maintenance, IT tutoring, internet cafe,
	Women	✓	✓				
	Gender Reassignment					✓	
<b>Race</b>	White	✓					Services available to all members of the local community.
	Mixed/Multiple ethnic groups	✓					
	Asian/Asian British	✓					
	Black/African/Caribbean/Black British	✓					
	Gypsies / travellers	✓					
	Other ethnic group	✓					

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓				Surrey Choices use facilities to provide employability skills.
	Sensory	✓	✓				“
	Learning Difficulties	✓	✓				“
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)	✓	✓				Services available to all members of local community.
	Younger people (16 - 25)	✓	✓	✓			Activities aimed at local children.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Covers Sheerwater/Maybury area.
<b>Carers</b>						✓	

## Equality Impact Assessment – Outline

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment	✓	✓	✓			Provides support and advice to Trans community. Raises awareness about community through education/events eg. International Day Against Homophobia.
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual	✓	✓	✓			Provides support and advice to LGBT community. Raises awareness through education/events eg. International Day Against Homophobia.
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>			✓				Advice/support on same sex marriage/civil partnerships.
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Peer Productions

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women	✓	✓	✓			Project aimed at girls aged 14-17.
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties	✓	✓	✓			Work with girls at risk of exploitation.
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)						
	Younger people (14-17)	✓	✓	✓		✓	Work with girls at risk of exploitation or involvement in the criminal justice system to take part in project Generation Girls.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Pyrford and Wisley Annual Flower Show and Fete

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Relate West Surrey

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Page 93 Gender	Men					✓	Provides relationship counselling to all sections of the community. Grant is contribution towards service charge at Provincial House.
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)		✓				Provides counselling service for children & young people.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>			✓				Provides relationship counselling to all sections of the community
<b>Socio-economic Background</b>			✓				Bursary support offered to those unable to pay (reviewed after 6 sessions)
<b>Carers</b>						✓	

## Equality Impact Assessment – Sight for Surrey

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory	✓	✓	✓			Provides advice & support to the blind, partially sighted , deaf & hard of hearing community.
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)	✓	✓	✓			Provides advice & support to the blind, partially sighted , deaf & hard of hearing community
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Provides advice & support to carers/families of those who are blind, partially sighted , deaf & hard of hearing.



## Equality Impact Assessment – St. Mary of Bethany Church

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Surrey Care Trust

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men						Provide mentoring service to adults.
	Women						
	Gender Reassignment					✓	
<b>Race</b>	White						Mentoring service will be open to all sectors of the community.
	Mixed/Multiple ethnic groups						
	Asian/Asian British						
	Black/African/Caribbean/Black British						
	Gypsies / travellers						
	Other ethnic group						

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical						
	Sensory						
	Learning Difficulties						
	Mental Health						
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)	✓	✓	✓			Provide counselling service to young people experiencing emotional distress.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Surrey North Area Cruse Bereavement Care

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 101</b> Gender	Men					✓	Provide bereavement support – open to all sections of the community
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people	✓	✓				Specialist support provided to children & young people.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Surrey Welfare Rights Unit

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 103</b> Gender	Men					✓	Provides advice & support on welfare benefits and community care law to voluntary sector organisations, via help-line & training courses.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Surrey Youth Focus

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 105</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)	✓	✓	✓			Run wokshops for 14-15 yrs old in school.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	Targeting children in receipt of free school meals.
<b>Carers</b>						✓	

## Equality Impact Assessment – TALK

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 107</b> Gender	Men		✓				Provides support for individuals with communication difficulties following stroke.
	Women		✓				
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical						
	Sensory						
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)						
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – The Club at Old Woking

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (11-18)		✓	✓			A safe, managed environment in which young people can socialise and take part in activities which increase their sense of self worth and teach them how to value the needs of the wider community.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				
<b>Carers</b>						✓	

## Equality Impact Assessment – The Counselling Partnership

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Page 111 Gender	Men					✓	Counselling service. Approx. 15% of users currently from Woking area.
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health	✓	✓	✓			Provides accessible face to face counselling.
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Counselling service aimed at members of the community who cannot afford to contribute towards session.
<b>Carers</b>			✓				Work with Carers Support.



## Equality Impact Assessment – The Eikon Charity

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (11-16)	✓	✓	✓			Run Youth Specialist programme in local secondary schools to support vulnerable young people.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>	✓						Run Youth Specialist programme in local secondary schools to support vulnerable young people.
<b>Carers</b>						✓	

## Equality Impact Assessment – The Lightbox

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
Sexual Orientation	Lesbian, gay men, bisexual					✓	
Age	Older people (50+)					✓	
	Younger people (1-5)	✓	✓				Provide free creative workshops for under 5's from low income families
Religion or Belief	Faith Groups					✓	
Pregnancy & maternity						✓	
Marriage & Civil Partnership						✓	
Socio-economic Background			✓				Provide free creative workshops for under 5's from low income families
Carers						✓	

## Equality Impact Assessment – The Lighthouse

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	A range of projects aimed at vulnerable sections of the community including Jigsaw, Esteem Ahead & Foodbank
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups	✓	✓				40% of users currently from ethnic minority communities.
	Asian/Asian British	✓	✓				
	Black/African/Caribbean/Black British	✓	✓				
	Gypsies / travellers					✓	
	Other ethnic group	✓	✓				

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical		✓				6% of users have a disability.
	Sensory		✓				
	Learning Difficulties		✓				
	Mental Health		✓				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				
<b>Carers</b>						✓	

## Equality Impact Assessment – The Maybury Centre

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b> Page 119	Men					✓	
	Women	✓	✓	✓			Liaise Women's Centre provides accessible advice, services & workshops for vulnerable local women & girls.
	Gender Reassignment					✓	
<b>Race</b>	White			✓			The Centre provides venues for local organisations and clubs to meet in, providing indirect support to the local residents.
	Mixed/Multiple ethnic groups		✓	✓			
	Asian/Asian British		✓	✓			
	Black/African/Caribbean/Black British		✓	✓			
	Gypsies / travellers					✓	
	Other ethnic group		✓	✓			

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)			✓			School house provides drop-in for older people.
	Younger people (16 - 25)			✓			
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – The Therapy Garden

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓	✓			Green School gives teenagers with special educational needs the opportunity to take part in a range of horticultural activities.
	Sensory	✓	✓	✓			“
	Learning Difficulties	✓	✓	✓			“
	Mental Health	✓	✓	✓			“
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people	✓	✓	✓			
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – The Woking Community Furniture Project

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Collection & provision of furniture, electrical items & housewares to those in need.
<b>Carers</b>						✓	

## Equality Impact Assessment – Victim Support (2 applications)

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	To initiate and develop a community programme in Woking to raise awareness about Victim Support and the help that can be offered to victims of crime.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups		✓				Raise awareness about Victim Support amongst hard to reach sections of the community.
	Asian/Asian British		✓				
	Black/African/Caribbean/Black British		✓				
	Gypsies / travellers					✓	
	Other ethnic group		✓				

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)		✓				
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups		✓				
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – We Shine

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓	✓			Enable access to secure woodland to explore, spend quality time with family & socialise
	Sensory	✓	✓	✓			
	Learning Difficulties	✓	✓	✓			
	Mental Health	✓	✓	✓			
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people	✓	✓	✓			Open to children with additional needs & their siblings
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Free access for low income families
<b>Carers</b>			✓				Opportunity for disabled children & their carers to access secure woodland.



## Equality Impact Assessment – West Byfleet Neighbourhood Forum

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Neighbourhood Forum open to all in village
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – West Surrey Mediation Service

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Mediation service offered to all sections of the community.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Westfield and District Cricket and Sports Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	Replace roof to garage used for storage of equipment
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Westfield Football Club

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Update club facilities
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Woking and Sam Beare Hospices

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	Hospice provides palliative and end of life care and support for patients and their families living in Woking and the surrounding area. 31% of users were from Woking.
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Support for carers.

## Equality Impact Assessment – Woking and Weybridge Branch of Parkinson’s UK

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical		✓				Provide hydrotherapy for those with Parkinsons Disease
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)		✓				Provide hydrotherapy for those with Parkinsons Disease
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Woking Community Transport (Bustler Service and Town Centre Buggy)

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓				Community Transport provides accessible door to door transport for disabled people & hospital transport. Town Centre buggy provides access to town centre facilities.
	Sensory	✓	✓				“
	Learning Difficulties	✓	✓				“
	Mental Health	✓	✓				“
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)	✓	✓				Provides accessible door to door transport for older people in the Borough and hospital transport. Town Centre buggy provides access to town centre facilities.
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				Provides accessible door to door transport and hospital service for those who can not access public transport.
<b>Carers</b>			✓				

## Equality Impact Assessment – Woking District Scouts (2 applications)

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 143</b>	<b>Gender</b>	Men				✓	Update facilities/buildings on camp site.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical	✓	✓	✓			Provide climbing & abseiling activity at Handicamp – scout activity camp for disabled young people.
	Sensory	✓	✓	✓			“
	Learning Difficulties	✓	✓	✓			“
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Woking Mental Health Resource Centre – Cornerhouse

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 145</b> Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British	✓	✓	✓			Wellbeing support provided to Asian women in partnership with Shifa
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health	✓	✓	✓			Provide range of support groups & wellbeing sessions for those with mental health issues. Currently 45% of users are from Woking.
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)	✓	✓	✓			Support group for young people.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>			✓				Post natal depression support group.
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Carers support group.

## Equality Impact Assessment – Woking Mind

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health	✓	✓	✓			Provide signposting, advisory & listening service on mental health issues.
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>			✓				Provide signposting, advisory & listening service on mental health issues for carers..

## Equality Impact Assessment – Working People of Faith

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups	✓	✓	✓			The group promotes knowledge, mutual understanding and respect of the beliefs and practices of different faiths. & aims to secure a more prominent role for faith organisations in regeneration of their communities.
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Woking shopMobility

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Page 151</b> Gender	Men					✓	
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical		✓				Woking ShopMobility provides mobility scooters for those who have a physical or sensory disability, or are elderly and infirm. Approx 70% of users are Woking residents.
	Sensory		✓				
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)		✓				Woking ShopMobility provides mobility scooters for those who have a physical or sensory disability, or are elderly and infirm.
	Younger people (16 - 25)						
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Woking Street Angels

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Page 153 Gender	Men					✓	Support provided on streets of Woking on Fri & Sat evenings.
	Women					✓	
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)			✓			Offer assistance to young people on streets of Woking.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – Woking Talking Newspaper (1988) Association

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Provides audio copy of Woking News & Mail. Grant to cover hire of room at Moorcroft.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b> Page 10	Physical					✓	
	Sensory	✓	✓	✓			Provide audio copy of Woking News & Mail & magazine articles.
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)	✓	✓	✓			Majority of users over 65.
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

## Equality Impact Assessment – York Road Project

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender Page 157	Men	✓	✓	✓			Provides support to homeless people in the borough. 76% of users are male.
	Women	✓	✓	✓			24% of users are female.
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	11% of users from an ethnic minority.
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	<b>What will the impact be? If the impact is negative how can it be mitigated? (action)</b> THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>			✓				
<b>Carers</b>						✓	

## Equality Impact Assessment – Your Sanctuary

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men	✓	✓	✓			Advice & outreach provided to victims and survivors of domestic abuse and their families
	Women	✓	✓	✓			“
	Gender Reassignment					✓	
Race	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)	✓	✓	✓			Support provided to children living with domestic abuse, children's worker, awareness raising in schools.
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	



## Equality Impact Assessment – Covering report

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					✓	Individual EIA's completed for each grant application.
	Women					✓	
	Gender Reassignment					✓	
<b>Race</b>	White					✓	
	Mixed/Multiple ethnic groups					✓	
	Asian/Asian British					✓	
	Black/African/Caribbean/ Black British					✓	
	Gypsies / travellers					✓	
	Other ethnic group					✓	

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
<b>Disability</b>	Physical					✓	
	Sensory					✓	
	Learning Difficulties					✓	
	Mental Health					✓	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					✓	
<b>Age</b>	Older people (50+)					✓	
	Younger people (16 - 25)					✓	
<b>Religion or Belief</b>	Faith Groups					✓	
<b>Pregnancy &amp; maternity</b>						✓	
<b>Marriage &amp; Civil Partnership</b>						✓	
<b>Socio-economic Background</b>						✓	
<b>Carers</b>						✓	

EXECUTIVE – 14 DECEMBER 2017

## AGE CONCERN WOKING – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Age Concern Woking is a local independent charity whose aim is to give support to older people in the Borough. The Charity provides free support in the form of friendship, 'home from hospital' support, emergency help and home fire safety checks.</p> <p>Age Concern Woking has this year applied for a grant of £20,000 to enable it to widen its services by increasing the number of paid hours worked by the employees. The Applicant has indicated that the staff members provide a number of hours each week on a voluntary basis. By increasing the hours, the Group aims to increase the number of older people supported throughout the Borough by approximately 50 individuals. The Group would also seek to increase the number of volunteers, improve awareness of the services available and encourage people living in sheltered accommodation to socialise more with each other.</p> <p>It is not felt that the application has provided sufficient evidence to justify a grant of £20,000 to increase staff hours and to pay for hours that are currently provided on a voluntary basis. The Council must also take into account that it is likely that ongoing funding would be required in future years for the proposals. In view of this, and the pressures on the Council's Community Grants Scheme, it is not proposed that the Council provides funding for the extension of the service. Accordingly it is recommended that the application is not supported.</p>

<b>Recommendations</b>	
Reasons for Decision	The application has not demonstrated sufficient justification for the Council to enter into a funding arrangement for the extension of existing services.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendation.**

**Background Papers:**

2018/19 Application Form.

**Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

## Age Concern Woking – Application For Financial Assistance

### **Contact Person:**

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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017

## Age Concern Woking – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Age Concern Woking formed in 2003 and became operational in 2005. The aim of the Group is to promote the wellbeing of older people in the Woking Borough and to make later life as pleasant and worry free as possible. The Group's main activities are a 'friendship' service and an information and support line. Age Concern Woking also offers emergency help for those who have no one else to turn to.</p> <p>The Group is based at offices in the Moorcroft Centre.</p>
1.2 Employees	5 consisting of the Manager (20 hours per week), the Client Liaison Officer (15 hours per week) and three Support Officers (18, 15 and 5 hours per week).
1.3 Volunteers	87. Volunteers visit lonely older people in their own homes for at least an hour every week. They offer friendship and support and report back any concerns. Some volunteers will also assist in emergency situations.
1.4 Clients/Users	<p>123. The 'users' are clients visited on a regular basis. In addition, the Group supports 80 callers a month accessing the information and support service.</p> <p>Aged over 90 - 44%</p> <p>Aged 85-89 - 31%</p> <p>Aged 80-84 - 15%</p> <p>Under 80 - 10%</p> <p>Live alone 40%, 29%, 17%, 14% respectively.</p>
1.5 Members	No.
1.6 Sum Requested	£20,000 (Revenue)
1.7 Project	<p>The funding requested is intended primarily to expand the friendship services into Sheltered Housing where there is a recognised issue of loneliness. Working in close coordination with existing Council services, Age Concern Woking would substantially increase the number of clients visited on a regular basis and incorporate new social opportunities and events targeted at this group. The applicant has indicated that this can be achieved by expanding the amount of paid staff hours together with a comparable increase in volunteers.</p> <p>To help achieve this, Age Concern Woking plans to expand awareness of its services and volunteering opportunities by advertising more widely, putting articles in more publications, giving talks to more groups, visiting sheltered housing and day centres on a regular basis and spending days at various local supermarkets giving out leaflets and generating awareness. The extra staff hours will help ensure that staff/volunteers are available to cover emergency situations at all times, currently undertaken by paid staff acting in a volunteer capacity. These are normally situations that are too minor to involve the emergency services but too major for the client to cope</p>

## Age Concern Woking – Application For Financial Assistance

	<p>with alone.</p> <p>The Applicant has advised that the Group anticipates working closely with existing Woking Borough Council centres, such as Moorcroft, to develop special events for older persons who may not be as active as their current clientele.</p>
1.8 Cost breakdown:	<p>The application is based on the following assumptions:</p> <ul style="list-style-type: none"> <li>○ £10,000 – Increasing staff hours by 15 hours per week including NIC and pension costs.</li> <li>○ £5,000 – Share general administration costs including office rent etc.</li> <li>○ £2,000 – Advertising material</li> <li>○ £1,000 – Staff travel and training</li> <li>○ £2,000 – Support event costs including client refreshments and activities.</li> </ul> <p>Previous funding has been a combination of a grant from WBC (withdrawn this year), rental income from a small property donated by a satisfied client (sold last year, and recently been replaced by a more economically to maintain property), sponsorship by local businesses, local churches, legacies and donations.</p>
1.9 Community Benefit	<p>The applicant has advised that the issues of loneliness, especially in older men, is well documented as are the positive effects achieved even by simple processes such as regular visiting (befriending). The Group receives, on average, two referrals a week for the friendship service, often directly from the clients themselves, or from relatives or local social and health workers and other local charities. The Service receives on average of 80 calls per month requesting information or support. Many calls are from people who do not have access to internet based helplines.</p> <p>Older people who have hitherto been self-supporting and have never had the need to ask for help suddenly find that, due to increasing age or infirmity, they now need support. The Group advises that the phone calls received demonstrate the need for the services. The Group works with Moorcroft and local agencies including Careline, CAB, Homelink, Home Support, Community Meals and GPs.</p> <p>Through the application, Age Concern Woking is seeking to extend its friendship services to another 50 people (making a total of c150) and double the bank of active volunteers to give friendship and support to these extra clients. In excess of 750 older people would benefit from the information and support service.</p>

### 2.0 Financial Background

#### 2.1 Budget

At the time of the application, the Group held £38,000 in the bank.

The Group has submitted a budget for 2017/18 (rather than 2018/19) which shows an anticipated income of £34,000 against an anticipated expenditure of £49,820, resulting in an anticipated deficit of £15,820.

Anticipated income includes fundraising (£30,000) and rent (£400).

## Age Concern Woking – Application For Financial Assistance

	Items of expenditure include salaries (£37,000), national insurance (£4,000), staff travel (£1,200) and services (£2,000).
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £9,278 (£112,750 in 2015/16) against expenditure of £48,349 (£37,402 in 2015/16), resulting in a deficit of £39,070 (a surplus of £75,348 in 2015/16).</p> <p>The sum of £236,957 was carried forward at the end of the 2016/17 year, an element of which has now been used to purchase a property to generate an annual income in the region of £8,000.</p> <p>The sale of the charity's primary endowment in 2015 created a surplus of £76,280 held in General Funds. Following Charity Commission advice, the Trustees restricted fund raising efforts in 2016/17 to bring reserves down to acceptable levels. The applicant has advised that the current reserves are now below projected annual expenditure and the Trustees have reinstated fund raising activities.</p>
2.3 Support over the past five years	<p>2016/17 – Grant Application for £5,000 not supported by the Executive. A number of concerns over the application and the services of the Group had been raised by the Council's Strategic Director, including the provision of factually incorrect and outdated information about service offers. In view of the feedback received and the financial position of the Group, it was resolved that the application should not be supported.</p> <p>2015/16 – £5,000</p> <p>2014/15 – £5,000</p> <p>2013/14 – £5,000</p> <p>2012/13 – £5,000</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*Mandatory and Discretionary rate relief</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes*</li> <li>No</li> <li>N/A</li> <li>N/A</li> </ul>

## Age Concern Woking – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>There is no doubt that the work of Age Concern Woking is well received by those who use the service. Isolation and loneliness at any age is a significant wellbeing issue for those who experience such and has been identified as a key area of concern in Woking's Health and Wellbeing Plan. Work is therefore being undertaken with a variety of local partners across the local Woking health and wellbeing network to identify and support individuals to access local opportunities.</p> <p>I am pleased to note that Age Concern Woking have taken on board comments made on previous grant applications about engaging more proactively with the wider network, and up-skilling their knowledge of what's available locally in terms of services and information and advice and would encourage them to continue to do so.</p> <p>In light of such, I wouldn't be opposed to making a small contribution to their running costs based on similar levels as previous grants (£5,000), although I would not be supportive of this request at £20,000 as I do not consider that they have sufficiently substantiated the case for such or how the post would be sustainable going forward without the council's continued support.</p>
<p>3.3 Assessment</p>	<p>Age Concern Woking has this year applied for a grant of £20,000 to enable it to increase its services by increasing the number of paid hours worked by the employees. The Applicant has indicated that at present the staff members provide a number of hours each week on a voluntary basis. By increasing the hours, the Group aims to increase the number of older people supported throughout the Borough by approximately 50 individuals. The Group would also seek to increase the number of volunteers, improve awareness of the services available and encourage people living in sheltered accommodation to socialise more with each other.</p> <p>Between 2008 and 2017, the Council had supported Age Concern Woking with an annual payment of £5,000 towards general running costs. In December 2016 the Executive took the decision not to provide any funding support in 2017/18. The decision followed concern by the Council's Strategic Director over the Group's lack of joint working across the wellbeing network in Woking despite having been a condition of the grant. In addition, it was reported that engagement with Age Concern Woking had highlighted that the information and advice given out about service offers and support within Woking was factually incorrect and outdated.</p> <p>It is not felt that the application has provided sufficient evidence to justify a grant of £20,000 to increase staff hours and to pay for hours that are currently provided on a voluntary basis. The Council must also take into account that it is likely that ongoing funding would be required in future years for the proposals.</p> <p>In view of this, and the pressures on the Council's Community Grants Scheme, it is not proposed that the Council provides funding for the extension of the service. Accordingly it is recommended that the application is not supported.</p>

REPORT ENDS



## BARNSBURY SCHOOL PTA – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Barnsbury Primary School and Nursery is located in Almond Avenue, Woking Barnsbury. The School collaborates in partnership with networks of schools, locally and across Surrey to bring benefits to its own and each others' pupils and schools.</p> <p>The PTA for Barnsbury Primary School has applied to Woking Borough Council for the funds necessary to purchase a minibus for the School. The PTA has already raised a substantial amount towards the costs of the minibus (£17,000) and is seeking a capital grant of £7,000 to meet the remaining costs. The minibus will greatly assist the School which currently has no means of transporting children to and from events.</p> <p>In view of the benefits that the purchase of a minibus would bring and the extensive fundraising undertaken to-date, it is recommended that the application is supported and that a grant up to a maximum of £7,000 be awarded towards to costs of the minibus. In doing so, it is noted that a condition of the grant is that the vehicle is made available (subject to terms to be agreed between the council and the school) to the Council's Leisure Operator / nominated agent for the facilitating of the Travel Plan at Woking Sportsbox when major events are due to take place as well as to the Council generally in the event transport is needed as part of a response to a local incident such as flooding.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the School to purchase a minibus which will assist significantly in school activities which rely on transport.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a one-off capital grant of £7,000 be awarded to Barnsbury School PTA from the Community Fund towards the costs of purchasing a minibus in 2018/19.
Conditions	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Woking Sportsbox Travel Plan.</b> The vehicle to be made available for use by the Council's Leisure Operator under terms to be agreed, to</p>

## Barnsbury School PTA – Application For Financial Assistance

	<p>support the delivery of the Travel Plan when large scale events take place at Woking Sportsbox.</p> <p><b>Emergency Need.</b> The vehicle to be made available for use by the Council in emergency situations.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Portfolio Holder:

Cllr Ayesha Azad

## Barnsbury School PTA – Application For Financial Assistance

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Barnsbury School PTA – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The PTA (formerly known as Barnsbury School Association) has been running since 1999. The aim of the Parent Teacher Association (PTA) is to provide social events and activities for the Barnsbury School children, parents & teachers and to raise funds for specific projects in the school. The Group's main activities are summer and Christmas fairs, quiz nights, school discos, cake sales, second hand uniform sales and many other smaller events.
1.2 Employees	None.
1.3 Volunteers	30. The Group is supported by over 30 volunteers including 28 class representatives who help to communicate to the parents in each class. The volunteers help to organise events, together with other parents.
1.4 Clients/Users	The school has 450 pupils all of whom will benefit at some point from the new minibus.
1.5 Members	None.
1.6 Sum Requested	£7,000 (Capital)
1.7 Project	To buy the school its first minibus.
1.8 Cost breakdown:	<p>The minibus will cost in the region of £25,000 and the PTA has so far raised £17,000. The Group has applied to the Council for the remaining £7,000 but has indicated that they would be very grateful to receive any amount towards the total.</p> <p>The Group has provided two quotes for the purchase of a 17 seat minibus.</p>
1.9 Community Benefit	<p>The applicant has advised that the School currently has to turn down many opportunities because it does not have the facilities to transport people to and from events. A minibus will open many windows for the School children and help all the children at some point in their time at Barnsbury. The School will be able to take children to sporting events, trips and hopefully loan this to other schools within the Swan Trust in Woking.</p> <p>The PTA hopes that this opportunity will raise the profile of Barnsbury School and allow it to grow within the Swan Trust. The Association hopes that this will provide opportunities to develop, including participating in a variety of events outside of the school. The PTA makes a point of stating that they hope that the Borough Council will help the School develop links with the wider community as well.</p>
<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £24,000 in the bank. The sum of £17,000 has been reserved for the minibus. £750 is allocated to school equipment in December.</p> <p>The Group has submitted a budget for 2018/19 which shows an</p>

## Barnsbury School PTA – Application For Financial Assistance

	<p>anticipated income of £10,201. The budget covers a range of fundraising events, set out below:</p> <ul style="list-style-type: none"> <li>Xmas Fair &amp; Silent Auction</li> <li>2 x quiz nights</li> <li>3 x school discos</li> <li>3 x cake sales</li> <li>3 x charity clothes donations</li> <li>3 x mufti days</li> <li>1 x wreath making evening</li> <li>1 x Xmas card selling</li> <li>Second hand uniform sales throughout the year</li> <li>Selling freeze pops throughout the year</li> <li>1 x sports day refreshments</li> <li>Summer Fair &amp; Silent Auction</li> </ul>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £22,769 (£10,838 in 2015/16) against expenditure of £334 (£128 in 2015/16), resulting in a surplus of £22,435 (a surplus of £10,710 in 2015/16).</p>
2.3 Support over the past five years	<p>New Application.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be supportive of this request, subject to the vehicle being made available to the Council's Leisure Operator or nominated agent, for the purpose of assisting in meeting the Travel Plan requirements relating to the facilitating of large scale events at Woking Sportsbox (Egley Road leisure facilities).</p> <p>Additionally, the Council would wish to engage positively with the School on potential opportunities to access school parking facilities at weekends for the purpose of managing parking for when large scale events are due to take place at Woking Sportsbox.</p>	

## Barnsbury School PTA – Application For Financial Assistance

### 3.3 Assessment

The PTA for Barnsbury Primary School has applied to Woking Borough Council for the funds necessary to purchase a minibus for the School. The PTA has already raised a substantial amount towards the costs of the minibus (£17,000) and is seeking a capital grant of £7,000 to meet the shortfall. The minibus will greatly assist the School which currently has no means of transporting children to and from events. The mini bus will be stored on the School grounds. The caretaker's house is on the side of the School and there is an area towards the rear of the land that will be converted into a storage area for the minibus. The School would be responsible for all ongoing costs of the minibus.

The minibus will be used during school hours and outside of school hours in term time to accommodate the School's growing extended services and enhancement of sports provision. The School, for example, has links with other local schools in the area for academic and curriculum based events such as maths challenges and science quizzes. The School will also arrange afternoon sporting fixtures with other schools where there is a mixture of home and away games in various sports. The minibus will enable the School to increase the number of events it participates in around the Borough.

During the month of June the School runs a residential week for year 6 pupils. Not all pupils are able to go and for those remaining in Woking the School runs DOTs (day out trips). The minibus will be used for this week to its full capacity.

The School will also use the minibus for those children with mobility difficulties when walking visits are undertaken to the local garden centre, museum, church and walks to swimming lessons in line with curriculum.

Members will be aware that the Council can only fund up to 50% of any capital costs unless exceptional circumstances exist. The funding requested is less than 50% of the overall cost and accordingly is not affected by the condition.

In view of the benefits that the purchase of a minibus would bring and the extensive fundraising undertaken to-date, it is recommended that the application is supported and that a grant up to a maximum of £7,000 be awarded towards to remaining costs of the minibus. In doing so, it is noted that the Council has funded minibuses for several groups in the past and has added a condition of the grant that the vehicle is made available in the event transport is needed as part of a response to a local incident such as flooding.

REPORT ENDS





## BOOM CREDIT UNION – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Boom Credit Union was created on 29 September 2016, in a merger between SurreySave Credit Union and West Sussex Credit Union. The Credit Union has the joint aims of reducing financial exclusion amongst the residents of Surrey, Kingston and West Sussex by providing affordable loans to those who otherwise would be obliged to use high cost finance from payday and other high interest lenders, and by encouraging saving and helping members to control their personal finances.

The Credit Union has delivered affordable small loans to people on low incomes (termed Tier III loans by DWP for households with average income of less than £20k per annum) over the past eight years.

The Group has applied for funding of £20,112 in the coming year. The application consists of costs of the Sheerwater Office in Devonshire Avenue at a total of £15,709 and marketing costs of £4,403. The Council has supported the Credit Union financially for a number of years and provides the Organisation with rent free accommodation in Dartmouth Avenue at a value of £12,000pa.

The amount of funding requested - £20,112 – is significantly higher than the sum the Council awarded, under Ostensible Authority, for the current year (£12,400). That funding was based on the budgets provided by the Credit Union which consisted of £5,837 for the operating costs of the office and £6,571 for the outreach programme for residents. The application requests a further sum of £4,403 for marketing initiatives including a bus advertising campaign in Woking and a contribution to the costs of an advertising billboard in New Malden.

It is proposed that the application is supported but that the level of funding is maintained at the level awarded for the current year, in line with the approach taken with other applications for continued revenue support. Accordingly, a grant of £12,400 is recommended for the coming year for costs associated with services for the residents of the Borough of Woking, in addition to the in-kind support of office accommodation in Sheerwater. The funding is to be used towards the costs of the Sheerwater Office and promoting the service within the Borough.

It is noted that the Group does not currently operate either an Equalities Policy or a Safeguarding Policy and it is therefore proposed that a condition of the grant that satisfactory policies are submitted to the Council prior to any funds being released. The Group is to be encouraged to work with the Council's Community Development and Engagement Team to draw up suitable policies and to see how greater awareness of the service can be achieved in the Borough.

### Recommendations

Reasons for Decision	To continue to support the service for the benefit of the residents of the Borough of Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £12,400 is awarded assist with the costs of the Sheerwater Office and promoting the service within the Borough.
Conditions	<b>Accounts.</b> The Organisation must submit audited accounts for the

## Boom Credit Union – Application For Financial Assistance

year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.

**Monitoring Information.** The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.

**Publicity.** Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.

**Payments.** Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.

**Payment Period.** Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.

**Joint Working.** WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.

The Group is to be encouraged to work with the Council's Community Development and Engagement Team to draw up suitable policies and to see how greater awareness of the service can be achieved in the Borough.

**Safeguarding Policy.** The Organisation is required to operate a satisfactory Safeguarding Policy and submit the Policy to the Council prior to any funds being released.

**Equalities Policy.** The Organisation is required to operate a satisfactory Equalities Policy and submit the Policy to the Council prior to any funds being released.

**Invoices / Receipts.** In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.

**Homelessness Reduction Act 2017** – with the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.

**Venue Hire.** Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate

## Boom Credit Union – Application For Financial Assistance

	<p>group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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## **Boom Credit Union – Application For Financial Assistance**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017

## Boom Credit Union – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Boom Credit Union was created in September 2016 in a merger between SurreySave Credit Union and West Sussex Credit Union. Boom Credit Union has the joint aims of enabling the residents of Surrey, Kingston and West Sussex to become financially included.</p> <p>The Organisation aims to provide affordable loans to those who otherwise would be obliged to use high cost finance from payday lenders and other high interest lenders. The Organisation also helps residents to save and provides cheaper loans so that residents can consolidate existing high interest debts.</p> <p>Credit Unions are locally based, locally funded and ethical institutions in which savers have a stake. It is a mutual cooperative bank, owned and controlled by its members (its customers). Credit Unions offer simple services with no hidden charges or penalties, relying on larger loans to subsidise the cost of smaller loss making loans.</p> <p>The Organisation has an Office at 49 Dartmouth Avenue, provided by Woking Borough Council.</p>
1.2 Employees	14, including the General Manager (36 hours), the Head of Business Growth (36hrs), the Office Manager (36hrs), the Partner Relationships and business growth support (30hrs), the Loans Officer (36hrs), the accountant (15hrs) and five Office Operations Officers).
1.3 Volunteers	1, whose activities include support with the loans process and other office based tasks.
1.4 Clients/Users	The members are 'users'. They are customers for whom financial services are provided in the form of loans, savings and pre-paid debit cards.
1.5 Members	<p>6,635, comprising:</p> <p>2,771 male</p> <p>3,864 female</p> <p>154 resident in Woking</p> <p>35 aged 0-5</p> <p>155 aged 5-10</p> <p>197 aged 11-18</p> <p>5,511 aged 19-65</p> <p>737 aged 65+</p>
1.6 Sum Requested	£20,112 (Revenue)
1.7 Project	<p>The grant requested is to:</p> <ul style="list-style-type: none"> <li>○ fund the costs associated with the running of the Sheerwater Office.</li> <li>○ undertake a programme of outreach and awareness raising in support of those that are financially excluded from high street financial services.</li> </ul>

## Boom Credit Union – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ reach out to current users of loan sharks and payday lenders and rent to buy shops.</li> <li>○ reach out to those on middle incomes who have overcommitted themselves and find themselves excluded from competitive high street lending rates.</li> </ul> <p>The Organisation plans to extend its reach into the more deprived areas of Woking Borough and maintain the presence on the Sheerwater Estate and continue to provide a focal point for a Surrey Credit Union.</p> <p>The work has been previously funded from a combination of interest revenue on loans and grants from local authorities and other partners.</p>
<p>1.8 Cost breakdown:</p>	<p>The funding breakdown is based on the following:</p> <p><b>Sheerwater Office Costs:</b></p> <p>Heat/Lght - £2,512  Water - £79  Domestic waste - £661  Cleaning - £630  Office machinery - £800  Telephone communications - £1,129  Public Liability insurance - £315  1 part-time staff member - £9,583</p> <p>Sub-Total = £15,709</p> <p><b>Marketing Initiatives:</b></p> <ul style="list-style-type: none"> <li>○ Bus advertising campaign Woking - £3,000</li> <li>○ Eagle radio campaign - £583</li> <li>○ *Digital Billboard A3 - £500</li> <li>○ Boom Leaflets - £160</li> <li>○ Engage card leaflets - £160</li> </ul> <p>Sub-Total = £4,403</p> <p>*The Organisation is considering contracting a company, initially for six months, to upload a set of adverts onto their very large digital billboard situated in New Malden on the side of the A3. The cost of the advertising is £1,000 + vat per month. The Group is seeking a contribution towards this and notes that it represents an ongoing revenue cost, rather than capital cost.</p>
<p>1.9 Community Benefit</p>	<p>The Applicant has stated that Woking has 11% social housing, providing approximately 5,000 Council or social housing homes. Boom Credit Union has identified where the pockets of disadvantaged population with lower incomes live and the intention is to target these areas over the next 12 months with the assistance and involvement of New Vision Homes.</p> <p>Woking has a population of just under 100,000. 66% are aged 15 to 64 which is the main age group supported by the Credit Union. Past experience by Boom Credit Union has shown that there is further potential to provide ethical loans and a current bank account through providing an 'Engage' card, especially to those residents that find it difficult to get a bank account.</p> <p>It is expected that at least 300 people within the Borough will benefit</p>

## Boom Credit Union – Application For Financial Assistance

	<p>from receiving receiving loans and having savings with us over the next 3 year. The Organisation would like to see an increase in loans and savings of at least 25% in Woking.</p> <p>The Credit Union lends responsibly, taking into account the full personal circumstances of each potential borrower. The target in Woking is to increase the number of members by 25% over the next three years.</p> <p>The Applicant has advised that without Woking Borough Council support it is unlikely that the activities of the Boom Credit Union Sheerwater office will be able to continue in the short term. The existence of a physical presence in Woking is advantageous especially for those residents who are not digitally competent.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £345,268 in the bank. The sum is not reserved for a specific use.</p> <p>Due to the recent merger of SurreySave and West Sussex Credit Union, a budget for the years 2018/19 and 2019/20 is yet to be drawn up. The projected budget for the current financial year (September 2016 to September 2017) has been submitted with the application form.</p> <p>The budget for the current year indicates a deficit of £18,930 based on an income of £498,525 against an expenditure of £517,455.</p> <p>Income includes loan interest (£423,025), WSCC grant (£37,500), SS Grants (£21,000) and Bank Interest (£17,000). Items of expenditure include Salaries (£232,637), Debt Provisioning (£125,721), Promotion and Advertising (£30,000) and Rent &amp; Rates (£25,200).</p> <p>The Group has advised that it has applied for finding from Lloyds Bank (£75,000 awarded) and the London Trust (unsuccessful).</p>
2.2 Accounts	<p>The Group has submitted accounts to September 2016. Included is a Revenue Account which shows a surplus of £3,318 in 2016 (a surplus of £35,257 in 2015). The sum of £237,999 was carried forward at the end of the year.</p> <p>Income included loan interest receivable (£236,820) and other income (£166,146). Items of expenditure included administrative expenses (£253,215), impairment losses on loans (£87,546) and other operating expenses (£43,256).</p>
2.3 Support over the past five years	<p>September 2011 onwards – The Council has provided the Organisation with an Office in Sheerwater together with discretionary rate relief. The value of the rent support is £12,000 per year.</p> <p>2015/16 – £50,000. The Executive received reports on the SurreySave Credit Union in July 2015 and November 2015.</p> <p>The Executive was advised that, as savers funds grew, SurreySave was experiencing pressure on their capital to assets ratio which must be maintained at the statutory level of 3%. Rather than set aside income into a reserve, which would increase the time taken to achieve a break even operation, the Credit Union proposed to raise capital</p>

## Boom Credit Union – Application For Financial Assistance

through the offer of deferred shares. As a supporter of the Credit Union from its inception, Woking Borough Council has been approached as a potential investor.

The Executive resolved in July 2015 that £50,000 be awarded in deferred shares in the SurreySave Credit Union by September 2015. In November 2015 the Executive awarded a further £50,000 in deferred shares. The second award was subsequently withdrawn, in view of a request for funding received towards the end of 2016.

2016/17 and 2017/18 - £18,600. Under Ostensible Authority the Chief Executive awarded Boom Credit Union a grant of £6,200 for the period October 2016 to April 2017 and a grant of £12,400 for the 2017/18 financial year. The funding was awarded to cover the operating costs of the office (£5,837 per year) and the Outreach programme for Woking residents (£6,571 per year).

### 3.0 Assessment of Application

3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*The Credit Union does not operate a Constitution. However its rules and regulations have been submitted alongside the grant application. All credit unions are constituted by law according to the 1981 Credit Union Act of Parliament and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, to which all Credit Unions submit quarterly returns.</p> <p>**Discretionary Rate Relief and concessionary rent provided by Woking Borough Council.</p> <p>***The Credit Union has advised that it has been unable to provide monitoring information following its merger.</p>	<p>No*</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>Yes**</p> <p>No</p> <p>No</p> <p>No***</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I am supportive of the need for there to be appropriate funding providers who can provide affordable loans to those who otherwise</p>	



## Boom Credit Union – Application For Financial Assistance

	<p>would be forced to seek high interest loans from payday lenders – such as Boom Credit.</p> <p>However, I am concerned that the level of take-up within Woking is extremely low compared to the rest of their operation elsewhere which would need to be proactively addressed should a grant be awarded. I consider that this could be done very easily with the help and support of the Council's Community Development and Engagement Team.</p> <p>I would also want some assurance from Boom Credit that following their recent merger, Woking would still remain a key area of development, and not just be subsumed into their wider activity, and that there is close monitoring on the number of new customers accessing loans. (Proposal is 300 over 3 years).</p> <p>I note with real concern though that they have not submitted a Safeguarding Policy or indeed an Equalities Policy. Bearing in mind the work that they undertake, any grant award must be conditional on prior receipt of acceptable Policies.</p> <p>If all the above issues are addressed, then I would be supportive of a grant being made, but only to similar levels of funding in previous years.</p>
3.3 Assessment	<p>Boom Credit Union, formerly the SurreySave Credit Union, has applied for funding of £20,112 in the coming year. A full breakdown of the costs can be found in Section 1.8. The application consists of costs of the Sheerwater Office in Devonshire Avenue at a total of £15,709 and marketing costs of £4,403. In considering the request for the costs of the Sheerwater Office, it should be noted that the Office is provided rent free by Woking Borough Council, representing annual support to the value of £12,000.</p> <p>The Applicant has advised that the Credit Union is continuously looking to the future, by re-inventing itself and looking at long term solutions to ultimately achieve long term sustainability. The Strategy to achieve this will be;</p> <ol style="list-style-type: none"><li>1. Driving Business Growth</li><li>2. Demonstrating Operational Excellence</li><li>3. Delivering Superior Customer Care and engendering customer loyalty</li><li>4. Maximising employee satisfaction / performance</li></ol> <p>The Credit Union intends to be in a position over the next 3 years where it does not rely on grant funding from any source. The Organisation intends to generate enough income from interest on loans to become self sufficient. The more the Organisation grows, the more it can market itself, enabling it to reach more people that need assistance.</p> <p>Since the two Credit unions came together in a merger to form Boom in September 2016, the Organisation has already seen some significant growth, with average monthly loan applications up 34% and average loan application monthly value up 53%. The value of new loans approved is up by 89%.</p> <p>The Council has supported the Credit Union financially for a number of years (ref Section 2.3) and provided the Organisation with rent free</p>

## Boom Credit Union – Application For Financial Assistance

accommodation in Dartmouth Avenue at a value of £12,000pa. The Sheerwater office supports people beyond the Borough of Woking though whilst the office acts as a base in Surrey, the Organisation sees a very small footfall, with most people apply online or over the phone. Three members of staff work from the office, one member performer tasks of a banking and finance nature whilst the others are employed to grow the business, attracting new customers for savings loans and the pre-paid card from across the Organisation's common bond area of Surrey, Kingston and West Sussex. Boom Credit Union has a further office/shop in Worthing Town Centre, established approximately 8 years ago.

The applicant has advised that 30 loans have been taken out in Woking since January 2017 to the value of £76, 220, at an average of £2,540 per loan. Across the whole Credit Union since 01/01/2017, the Organisation has issued 1,257 loans to the value of £2,339,390. It is noted that the number of loans issued in Woking represents 2.4% of the overall loans issued. Before the merger took place in September 2016, West Sussex was more established than SurreySave and had approximately 3 times the number of members. Due to the shop presence in Worthing Town Centre and a part-time presence in Crawley Town Hall, West Sussex Credit Union was more successful in attracting new members especially from the Worthing and Crawley areas.

Activities organised in Woking have included:

- Leaflet delivery across the Sheerwater Estate.
- Leaflet Delivery across the Sythwood estates and Goldsworth park areas.
- Partnership with Halifax and Lloyds Banks in Woking and associated branches to refer bank customers to Boom.
- Leaflet drop around town centre, library, Lighthouse, Council Offices etc.
- Re-engaged with New Vision Homes in order to reach out to tenants who may benefit from Boom products.

The Group acknowledges that it needs to do more to increase its profile across Woking and all of its common bond area. Marketing initiatives have been undertaken across the Credit Union area over the past 6 months and a 36.22% increase in the number of loans from quarter 4 in 2016 to quarter 2 in 2017 was received. These initiatives and campaigns included:

- 2 x radio campaigns
- Bus advert in Guildford
- Various leafleting
- Various posters
- 2 road shows in Crawley and Worthing
- Video to show in public places
- More active partnering with Councils
- Partnering with Lloyds, Halifax and Barclays Banks

The Applicant has indicated that within the Credit Union's operational

## Boom Credit Union – Application For Financial Assistance

plan marketing and advertising initiatives have been identified which will impact on people living in Woking. These include:

- Surrey Radio campaign
- Digital Billboard advertising on the A3 / M25
- Direct mailing campaigns (pending success of campaign in West Sussex area)
- Maximising Woking (details to be decided)
- Selling pre-paid cards (Engage Current Account)
- Website improvement – phase 2
- Shop sign – Brand awareness
- IVR Marketing (Interactive Voice Response) is an automated telephony system that interacts with callers, gathers information and routes calls to the appropriate recipient.)
- Social media marketing
- Silent Visual Advertising

The objective for Woking is to use marketing and advertising initiatives to attract 300 more customers over the coming 3 years. In addition, the Credit Union will look to encourage more savers, the income from which is invested in the loans awarded.

The amount of funding requested - £20,112 – is significantly higher than the sum the Council awarded, under Ostensible Authority, for the current year (£12,400). That funding was based on the budgets provided by the Credit Union which consisted of £5,837 for the operating costs of the office and £6,571 for the outreach programme for residents. The increase in office costs is based on a 5% increase in existing costs and the inclusion of a proposal to employ a part time member of staff at a cost of £9,583 each year. The application requests a further sum of £4,403 for marketing initiatives including a bus advertising campaign in Woking and a contribution to the costs of an advertising billboard in New Malden.

It is proposed that the application is supported but that the level of funding is maintained at the level awarded for the current year, in line with the approach taken with other applications for continued revenue support. Accordingly, a grant of £12,400 is recommended.

It is noted that the Group does not currently operate either an Equalities Policy or a Safeguarding Policy and it is therefore a condition of the grant that satisfactory policies are submitted to the Council prior to any funds being released. The Group is to be encouraged to work with the Council's Community Development and Engagement Team to draw up suitable policies and to see how greater awareness of the service can be achieved in the Borough.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## BROWNS COMMUNITY SERVICES CIC – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Browns Community Services CIC is a newly formed organisation which operates over Berkshire and Surrey. The Group seeks to support individuals excluded, disadvantaged and vulnerable people (18+) with complex and multiple needs. The Group has applied for a grant of £15,000 to run a course which would support individuals from across the County's of Berkshire and Surrey, including several from the Woking area.

The application represents a significant contribution towards the running costs of the Group and it is not felt that the proposals submitted by Browns Community Services CIC connect with the existing work of the Council. In view of this, it is recommended that the application is not supported.

### Recommendations

Reasons for Decision	The proposals do not connect with the existing programmes undertaken by the Council and would benefit only a very small number of Woking residents.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendation.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Portfolio Holder:

Cllr Ayesha Azad  
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## **Browns Community Services CIC – Application For Financial Assistance**

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: [cllrian.eastwood@woking.gov.uk](mailto:cllrian.eastwood@woking.gov.uk)

### **Date Published:**

6 December 2017

## Browns Community Services CIC – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Browns Community Services CIC (Community Interest Company) was established in 2015 to support clients age 18+ with multiple and complex needs to develop a strong sense of self-worth, with significant improvements on reducing re-offending, tackling substance abuse, domestic violence, mental health, wellbeing and employability skills.</p> <p>The applicant has advised that the Group is one of the fastest growing providers of bespoke adult social care in the South East of England. The Group works with service users to identify their specific needs and set achievable goals.</p>
1.2 Employees	1, comprising the Managing Director (40 hours)
1.3 Volunteers	29, who include peer advice and support workers, IT, mentors, course tutors, bid writers, counsellors, marketing and office administrators. Since 2016 Browns Community services has delivered a full time service from 9.30 - 7pm Monday to Friday and 10.30 - 1pm on a Saturday.
1.4 Clients/Users	<p>48, comprising:</p> <ul style="list-style-type: none"> <li>- 8 male</li> <li>- 40 female</li> <li>- 5 disabled</li> <li>- 4 ethnic minority</li> <li>- 2 resident in Woking</li> <li>- 52 aged 19-65</li> <li>- 1 aged 65+</li> </ul>
1.5 Members	None
1.6 Sum Requested	£15,000 (Revenue)
1.7 Project	<p>To run four sets of 4Es (Educate, Empower, Encourage and Employment) to employment and self-employment courses with accompanying six weeks support and advice targeting social and economic disadvantage households who are unemployed or on low income and would include offenders, ex offenders and those at risk of offending. These courses will Educate, Empower and Encourage individuals on the pathway to Employment in a safe setting.</p> <p>Alongside this, the Group would offer six weeks of bespoke one-to-one support and advice from a volunteer/staff member for the individual to help with any other issues such as debt support, housing or other needs. Each course will be run by two specially trained professionals, and several volunteers will also be present to provide extra help and support.</p> <p>The Applicant has stated that the courses will motivate and engage individuals to reduce crisis within their family, through enabling them to gain more control and stability in their lives and make informed choices about the education, health, well-being and safety of children</p>

## Browns Community Services CIC – Application For Financial Assistance

	and their family as a unit.
1.8 Cost breakdown:	<p>The sum requested is based on the following breakdown:</p> <ul style="list-style-type: none"> <li>○ Staff/volunteers: £10,000</li> <li>○ Volunteer training: £500</li> <li>○ Project management/ admin fees: £2,500</li> <li>○ Course for: course booklets, stationary, printing of CVs &amp; covering letters, memory stick £1,750</li> <li>○ Marketing: £250</li> </ul>
1.9 Community Benefit	<p>The Group has consulted service users, JCP staff, probation staff and early help and family support workers, the results of which highlighted low levels of self esteem around working and limited knowledge around supporting disadvantaged households into employment. It was further noted that there was no local employment course with an understanding of working with offenders and ex offenders. The Group has identified the need for targeted support for low income households.</p> <p>The Applicant has advised that Browns Community Services CIC held a pilot of the course in Woking in 2016/17 which was attended by two residents of the Borough. The course had the following outcomes:</p> <ul style="list-style-type: none"> <li>- Gained support for starting up own business 2</li> <li>- Volunteer placements 2</li> <li>- Obtaining job interviews 2</li> <li>- Gained employment 1</li> <li>- 1:1 support outcomes</li> <li>- 1 client was supported with housing issues</li> <li>- 1 client was support with housing benefit</li> </ul> <p>The course provides opportunities for people who would benefit from improved basic skills so that they increase the choices available to them. The Applicant indicates that the Group creates the opportunity for local people to come together with a shared goal of seeking employment and cultivates an openness in discussions that enables people to speak about their prejudices without feeling judged.</p> <p>The Group has stated that 48 individuals will benefit as a result of participation over the 4 courses. Outcomes of the project include:</p> <ul style="list-style-type: none"> <li>- Training opportunity for social and economic disadvantaged households.</li> <li>- Improved employment skills for social and economic disadvantaged households who are unemployed or on low income.</li> <li>- Support with Self employment.</li> <li>- Bespoke CV and cover letters.</li> <li>- Improved emotional health and well-being.</li> <li>- Reduced social isolation</li> <li>- Reduced anti-social behaviour and crime</li> </ul> <p>In the event the Council chose to support the application, the Group</p>



## Browns Community Services CIC – Application For Financial Assistance

	would prepare a full report showing the outcomes of the project, client feedback, the number of clients signed up and a case study.
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £8,000 in the bank. The sum of £5,000 is reserved from the Surrey Community Foundation towards staff cost for the Rebuild project.</p> <p>The Group has submitted a budget for 2018/19 and has provided details of the funding applied for, as follows: Staffing costs of £40,000, Surrey Community Foundation funding of £5,000, Lottery funding of £10,000, Heathrow Foundation funding of £25,000, Greenham Common Trust funding of £5,000, Berkshire Community Foundation funding of £10,000, Berkshire CCG funding of £30,000, DWP funding of £50,000, Tudor Trust funding of £10,000, Surrey Police Commissioner funding of £20,000 and Thames Valley Police funding of £10,000. The budget would indicate expenditure of £40,000 and income of £175,000.</p>
2.2 Accounts	<p>The Group has submitted unaudited accounts for the period 16 December 2015 to 31 March 2017 which show an income of £16,073 against expenditure of £15,172, resulting in a surplus of £901.</p> <p>Income consisted of fees of £5,833 and donations of £10,240. Expenditure included salary (£8,000), use of residence as an office (£1,000), room hire (£882), advertising (£171), travelling (£1,994), volunteer expenses (£940) and office costs (£656).</p>
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>

## Browns Community Services CIC – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I am supportive of the overall ambition of this Project as increasingly there is a need for households to get into work as soon as possible so as to avoid the benefit cap, which is particularly challenging for some of the client cohort this organisation works.</p> <p>I am concerned however about the level of funding they are requesting from Woking and not, it would appear, from any other Berkshire or Surrey authorities. In addition there appears to have been very limited, if indeed any discussion with local partners about the need for this service, as I do consider that elements of it cuts across the work of other local partners.</p> <p>As a result I would not be supportive of the application at this time, but would be keen to engage with the organisation to see how closer joint working could be explored.</p>
<p>3.3 Assessment</p>	<p>Browns Community Services CIC is a newly formed organisation which operates over Berkshire and Surrey. The Group seeks to support individuals excluded, disadvantaged and vulnerable people (18+) with complex and multiple needs. The Group has applied for a grant of £15,000 to run a course in the Woking area. The anticipated costs include £10,000 for the Managing Director and volunteers and £2,500 for a project management/administration fee. The Group works with the Family Support Services, Children's Centres, Surrey Early Help, Woking Job Centre and Surrey Women's Centre.</p> <p>The Applicant has advised that the Group has applied for funding from a variety of organisations, including Surrey Police, Reading Borough Council and lottery funding. No applications have been made to Surrey Authorities, with the Group indicating that it had experienced difficulty in accessing funding from the County Council. Some fund raising has been undertaken by the Group, including a Pimms tent fundraiser (£1,200) and an afternoon tea party (£500).</p> <p>The Group has advised that it holds service delivery contracts within Berkshire and that the funding requested from the Borough Council would be used exclusively for the clients from Woking. At present, the Group works with two clients from the Woking area. The applicant has advised that the funding from the Council would enable the Group to work with 40 residents of the Borough during the funding period. Due to the multiple and complex needs of the individuals attending the courses, the Group has found that by running small bespoke courses it can achieve successful outcomes for the individuals.</p> <p>Since 2016, the Group has run a total of twelve courses, comprising six courses in both Surrey and Berkshire. In total 48 individuals from across Surrey attended the courses with the following outcomes:</p> <ul style="list-style-type: none"><li>- 4 gained start-up support for their own business.</li><li>- 8 received volunteer placements.</li><li>- 15 obtained a job interview.</li><li>- 9 gained employment.</li></ul> <p>1-2-1 support outcomes from the work undertaken included three clients supported with housing issues, ten clients supported with housing benefit issues, twelve clients supported with debt issues and</p>

## Browns Community Services CIC – Application For Financial Assistance

four victims of domestic abuse supported.

The application represents a significant contribution towards the running costs of the Group in order to run a course specifically for residents from the Borough of Woking. Whilst the amount of funding requested has been broken down, with the majority covering staffing costs of the Project Manager, the budget for the Group as a whole is unclear, identifying only the expenditure of staffing costs of £40,000 (against grant income of £175,000).

It is not felt that the proposals submitted by Browns Community Services CIC connect with the existing work of the Council and it is therefore recommended that the application is not supported.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## BYFLEET METHODIST CHURCH – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Byfleet Methodist Church, part of the Methodist Church and the wider Christian community, has applied for capital funding of up to £33,000 to assist with roofing and electrical costs. The application stems from essential maintenance work the Church has undertaken to repair the roofs and wiring of its buildings. The extent of the work necessary has been greater than anticipated and as a result the Church is struggling to identify the funding necessary.

In addition to its activities as a Methodist Church, Byfleet Methodist Church also seeks to provide opportunities for the local community to have a place for meetings, social activities and entertainment. A wide range of groups make use of the facilities, including Brownies, yoga, and a ballet school.

The application represents a significant proportion of funding towards costs which may or may not be incurred after 1 April 2018. There is significant uncertainty about the work that would be needed after 1 April and it is not felt that the application has demonstrated sufficient justification or clarity for the Council to award funding of up to £33,000. In view of this, it is recommended that the application is not supported.

### Recommendations

Reasons for Decision	It is not considered that the application can be supported in view of the uncertainty of the nature of the work needed.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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## Byfleet Methodist Church – Application For Financial Assistance

**Portfolio Holder:**

Cllr Ayesha Azad  
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**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017

## Byfleet Methodist Church – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Byfleet Methodist Church is part of the Methodist Church and the wider Christian community. The original Wesleyan chapel in Byfleet was built in 1875 and the present church was built on a new site in Rectory Lane and opened fully in 1939.</p> <p>The aim of Byfleet Methodist Church is principally to bring people to Christ. However, the Church also seeks to provide opportunities for the local community to have a place for meetings, social activities and entertainment. Groups varying from soft play to Brownies to yoga, to slimmers, to AA, to Blood transfusion, to U3A, to a ballet school use the premises which are also used for social outreach by way of coffee mornings, socials etc.</p> <p>The Church has a Church Hall, Guild Room, and Parlour, all available for hire. Use of the kitchen for teas/coffees &amp; snacks can also be included.</p> <p>The standard rates are:-            Main Hall - £17 per hour            Guild Room - £15 per hour            Parlour - £11 per hour            Kitchen Full use - £11 per hour</p>
1.2 Employees	None.
1.3 Volunteers	48, whose activities include keeping the buildings clean and tidy and making minor repairs and decorating within their capabilities, opening and closing the premises as required, making sure heating, lighting etc. is on. The volunteers also lead and help to run various activities on the premises, services, coffee mornings, social events, clubs etc.
1.4 Clients/Users	<p>670, comprising:</p> <ul style="list-style-type: none"> <li>185 male</li> <li>485 female</li> <li>12 disabled</li> <li>27 ethnic minority</li> <li>500 resident in Woking</li> <li>40 aged 0-5</li> <li>132 aged 5-10</li> <li>144 aged 11-18</li> <li>227 aged 19-65</li> <li>127 aged 65+</li> </ul> <p>Examples of users of the premises include Soft Play, NHS blood transfusion, Ballet School, Brownies and Rainbows, Slimming World, Yoga, NCT antenatal sessions, U3A, Dr Bobs, Badminton, Church activities.</p>

## Byfleet Methodist Church – Application For Financial Assistance

1.5 Members	76, comprising: 19 male 57 female 7 disabled 49 resident in Woking 20 aged 19-65 56 aged 65+
1.6 Sum Requested	£33,000 (Capital)
1.7 Project	To complete repair of roof on community buildings and bring electrics up to date in community hall. The failure of the lighting due to squirrels chewing the cables which led to the discovery that the whole electric system needed repairs.  Much of the work has already been completed but has greatly lowered the Church's funds and there is still some work needed.
1.8 Cost breakdown:	Roof - £30,000 Electrics - £3,000
1.9 Community Benefit	The applicant has advised that the work is needed to keep as many available premises for community activities in Byfleet as possible. The Village Hall, St Mary's and the Day Centre all provide such premises but the loss of any one would limit activities in the village.

<b>2.0 Financial Background</b>	
2.1 Budget	At the time of the application, the Group held £23,000 in the bank. The sum of £11,000 is kept in reserve and the Church must pay its assessment (£9,000 a quarter) to its parent body (i.e. Wey Valley Circuit).  The Group has submitted a budget for 2017/18 (rather than 2018/19) which shows an anticipated income of £62,873 against an anticipated expenditure of £60,809, resulting in an anticipated surplus of £2,064.  Anticipated income includes the offertory (£9,600), planned giving (£7,836), gift aid (£5,000), gift day (£6,490), fundraising (£1,000) and rents (£29,000). Items of expenditure include circuit assessment (£37,500), cleaning, repairs etc. (£6,257), utilities (£5,007), insurance (£3,102), and heaters (£2,760).
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £84,764 against expenditure of £85,106, resulting in a deficit of £342. The sum of £12,221 was carried forward at the end of the 2016/17 year.  Income included the offertory (£98,856), planned giving (£9,230), gift day (£6,825), fundraising (£13,023) and rents (£28,642). Items of expenditure included circuit assessment (£37,100), cleaning, repairs etc. (£5,759), utilities (£5,773), insurance (£2,809), roof repairs and electricity (£22,827) and heaters (£2,810).



## Byfleet Methodist Church – Application For Financial Assistance

2.3 Support over the past five years	The Council awarded a capital grant of £30,000 towards the costs of refurbishment and building works at the Church in 2000/01. No further applications for financial assistance have been received in subsequent years.
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<b>3.0 Assessment of Application</b>																																					
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"><input type="radio"/></td> <td>Constitution</td> <td style="width: 5%; text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Registered Charity</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>VAT Registered</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/></td> <td>Equal Opportunities Policy</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/></td> <td>Safeguarding Policy</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Reserves Policy</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Quality Mark</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/></td> <td>Other funding sources pursued</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Other support by the Council</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/></td> <td>Fundraising</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Two quotes</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Regular monitoring provided previously</td> <td style="text-align: right;">N/A</td> </tr> </table>	<input type="radio"/>	Constitution	Yes	<input type="radio"/>	Registered Charity	Yes	<input type="radio"/>	VAT Registered	No	<input type="radio"/>	Equal Opportunities Policy	No	<input type="radio"/>	Safeguarding Policy	Yes	<input type="radio"/>	Reserves Policy	Yes	<input type="radio"/>	Quality Mark	No	<input type="radio"/>	Other funding sources pursued	Yes	<input type="radio"/>	Other support by the Council	No	<input type="radio"/>	Fundraising	Yes	<input type="radio"/>	Two quotes	Yes	<input type="radio"/>	Regular monitoring provided previously	N/A
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<input type="radio"/>	Two quotes	Yes																																			
<input type="radio"/>	Regular monitoring provided previously	N/A																																			
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>There is no doubt that the Church plays a significant part in the life of the local community and therefore having a building which is fit for purpose is important.</p> <p>However from the application it is unclear what works will be undertaken, and the fact that a considerable amount of work has already taken place means that it is unlikely to meet the grant criteria.</p> <p>I would not be supportive of this application.</p>																																				
3.3 Assessment	<p>Byfleet Methodist Church has applied for funding to cover the costs of a project to undertake roof repairs and electrical work to the Church's community buildings. The Applicant has made it clear that this project has already been taken forward by the Church but has reached a stage where the Church no longer has the funds to complete the project. The Church estimates that an additional £33,000 is needed, comprising £30,000 towards the roof and £3,000 towards electrical work.</p> <p>The Church has not applied elsewhere for financial support but hopes that the Church Circuit (i.e. the Layer above the local church) may eventually be able to help. Some fund raising has been undertaken, including concerts, a Flower Festival, coffee mornings, quizzes, book sales and cakes stalls, individual giving, sales of work and a jumble sale.</p> <p>The Church has to-date spent £12,300 on roofing and £16,000 on electrical work since the beginning of 2017. The works that have been done have been completed though the applicant advises that the work is not part of a single project but a series of repairs that can be done</p>																																				

## Byfleet Methodist Church – Application For Financial Assistance

piecemeal. It is noted, for example, that the building continues to suffer from leaking roofs and the emergency lighting does not work.

In regard to quotes for the work, the applicant has advised that they have a quote by the electrician for £22,000 to make the fire alarm system compliant within the work he had undertaken on renewing the electricity systems. This followed concerns about emergency lighting, in addition to which the Church is paying for a fire risk assessment from Paragon Fire & Security systems.

The Church's roofer has given a revised quote of £44,000 for the remainder of roofing work originally required including some extra work that has emerged and a figure for checking and repairing the roof and guttering of the Church tower with some of the Church roof for another £40,000. This latter is work that the Church had not considered before on cost grounds.

The applicant has explained that one of the reasons the Church has had to apply for a grant is the sudden and heavy drain on its funds by the electrical work that emerged unexpectedly after inspecting damage caused by squirrels and a dramatic overload in the mains input. Nevertheless the Church expects that, with its fundraising efforts, it will be able to match any funding the Council could provide.

The Church is open to all, offering coffee mornings, social events, monthly lunches and concerts to which all who can be accommodated are invited. The buildings are also open to a variety of groups including ballet school, soft play, Brownies, U3A, AA, slimmers and NCBT. The two biggest users – ballet and soft play – use the premises on a daily basis but the rest come on a weekly or monthly basis.

The Church was advised that the Council would consider the grant applications in December, with any funds awarded only be available for work undertaken after 1 April 2018, and was asked whether this fitted in with the timetable of works by the Church. The applicant has indicated that, although the intention had been to complete the works by winter 2017, the availability of funds means there will still be work to do next April, such as the work on the Church tower. There is also the possibility that some of the other roof repairs will be outstanding at that point, together with any work identified through the fire risk assessment.

The application represents a significant proportion of funding towards costs which may or may not be incurred after 1 April 2017 to assist the Church in completing work to repair flat roofs. There is significant uncertainty about the work that would be needed after 1 April and it is worth noting that the Council's criteria specifies that:

“Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.”

Work to the Church tower is therefore unlikely to qualify for support from the Council in light of the criteria.

It is not felt that the application has demonstrated sufficient justification or clarity for the Council to award funding of up to £33,000 towards the costs of works which have yet to be fully identified. It is noted that the costs of the works currently being undertaken have

## Byfleet Methodist Church – Application For Financial Assistance

been higher than expected and have therefore had an impact on the finances of the Church. However, the Council cannot assist where works have been entered into before the Executive has had the opportunity to consider the application.

In view of the above, it is recommended that the application is not supported.

REPORT ENDS



## BYFLEET VILLAGE FOOTBALL CLUB – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Byfleet Village Football Club provides a coaching and development facility for an ever growing number of boys and girls from Byfleet and the surrounding areas, with this comes ever growing expenditure. The Club has applied for capital funding to assist in the purchase of new goal posts for the pitches the Club hires in Byfleet for matches and practice sessions.

The Club has grown significantly and has increased the number of pitches it uses on the two sites, Kings Head Lane Recreation Ground and Byfleet Recreation Ground. As part of the expansion, the Club is keen to buy new goal posts and has applied for a grant of £1,211.

It is considered that the Club has demonstrated a significant community benefit from the activities it provides for young people from Woking. It is noted that, whilst it rents the pitches from the Council through Freedom Leisure, the Club is responsible for storing, maintaining and setting up the goal posts. A small contribution towards the costs of providing new goal posts and replacing damaged goal posts is recommended and the Executive is therefore asked to consider awarding a one-off capital grant of 50% of the costs of new goals posts up to a maximum of £650.

It is noted that the Group does not currently operate either an Equalities Policy or a Safeguarding Policy and it is therefore a condition of the grant that satisfactory policies are submitted to the Council prior to any funds being released.

### Recommendations

Reasons for Decision	To provide the financial support necessary for the Club to purchase new goal posts to ensure the facilities are available to the Members of the Club.
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Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
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The Executive is requested to:	<b>RESOLVE That</b> a grant of 50% of the costs of purchasing new goal posts, up to a maximum of £650, be awarded from the Community Fund.
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Conditions	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Safeguarding Policy.</b> The Organisation is required to operate a satisfactory Safeguarding Policy and submit the Policy to the Council prior to any funds being released.</p>
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## Byfleet Village Football Club – Application For Financial Assistance

	<p><b>Equalities Policy.</b> The Organisation is required to operate a satisfactory Equalities Policy and submit the Policy to the Council prior to any funds being released.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
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### Contact Person:

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

## **Byfleet Village Football Club – Application For Financial Assistance**

### **Portfolio Holder:**

Cllr Ayesha Azad

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017





## Byfleet Village Football Club – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Football Club was formed in 1995 and aims to provide football for all in a fun environment for the local community.</p> <p>The Club was awarded Charter Standard status in 2005, showing all our Managers, Coaches and policies are of a high standard. The Club has grown over the last 15 years and for season 2016/17 it will have 16 teams playing in the Surrey Youth League and Surrey Primary League, together with the Mini Soccer Centre for Under 5s &amp; Under 6s.</p> <p>The Football Club has a Clubhouse - Kings Head Pavilion &amp; Recreation Ground - which was opened by Kerry Dixon, ex Chelsea player, on 16th June 2012</p>
1.2 Employees	None
1.3 Volunteers	24. The volunteers form a committee comprising of Chairman, Secretary, Vice Chairman, Treasurer, Clubhouse Co-Ordinator, Fixtures Secretary and three registration secretaries. The Club has twenty qualified coaches to manage and coach the
1.4 Clients/Users	None.
1.5 Members	<p>260, comprising:</p> <ul style="list-style-type: none"> <li>250 male</li> <li>10 female</li> <li>5 disabled</li> <li>10 ethnic minority</li> <li>20 aged under 5</li> <li>65 aged 5-10</li> <li>200 aged 11-18</li> </ul> <p>For Junior members U7 to U10 a charge of £40 per season is made and for U11 to U18 a charge of £50 per season is made. For eight months of the year the Club charges £15 monthly subs per player, including the Under 5 &amp; 6 players.</p> <p>The Club is continuing to expand. There were 17 teams in the last season and 20 teams will be formed in the current season. The 2018 season is expected to involve 23 teams. The Club has advised that it is outgrowing the current facility in terms of pitches and will therefore have 7, 9 and 11-a-side at Byfleet Rec in the 2018 season, as well as Kings Head Lane.</p>
1.6 Sum Requested	£1,211 (Capital)
1.7 Project	To purchase equipment for the Club.
1.8 Cost breakdown:	Cost of goals supplied and installed £583

## Byfleet Village Football Club – Application For Financial Assistance

	<p>9-a-side plastic Samba Goals £339.</p> <p>2 x 7-a-side sets @ £289 each</p> <p>A quote has been provided for two sets of goalposts at a cost of £829 and £289 respectively, for a total cost of £1,407. The Applicant has advised that the Club is struggling to get quotes from the supplier and has noted that the Council cannot fund more than 50% of the costs under the criteria for capital funding.</p>
1.9 Community Benefit	<p>The applicant has advised that the Club is working hard to form partnerships with local companies to provide sponsorship for team kits. The Club will seek to raise money through specific fund raising events, and has recently held an annual tournament that raised £500 and a quiz.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £11,995 in the bank. The sum of £5,000 is reserved for coaching teams at Fulbrook, payable in September 2017. £2,500 is reserved for new equipment and kit. £1,500 is reserved to replenish the stock at the clubhouse.</p> <p>The Group has submitted a budget for 2017/18 (rather than 2018/19) which shows an anticipated income of £69,000 against an anticipated expenditure of £62,200, resulting in an anticipated surplus of £6,800.</p> <p>Anticipated income includes club house hire (£2,000), membership fees (£52,000), fundraising (£5,000), sponsorship (£4,000), and the annual tournament (£6,000). Items of expenditure include fundraising (£2,000), tournament costs (£4,000), kit and equipment (£16,000), kitchen expenses (£12,000), pitch fees (£9,500), and coaching fees (£10,000).</p> <p>The anticipated balance held at the end of 2018 is £21,506.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £60,575 against expenditure of £56,457, resulting in a surplus of £4,118. The sum of £14,706 was carried forward at the end of the 2016/17 year.</p> <p>The Club used surplus funds to provide tracksuits or rain jackets for all the teams who have new sponsorship commencing in the 2017 season.</p>
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> </ul>

**Byfleet Village Football Club – Application For Financial Assistance**

	<ul style="list-style-type: none"> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I would be supportive of this request as it assists in getting young people more physically activity – something which if they learn from an early age hopefully will stay with them throughout their adulthood years, thus helping to address levels of obesity.</p> <p>The award however must be conditional on prior receipt of a satisfactory Safeguarding Policy and Equalities Policy.</p>	
<p>3.3 Assessment</p>	<p>The Club provides a coaching and development facility for an ever growing number of boys and girls from Byfleet and the surrounding areas, with this comes ever growing expenditure.</p> <p>Byfleet Football Club is investing into the development of players and coaches alike and have appointed a professional external coaching company to assist. The Club rents the pitches through Freedom Leisure and, in view of the increases in the number of members, the Club now uses pitches at both Kings Head Lane Recreation Ground in Byfleet and Byfleet Recreation Ground.</p> <p>It is in view of the increased number pitches required that the Club has now requested funding for goal posts. At present, the Club has access to three pitches at Kings Head Lane Recreation Ground and two pitches at the Byfleet Recreation Ground. The 9-1-side pitches have 7-a-side markings marked within them and the 11-a-side pitch at Kings Head Lane has 9-a-side markings marked within, thereby giving the Club the flexibility to cater for more games.</p> <p>The goals that the Club hopes to buy will be collapsible as the Club is not allowed to install any permanent goal posts, though the applicant has advised that the Council has indicated that the goal posts for the 9-a-side pitches can be fixed. The Clubhouse is used by the Club and the Club has the option of first refusal on the pitch hire.</p> <p>The Club currently has two sets of 5/7-a-side goals and two sets of 9-a-side goals (collapsible) at the Kings Head Lane site, all in a poor state of repair. There are permanent fixtures on the 11-a-side pitch at Kings Head Lane Recreation Ground and the 9-a-side pitch at the Byfleet Recreation Ground, owned by Freedom Leisure.</p> <p>The Club is seeking a small amount of capital funding to purchase new goal posts, in light of the expansion of the Club as the number of members has grown. It has been made clear to the Group that the grants scheme can only fund up to 50% of any capital projects, unless exceptional circumstances exist.</p> <p>It is considered that the Club has demonstrated a significant</p>	

## Byfleet Village Football Club – Application For Financial Assistance

community benefit from the activities it provides for young people from Woking. Whilst the Club rents the pitches from the Council through Freedom Leisure, it is required to acquire, store and maintain the goal posts. A small contribution towards the costs of providing new goal posts and replacing damaged goal posts is recommended and the Executive is therefore asked to consider awarding a one-off capital grant of 50% of the costs of new goal posts up to a maximum of £650.

It is noted that the Group does not currently operate either an Equalities Policy or a Safeguarding Policy and it is therefore a condition of the grant that satisfactory policies are submitted to the Council prior to any funds being released.

REPORT ENDS

## CHALLENGERS – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Challengers, was established in 1979, and is dedicated to breaking down the barriers that prevent people from accessing essential play and leisure opportunities. Today, Challengers delivers 24 play youth and young adult schemes, as well as two inclusive preschools across Surrey, Hampshire, Berkshire and West Sussex. The Charity will support any child or young person, regardless of the needs or behavioural challenges. They make every effort to ensure that every child and young person who comes to the Charity is welcomed, included and valued and has a fantastic time.

The services run at weekends, school holidays and after school, with pickups from Freemantles and Pond Meadow Schools. A secondary outcome of their work is that they provide short breaks for parents, carers and siblings of the young people that attend. For many, this is the only opportunity they have to have a break from the demanding caring responsibilities.

The application is for £10,000 revenue and represents a contribution towards the Guildford Play and Youths schemes with an anticipated outcome of providing activities, trips and transport at the Guildford schemes. The Charity has 1,317 users, which includes 67 from the Borough of Woking.

It is noted that there are a number of organisations within the Borough which provide similar support, activities and leisure opportunities and which Woking Borough Council is already supporting. On this basis, it is recommended that the application for financial support for 2018-2019 is not supported.

### Recommendations

Reasons for Decision	Woking Borough Council already provides significant support to charities and organisations within the Borough, which provide support, activities and leisure for young people and their families living with disabilities.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

## Challengers – Application For Financial Assistance

### **Contact Person:**

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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017

## Challengers – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Challengers was established in 1979 and is dedicated to breaking down the barriers that prevent people from accessing essential play and leisure opportunities.</p> <p>Challengers delivers 24 play youth and young adult schemes, as well as two inclusive preschools across Surrey, Hampshire, Berkshire and West Sussex. The Charity supports any child or young person, regardless of the needs or behavioural challenges. The work of the Charity ensures that short breaks can be taken by parents, carers and siblings of the young people that attend.</p>
1.2 Employees	753 comprising six Senior Managers, Service Managers, Project Officers, Scheme Leaders and a team of part time casual play and youth workers.
1.3 Volunteers	125, whose activities include: Play and youth workers; Fundraising and event volunteers; Office based volunteers
1.4 Clients/Users	<p>1,317, comprising:</p> <p>906 male</p> <p>411 female</p> <p>1,175 disabled</p> <p>140 ethnic minority</p> <p>67 resident in Woking</p> <p>194 aged 0-5</p> <p>485 aged 5-10</p> <p>564 aged 11-18</p> <p>75 aged 19-65</p>
1.5 Members	None.
1.6 Sum Requested	£10,000 (Revenue)
1.7 Project	<p>Funding from Woking Borough Council would be used toward the organisations popular and oversubscribed Guildford Play and Youths schemes. Funding would contribute toward the cost of activities, trips and transport at their Guildford schemes which currently benefits a number of Woking families. Activities might include a visit to Brooklands Museum, a visit from a mobile farm or a drumming workshop. Activities are planned in consultation with the children and young people that attend so the organisation knows they are activities they would like to take part in.</p> <p>Challengers Guildford schemes run every Saturday, during the school holidays, Thursday evenings (Guildford Youth) and after school (Guildford Play). They provide a range of fun and exciting activities for disabled young people aged 5 – 18 years, many of who are excluded from such activities by mainstream leisure providers.</p>

## Challengers – Application For Financial Assistance

	<p>Challengers have excellent relationships with a number of local schools including Freemantles in Woking. They provide transport to their After School Club for children from Freemantles every Wednesday and Thursday.</p> <p>The application represents a contribution towards the Guildford Play and Youths schemes with an anticipated outcome of providing activities, trips and transport at the Guildford schemes. The Charity has 1,317 users, which includes only 67 from the Borough of Woking.</p>
<p>1.8 Cost breakdown:</p>	<p>To deliver inclusive leisure and play at Guildford Play and Youth Scheme for one year:</p> <p>Activity costs - £14,603</p> <p>Staff Salaries - £252,757</p> <p>Transport costs - £8,836</p> <p>Equipment repairs and renewals £2,538</p> <p>Property repairs and renewals £4,974</p> <p>Utilities - £10,608</p> <p>Cleaning and Health and Safety £13,872</p> <p>Staff travel, meetings, uniform and stationery £1,667</p> <p>Management costs - £24,359</p> <p>Total = £334,214</p>
<p>1.9 Community Benefit</p>	<p>The organisation aims to support around 80 disabled children and young people from Woking. This will also have a wider impact on the parents, carers and siblings who would benefit from a short break from their caring responsibilities.</p>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £756,143 in the bank. The sum of £26,853 is restricted for an equipment fund.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £3,576,474 against an anticipated expenditure of £3,573,725, resulting in an anticipated surplus of £4,749.</p> <p>Anticipated income includes fundraising income (£1,162,275), events and activities (£344,506), parental fees (£684,273), and contractual entrance fees (£104,446), contracts (£1,149,697); grants (£97,382), and investment income (£1,248).</p> <p>Items of expenditure include activity costs (£145,852), permanent salaries (£1,321,757), casual salaries (£1,379,233), motor costs (£52,431), property costs (£235,313), IT costs (£85,643), professional services (£40,413), insurance (£34,587), fundraising costs (£45,350), staff costs (£112,871), cleaning (£37,278) and depreciation (£16,800).</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2016/17 which show an income of £3,165,475 (£2,873,941 in 2015/16) against expenditure of £3,258,672 (£3,058,853 in 2015/16), resulting in a deficit of £93,197 (a</p>



## Challengers – Application For Financial Assistance

	deficit of £184,912 in 2015/16). The sum of £3,662,169 was carried forward at the end of the 2016 year.
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>																									
3.1 Key Information	<table border="0"> <tr><td>○ Constitution</td><td>Yes</td></tr> <tr><td>○ Registered Charity</td><td>Yes</td></tr> <tr><td>○ VAT Registered</td><td>No</td></tr> <tr><td>○ Equal Opportunities Policy</td><td>Yes</td></tr> <tr><td>○ Safeguarding Policy</td><td>Yes</td></tr> <tr><td>○ Reserves Policy</td><td>Yes</td></tr> <tr><td>○ Quality Mark</td><td>No</td></tr> <tr><td>○ Other funding sources pursued</td><td>Yes</td></tr> <tr><td>○ Other support by the Council</td><td>No</td></tr> <tr><td>○ Fundraising</td><td>Yes</td></tr> <tr><td>○ Two quotes</td><td>N/A</td></tr> <tr><td>○ Regular monitoring provided previously</td><td>N/A</td></tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes	○ VAT Registered	No	○ Equal Opportunities Policy	Yes	○ Safeguarding Policy	Yes	○ Reserves Policy	Yes	○ Quality Mark	No	○ Other funding sources pursued	Yes	○ Other support by the Council	No	○ Fundraising	Yes	○ Two quotes	N/A	○ Regular monitoring provided previously	N/A
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3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Whilst I recognise the importance of play in a child’s development, I would not be supportive of this application as the majority of users are not from Woking, and there is already a wide service offer in Woking provided by a variety of partners which provides similar opportunities.</p>																								
3.3 Assessment	<p>The application from Challengers represents a contribution towards the Guildford Play and Youths schemes with an anticipated outcome of providing activities, trips and transport at the Guildford schemes.</p> <p>They provide a range of activities for disabled young people aged between 5 and 18 years, many of whom are excluded from such activities by mainstream leisure providers. The Charity has 1,317 users, of which 67 come from the Borough of Woking.</p> <p>Whilst Challengers does provide a much needed and beneficial service, Woking Borough Council already provides significant support, including financial, to a number of organisations within the Borough which provide similar activities and leisure opportunities to young people living with disabilities and their families.</p> <p>The organisation has clearly been prudent with its income and has carried forward in excess of one full years’ running costs within the accounts and with the ongoing financial pressure on the Council’s budgets the recommendation is that no grant be awarded for 2018-2019.</p> <p>It is recommended that the organisation approach Guildford Borough Council for grant support going forwards.</p>																								

REPORT ENDS

## CHOBHAM RUGBY FOOTBALL CLUB – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Chobham Rugby Football Club was founded in 1967 and is a community rugby union club run by volunteers and based at Fowlers Wells in Chobham. The Club has more than 2,000 members with players in senior, junior, minis and girls rugby teams participating in an annual programme of fixtures. Historically it has undertaken community work for many years at local schools to provide children with the chance to experience rugby and develop their skills in the sport.</p> <p>The Club has applied for the sum of £8,000 towards helping children aged between 11 and 18 years old in four nominated state secondary schools - Bishop David Brown, Hoe Valley, Winston Churchill and Woking High - to experience the sport through the provision of specific training to the Physical Education (PE) teachers for the taking of coaching sessions. The Club notes that often PE teachers receive generalist training and may not have received the necessary additional training to take coaching sessions in rugby.</p> <p>The strong community benefit to the local children is noted, along with the Club's longstanding work to provide children with the experience of rugby in the past. Accordingly, it is proposed that the sum of £8,000 be awarded for the 2018/19 year only, with the Club recommended to seek funding for the work during future years from other funding streams such as the Rugby Football Union. As the funding would therefore be provided on a one-off basis, the award would be allocated from the Community Fund.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable children between 11 and 18 years old within the four identified secondary schools to receive a high quality of coaching in rugby.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<p><b>RESOLVE That</b></p> <ul style="list-style-type: none"> <li>(i) a grant of £8,800 be awarded on a one-off basis from the Community Fund; and</li> <li>(ii) the Club be recommended to investigate funding from other streams such as the Rugby Football Union in future years to continue the work taking place in the Borough.</li> </ul>
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

## Chobham Rugby Football Club – Application For Financial Assistance

	<p>literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to</p>

## Chobham Rugby Football Club – Application For Financial Assistance

pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Chobham Rugby Football Club – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Chobham Rugby Football Club aims to give an opportunity and fully develop the talent within the local community. It states that rugby is well known for having strong core values which helps produce well rounded young people who are more likely to stay in the area if they have a strong association with a Club.
1.2 Employees	2, comprising Academy Manager and a Community Coach. In addition, part-time members of staff work in the bar and the kitchen.
1.3 Volunteers	200, who are mainly parents undertaking duties such as coaching, first aid and administration.
1.4 Clients/Users	The Group's Members are also its users.
1.5 Members	<p>2,000, comprising:</p> <p>1,200 male</p> <p>800 female</p> <p>20 disabled</p> <p>50 ethnic minority</p> <p>1,100 resident in Woking</p> <p>120 aged 0-5</p> <p>260 aged 5-10</p> <p>220 aged 11-18</p> <p>1,400 aged 19-65</p> <p>70 aged 65+</p> <p><u>Fees for 2017/18:</u></p> <ul style="list-style-type: none"> <li>○ Youth - £200 (£100 concession)</li> <li>○ Senior - £300 (£150 concession)</li> <li>○ Touch Rugby - £105</li> <li>○ Social - £60</li> </ul>
1.6 Sum Requested	£8,000 (Revenue)
1.7 Project	<p>Chobham Rugby states that it has had an active Community outreach programme since 1991, which is a not for profit activity subsidised by the general club to increase the levels of participation in rugby. These activities begin with its Little Cannons group offering rugby to pre-school children. PE Lessons and After Schools Clubs are provided to many local infants and primary schools all of which have contributed to over 450 children playing at the club, taking membership to its highest ever level.</p> <p>The Club intends to run a project specifically around rugby in state secondary schools. Whilst secondary schools offer rugby, it is often seen as a minority activity and delivery is much dependent on the</p>

## Chobham Rugby Football Club – Application For Financial Assistance

	experience and motivation of PE teachers who often have generalist training. Rugby is a technical game and as a contact sport may be viewed as too challenging unless the teacher is entirely confident and competent. The Club's approach is to teach the teacher rather than teach the children, aiming to give a longer term benefit to the sport in schools.
1.8 Cost breakdown:	The Club intends to deliver courses to four Woking Borough state schools: Winston Churchill, Woking High, Hoe Valley and Bishop David Brown, at a cost of £2,000 per school.
1.9 Community Benefit	The Group highlights that there is a national issue in junior rugby (11-18 years old). The quality and regularity of coaching received by independent school children is stated by the Club to be far higher than that offered by the state sector, which can lead to fewer state school children participating in the sport. Therefore the Club would like to assist children from state schools to have a greater amount of coaching support in the early teenage years which could help them to compete on an even footing, whilst also enabling children to experience the sport who might not otherwise be able to.

<b>2.0 Financial Background</b>	
2.1 Budget	At the time of the application, the Group held £30,000 in the bank. No budget has been provided for the 2018/19 financial year.
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £196,685 (£151,344 in 2015/16) against expenditure of £196,455 (£90,466 in 2015/16), resulting in a surplus of £230 (a surplus of £60,878 in 2015/16). The capital and reserves were stated to be £123,217 at the end of the 2016/17 year.
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>N/A</li> </ul>



**Chobham Rugby Football Club – Application For Financial Assistance**

	<ul style="list-style-type: none"> <li>○ Regular monitoring provided previously</li> </ul>	<p>N/A</p>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>It is without doubt that Chobham Rugby Club play a key local role in providing the opportunities for Woking residents to play rugby at all levels. They have a thriving community programme offering entry level opportunities and are very supportive of the Surrey Youth Games, whilst also offering the opportunity to progress into youth and senior teams. It is a well organised and run club which continually seeks how it can engage young people into physical activity for the long-term benefit of their health and wellbeing.</p> <p>I would be supportive therefore of their funding request so that it enables them to go into local schools, although I do consider it should just be for initial start-up funding, so that they can seek alternative funding sources.</p>	
<p>3.3 Assessment</p>	<p>Chobham Rugby Football Club has a thriving membership of 2,000 and manages senior and youth teams as well as offering touch rugby.</p> <p>The Club has operated a community programme for many years which has benefitted children through the experience of playing rugby with their peers, particularly activities to offer rugby to pre-school children along with the provision of Physical Education lessons and After School Clubs.</p> <p>The Club has applied for the sum of £8,000 towards helping children in four nominated state secondary schools to experience the sport through the provision of specific training to the PE teachers for the taking of coaching sessions.</p> <p>The schools currently under consideration are Bishop David Brown, Hoe Valley, Winston Churchill and Woking High at a cost of £2,000 per school. Through this work it hopes to encourage those children who may never have had the chance to play rugby whilst improving the skills of those who have received some experience of the game.</p> <p>In particular, the Club is focusing on those children between the ages of 11 and 18 years old. By developing the skills of these children they are more likely to join a rugby club, build their team working skills and enjoy the sport within the Borough.</p> <p>The Club indicates that a measure of success would be five new rugby players per school at year 7 (20 in all) and three new rugby players per year at older age groups. A player retention rate of 80% would be expected during the progression from junior to senior rugby.</p> <p>The Club undertakes fundraising, for example an annual community Fireworks night event is operated which last season raised around £6,000 for club funds.</p> <p>The strong community benefit to the local children is noted, along with the Club's longstanding work to provide children with the experience of rugby in the past. According, it is proposed that the sum of £8,000 be awarded for the 2018/19 year only, with the Club recommended to seek funding for the work during future years from organisations such as the Rugby Football Union. As the funding would therefore be provided on a one-off basis, the award would be allocated from the Community Fund.</p>	

REPORT ENDS

## CITIZENS ADVICE WOKING – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Woking Citizens Advice continues to provide an outstanding service for the residents of Woking. The wide range of support and advice, available from both the Offices in the Town Centre and at various outreach centres across the Borough, has supported over 7,500 new clients over the past year and dealt with over 14,000 issues. The Centre has submitted a detailed report on its activities across the different components of its core services work such as outreach, court helpdesk, Healthwatch and social policy, which is attached as Appendix 1.</p> <p>The Centre has approached Woking Borough Council with a request for continued financial support in the coming year. The request totals £275,000, broken down into the core service (£231,000), the financial capability project (£11,500) and the service charge of the offices in Provincial House (£32,000). The Centre has requested an additional £11,000 due to increasing demand for its core services. The funding requested for the financial capability project remains the same and the service charge element is reviewed annually by the Council.</p> <p>It is recommended that the Council continues to support the Bureau at the same level as awarded in 2017/18 in light of the financial pressures on the Authority's budgets. Accordingly, the proposed level of support for the coming year is recommended as follows:</p> <p>£220,000 for core services (matching the level in 2017/18); and</p> <p>£11,500 towards the Financial Capability project.</p> <p>In addition, the Council will continue to cover the service charge which equates to circa £32,000. The total level of support proposed for the 2018/19 equates to approximately £263,500. In considering the financial support, it is worth noting additional support is provided in the form of the offices in the Town Centre through the Council's Community Lettings Policy.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the Bureau to continue to provide its services to the residents of Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<p><b>RESOLVE That</b></p> <ul style="list-style-type: none"> <li>(i) core funding of £220,000 be awarded to continue to support the core service of Citizens' Advice Woking in 2018/19;</li> <li>(ii) funding of £11,500 be awarded to ensure the continuation of the Financial Capability programme in 2018/19; and</li> <li>(iii) the Council continues to cover the service charge for the accommodation at Provincial House, which for 2018/19 will be circa £32,000.</li> </ul>
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p>

## Citizens Advice Woking – Application For Financial Assistance

	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017</b> – with the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new ‘duty to refer’. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p>

## Citizens Advice Woking – Application For Financial Assistance

	<b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### Portfolio Holder:

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### Shadow Portfolio Holder:

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### Date Published:

6 December 2017



## Citizens Advice Woking – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Citizens Advice Woking was established in 1939. It is a registered charity and a company limited by guarantee. The Bureau is a member of Citizens Advice (CitA) and is audited every three years to ensure it meets the membership standards as determined by the affiliating body. It holds the Advice Quality Standard (AQS) quality mark for General Help with Casework in the areas of welfare benefits, debt and housing.</p> <p>The aims and principles of the Group are to provide independent, impartial, confidential and free advice to all of the residents of Woking. Citizens Advice Woking values diversity, promotes equality and challenges discrimination. Its main activities are to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.</p>
1.2 Employees	<p>13, including the Chief Executive (37.5 hours per week), the Operations Manager (37 hours per week), an Administration Officer (37.5 hours per week), a Training Supervisor (21 hours per week), a Housing Caseworker (20 hours per week), a Money Advice and Financial Capability Caseworker (21 hours per week), three Welfare Benefit Caseworkers (22.5, 20 and 15 hours per week), two Advice Session Supervisor (19 hours each per week) and two Guildford County Court Desk Project (25 and 11 hours per week)</p>
1.3 Volunteers	<p>73.</p> <p>The different types of work carried out by volunteers are:</p> <ul style="list-style-type: none"> <li>- working as advisers to give advice to members of the public either face to face, on the telephone or via email and web chat</li> <li>- specialist advisers advising members of the public who need more in depth advice</li> <li>- volunteering to carry out administrative tasks and running reception</li> <li>- becoming a Trustee.</li> </ul> <p>The team of volunteers are dedicated to providing the best possible service to the clients who contact the Bureau, either by training to become fully trained advisers or supporting those advisers to deliver the advice. They commit to working at Citizens Advice Woking for one seven hour day a week, although many work more hours, and in total provide over 25,000 hours of volunteering each year.</p> <p>When committing to the training to become an adviser volunteers undertake a rigorous training programme which results in being awarded a Certificate in Generalist Advice.</p> <p>Initially volunteers will carry out an initial interview to establish the help required by the client. If the client needs actual advice about their issue they are offered a further appointment when they would be seen by a fully qualified adviser.</p> <p>All volunteers have to train in the following topic areas: welfare benefits, family and relationships, money advice and financial</p>

## Citizens Advice Woking – Application For Financial Assistance

	<p>capability, housing and employment. Volunteers also have knowledge about immigration, consumer, health and education queries. They must be aware of how clients may be discriminated against in all areas.</p> <p>Volunteers who have a special interest in a particular area voluntarily go on to build up their knowledge to a higher level and there are specialist volunteers advising on immigration, welfare benefits and employment matters.</p> <p>All volunteers have to be IT literate and become fully conversant with the case recording system. With the advancements in technology volunteers also provide advice via email and web chat channels. Volunteers also had give telephone advice as part of a new telephone service with Citizens Advice Surrey Heath. Experienced volunteers are part of a team which reviews client files to ensure the quality of advice is correct.</p> <p>Volunteers are also part of a team involved with particular projects. One volunteer works almost full time on the Wenceslas Fund and works closely with the Lions of Woking, also assisting clients to make claims to the Local Assistance Scheme administered by Surrey County Council. Twelve other volunteers have trained to become Healthwatch Surrey advisers on a telephone information and advice line. Volunteers also support the Group through fundraising initiatives.</p> <p>Trustees who volunteer for the Board attend four Board meetings a year. In addition they support the Chief Executive Officer to ensure the correct governance of the Service.</p>
<p>1.4 Clients/Users</p>	<p>7,577, comprising:</p> <ul style="list-style-type: none"> <li>3,258 male</li> <li>4,319 female</li> <li>3,182 disabled</li> <li>1,742 ethnic minority</li> <li>7,200 resident in Woking</li> <li>54 aged 11-18</li> <li>6,258 aged 19-65</li> <li>1,258 aged 65+</li> </ul> <p>The above figures relate to new clients and do not take into account those clients already on the case management system as clients who continue to receive regular support from either volunteer advisers or specialist caseworkers. The figures do not include people who have attended a financial capability advice session which includes advice supplied on energy deals.</p>
<p>1.5 Members</p>	<p>None.</p>
<p>1.6 Sum Requested</p>	<p>£243,000 plus service charge, circa £32,000 for 2018/19 (Revenue)</p>
<p>1.7 Project</p>	<p>Citizens Advice Woking is applying for a grant to enable it to continue providing its core service to the residents of the Borough as well as</p>



## Citizens Advice Woking – Application For Financial Assistance

	maintaining support for the financial capability project.
1.8 Cost breakdown:	<p>The total funding request for 2018 – 19 is £242,500, comprising:</p> <p>A request for £231,000 to continue the core service for which there is an increasing demand; and</p> <p>A request for £11,500 to continue the financial capability project which maintains the same level of support as 2016 – 17.</p>
1.9 Community Benefit	A total of 7,577 new clients accessed and benefitted from the service provided by Citizens Advice Woking during the past financial year. During the first quarter of 2017-18 a further 1,734 new clients accessed the service.

### 2.0 Financial Background

2.1 Budget	<p>At the time of the application, the Group held £170,000 in the bank.</p> <p>Citizens Advice Woking administers the Wenceslas Fund on behalf of the Woking Lions. Residents of the Borough donate their annual Winter Heating Allowance to be used to make grants to those who are in hardship and who need assistance with their heating bills. As at 31 July 2017 the sum of £4,496 was held.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £287,590 against an anticipated expenditure of £284,250, resulting in an anticipated surplus of £3,340.</p> <p>Anticipated income includes WBC grant (£242,500), County Court help desk (£32,500), Healthwatch (£23,960), Energy Best Deal (£10,000), and donations (£10,000). Items of expenditure include salaries (£219,000), computer expenses and equipment (£17,000), CitA annual fee (£7,000), printing/postage/stationery (£7,000), travelling expenses (£6,500) and sundry expenses (£6,000).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £490,457 (£460,075 in 2015/16) against expenditure of £449,085 (£523,077 in 2015/16), resulting in a surplus of £41,372 (a deficit of £63,202 in 2015/16). The sum of £99,612 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	<p>2017/18 – £262,500</p> <p>2016/17 – £262,500</p> <p>2015/16 – £257,986</p> <p>2014/15 – £257,986</p> <p>2013/14 – £257,986</p>

### 3.0 Assessment of Application

3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>
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	<ul style="list-style-type: none"> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent, ten car parking spaces.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
<p>3.2 Consultee Comments</p>	<p><u>Councillor M Whitehand and Councillor M Raja</u> (Council Nominees)</p> <p>Both Councillor Raja and Cllr Whitehand are appointed to represent the Council on the Board of Citizens Advice Woking and fully support the application. Citizens Advice Woking do an amazing job in assisting residents with a whole range of issues and problems.</p> <p>The paid advisors and volunteer staff work tirelessly to settle the concerns and worries of the many Woking residents that visit the offices in Commercial Way.</p> <p>Woking Borough Council in giving financial support to Citizens Advice Woking allows good works to be delivered and without this vital grant such assistance would not be possible.</p> <p><u>Officer Comment</u></p> <p>From the detailed monitoring information supplied by the Applicant, it is clear that the cases that they are working with are becoming increasingly more complicated as the number of issues being dealt with per client increases. This also reflects the Council's experience of working with residents across a number of services including Housing and Family Support where cases are getting increasingly more complex. Without doubt there is a clear evidential need for the service, especially as there are increasing pressures being experienced by the CAW as a result of the knock-on effect from other service providers parring back on their own services (due primarily to funding cuts / reductions) which has resulted in an increasing number of clients being signposted and directly referred.</p> <p>Whilst it is good to see the continued development of CAW's involvement in the overall health and social care environment within Woking (as they pro-actively engage and support activities such as Healthwatch, Woking Wellbeing Network, The Bedser Hub and the Family Support Programme), it will be ever more important that with the introduction of the new Homeless Reduction Act from next April, that the CAW work more proactively and positively with the Council to identify individuals / households you may be at risk of becoming homeless at an earlier stage, and be a key player in seeking appropriate support and housing to prevent such homelessness situations arising.</p> <p>In view of such I would be supportive of their request for core costs together with funding for continuing the Financial Capability Project as</p>	

## Citizens Advice Woking – Application For Financial Assistance

	<p>many of the individuals assisted are often the most vulnerable in our community and suffer with mental health issues, physical difficulties or are victims of domestic abuse.</p>
3.3 Assessment	<p>Citizens Advice Woking seeks to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives. The Centre holds the Advice Quality Standard (AQS) quality mark at General Help with Casework in Welfare Benefits and Debt, and Specialist level in Housing. Core activities are 'individual' focused and aim to deliver advice and support to the community of Woking. The Centre also operates the successful Financial Capability Project, funded primarily by Woking Borough Council, a Court helpdesk and several other new outreach services. A Healthwatch project is also being undertaken.</p> <p>As part of its application, the Group has submitted a detailed supplementary paper setting out the purpose for the grant funds requested, the demonstration of need, the reasons for the Borough Council supporting the service, and the benefit to the community. The paper is attached to the report as Appendix 1.</p> <p>Citizens Advice Woking is aware of all the local groups and bodies operating in the area, which benefits its clients and the local community. For example, it is one of the referring agencies for the food bank at the Lighthouse and can issue vouchers if a client is in need. Staff at the Lighthouse will also refer clients to the Bureau to access its services as required. The Bedser Hub receives referrals from local GPs of vulnerable patients over the age of 75. When they have been assessed by the Group's Wellbeing Coordinator as requiring advice about their benefits and/or applying for a Blue Badge, the Group's Home Visiting Worker receives a referral asking for a visit to be arranged. The Group also refers to local charities such as the Besom Project, Byfleet United Charity and The Furniture Project.</p> <p>The Bureau states that it would not be able to continue to provide the service in its current form to residents of the Borough if funding was reduced, adding that as the amount of the grant has remained the same for the last four years there has been a reduction in real terms requiring the Group to seek alternative funding opportunities. These sources have included its affiliating body CitA, for example funding for the Energy Best Deal Project which raised £185,000 in 2016/17. In addition, funding is received for two Healthwatch Surrey projects in 2017/18: the capture and collection of Healthwatch stories by clients (£9,000) and a new Telephone Information Line (£14,600).</p> <p>Applications for funding towards its Court Help Desk Project during 2018/19 are intended to be made to Guildford Borough Council, Office of the Surrey Police and Crime Commissioner, and the Access to Justice Fund. During 2017/18 funding of £2,000 was received from Guildford Borough Council, £8,500 from the Police and Crime Commissioner, and £10,000 from the Access to Justice Fund.</p> <p>The Group notes that fundraising is a constant challenge and that it aims to raise the public's awareness about its charitable status and encourage them to make a donation. In 2016/17 volunteers and clients made donations of £10,000. A Quiz Night was held in October 2016 which raised £2,400. A volunteer and her husband ran the 10k BUPA run and raised £1,800. In the past year donations have been received from the Rotary Club, West Byfleet Golf Club and three local</p>

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churches of £3,000. A donation page on the Group's website raised £2,000.

Citizens Advice Woking has applied to increase the Council's support in the coming year to cover the costs of the core service, the financial capability project and the service charge of the offices in Provincial House. The amount requested for the core service totals £231,000 (£220,000 awarded in 2017/18) and the request for the Financial Capability service remains at the same level (£11,500 awarded in 2017/18). In addition, the Council covers the Service Charge for the Group's accommodation at Provincial House (circa £32,000).

The amount requested represents an increase in the funding for the core service of £11,000 to respond to the growing demand for case support. The funding for the financial capability project remains unchanged and the service charge element is reviewed annually by the Council. The Centre has submitted a detailed report on its activities across the different components of its core services work such as outreach, court helpdesk, Healthwatch and social policy. A copy of the report is attached.

It is recommended that the Council continues to support the Bureau at the same level of £220,000 for its core services as in the 2017/18 financial year. Pressure on the budget is as great as ever and it is therefore recommended that the additional sum of £11,000 towards core services is not awarded.

The Financial Capability project is an invaluable service of the Centre and it is recommended that the Council's support continues at the level of £11,500 in the coming year.

The service charge for the year is estimated to be £32,000 and the total funding proposed for the coming year is therefore £263,500. The rent value of the accommodation occupied by Woking Citizens Advice Bureau is circa £34,000 plus VAT and is met through the Council's Community Lettings Policy.

REPORT ENDS

## **Proposal**

Citizens Advice Woking (CAW) is applying for a grant from Woking B.C to enable us to continue providing our **core service** to the residents of the Borough as well as to continue support for the **financial capability project**.

Our total funding request for 2018 – 19 is **£242,500**. This figure is broken down as follows -

- A request for £231,000 to continue our core service for which there is an increasing demand; and
- A request for £11,500 to continue our financial capability project which maintains the same level of support as 2016 – 17.

In addition the Council provide our facilitated premises and this is represented by a service charge element with the anticipated amount set at the Grants Meeting in December. In 2017 - 18 this amounted to £31,000 inclusive of VAT.

## **Core Service Request for £231,000**

Our core service request is to enable CAW to continue to provide an advice service to the residents of Woking.

### Who are our clients?

- In 2016 – 17 we saw 7,577 new clients who came to us about 8,524 different enquiries.
- In addition to the new clients we continued to help existing clients who need long term help either from our volunteer advisers or our specialist caseworkers
- There were 14,791 contacts with clients which includes those who are new this year and those existing clients who continue to require advice
- 42% of new clients who contacted us in 2016 – 17 recorded they had a long term health condition or disability
- 77% of clients were White, 14% Asian or Asian British and 3% Black or Black British

### What did our clients contact us about?

The main areas our clients contacted us about were –

- Welfare benefits and tax credits – 29%
- Housing queries – 12%
- Debt issues – 11%
- Relationships and families problems – 11%
- Employment – 10%

### Where do we help our clients?

- 45% of our clients received face to face advice in 2016 – 17. This will have been at our main office in the centre of town or at an outreach appointment either at Guildford County Court, The Vyne in Knaphill or at the Trinity Methodist Church in Horsell
- 35% of clients received advice by telephone
- 15% of clients received advice by email; and
- 10% of clients received advice by webchat.

## Citizens Advice Woking – Application For Financial Assistance

### What is our core service?

When clients first contact us, by whichever method, an initial assessment is made of their problem and/ or the question or questions they need answers to. This will be done by one of our trained volunteer team. If possible the client will be given the information they require, signposted to another local group or agency or where their problem or query requires more detailed knowledge an appointment with one of our trained volunteer advisers or one of our specialist caseworker team will be made.

To ensure the best possible service to that client every day there is a team of between 8 and 12 volunteers supported by a paid advice session supervisor and paid specialist caseworkers in welfare benefits, housing, money advice and financial capability and employment available. This team is managed by the operations manager.

### Where and how do we offer our core service?

As stated above almost half of the clients contact us for face to face advice. Year on year this continues to be the preferred method of contact for clients. However this demand for our service means it is not always possible for us to see clients as quickly as they would wish due to the constraints of our office space at the town centre office. We currently have to offer appointments two weeks in advance unless there is an emergency. We build into our appointment system this capacity to deal with emergency appointments.

We have looked at other ways we can offer a face to face service to enable us to advise as many clients as possible across the Borough.

### Outreach Sessions

- The Vyne – Knaphill – Looking at the addresses of clients who had contacted us we discovered that 30% lived in Knaphill. Therefore we decided to expand our service by offering an outreach session once a week which has been in place since March 2015. It is a drop in centre and in addition to seeing clients it is an opportunity for other local residents using The Vyne to be made aware of the service we provide.
- Trinity Methodist Church – We have been running this service for four years. It was decided to offer an appointment only form filling service based on the space constraints of the town centre office and the high demand for this particular type of service. Clients who are required to fill in what are often complicated forms need time to be able to do this. By offering them an appointment at another location we are able to see more people in the town centre office.
- Guildford County Court Help Desk – CAW has been involved in providing a service at the County Court for more than 15 years. But it is only since 2012 that it has become solely run by CAW. Clients will either make contact with the Help Desk prior to their Hearing or approach the Desk at Court on the day of their Hearing.

### Telephone Service

It is not possible for some clients to access one of the face to face services. They rely on being able to contact us by telephone. In 2015 we took the decision to partner with Citizens Advice Surrey Heath (CASH) to offer a telephone service through the national Citizens Advice platform, Advice line. This partnership ensures that for five days a week from 10am – 4 pm there is a volunteer available to answer client's queries. If a Woking client is answered by a Surrey Heath adviser initial details are taken and a message passed through Adviceline for one of our volunteers to contact the client.

## **Citizens Advice Woking – Application For Financial Assistance**

### Home Visiting Service

Some clients are either physically unable or too vulnerable to come into the office or be able to explain their situation on the telephone. We believe it is important to be able to offer our service to this group of people and have therefore decided it is important for us to continue delivering a home visiting service. We have a home visiting caseworker who takes referrals from other agencies.

### Webchat and Email Service

There are also clients who are comfortable with using the medium of technology and therefore we offer an email and webchat service. After a successful partnership with four other local citizens advice offices to deliver this service we now have over forty staff and volunteers who are able to give advice through these methods, thus extending the groups of people who can access our service.

### Why have we requested an increase in funding for our core service?

The amount of our grant has remained the same for the last four years but we are providing a service with an increased demand and dealing with more and more complicated and ongoing client issues. There is an increase too in the number of vulnerable clients we are supporting. We need to invest in training volunteers to ensure we have the numbers of available staff to deal with the numbers of clients trying to access the service. Specialist caseworkers need to have additional training to ensure they keep up to date with the many changes to the law.

We also need to continue improving the different ways our clients can access the service. Investment in technology is essential to ensure we use social media in the best way possible. As this side of the service grows training of volunteers is essential.

The cost of the outreach sessions needs to be constantly assessed as to their viability but we know currently there is a demand which makes the service worthwhile. We need to be able to offer additional outreach centres and in particular would like to do this at the Bedser Hub.

We have included an amount in the budget for office maintenance as the carpet in the main office needs replacing and many of the window blinds are broken or missing. We are currently speaking to the building's managing agent about having everything replaced and are extremely hopeful that this will happen. However as we must ensure the health and safety of our staff we are approaching the time when this work will need to be done.

### **Financial Capability Project Request for £11,500**

#### What is the Financial Capability Project?

It was recognised nine years ago when Woking B.C. began supporting the project that there was a need to help people improve their financial capability and to enable them to have the best possible financial wellbeing, both now and in the future. This means addressing all the factors that influence people's behaviour around money, their skills and knowledge, their attitude towards money, the motivation to take action and the accessibility of financial services.

#### Who is the Project aimed at?

1. Young people – Since 2014 it has been a compulsory element in every child's education and is part of the national curriculum to teach them about financial capability. The Project supports local schools to deliver

## **Citizens Advice Woking – Application For Financial Assistance**

this message. Only as recently as the middle of July 2017 did two of our specialist money advice and financial capability caseworkers spend the day at Woking High School delivering sessions to 240 Year 8 pupils on how to manage money.

2. Community groups

Any group interested in learning more about how to manage their money. This could be to a group of young mothers at the Y Pod, a church group or prisoners getting ready for release.

3. Individual clients

These have been identified as wanting and/or needing financial capability help by a volunteer or specialist caseworker.

### How is the Project Delivered?

1. Young People and Community Groups–

All sessions are individually tailored to the groups' requirements and are based on age, ability and requirements and objectives of the group. All materials are provided by CAW

2. Individual clients

In 2016 – 17 14% of clients asked for advice about their debt and financial capability issues and 157 clients were given one to one help and support with financial capability. Often these clients are vulnerable and on very low incomes. Individual sessions give them the opportunity to explore amongst other things income maximisation, energy switching, bank charges and the dangers of pay day loans.



### Demonstration of Need

We have carried out the following research to demonstrate a need for CAW's service –

1. We use our own data records on our case recording system. 7577 new clients were advised in 2016 – 17 in addition to the clients already receiving support and assistance from previous years. The 2011 census data shows Woking had a population of 99,198 which was up by 10.4% from 2001. At the time Woking was the fastest growing Borough in the country. If it is assumed this trend has continued there will a population in Woking now of approximately 107,000. According to the census results in 2011 76% of the population was over 18 years of age. 7577 clients accessing our service would equate to almost 10% of the population using our service in the last 12 months.
2. The number of referrals from local agencies. Examples of this are –
  - Woking B.C – Departments at the Council refer to CAW when necessary e.g. the housing needs team when someone is faced with losing their home, the benefit section when a client is having difficulty with their benefits and the advisers on the public counter when they are not sure how they can help
  - Bridgewell House –The Community Mental Health teams refer clients and come with them to appointments as there is no other available support
  - The Bedser Hub – Vulnerable clients over the age of 75 are referred to the Hub for assessment. If there is a requirement for a home visit to help the client claim a benefit or obtain a Blue Badge they refer the client to our home visiting service
  - Local Housing Associations – refer their tenants who have rent arrears and/or have problems with their benefits.
3. We know from clients who bring in letters from Government departments such as the Department of Work and Pension and HMRC that there is advice to contact their local citizens advice if there is a problem.
4. We constantly review the accessibility of our service to clients and this shows that an appointment to see a general adviser will be in 2 week's time and to see a specialist caseworker will be longer than that in most cases. This can be evidenced by the numbers of people who dropped into the town centre office on the 21 days we were open during July 2017. 349 people were seen by our volunteers which is an average of 16 per day. In addition there were 120 appointments offered to see a general adviser which is an average of 6 per day. Specialist caseworkers saw 76 clients in the same period.

## Citizens Advice Woking – Application For Financial Assistance

### Previous Revenue Funding

Our service has been available to the entire community of Woking since 1939. It is an accessible service which provides information and advice to people who need it and supports those members of the community who may be vulnerable and/or require more specialised advice and continued support.

#### Who is our service supporting?

The community of Woking is diverse. We can see this from the following evidence taken from the 2011 Census Results –

Ward Differences – There are extreme differences between different wards in the Borough which can be demonstrated by contrasting Maybury and Sheerwater with Pyrford. Maybury and Sheerwater is the fourth most deprived ward in Surrey, Pyrford is one of the wealthiest. 33% of adults in Maybury and Sheerwater have no qualifications as opposed to 13% in Pyrford. 12.5% of households in Pyrford have one person with a long term illness in their household and in Maybury and Sheerwater it is 15.3%

Ethnicity – 74.95% of the population of Woking are White British and 7.41% Other White. 12.54% are Asian with 5.73% Pakistani and 1.69% are Black or Black British

Language - 10.8% of the population do not have English as their first language

Age – 17.2% of the population is over 65 and 27.8% of the population is over 85 an increase of 13% and 25.5% respectively since the previous census in 2011

Housing Status – 70.51% own their own home outright or have a mortgage, 11.92% are social tenants and 15.67% rent privately.

As a service we do not deny access to any of the above groups, it is completely inclusive. CAW is a free advice service.

We can see from the numbers of clients that were seen in 2016 – 17 that there is a huge demand for our service. In the past year some of the issues we have assisted clients with are -

- Problems with finding somewhere to live. There is a shortage of suitable affordable accommodation. Renting privately from a reputable landlord and letting agent can be difficult when on a low income. Our aim is always to ensure clients have somewhere to live and we support them to make sure this happens, particularly when there are children involved.
- Navigating their way through the complicated benefit system which is difficult and constantly changing. Challenging decisions of the Department of Work and Pensions and Woking B.C is essential work without which families may have no income. The Foodbank has seen a 50% increase in the number of referrals in the first quarter of 2017 -18 compared to the same period last year.
- Helping people to manage and find a way to cope with the debt they accrue as a result in many cases of a life changing event, such as a bereavement, redundancy or a relationship breakdown

With waiting times for appointments currently being two weeks our core service is already under pressure. With cuts in other services we are coping with the additional demand of these services referring clients to us where they would have been able to help previously.

Examples of this are with clients with mental health illnesses. The level of support has been reduced and Bridgewell House is referring more clients to us than ever before. The Bedser Hub, Social Services and Woking B.C refer more clients than ever who are over state retirement age.

## **Citizens Advice Woking – Application For Financial Assistance**

We know that access to the legal system is limited due to the cost and the reduction of legal aid. Our team of specialist caseworkers provides a service which can be compared to the service clients would receive from the legal profession. In fact our teams go way beyond this as in addition to dealing with the legal situation they provide a holistic approach for the whole family. The great advantage of having such a diverse team is that more than one caseworker can become involved in a client's case.

If a client comes in with a notice of eviction due to their benefit being stopped they will have an experienced housing caseworker deal with the eviction, an experienced benefits caseworker deal with their benefits, if there is debt the money and financial capability caseworker will become involved, a foodbank voucher will be provided, they will be helped to make an application for the local assistance scheme and given help through the Wenceslas Fund for help with heating. There is no other service in Woking who would be able to provide that free of charge.

Citizens Advice is a nationally recognised brand where people know they can go for help. It is a trusted brand which has to go through stringent audit processes to ensure we meet all the quality of advice standards. If our service was reduced we would not be able to provide the highly professional service to the same number of clients.

### Community Benefit

7577 new clients accessed and benefited from the service in 2016 – 17. In the first quarter of 2017 – 18 a further 1734 new clients were advised.

Our proposal has already outlined how clients can access our service and the main areas they seek advice about. But do clients actually benefit from our service and if so how can this be measured? It is not possible to outline the benefit for each client who seeks advice but there are areas that can be measured as follows -

#### Financial gain

We aim to record as many outcomes as possible against a client's enquiry and one of these will be whether our advice resulted in them making a financial gain. Examples of how this might happen are being awarded a benefit they did not know they were entitled to, being awarded compensation following an employment dispute or successfully suing a third party for a debt owed. Our case recording system for 2016 – 17 shows an income gain of **£2,555,056** for all the clients we helped in that period. This is money which can be spent in the Borough.

#### Debt

Clients struggle to cope with debt and there are many reasons why debt occurs. It can cause stress, anxiety and relationship breakdown. Helping people to manage their debts and educate them about how to manage their finances in the future is a benefit of our Proposal. In 2016 -17 **£429,071** of debt was written off according to our case recording system.

#### Welfare Benefits

In the first quarter of 2017 – 18 our home visiting officer and welfare benefit caseworkers helped clients to claim **£331,834** of benefits.

Clients do not only benefit from our proposal by making a financial gain. Other benefits can be seen as follows –

#### Threatened Homelessness

The main benefit of the County Court Help Desk is helping clients to avoid becoming homeless. This is achieved in 95% of cases. Clients are then helped to ensure they continue to live in their homes and not have to return to Court again. The 5% who do have to leave their homes are helped by the adviser who asks the Court to allow as long as possible before the client has to move out so they can find alternative accommodation. They will also be liaising with the Housing Needs department at Woking B.C to ensure they have a roof over their heads

#### Energy Best Deal

Clients are always asked whether they have checked the cost of their energy provider and whether they should switch to another supplier. Usually this will reduce the amount they pay and additionally clients know they are signed up to the tariff that is most suitable for them.

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### Research and Campaigns

The information we gather from our clients allows us to watch for trends, spot cases of unfair practice, to contribute to discussions and reports and influence change in the community. This work is an important part of our service and is a benefit to the community.

Some of the issues that have been highlighted by our clients and which have led to actual change are –

- The benefit cap which reduced income for families, affecting entitlement to housing benefit leading to rent arrears accruing. As a result of evidence being submitted the benefit cap has been removed from families where there is a child under 2 in the household.
- Clients transferring from disability living allowance to personal independence payment had their mobility vehicles removed because the descriptors to be able to claim the benefit have changed. Once again we submitted evidence as to how this had an impact on clients and as a result cars are no longer removed until an appeal to the Tribunal has been made. As more than 60% of cases are successful at Tribunal a lot of clients have benefited from keeping their cars.
- The roll out of universal credit to a small group of claimants in the community has led to delays in receiving any payments, causing severe financial hardship and being at risk of homelessness. We are supporting the campaign to delay the full roll out of universal credit which is due to take place in 2018.

We have been using social media, particularly twitter, to let the wider community know about these campaigns which is an obvious benefit to others who may not have even accessed the service.



## COMMUNITY ADVICE FORUM – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Community Advice Forum (formerly the Neighbourhood Advice Centre) has applied for funding of £5,000 during the 2018/19 financial year to assist with revenue costs, in particular the rent of the office at the Maybury Centre, and incidental costs such as training, telephone and insurance. The funding will ensure the continuation of the service and enable the Forum to explore the possibility of increasing the number of hours it can be accessed to deal with the numbers of clients.

At its meeting on 15 December 2016, the Executive resolved that no grant would be awarded to the Forum at that time, with officers to work with the Forum with a view to supporting its services for the wider community and identifying its long term financial needs. A meeting was subsequently held with the Forum to discuss the services provided, shortly after which a visit took place, with no advance notice, by the Leader of the Council (Cllr John Kingsbury) and the Portfolio Holder for Grants to Voluntary Organisations (Cllr Melanie Whitehand) to view the work taking place and discuss the operation of the Forum with the representatives present. Following the meeting and the visit, a grant of £5,000 was agreed for the Community Advice Forum during the 2017/18 financial year under Ostensible Authority.

Since the grant award of £5,000 for the 2017/18 financial year, the Forum has submitted quarterly monitoring for the period from January to April 2017. The monitoring reported that during its one day per week operation, the Forum received 127 visitors. Advice was provided free of charge on issues including debt, housing, welfare benefits, employment and community care. The Forum has confirmed that it holds Public Liability insurance and that, since September 2017, its support to the community has increased from one to two days per week.

It is proposed that a grant of £5,000 be awarded during the 2018/19 financial year for the Community Advice Forum towards the costs of operating the drop-in service at the Maybury Centre. The Group has also supplied the Council with its Safeguarding Policy and Equalities Policy since the application was originally submitted.

### Recommendations

Reasons for Decision	To enable the Group to continue to provide its services in the community.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £5,000 be awarded towards the costs of operating the drop-in service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p>

## Community Advice Forum – Application For Financial Assistance

	<p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating</p>



## Community Advice Forum – Application For Financial Assistance

	the use to which the grant money has been put.
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

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### Portfolio Holder:

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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
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### Date Published:

6 December 2017



## Community Advice Forum – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Group renamed itself from the Neighbourhood Advice Centre to the Community Advice Forum in January 2017. As the former it was a registered charity (number 1145158) and the Forum has registered its new name with the Charities Commission.</p> <p>The aims of the Forum are:</p> <ul style="list-style-type: none"> <li>• To promote the individual and collective well being, health and happiness of local people, particularly those suffering from social exclusion, poverty and the associated low levels of well-being.</li> <li>• To raise awareness of healthy and sustainable living practices and thereby empower people to adopt healthier, happier lifestyles.</li> <li>• To assist other bodies with tackling worklessness and social exclusion in the community by providing people with the necessary support, inspiration to become more economically, socially, culturally and active citizens.</li> </ul> <p>The objectives of the Forum are:</p> <ul style="list-style-type: none"> <li>• To provide advice, information, and to signpost to other services.</li> <li>• To provide information on other innovative services to facilitate the reintegration of socially and economically excluded people.</li> </ul>
1.2 Employees	None.
1.3 Volunteers	2, whose activities include providing information and advice, making referrals, undertaking mediation, representing clients and carrying out outreach work and administration. The outreach work is a new activity for the Forum and varies from making home visits to assisting with doctor's appointments.
1.4 Clients/Users	From January to July 2017 the Community Advice Forum was open for one day each week from 11am to 6pm and received 220 visitors to the Centre.
1.5 Members	None.
1.6 Sum Requested	£5,000 (Revenue)
1.7 Project	The funding is being requested to pay the rent at the Maybury Centre along with the photocopying, telephone and internet costs.
1.8 Cost breakdown:	The cost breakdown is set out in the budget supplied by the Group in section 2.1 below.
1.9 Community Benefit	The Forum recognises that information and advice are seen as a fundamental area of activity for individuals, their families and carers who may need, now or in the future, services and support to lead their lives. The applicant has advised that the Forum will continue to play a crucial role in supporting the local community and providing face to

## Community Advice Forum – Application For Financial Assistance

	face advice, outreach and personalised information about local services. Like other Advice Centres, the Forum finds it difficult to obtain secure funding, partly due to the difficulty of demonstrating the value of such need when competing for scarce resources.
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £2,404 in the bank, including the amount of £2,000 transferred from the closed bank account of the Neighbourhood Advice Centre.</p> <p>The Group has submitted a break-even budget for 2018/19 which shows an anticipated income and expenditure of £5,000. No fundraising has been included.</p> <p>Items of expenditure include office rent (£3,020), telephone and internet (£600), postage/photocopying/stationery (£480), insurance (£400), subscriptions/membership (£250) and training (£250).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an expenditure of £452 with no income received. The sum of £2,000 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	<p>2017/18 – £5,000.</p> <p>At its meeting on 15 December 2016, the Executive received an application for assistance from the Community Advice Forum and resolved that no grant would be awarded at that time, with officers to work with the Forum with a view to supporting its services for the wider community and identifying its long term financial needs.</p> <p>A meeting was subsequently arranged to discuss the services provided by the Forum, attended by representatives from the Forum, the Leader of the Council, the Portfolio Holder for Grants to Voluntary Organisations, the Chief Executive and the Democratic Services Manager. It was noted that the Forum operated for one day each week (Tuesdays) and aspired to increase its provision to two days each week.</p> <p>Shortly after the meeting, the Leader of the Council (Cllr John Kingsbury) and the Portfolio Holder for Grants to Voluntary Organisations (Cllr Melanie Whitehand) visited the Forum following the meeting, with no advance notice, and were able to view the work taking place and discuss the operation of the Forum with the representatives present.</p> <p>Following the visit, a grant of £5,000 was agreed for the Community Advice Forum during the 2017/18 financial year, agreed under Ostensible Authority in May 2017.</p>

<b>3.0 Assessment of Application</b>							
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="radio"/> Constitution</td> <td style="width: 50%; text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Registered Charity</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> VAT Registered</td> <td style="text-align: right;">No</td> </tr> </table>	<input type="radio"/> Constitution	Yes	<input type="radio"/> Registered Charity	Yes	<input type="radio"/> VAT Registered	No
<input type="radio"/> Constitution	Yes						
<input type="radio"/> Registered Charity	Yes						
<input type="radio"/> VAT Registered	No						

## Community Advice Forum – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>It would appear that the Applicant is seeking funding towards the delivery of this outreach drop-in service which has been accessed by 290 visitors over a 9 month period. Run by volunteers, the funding sought is to meet the rental cost of their use of the Maybury Centre for one session a week. I would be supportive of this application bearing in mind the range of advice which is being given free of charge to clients.</p> <p>However any such grant must be conditional on the satisfactory receipt prior to grant award of a Safeguarding Policy and Equalities Policy.</p>	
<p>3.3 Assessment</p>	<p>The application before the Executive has been submitted by the Community Advice Forum, formerly known as the Neighbourhood Advice Centre based at the Maybury Centre in Board School Road.</p> <p>The Neighbourhood Advice Centre was forced to close down in April 2016, due to funding issues. The volunteer advisor was asked by the Maybury Centre Manager in May 2016 to return and provide help to people who were continuing to request it. In January 2017 the Group re-opened under the name of the Community Advice Forum and updated its aims and objectives. The principle is to serve everyone and provide the free advice and support to minority ethnic communities in their own language.</p> <p>The Forum provides information on a wide range of issues including education, employment, welfare rights and information regarding services provided by other organisations and bodies.</p> <p>The volunteer advisor provides free, impartial and confidential advice and information on a wide range of issues from education to benefits to tax. There are usually no restrictions on people who can use the service, and it is often approached by those in special need, such as refugees or people from low income backgrounds with minimal English. The service is currently available at the Maybury Centre in a small office rented by the Forum.</p> <p>The activities involved will depend on the kind of advice provided but usually involves:</p> <ul style="list-style-type: none"> <li>○ providing information to clients in person, on the phone and by email;</li> <li>○ researching individual cases, assessing problems and identifying</li> </ul>	

## Community Advice Forum – Application For Financial Assistance

possible courses of action;

- guiding clients to decide on the best course of action based on the information available;
- promoting the services on offer and distributing publicity materials by local organisations mediating on a client's behalf;
- referring clients to other sources of help; liaising with other local and external organisations;
- keeping up to date with appropriate legislation and policies;
- interpreting and content of letters to clients;
- compiling statistics on cases covered and services provided;
- providing talks to external organisations;
- ensuring impartiality and confidentiality when dealing with clients;
- maintaining confidential case records and administrative systems.

The applicant stresses the importance of the service in supporting people with the most complex problems who are the least able to resolve the issue themselves. Many clients do not speak English and have used the centre to help them write letters and fill in forms, deal with phone calls and communicate with other services.

Since the grant award of £5,000 for the 2017/18 financial year, the Forum has submitted quarterly monitoring for the period from January to April 2017. The monitoring reported that the Forum received the following visitors as set out below:

January 2017 – 42

February 2017 – 31

March 2017 – 28

April 2017 – 26

May 2017 – 39

June 2017 – 30

July 2017 – 28

August 2017 – 40

September 2017 – 26

Total (January to September 2017) – 290 visitors.

Advice was provided free of charge on the following issues: debt, housing, welfare benefits, employment, community care, family, immigration (low level), form filling, passport renewals, divorce proceedings, legal aid, and tenancy issues. Additionally, two outreach cases were undertaken during this time.

Through its support of the Forum, the Council would help many who are in urgent need of these services. Unexpected events, such as illness, redundancy, low income, can place people in situations where they need advice and without access to timely information, advice and guidance many people are unable to manage their situation successfully. This can create problems and pressures, which impact on Council and other public services.

The Forum can play a key role in tackling poverty and increasing

## Community Advice Forum – Application For Financial Assistance

social justice by assisting local people on a low income to claim their full benefit entitlements and manage their debts. The local knowledge of the Forum is invaluable in assisting all elements of the community.

The Forum has confirmed that it holds Public Liability insurance, providing the Council with the Certificate, and that since September 2017 its support to the community has increased from one to two days per week.

It is proposed that a grant of £5,000 be awarded during the 2018/19 financial year for the Community Advice Forum towards the costs of operating the drop-in service at the Maybury Centre.

REPORT ENDS





## CORAM LIFE EDUCATION – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Coram Life Education is a nationwide charity providing advice to children aged 3 to 11 years on drugs and lifestyles. Woking Borough Council has supported Coram Life Education since it first established itself in the County. The level of support received since 2014/15 has been £20,000, a reduction of £3,000 reflecting the pressures on the Council's financial position.

The Group has applied for funding of £25,600 during 2018/19 towards running costs to ensure the service can continue to be provided year on year, offering Life Education lessons to the primary schools in Woking. The request reflects the true cost of providing the service free at point of delivery, the initiative adopted by the Council in order to ensure that all schools have the opportunity to participate. The Council has not been able to fully fund the service in recent years and the Charity has, as a result, introduced a contribution of £100 per day from each school to help address the shortfall in funding.

Approximately 6,500-7,000 children benefit in, on average, 26 schools from the service. The Group undertakes online evaluation with children and teachers, with the most recent data highlighting that 97% of teachers believe that the sessions meet children's needs, and 100% of teachers believe that the Group supports the delivery of Personal, Social, Health and Economic education.

Taking into account the consultee comments which note the importance of the intervention work undertaken by Coram Life Education to both community safety and health and wellbeing priorities of the Council, it is proposed that the Council continues to support the Charity, though due to the ongoing budgetary constraints faced by the Council, it is recommended that support of £20,000 be awarded for the 2017/18 financial year, the same as the level awarded for the current year.

### Recommendations

Reasons for Decision	To continue the support for Coram Life Education towards the delivery of its programmes to schoolchildren in the Borough.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £20,000 be awarded towards the services for schools in the Borough of Woking.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

## Coram Life Education – Application For Financial Assistance

	<p>literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager

## Coram Life Education – Application For Financial Assistance

Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer

Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad

Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Formed in 1986, Life Education merged with Coram children's charity in 2009 to become 'Coram Life Education'. The Group is a charity whose objectives are to deliver memorable and engaging learning experiences for children and young people, and to enable schools to meet their statutory requirements with online teaching resources.</p> <p>Coram Life Education aims to prepare children for the modern world by developing and nurturing their skills, knowledge and capabilities via trained educators who deliver the Personal Social Health &amp; Economic education to primary school children. Its education programmes are aligned with the national curriculum and usually take place in a specially designed mobile classroom driven into schools across Woking and beyond.</p> <p>The charity has a trading company to enable it to run life education programmes in the community. Organisational changes have resulted in Coram Life Education's recent acquisition of services offered across Woking and beyond. With a history of running similar services across London, Essex, Gloucestershire, and licencing the same to franchised partners across the UK, the Charity considers its offer to remain unique and invaluable to Woking Borough Council and its community of children and schools. It delivers memorable education sessions as well as offering schools who engage with Coram Life Education an annual subscription to SCARF online teaching resources. This offer will remain in place for 2018/19, in accordance with grant terms.</p> <p>The Coram group of companies contains a total of seven subsidiary companies, including Coram Trading Limited and Coram Life Education. From September 2014, Coram Life Education operated its own trading company, Coram Life Education Trading Limited.</p> <p>In 2015 the Group benefited from pro bono management consultancy support from Morgan Stanley which resulted in a business plan and consolidation of the 'SCARF' digital offer. As part of the Coram Group of charities, Coram Life Education benefits from achieving economies of scale in back office support. It will explore relationships with local businesses with the support of Coram's corporate fundrasing team, to build further support in Woking.</p>
1.2 Employees	<p>8, comprising the Managing Director, Education &amp; Wellbeing (35 hours per week), Head of Education (24 hours during term-time only), Training Manager (14 hours), Education Sales &amp; Marketing Manager (28 hours), Educator Manager (28 hours during term-time only), Educators (95 hours during term-time only, includes the Educator for Surrey) and Administrators (51 hours).</p> <p>The staffing hours supporting the Croydon &amp; Surrey region amount to approximately 35 per week. Until July 2017, Life Education Croydon &amp; Surrey was a registered charity serving that area. The Charity ceased trading in July 2017 and the Coram Life Education Charity (and its trading arm), to whom it was affiliated, has assumed responsibility for the area, maintaining the same aims, model, educator, school reach and quality.</p>
1.3 Volunteers	<p>10, also holding the role of Trustees. The Trustees govern the running of the Trust and manage the employment of the Educators</p>

## Coram Life Education – Application For Financial Assistance

	and the Education Manager. The Trustees carry out the roles of Treasurer, Human Resources and Chairperson.
1.4 Clients/Users	<p>6,120, comprising:</p> <p>3,060 male</p> <p>3,060 female</p> <p>233 disabled</p> <p>1,530 ethnic minority</p> <p>6,120 resident in Woking</p> <p>200 aged 0-5</p> <p>5,300 aged 5-10</p> <p>620 aged 11-18</p> <p>In 2016-17 the Group taught 6,120 children in Woking and offered all participating schools its online curriculum resource called SCARF. It has assumed an equal split between boys and girls and has taken the latest census data for Woking to arrive at the BME/non BME ethnic breakdown.</p> <p>There is no charge for service users but previous Woking grants have enabled the Group to offer schools the service at a greatly subsidised rate of £100 per day (from the £420 normally charged). This would continue should the current grant application be successful.</p>
1.5 Members	None.
1.6 Sum Requested	£25,600 (Revenue)
1.7 Project	<p>The Woking grant has assisted Coram Life Education to establish a long term offer to children across Woking, embedding wellbeing and life skills education for thousands of children and imparting vital skills and strategies for them to use to navigate everyday life.</p> <p>The grant enables the Group to maintain the heavily subsidised offer to schools across Woking, by contributing to staff and mobile classroom costs, whilst implementing existing and new education programmes and its new 'LifeBox' model. Reception to Year 6 programmes support healthier eating, drug and alcohol awareness, staying safe (including online safety), emotional wellbeing, and - new for the year ahead - relationships education, which will be statutory from 2019.</p> <p>At this time the offer to Woking schools also includes access for teaching staff to the Group's online resources so that schools embed wellbeing education across the school environment. The cost of delivering the programmes is based on schools using the Group for 80 days at a cost of £420 per day (£33,600 in total). Schools would be asked to contribute £100, as they have hitherto, and this would add further value of £8,000 to the £25,600 grant.</p> <p>There has been a recent change in the organisational structure, with the Group aiming to maintain the same high standard of delivery whilst implementing new and enhanced education programmes which will be innovative, memorable and relevant.</p>

## Coram Life Education – Application For Financial Assistance

1.8 Cost breakdown:	<p>Educator salary and national insurance and pension - £10,023</p> <p>Educator manager contribution, including on costs - £1,717</p> <p>Educator travel and training - £1,100</p> <p>Towing costs to schools - £6,760 (£260 per school)</p> <p>Insurance costs - £800</p> <p>Licence fee contribution - £2,640</p> <p>Contribution to overheads including payroll, admin, marketing, accountancy - £2,560 @ 10%</p> <p>Total - £25,600</p>
1.9 Community Benefit	<p>Approximately 6,500-7,000 children benefit in, on average, 26 schools from the service, based on the most recent years' figures. With Woking's support, Coram Life Education has been able to embed and sustain its education approach over recent years, and in doing so believes this has supported both children, teaching staff, parents and therefore the local community to consider the ways in which improved wellbeing for children can be achieved, for the whole community's benefit.</p> <p>For instance, its programmes are designed to make a direct impact on children's safety, welfare and behaviour, their improved relationships and their attitude towards and respect for others. Children will benefit from lesson plans which include community-themed lessons, including Year 3 'My Community' and 'Our Friends and Neighbours', and Year 2 'How can we look after our Environment'. These lessons encourage children to discuss issues with their local networks, and offer parents and carers the opportunity to visit the mobile classroom and provide views on the issues and experiences of their specific communities.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £71,504 in the bank. The Group is obliged to allocate a budget sum each year to pay for educator and educator management costs, mobile classroom and towing costs, equipment, resources (including marketing flyers), a licence fee to the central office and overhead contribution for payroll, IT, administration and accountancy. As the area of Surrey will now be run by Coram Life Education, all funding received for that area (in this case Woking) will be restricted for that purpose.</p> <p>The funds that the Group holds in its bank accounts reflect the overall charity and its trading company, operating the central office and licensor functions, and four delivery areas of which Surrey is one. Coram Life Education is part of the Coram Group of Charities and therefore benefits from significant economies of scale, including office space, HR, IT, finance support and overall fundraising support</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £96,129 against an anticipated expenditure of £92,142, resulting in an anticipated surplus of £3,987.</p> <p>Anticipated income includes school fees (£53,271) and grants and donations (£42,857). Items of expenditure include salaries (£49,342),</p>

## Coram Life Education – Application For Financial Assistance

	towing costs (£16,899), licence fee to Coram (£8,268), Central Service Charge (£8,347) and insurance (£4,135).
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £334,193 (£327,082 in 2015/16) against expenditure of £482,163 (£453,981 in 2015/16), resulting in a deficit of £147,970 (a deficit of £126,899 in 2015/16). A deficit of £245,545 was carried forward at the end of the 2016/17 year.</p> <p>Commenting on the deficit, the Group notes that the amounts are owed internally to Coram, CLE Trading, and Coram Trading Limited totalling £192k. Whilst this is noted to be a large number, the charitable activities of Coram Life Education are supported by the Coram Group and so the intra-group balances are not going to be subject to repayment demands within the 2017/18 year.</p> <p>Coram will continue to support the valuable work done by Coram Life Education and a letter of support will be issued by Coram as part of its audit. Further explanation is that during the year there was significant deferred income that related to the funding of the online 'SCARF' resources and website being developed. This related to monies received before the year-end that were for work undertaken after the year end. The deferral has been released in early 2017/18 and is not something that would need to be paid out.</p>
2.3 Support over the past five years	<p>2017/18 – £20,000 towards the costs of the Woking initiative.</p> <p>2016/17 – £20,000 towards the costs of the Woking initiative.</p> <p>2015/16 – £20,000 towards the costs of the Woking initiative.</p> <p>2014/15 – £20,000 towards the costs of the Woking initiative.</p> <p>2013/14 – £23,000 towards the costs of the Woking initiative.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mobile classrooms stored on Council property</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Woking Borough Council has supported Coram Life Education for many years with their ongoing early intervention work offered to all our</p>	



## Coram Life Education – Application For Financial Assistance

	<p>primary schools in Woking. Age appropriate interactive lessons are delivered by their educational programme to all year groups in a mobile classroom. Due to the ongoing support that WBC has provided, some pupils have now been fortunate to receive input every year of their primary school time. This enables the organisation to build on progressive learning because they have been in to all the schools over so many years.</p> <p>The objectives of the sessions are to enable the young people to make positive and informed choices about their health and wellbeing and to decrease the likelihood of unhealthy lifestyles. There is a focus on providing a clear knowledge and understanding of the effects of substances on the body, from prescribed medicines to smoking and illegal substances, but it also helps the young people to develop tactics to resist peer pressure, enabling them to make informed choices in all aspects of their lives.</p> <p>In 2016 Coram Life Education introduced a puberty programme, internet safety programme and an on line resource for teachers to help embed healthy living through the school year. The aim is to help prevent them in the future from taking illegal drugs or getting involved in anti-social behaviour or more serious criminal activities.</p> <p>All of the work of Coram Life Education is evaluated and they provide regular feed back to us on their work. Their termly reports include positive comments from our local schools, who also comment that the pupils are excited when they are expecting a visit.</p> <p>Health and well-being is a core priority for Woking Borough Council and this work supports that. In addition, substance misuse and anti-social behaviour continue to be some of the key priorities for the Safer Woking Partnership so this programme helps support our partnership work. The misuse of drugs and alcohol can so badly affect individuals and communities and this programme is working to reduce this by early intervention, so I consider it very important that we continue to support this organisation.</p>
3.3 Assessment	<p>The Council has been an enthusiastic supporter of the Charity for many years, recognising the long term benefits of early intervention, and through its funding has enabled schools within the Borough to benefit at little or no cost. The Council has not been in a position to fully fund the deficit of the Woking services and in recent years the Charity has asked for a contribution of £100 from Woking schools participating in the programme to assist with the annual deficits.</p> <p>The work of the Group has expanded to combine the tangible delivery via the mobile classroom with digital online resources to support teachers throughout the school year. The Group pays close attention to the changing needs of teachers and schools, and understands that remaining relevant to them is key to its future sustainability. During the past year, the Group widened its portfolio of programmes and services to launch 'SCARF', an online framework of teaching resources to support improvement across the whole school. With 8,000 school-based subscribers within six months of launching, the Group is confident that its offer has become even more valuable and valued by schools across the country.</p> <p>The Coram Life Education programmes in Woking deliver life skills lessons designed to help children develop the knowledge, skills and</p>

## Coram Life Education – Application For Financial Assistance

confidence to make healthy life choices. The programmes develop a year-on-year education experience so that children are equipped with appropriate life skills such as understanding how they can keep their bodies healthy, staying safe, navigating changes such as puberty, understanding the risks of alcohol, tobacco and drug use. These interventions take a preventative approach and support Woking Borough Council's health and wellbeing priorities, namely: tobacco and alcohol control, physical activity, exercise and healthy diet.

The programmes also contribute to Crime Reduction and Community Safety initiatives by exploring alcohol related behaviours that can lead to violence, injuries, physical and verbal abuse and fear in communities. In 2016 the Group introduced a puberty programme, an internet safety programme and online resources for teachers to embed healthy living throughout the school year.

The Group undertakes online evaluation with children and teachers and this data is analysed to ensure the programme meets their needs. The most recent data highlights that 97% of teachers believe that the sessions meet children's needs, and 100% of teachers believe that the Group supports delivery of Personal, Social, Health and Economic education. It also assesses children's baseline knowledge and understanding which consistently shows children's progress after a Group session. For instance research is used that shows challenging misperceptions of social norms can help to reduce negative risk taking such as smoking: If children know that it is uncommon to smoke, they are less likely to take up smoking themselves.

The most recent research was undertaken with headteachers to understand schools readiness to implement Relationships Education when this becomes statutory in 2019. 85% of school leaders responded to the survey and this revealed that two thirds would like resources to help them. Coram Life Education will meet this need from September 2017.

In its general induction and ongoing training of educator staff, the Group uses evidence of effective education methods cited by professional bodies such as the PSHE Association, and best practice evidence gathered across the national network of educators (who, combined, reach half a million children). Earlier this year the Parliamentary Health & Education Committees published evidence submitted by Coram Life Education supporting the role of education in children's wellbeing.

The Group undertakes fundraising to develop evidence based programmes and resources for schools and for educators. This includes small grants but does not support the delivery of local programmes directly. For example, in 2016 the Worshipful Company of Information Technologists awarded a small grant of £4,500 which supported the development of internet safety programmes for the Group's national network of educators (reaching half a million children).

Depending on the level of grant offered, Coram Life Education will set targets to:

1. Offer all primary schools the agreed service
2. Reach approximately 7,000 children via the programmes
3. Offer tailored sessions in discussion with the school, based on

## Coram Life Education – Application For Financial Assistance

their identification of need

4. Give a SCARF subscription to participating schools at no extra cost to classroom delivery, enabling teachers to embed wellbeing education throughout the year
5. Submit written reports as required.

Taking into account the consultee comments which note the importance of the intervention work undertaken by Coram to both community safety and health and wellbeing priorities of the Council, it is proposed that the Council continues to support the Charity, though due to the ongoing budgetary constraints faced by the Council, it is recommended that support of £20,000 be awarded for the 2017/18 financial year, the same as the level awarded for the current year.

REPORT ENDS



## CROSSROADS CARE SURREY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Crossroads Care Surrey provides a specialist service to recruit and train care attendants for families with disabled relatives, in order to provide respite care breaks for the family and carer. By doing so, the Charity avoids additional burdens on hospitals and residential homes by reducing admissions as well as improving the health and wellbeing of the carers themselves. The care attendants' service is provided free to families, but donations are encouraged.</p> <p>An application for financial assistance has been received from Crossroads Care Surrey to continue the provision of additional care hours for at least nine of the families now on its waiting list. This year the Group has received 88 referrals from the Woking area and currently has 78 local families on its waiting list, an indication of the ongoing need for this service. Referrals have been received from organisations such as Adult Social Care, Public Health, Voluntary Sector and Woking Hospice, in addition to 36 self-referrals.</p> <p>This service has been funded by Woking Borough Council for many years, with a view to achieving as much support as possible for carers in the Borough. During each financial year the Group advises the Council of the number of hours it has supported carers in Woking, together with evidence, which is invoiced at the rate of £19.50 per hour. No funding is provided for any unused hours at the end of each year and the Group is on track to provide the 512 hours of support to Woking families during the current financial year.</p> <p>The grant would enable the Charity to provide a further 512 hours of respite breaks to the unpaid carers of Woking. This equates to 170 sessions each consisting of a three-hour respite break. It is recommended that the Council continues its support and awards a grant of £10,000 for the coming year.</p>

<b>Recommendations</b>	
Reasons for Decision	To provide additional care hours for families in the Woking area to reduce the Service's waiting list.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of up to £10,000 be awarded towards the provision of additional care hours for families in the Woking area.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must</p>

## Crossroads Care Surrey – Application For Financial Assistance

	<p>be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is</p>

## Crossroads Care Surrey – Application For Financial Assistance

therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

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### **Date Published:**

6 December 2017





## Crossroads Care Surrey – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Crossroads was established over 30 years ago. In 2009 various schemes across Surrey merged into 6 groups called Surrey Crossroads trading as Crossroads Care Surrey. In 2015 the remaining schemes merged into one which is now based in Leatherhead.</p> <p>Crossroads Care Surrey is a registered charity providing respite breaks to unpaid Carers in their own homes and also in the community. It offers services across the whole county including the Borough of Woking and provides highly trained Carer Support Workers who step into the shoes of the Carer, allowing them to have some precious free time to spend with their other family members or undertake an activity of their choice.</p> <p>Carers are often on call 24/7, 365 days a year and this constant pressure takes its toll on their physical health and wellbeing. Practical support is provided in either their homes or at one of its adult clubs to allow them to have some time to themselves which assists them to continue in their caring role.</p>
1.2 Employees	<ul style="list-style-type: none"> <li>• Chief Executive Officer (35 hours per week)</li> <li>• Care Operations Manager (35 hours per week)</li> <li>• Deputy Care Operations Manager (35 hours per week)</li> <li>• Finance Manager (35 hours per week)</li> <li>• HR Manager (35 hours per week)</li> <li>• Adult and Children's Clubs Coordinator (35 hours per week)</li> <li>• Admin Assistant (35 hours per week)</li> <li>• Webroster Administrator (20 hours per week)</li> <li>• 2 x Finance Administrators (27 hours per week)</li> <li>• 6 x Care Coordinators (average 32 hours per week)</li> <li>• Assessment Coordinator (35 hours per week)</li> <li>• 3 x Care Assessors (35 hours per week)</li> <li>• 154 x Carer Support Workers (various hours per week)</li> <li>• 16 x Playworkers (average 6 hours per week)</li> <li>• 1 x Health &amp; Social Care apprentice (35 hours per week)</li> <li>• 1 x Business Support Apprentice (35 hours per week)</li> <li>• 1 x Communications, Fundraising and Projects graduate</li> </ul>
1.3 Volunteers	<p>30. The volunteers are highly valued and assist in a variety of roles. The Board of 9 Trustees are all volunteers. Together they bring a wide range of business skills to govern and lead the charity. These skills include accountancy, local government, nursing and general management skills. Many of them also have experience of being Carers.</p> <p>The volunteers also assist in the running of the six adult social clubs. They perform tasks such as food preparation, assistance with craft activities and setting up rooms. Their support means that the highly trained Carer Support Workers can focus more on meeting the needs of the individual Club attendees.</p> <p>Volunteers also regularly assist with fundraising activities both by taking part in events such as cycle or running events or by helping with exhibitions.</p>

## Crossroads Care Surrey – Application For Financial Assistance

1.4 Clients/Users	<p>847, comprising:</p> <p>226 male</p> <p>621 female</p> <p>60 disabled</p> <p>221 ethnic minority</p> <p>93 resident in Woking</p> <p>370 aged 19-65</p> <p>454 aged 65+</p> <p>No charge is made to the users.</p>
1.5 Members	<p>161, comprising:</p> <p>63 male</p> <p>98 female</p> <p>16 resident to Woking</p> <p>There is an annual membership subscription of £20. Membership is open to anyone who would like to support the Charity. Members receive a bi annual newsletter and have voting rights at the AGM.</p>
1.6 Sum Requested	£10,000 (Revenue)
1.7 Project	<p>The grant funding being requested will enable Crossroads Care Surrey to continue to offer respite breaks within the home or community to more unpaid Carers in the Borough of Woking.</p> <p>Many of these Carers provide support to their family members 24/7 365 days a year. Caring 24 hours a day for either a young child, young person or an adult with a disability or long term health condition can really take its toll on the Carer. They may feel isolated, suffer from stress and anxiety which in turn impacts on their own mental and physical health.</p>
1.8 Cost breakdown:	<p>A grant of £10,000 would be broken down as follows:</p> <p>Direct staff costs- salaries, NI, Pension, training and mileage - £9,200</p> <p>Premises, IT, depreciation, sundry costs - £800.</p>
1.9 Community Benefit	<p>A grant of £10,000 from Woking Borough Council would enable the Group to provide 512 hours of respite care to unpaid Carers in Woking. This equates to 170 sessions, each consisting of a minimum 3 hour break. All services are user-led so these sessions would be allocated in accordance with the family's wishes. Some Carers may prefer a weekly break, others fortnightly and some less often than that.</p> <p>To recover the full cost of one hour of care costs the Group requires £19.50 per hour to reflect the increase in salary costs from the introduction of the national minimum living wage and pension costs.</p>

## Crossroads Care Surrey – Application For Financial Assistance

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £445,167 in the bank.</p> <p>The Group holds reserves of £1,224,000 (also including property and investments) which are committed to its major expansion programme. The holding of £879,000 of general funds is in line with Charity Commission recommendations of retaining a minimum level of 3 months' operating costs. The holding of around £270,000 is held in designated and restricted funds related to the delivery of the Home Based Breaks and End of Life Carer support services. The remaining £75,000 is a revaluation reserves relating to the investments held.</p> <p>The Group has submitted a breakeven budget for 2018/19 which shows an anticipated expenditure of £10,000.</p> <p>Items of expenditure include salaries, travelling and training (£8,800), secretarial and administration (£400), office rent and Council Tax (£100), membership fees and quality assessments (£200), equipment and fixed assets (£100), telephone, communications and stationery (£200), marketing and communication costs (£100) and computer maintenance and repairs (£100).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £2,827,000 (£3,012,000 in 2015/16) against expenditure of £2,854,000 (£3,023,000 in 2015/16), resulting in a deficit of £10,000 (a deficit of £19,000 in 2015/16). The sum of £1,224,000 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 - £10,000 towards additional carers support in Woking                  2016/17 - £10,000 towards additional carers support in Woking                  2015/16 – £10,000 towards additional carers support in Woking                  2014/15 – £10,000 towards additional carers support in Woking                  2013/14 – £10,000 towards additional carers support in Woking</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>

## Crossroads Care Surrey – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I continue to be supportive of this organisation as I am conscious of the significant part that carers play in keeping individuals out of mainstream health and social care settings. It is clear that there is a significant unmet demand in Woking, a position which is only likely to continue to increase with time.</p> <p>Supporting this organisation would underpin the Council's commitment to Carers through its signing of a Memorandum Of Understanding earlier in the year and also would contribute to delivery of one of the key five priorities in Woking's Health and Wellbeing Plan regarding carers.</p>
<p>3.3 Assessment</p>	<p>The Borough Council has funded Crossroads Care Surrey for many years, providing an annual grant of £10,000 in recent years to assist the Charity in meeting its waiting list of carers. During each financial year the Group advises the Council of the number of hours it has supported carers in Woking, together with evidence, which is invoiced at the rate of £19.50 per hour. No funding is provided for any unused hours at the end of each year and the Group is on track to provide the 512 hours of support to Woking families during the current financial year.</p> <p>The Group offers Carers a minimum regular break of three hours, providing a highly trained Carer Support Worker who steps into their shoes and takes on all the caring responsibilities that they usually undertake. A comprehensive assessment process of the needs of both the Carer and the cared for person is undertaken and a detailed care plan produced. By offering these Carers a respite break they are given time for themselves which they can use to spend with other members of their family, attend medical appointments, or undertake a social activity of their choice. This in turn improves their health and wellbeing and allows them to remain in their caring role for longer periods.</p> <p>In the past year 88 number of referrals have been received from the Woking area and at the time of application there were 78 families on its waiting list which demonstrates the unmet need of Carers in Woking. Referrals have been received from organisations such as Adult Social Care, Public Health, Voluntary Sector and Woking Hospice, in addition to 36 self-referrals.</p> <p>To be eligible, a Carer would need to be looking after someone who cannot be left on their own, for example they could not keep themselves safe or prepare food and drink. The Carer does not actually need to live with the person but they must be providing daily support. Should this criteria be met the Group's Referral Coordinator would call the Carer and conduct an in depth telephone assessment to assess the level of urgency. A full face to face assessment is then carried out before the service would begin.</p> <p>There are over 108,000 known Carers in Surrey of which 8,000 are over 65 years of age. Every year a Carers survey is circulated to its clients. In the 2016 survey:</p> <ul style="list-style-type: none"> <li>• 96% said their quality of life had been improved by respite breaks.</li> <li>• 98% of Carers said they had peace of mind when Crossroads</li> </ul>

## Crossroads Care Surrey – Application For Financial Assistance

took over.

84% of Carers said that Crossroads helps them stay in better health.

The Group is also subject to external evaluation as a regulated service by the Care Quality Commission (CQC), Ofsted and as a network partner of the Carers Trust by their own internal quality assurance processes.

Each year a robust fundraising plan is in place to enable more Carers to be supported in Surrey. For the last 5 years the Group has been chosen as the main provider of Home Based Breaks and End of Life Carer support services funded by Surrey County Council and the NHS. These contracts are worth £1.8 million a year. However the need for services exceeds these funded hours and there is an increasing waiting list. Funding is also received from a number of local district and borough councils - Guildford, Elmbridge, Tandridge, Spelthorne and Woking plus funding from the Peter Harrison Charitable Trust and BBC Children In need for the Saturday Club for disabled children.

Fundraising activities over the past year include:

- Completion of 2 tender applications to SCC and the NHS
- Applications to Waitrose Community Matters scheme. A number of stores across the county have offered support this year
- Inviting supporters to become members of the charity
- Applications to many charitable trusts made primarily to support the 6 adult and children's social clubs
- Direct fundraising
- Participation in local fundraising events e.g. the Nuts Challenge

Crossroads Grand Summer Raffle - with donated gifts from many corporate organisations (raised over £4,000)

It is recommended that the Council continues its support and awards a grant of £10,000 for the coming year.

REPORT ENDS



## FAMILY VOICE SURREY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Formed in 2011, Family Voice Surrey champions SEND (Special Needs and Disabilities) families with children or young adults under 25 who have special educational needs or disabilities. The Group is applying for funds of £1,974 towards the costs of employing a Local Hub Co-ordinator to assist with the development of family hubs as part of the Early Help work taking place in Woking. The Co-ordinator would build a forum of parents / carers of children with additional needs and disabilities meeting bi-monthly, build relationships with local agencies, and raise issues identified by parent carers.</p> <p>The role of Parent Carer Forums is recognised in the Children and Families Act 2014, providing Family Voice Surrey with a platform as a voice of parent carers of children and young people with additional needs. The emphasis nationally is shifting to a more tailored local offer through the development of the Early Help hubs, which will bring together a collection of legally required services and voluntary services to support children, young people and their families. The Group estimates that there are around 3,320 families in Woking who have children with additional needs or disabilities.</p> <p>The consultee comments show support for the work taking place by Family Voice Surrey, and it is noted that Local Family Hubs are being developed across the County, with contributions being made in Woking from the multi-agency Early Help Advisory Board. However, the comments note that the Council is not aware of the Group liaising with the Borough's Family Support Programme or the Advisory Board and so at the present time it is recommended that no grant be awarded.</p>

<b>Recommendations</b>	
Reasons for Decision	Consultation has not yet taken place with the Council or the Early Help Advisory Board regarding the proposals.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2018/19 Application Form.

**Reporting Person:**

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## Family Voice Surrey – Application For Financial Assistance

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### **Date Published:**

6 December 2017



## Family Voice Surrey – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Family Voice Surrey was formed in 2011. The Group champions the needs and rights of SEND families in Surrey: families with children or young adults up to the age of 25 who have special educational needs, chronic illnesses, including mental health conditions, or disabilities.
1.2 Employees	2, comprising an Operations Manager (21 hours per week) and a Co-ordinator (20 hours per week).
1.3 Volunteers	21. The volunteer parent representatives provide the views of families at meetings, workshops and events relating to education, health, disabilities and social care. They may also represent Family Voice Surrey at events, parents support groups and other meetings.
1.4 Clients/Users	None.
1.5 Members	<p>1,350, comprising:</p> <ul style="list-style-type: none"> <li>68 male</li> <li>1,282 female</li> <li>101 disabled</li> <li>95 ethnic minority</li> <li>162 resident in Woking</li> <li>1,200 aged 19-65</li> <li>150 aged 65+</li> </ul> <p>No membership fees are levied by the Group.</p>
1.6 Sum Requested	£1,974 (Revenue)
1.7 Project	<p>Family Voice Surrey is applying for funding towards a Local Hub Co-ordinator for Woking, noting that the development of Surrey County Council's Early Help family hub model provides an opportunity for families caring for children with additional needs to shape local services and have their voice heard at a local level. The Group is aiming to support the development of these family hubs in each local area.</p> <p>As a small voluntary organisation, Family Voice Surrey is keen to increase network of supporters would need to increase and adds that appointing a Co-ordinator in Woking would strongly assist.</p> <p>The Local Hub Co-ordinator would:</p> <ul style="list-style-type: none"> <li>- represent Family Voice Surrey in Woking, build a network of parents/carers of children with additional needs and/or disabilities through bi-monthly meetings. These meetings would both meet the needs and interests of local parent carers, and be an opportunity for local partner organisations to consult with parent carers;</li> <li>- build relationships with other organisations in Woking on behalf of Family Voice Surrey, including the emerging Woking early help family hub, special and mainstream schools, children's centres</li> </ul>

## Family Voice Surrey – Application For Financial Assistance

	<p>and local parent carer support groups;</p> <ul style="list-style-type: none"> <li>- identify and raise issues that parent carers are experiencing with professionals, providing direct feedback on services provided locally. As an example, Family Voice Surrey sits on the Mindsight Surrey CAMHS (Children &amp; Adolescent Mental Health Service) board and the Co-ordinator would feed into this;</li> <li>- act as the link between Family Voice Surrey, local parent carers and the Woking Early Help family hub;</li> <li>- promote and share Family Voice Surrey consultations and surveys.</li> </ul>
<p>1.8 Cost breakdown:</p>	<p>Salary: £12.50/hour for 67.25 hours/year incl annual leave = £840.63  Meeting room costs: bi-monthly meetings - 6/year (£20/hour, 4 hours/meeting) = £480  Travel expenses: average 15 miles/month = £81  IT: MS Office license @ £9.40/month + VAT = £135.36  Core costs/overheads: Payroll @ £132 incl VAT + management support @ £305 for 2 days/yr Ops Mgr = £436  TOTAL = £1,973.99</p>
<p>1.9 Community Benefit</p>	<p>The target of reaching 10% of SEND parent carers in Woking would be evidenced through the number of Woking families that took part in surveys, consultation events, attended events and/or who signed up as members to Family Voice Surrey. Reaching 10% of Woking's SEND population of parent carers would give a more rounded picture of families' experiences, and would improve decision-making, with services designed to meet the needs of these families.</p>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £52,812 in the bank.</p> <p>This figure represents a number of grants received plus reserves. Most recently, the Group has received the first half (£7,500) of its grant from the DfE for parent participation, which will cover costs such as its IT system, the annual event and parent carer expenses.</p> <p>There is also some remaining grant amounts from funders including the Community Foundation for Surrey, Raven Housing Trust's Brighter Community Fund and Elmbridge Borough Council for parent engagement events and a schools information pack project. The total includes provision for staff salaries for the Coordinator and Operations Manager, along with a provision for parent carer expenses for the Surrey SEND work.</p> <p>The Group has submitted a break-even budget for the Woking Local Hub Co-ordinator 2018/19 which shows an anticipated income and expenditure of £1,974. The breakdown is set out above in paragraph 1.8 – Cost Breakdown.</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2016/17 which show an income of £94,443 against expenditure of £77,777, resulting in a</p>

## Family Voice Surrey – Application For Financial Assistance

	surplus of £16,666. The sum of £41,790 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>																									
3.1 Key Information	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="radio"/> Constitution</td> <td style="width: 50%; text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Registered Charity</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/> VAT Registered</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/> Equal Opportunities Policy</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Safeguarding Policy</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Reserves Policy</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/> Quality Mark</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/> Other funding sources pursued</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Other support by the Council</td> <td style="text-align: right;">No</td> </tr> <tr> <td><input type="radio"/> Fundraising</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td><input type="radio"/> Two quotes</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td><input type="radio"/> Regular monitoring provided previously</td> <td style="text-align: right;">N/A</td> </tr> </table>	<input type="radio"/> Constitution	Yes	<input type="radio"/> Registered Charity	No	<input type="radio"/> VAT Registered	No	<input type="radio"/> Equal Opportunities Policy	Yes	<input type="radio"/> Safeguarding Policy	Yes	<input type="radio"/> Reserves Policy	No	<input type="radio"/> Quality Mark	No	<input type="radio"/> Other funding sources pursued	Yes	<input type="radio"/> Other support by the Council	No	<input type="radio"/> Fundraising	Yes	<input type="radio"/> Two quotes	N/A	<input type="radio"/> Regular monitoring provided previously	N/A
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3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Family Voice is a Surrey group that provides support to families with Special Educational Needs and Disability (SEND). The Group acts as an advocacy, support and voice for families and are requesting £1,974 to fund a Local Hub Coordinator in Woking.</p> <p>As discussed in the application, local family hubs are being developed across the County and stakeholder engagement events have taken place which included representative from Family Voice. The Woking Early Help Advisory Board are looking for representation for families, however, it has not yet been established how this will be organised.</p> <p>I am not aware of Family Voice liaising with the Borough Council and have checked with the Chair of the Woking Advisory Board and we have not had any specific contact with Family Voice regarding a Local Hub Coordinator in Woking. Therefore, although I am supportive of the work this Group does in advocating for SEND families, I am not in a position to support this specific application at this time.</p>																								
3.3 Assessment	<p>Formed in 2011, Family Voice Surrey champions SEND (Special Needs and Disabilities) families with children or young adults under 25 who have special educational needs or disabilities. The Group is applying for funds of £1,974 towards the costs of employing a Local Hub Co-ordinator to assist with the development of family hubs as part of the Early Help work taking place in Woking. The Co-ordinator would build a forum of parents/carers of children with additional needs and disabilities meeting bi-monthly, build relationships with local agencies, and raise issues identified by parent carers.</p> <p>In its application the Group highlights the Children with Disabilities</p>																								

## Family Voice Surrey – Application For Financial Assistance

Forum in Spelthorne, which is similar to the proposal for Woking and had been in operation for 14 years. The Forum employs a chair for five every three months who runs quarterly meetings for parent carers and professionals.

The role of Parent Carer Forums is recognised in the Children and Families Act 2014, providing Family Voice Surrey with a platform as a voice of parent carers of children and young people with additional needs. The emphasis nationally is shifting to a more tailored local offer through the development of the Early Help hubs, which will bring together a collection of legally required services and voluntary services which support children, young people and their families. To ensure these hubs deliver what families need, the Group notes that it is essential that the voice of parent carers is heard to inform their development and help shape services for the estimated 3,320 Woking families who have children with additional needs or disabilities.

The Group has also applied for core funding from Reigate & Banstead Borough Council for a Local Hub Coordinator in their borough, and plans to consider the proposal in other districts and boroughs. As well as increasing its level of fundraising, the Group has also begun to look at charging for training places and offering training as a means to increase its income. Grants awarded recently include:

- Parent participation grant - DfE - £15,000
- Discretionary grant for research into Health & Wellbeing of carers - DfE - £3,693
- Parent carer training events - Community Foundation for Surrey - £3,000
- Raven Housing Trust's Brighter Community Fund - £3,000 (project working to develop a school information pack)
- Elmbridge Borough Council - £1,766.50 (extension of the above)

The consultee comments show support for the work undertaken by Family Voice Surrey, and it is noted that Local Family Hubs are being developed across the County, with contributions being made in Woking from the multi-agency Early Help Advisory Board. However, the comments note that the Council is not aware of the Group liaising with the Borough's Family Support Programme or the Advisory Board and so at the present time it is recommended that no grant be awarded.

REPORT ENDS

## FOX CORNER COMMUNITY WILDLIFE AREA ASSOCIATION – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>	
<p>Fox Corner Community Wildlife Area Association manages a nature reserve just off Fox Corner roundabout, at the junction between the borders of Woking Borough Council and Guildford Borough Council. Schools, scout groups and other local organisations visit the site from across the area. The site has attracted a range of wildlife and a number of rare plants are thriving at the site, and has been designated a Nature Reserve.</p> <p>The Association received support of £500 from the Council in 2014/15 towards the replacement of the secondary gate at the site. The new application before the Executive is for the sum of £1,000 towards the cost of replacing the bridge crossing the Hodge Brook. The Council's policy for capital applications is to award a maximum of 50% of the total project cost and the application from the Association meets the criteria with a total cost of £4,500.</p> <p>Engineering advice sought by the Association has recommended that the bridge should be replaced to maintain both safe public access and movement of maintenance machinery across the site. Its replacement would be a community project benefitting residents and visitors of all ages, with the environment of flora and fauna being safeguarded.</p> <p>It is therefore proposed that the Association be awarded a grant of £1,000 towards the new bridge subject to the usual conditions and the presentation of invoices for the work.</p>	

<b>Recommendations</b>	
Reasons for Decision	To support the Association in its work to preserve the natural environment of the site, and ensure the reserve is accessible to all.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of £1,000 be awarded from the Community Fund towards the cost of the new bridge at the site.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date</p>

## Fox Corner Community Wildlife Area Association – Application For Financial Assistance

	<p>unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

## **Fox Corner Community Wildlife Area Association – Application For Financial Assistance**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017





## Fox Corner Community Wildlife Area Association – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The Association was formed in 1991 to improve the conservation of wildlife and natural habitats for public benefit and for the advancement of knowledge and education in natural sciences by developing and managing the community wildlife area. The site is located adjacent to the A322 at Fox Corner at the junction of St John's, Pirbright and Worplesdon parishes.
1.2 Employees	None.
1.3 Volunteers	<p>8. The volunteers carry out duties including maintenance and management of the site. They are regularly supplemented by residents, corporate volunteers and youth groups such as brownies, scouts and Duke of Edinburgh Scheme participants. The work includes grass cutting, footpath clearing, fence and boundary inspection and repairs, information boards and publicity.</p> <p>The current project for the replacement of an access bridge is engineered and managed principally by one of the volunteers who is a qualified civil engineer.</p>
1.4 Clients/Users	<p>200, comprising:</p> <ul style="list-style-type: none"> <li>100 male</li> <li>100 female</li> <li>20 disabled</li> <li>20 ethnic minority</li> <li>50 resident in Woking</li> </ul> <p>The wildlife area has disabled access and is open to the public. Visitors include residents of the immediate area and from further afield in Woking and Guildford. The site is promoted to local schools and youth organisation. Visiting groups regularly undertake their own environmental project work.</p>
1.5 Members	<p>70, including 10 Woking residents.</p> <p>Membership is by household or family group and includes children.</p>
1.6 Sum Requested	£1,000 (Capital)
1.7 Project	The site straddles Hodge Brook which visitors can cross on the Winter Bridge, a sympathetically designed wooden bridge originally sponsored by a Fox Corner resident and erected 15 years ago. The bridge is reaching the end of its life and the Association plans to replace it to maintain safe access. A new bridge has been designed and would be erected by residents including a qualified civil engineer. The structure would have a galvanised steel sub-frame which would be hidden from view by an oak structure. It would be similar in size to the existing bridge.
1.8 Cost breakdown:	The project has been estimated at a total cost of £4,500: Steelwork supply £2750,

## Fox Corner Community Wildlife Area Association – Application For Financial Assistance

	<p>Oak timber £1250, Fixings and sundries £500.</p> <p>The Association has secured a grant of £3,000 from a donor, through Foundation for Surrey, along with a donation of £500 from a local resident. Therefore the Council is being asked to consider funding the remaining £1,000 to enable the project to go ahead.</p>
1.9 Community Benefit	<p>The wildlife area draws regular visitors from Fox Corner, Brookwood, Knaphill and Surrey. The site is open to the public and visitor numbers are not monitored but the Group can tell by observation and from feedback at social and village events that the site is well used and appreciated. The Group aims to complete the work before the end of 2017 and certainly before Easter 2018.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £3,129 in the bank.</p> <p>The Group has submitted a budget for the project applied for which is set out in paragraph 1.8 (cost breakdown) above.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016 which show an income of £1,467 (£6,980 in 2015) against expenditure of £1,565 (£5,768 in 2015), resulting in a deficit of £98 (a surplus of £1,212 in 2015). The sum of £3,081 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2014/15 – £500 towards replacement of secondary gate and fence.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The Council previously supported an application from the group for the replacement of an access gate to the site, as it considered that by doing so</p>	

## Fox Corner Community Wildlife Area Association – Application For Financial Assistance

it would help open up the area for wider access to all, acknowledging in doing so the important part that green space plays in an individuals health and wellbeing.

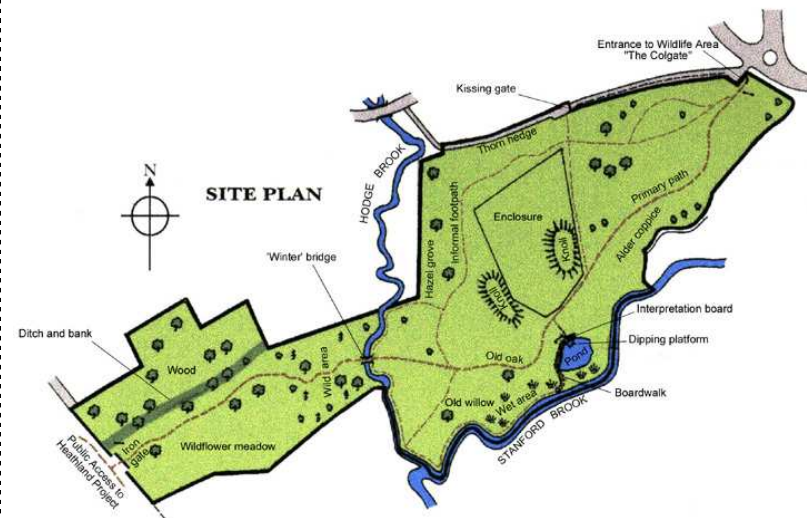
I would be supportive of this request, especially as they have managed to secure some other funding to the project.

### 3.3 Assessment

Fox Corner Community Wildlife Area Association manages a nature reserve just off Fox Corner roundabout, at the junction between the borders of Woking Borough Council and Guildford Borough Council.

The site has been designated a Nature Reserve and is open 24/7, attracting moth experts at night and amateur photographers at any times. The Guildford Society presented the Association with a design award in the environment category in 2012 in recognition of new features such as enhanced access for wheelchair users, a dipping platform and a boardwalk. The site has attracted a range of wildlife, including kingfishers, the woodmouse, roe deer, woodpeckers, wrens and a variety of butterflies. A number of rare plants are thriving at the site, including grass vetchling, spindle and meadow sweet.

A plan of the site is set out below:



The Association has previously received support from Guildford Borough Council and, in 2014/15, Woking Borough Council towards the cost of replacing its secondary gate, which was in a state of disrepair and not accessible for wheelchair users. Schools, scout groups and other local organisations visit the site from across the area.

The Association is requesting financial assistance towards the replacement bridge which enables Hodge Brook to be crossed, and has raised £3,500 towards the total cost of £4,500. The Council's policy for capital applications is to award a maximum of 50% of the total project cost and the application from the Association meets the criteria.

The existing bridge has been surveyed and engineering advice is that it should be replaced. This bridge is essential for safe public access and movement of maintenance machinery across the site. Its replacement would be a community project benefitting residents and visitors of all ages, with the environment of flora and fauna being safeguarded.

It is recommended that the Association be awarded a grant of £1,000

**Fox Corner Community Wildlife Area Association – Application For Financial Assistance**

towards the new bridge subject to the usual conditions and the presentation of invoices for the work.

REPORT ENDS

## FRIENDS OF THE ELDERLY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Friends of the Elderly has been established since 1905 and is one of the UK’s oldest charities supporting older people.</p> <p>The charity’s vision is a society where all older people are treated with respect and have the opportunity to lead fulfilled lives. The charity provides support for all older people, particularly those in need due to mental or physical frailty, isolation or poverty. Its range of personalised care and support services includes care homes, befriending schemes and welfare grants. The Friends of the Elderly Group includes the subsidiary Triangle Community Services which offers day clubs, home care and extra care services.</p> <p>Friends of the Elderly have applied for a grant of £10,000 to support a new service within the Borough of Woking, the Community Connector Service (CCS). The service will support lonely and isolated older people living in Woking, who wish to gain access to and be part of, their local community.</p> <p>This additional service will also be available to support older people living with mild dementia, helping them to remain independent for as long as possible working in partnership with other services in the Woking area.</p> <p>The Community Connector Service will support the Council’s Health and Well Being priority areas as well as complementing the Councils’ Social Prescribing service, the recommendation would be that these services be encouraged to work together closely to ensure the best possible outcomes for the community are achieved. It is therefore recommended that the application of £10,000 for the financial year 2018/19 be approved to enable this partnership to be developed.</p>

<b>Recommendations</b>	
Reasons for Decision	The Community Connector Service will support the Council’s Health and Well Being priority areas as well as complementing the Councils’ Social Prescribing service.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £10,000 be awarded from the Community Fund towards the costs of the Community Connector Service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p>

## Friends of the Elderly – Application For Financial Assistance

	<p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

## Friends of the Elderly – Application For Financial Assistance

Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>
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**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017





## Friends of the Elderly – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Friends of the Elderly has been established since 1905 and is one of the UK's oldest charities supporting older people.</p> <p>The Charity's vision is a society where all older people are treated with respect and have the opportunity to lead fulfilled lives. The Charity provides support for all older people, particularly those in need due to mental or physical frailty, isolation or poverty. Its range of personalised care and support services includes care homes, befriending schemes and welfare grants.</p> <p>The Friends of the Elderly Group includes the subsidiary Triangle Community Services which offers day clubs, home care and extra care services.</p>
1.2 Employees	1, comprising Manager 35 hours per week – 20 of these hours will be dedicated to the provision of the new Community Connector Service
1.3 Volunteers	35, whose activities include one to one befriending; group activities held within sheltered housing schemes; monthly outings for older people; and Office administration.
1.4 Clients/Users	<p>118, comprising:</p> <p>36 male</p> <p>82 female</p> <p>14 disabled</p> <p>2 ethnic minority</p> <p>118 resident in Woking</p> <p>118 aged 65+</p>
1.5 Members	Not Applicable
1.6 Sum Requested	£10,000 (Revenue)
1.7 Project	<p>Funding from Woking Borough Council will be used to establish a new Community Connector Service (CCS) in Woking. The Service will support lonely and isolated older people living in Woking who wish to gain access to and be part of their local community again.</p> <p>Prior to allocating a volunteer Community Connector to a user, an initial assessment will be carried out to identify each person's goals and aspirations; these will be documented and become a personalised 'outcomes' plan. These goals could be to reconnect with their local parish, attend a bridge club, day care, swimming, arts and crafts or learn a new skill. It could be that the person needs to gain confidence to be able to visit their local shops or library on their own again.</p>
1.8 Cost breakdown:	<p>Year 1:</p> <p>Salary (20% of salary) to support the new service £6,410</p>

## Friends of the Elderly – Application For Financial Assistance

	<p>Pension (20% of costs) £353</p> <p>DBS costs for volunteers £165</p> <p>Volunteer training £300</p> <p>Office overheads £1,200</p> <p>Volunteer Expenses £240</p> <p>Marketing/Recruitment £500</p> <p>Professional Evaluation £3,000</p> <p>Central office support (10% of costs) £1,217</p> <p>Total £13,385</p> <p>(Friends of the Elderly will meet the additional cost of £3,385 out of the limited restricted funds that they hold).</p>
1.9 Community Benefit	<p>The new Community Connector Service aims to directly reduce loneliness and isolation for a minimum of 72 people over the age of 65 per year in Woking. Health and wellbeing providers and commissioners are increasingly recognising loneliness as a serious social issue which directly increases local and national health and social care service usage and costs as well as the development of particular health conditions in older people.</p> <p>Research has shown that the effect of isolation and loneliness on mortality has been estimated to be equivalent to smoking 15 cigarettes per day. Isolation and loneliness are linked to depression, anxiety, decline in mobility, high blood pressure and increased mortality rates. Loneliness reduces older people’s immediate quality of life.</p> <p>The Community Connector Service will contribute to Woking Borough Council achieving its Community Strategy in Theme 1: A strong community which values personal health and well being. The Service also supports the Councils values regarding Social Value, where consideration is given to more than funding a service but also includes, happiness, wellbeing, health, inclusion and empowerment of its residents.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £4,651,521 in the bank. This includes the income (and expenditure) from a subsidiary organisation which is registered independently with the Charity Commission – Triangle Community Services.</p> <p>£4.2m of this money are the proceeds of the sale of a property in March 2017, this money forms part of endowed funds and can not be spent in any other way than is specified by the Charity Commission.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £30,407,264 against an anticipated expenditure of £29,984,695, resulting in an anticipated surplus of £422,569, this budget is for both Friends of the Elderly and for the subsidiary service delivery Triangle. A full breakdown of income split has been requested and shows that Friends of the Elderly are anticipating a Net</p>

## Friends of the Elderly – Application For Financial Assistance

	<p>Surplus of £123,611 in the financial year 2018-2019.</p> <p>Anticipated income includes care homes (£20,954,622), Triangle (£8,377,358), fundraising (£383,785), rental accommodation (£243,682), investment income (£443,873) and engagement (£3,944).</p> <p>Items of expenditure include care homes (£13,373,572), Triangle (£6,763,431), fundraising (£141,269), central office (£2,775,809), engagement (£491,910), rental accommodation (£3,237), overheads for care homes (£3,490,565), overheads for Triangle (£1,002,849), overheads for engagement (£172,750), overheads for fundraising (£66,827), overheads for rental accommodation (£137,941) and overheads for Central Office (£1,564,533).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £5,686,697 (£5,570,089 in 2015/16) against expenditure of £5,739,978 (£5,488,537 in 2015/16), resulting in a deficit of £53,281 (a surplus of £81,552 in 2015/16). The sum of £86,234 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>New Application.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be very supportive of this application, not least because the Council has been working with Friends of The Elderly on a pilot project during the last year around the befriending and mentoring of older persons, from which this proposed Community Connectors project has been developed. Linking closely with the Council's Health and Wellbeing priorities around social isolation and loneliness together with the council's programmes around Social Prescribing this service will help to identify those most at risk and support them into leading fulfilling lives.</p>	

## Friends of the Elderly – Application For Financial Assistance

### 3.3 Assessment

Friends of the Elderly was established in 1905 and is one of the UK's oldest charities specifically designed to support older people.

The charity's vision is a society where all older people are treated with respect and have the opportunity to fulfilled lives. The charity provides support for all older people, particularly those in need due to mental or physical frailty, isolation or poverty.

Friends of the Elderly are commencing a new service 'Community Connector Service' (CCS) in Woking. The CCS will support lonely and isolated older people living in Woking, who wish to gain access to and be part of, their community.

The Service will undertake an initial assessment with each individual who is referred to them in order to work with the individual to identify their goals and aspirations; this will form the basis of a personalised outcomes plan.

Once the initial assessment has been undertaken the individual will be allocated to a volunteer Community Connector who will work with the individual, providing support and guidance as required and appropriate to enable the individual to build confidence and begin to re-engage in the community.

Individual goals can be as simple or as complex as required for each individual, but can include attending a community centre or day care, going swimming, joining an activity class, learning a new skill or even just visiting their local shops or library. The volunteer Community Connector will accompany the individual for as long as is necessary in order to build up confidence in the individual.

Anyone can make a referral if they are concerned about an older person being vulnerable, lonely and isolated. Individuals, family, neighbours, agencies can all make referrals to the scheme.

Although the organisation has substantial funds showing in their budget and accounts, a significant proportion of this can be attributed to the independently registered subsidiary Triangle Community Services which offers day clubs, home care and extra care services. The funds also include receipt of £4.2 million received through the proceeds from the sale of a property in March 2017, the proceeds form part of an endowed fund which can not be spent in any other way than that stipulated by the Charity Commission. Funding available to this particular aspect of the Friends of the Elderly service are at a level of £123,611 with Triangle funds amount to £298,958.

The Community Connectors Services links fully with the Council's own Social Prescribing project which sits firmly under the Health and Well Being service.

It is therefore recommended that the requested sum of £10,000 grant be awarded and that positive ways are sought to develop partnership working between Friends of the Elderly/Triangle and the Councils Health and Well Being Service, specifically the Social Prescribing service.

REPORT ENDS

## GASP MOTOR PROJECT – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Established in 2005 GASP Motor Project is widely recognised in Surrey as a provider of non-judgemental, caring and practical support, delivering accredited AQA courses in basic motor mechanics and practical engineering skills, and contributes to students’ positive personal development. This is done through the provision of a hands-on, specialist and personalised alternative learning environment within a focused and disciplined framework. Where it is appropriate, the Group also helps to facilitate a students’ onward progression into education, training and employment.</p> <p>GASP Motor Project has requested funding of £4,950 towards the provision of After School Courses for young people who are Not in Education, Employment or Training (NEET). A successful outcome to the application would mean that 18 young people would directly benefit from the After School courses. There would also be a wider benefit to the community with the potential for reduced anti social behaviour as young people who are NEET will have the incentive to work towards employment and become a positive benefit to the community, reducing the potential for further support after they leave education.</p> <p>The organisation works in partnership with Woking Community Transport which offers facilities twice a month and they currently work with both Woking High School and Bishop David Brown.</p> <p>It is recommended that a grant of £4,950 should be awarded as the project would create a long-term benefit for those young people who participate in the after school courses by learning new skills and gaining a new qualification. It is also recommended that wider partnership with Woking Community Transport and other potential partners be explored.</p>

<b>Recommendations</b>	
Reasons for Decision	To assist young people in the Borough who may be disengaged with school to develop their skills and aspirations in basic motor mechanics.
Legal Authority	S106 Transport Act 1985
The Executive is requested to:	<b>RESOLVE That</b> a grant award of £4,950 be awarded towards the provision of basic motor mechanics after-school courses in the Borough for young people who are at risk of becoming Not in Education, Employment or Training (NEET).
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

## GASP Motor Project – Application For Financial Assistance

	<p>literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>The Group to explore wider partnership working with Woking Community Transport and other potential partners.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has</p>

## GASP Motor Project – Application For Financial Assistance

	<p>been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Portfolio Holder:

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Cllr Ian Eastwood  
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### Date Published:

6 December 2017

## GASP Motor Project – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The key aims of the organisation are to help young people change behaviours and support them in making a successful transition to adult life. To help young people to progress through education, employment and training and to prepare them in a practical way for the world of work. To enable young people to experience the value of teamwork, focussing on personal, social and emotional development.
1.2 Employees	10, comprising the CEO (full time), Workshop Manager (full time), five sessional instructors (part time), a Programme Coordinator (12 hours per week), an Executive Assistant (8 hours per week) and the Secretary to the Board of Trustees (5 -10 hours per quarter).
1.3 Volunteers	17 including the Board of Trustees and Board Advisers, whose activities include evening sessions/workshops
1.4 Clients/Users	<p>270, comprising:</p> <ul style="list-style-type: none"> <li>230 male</li> <li>40 female</li> <li>80 disabled</li> <li>90 ethnic minority</li> <li>30 resident in Woking</li> <li>263 aged 11-18</li> <li>7 aged 19-65</li> </ul> <p>In 2016/17 the Group worked with 246 young people, 230 of whom started an accreditation and 197 completed it.</p>
1.5 Members	Not Applicable
1.6 Sum Requested	£4,950 Revenue
1.7 Project	<p>Over the last four years, GASP has been working with schools in Surrey and has developed a programme of early intervention 'After School' courses which target young people in areas of multi deprivation and who would otherwise be at risk of antisocial behaviour at the end of the school day. The organisation offers them the opportunity to learn new skills and to gain an AQA accreditation.</p> <p>During the financial year 2016-2017 GASP delivered a total of 15 After School courses, equating to 90 sessions or 180 hours of tuition at secondary schools across Surrey. Primarily targeting young people from the most deprived local communities and who had been identified by the school as being 'most in need', in total the organisation worked with 76 young people, of those 68 completed the course and received AQA Unit Award Accreditations, often the first academic recognition for these young people. Five of the schools involved in the project have subsequently arranged and funded additional day time courses so that more of their hard to reach</p>



## GASP Motor Project – Application For Financial Assistance

	<p>students could gain from the GASP experience.</p> <p>The workshops are primarily offered via a mobile unit and Woking Community Transport workshop facilities are used approximately 2 days per month.</p> <p>A successful grant application from the Council will be used to provide three six week course exclusively within the Borough.</p>
<p>1.8 Cost breakdown:</p>	<p>Per each six week course:</p> <p>Session leader and tutor salary inc. on-costs £1,320</p> <p>Transport and mobile workshop £165</p> <p>Accreditation costs £60</p> <p>Programme development and evaluation £65</p> <p>Insurance £40</p> <p>Total cost for each six week course £1,650</p> <p>Three six week courses equates to the £4,950 requested.</p>
<p>1.9 Community Benefit</p>	<p>The support that GASP provides opens avenues of engagement, building self confidence, self esteem and opportunities for success that are not otherwise available. GASP work with Woking Community Transport two days per month to provide practical hands-on experience for students who may not be achieving success at school. The students also work in a precision engineering company which shows them the potential opportunities in the commercial engineering environment. There is a great need in Woking for opportunities of young people who are at risk of becoming NEET and GASP to have a potential escape route from that destiny.</p> <p>18 young people will directly benefit from the After School courses but there is a much wider benefit to the community with the potential for reduced anti-social behaviour as young people who are NEET will have the incentive to work towards employment and become a positive benefit to the community, reducing the potential for further support after they leave education.</p>

<p><b>2.0 Financial Background</b></p>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £87,649 in the bank. £66,000 is held in reserves equating to 4 months running costs.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £80,850 against an anticipated expenditure of £75,475, resulting in an anticipated surplus of £5,375.</p> <p>Anticipated income includes: Grants and donations £79,800; other income £1,050. Items of expenditure include: salaries £48,440; admin salaries £14,960; Marketing £4,200; Insurance £2,625; Other costs £5,250.</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2016/17 which show an income of £164,523 (£170,002 in 2015/16) against expenditure of £178,611 (£167,546 in 2015/16), resulting in a surplus of £5,812 (a surplus of £2,456 in 2015/16). The sum of £71,899 was carried</p>

## GASP Motor Project – Application For Financial Assistance

	forward at the end of the 2016/17 year.
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be supportive of this application, as through the medium of the project, it enables young people who, for whatever reason may have disengaged with school, to build self confidence and self esteem, whilst learning new skills and having the opportunity to gain an AQA accreditation. Identifying young people early and getting them into the project so they maybe supported helps with preventing issues from escalating and raises the levels of aspirations for the young person themselves.</p> <p>It is worth noting that the monies requested are identified for Woking residents in particular.</p>	
3.3 Assessment	<p>The organisation is recognised in Surrey as a provider of non-judgemental, caring and practical support, delivering accredited AQA courses in basic motor mechanics and practical engineering skills, they contribute to students' positive personal development by providing a hands-on, specialist and personalised alternative learning environment within a focused and disciplined framework. The Group also, where appropriate, helps to facilitate students' onward progression into education, training and employment.</p> <p>The organisation offers an extremely beneficial service to vulnerable young people, offering a way of achievement to those who prefer and respond to a more practical approach to learning.</p> <p>The programme is delivered using a mobile unit and has proved very successful with participating students and schools, both Bishop David Brown and Woking High School have partnered with GASP to refine the courses offered. Both schools have confirmed the need for the courses on offer which are targeted towards young people from socio-</p>	

## **GASP Motor Project – Application For Financial Assistance**

economic deprivation areas.

A successful application will mean that 18 young people who are at risk of being NEET will directly benefit from the After School courses and will be able to work towards a recognised accreditation.

GASP Motor Project is requesting £4,950 revenue costs towards the provision of After School Courses for those young people who are Not in Education, Employment or Training (NEET).

Given the benefit to young people within the Borough, it is recommended that the application should be supported as it will contribute to a long-term benefit for those young people who are participating as well as to the community as a whole. It is also recommended that wider partnership with Woking Community Transport and other potential partners be explored.

REPORT ENDS



## HOME-START RUNNYMEDE AND WOKING – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Home-Start Runnymede and Woking offers support, friendship and practical help to families in their own homes who are under stress, with at least one child under the age of 5, helping to prevent family crisis and breakdown in the Borough. Based in Walton Road, Woking, the Group's main aim is to prevent existing difficulties from developing into more serious situations which may require the intervention of statutory services, and to give young children the best possible start in life.</p> <p>Home-Start Runnymede and Woking has applied for revenue funding of £7,500 in 2018/19 to pay for ten additional co-ordinator hours each week, enabling the service to recruit, train and support ten new volunteers who will provide a home-visiting service to ten new Woking families.</p> <p>The work of the Group supports those families experiencing difficulties, whatever the cause, with a view to assisting them through the worst times to avoid family breakdown. It is proposed that the Council again supports the Group in the coming year and that funding should be continued for 2018/19 at the same level of £7,500, as provided over the past five years.</p>

<b>Recommendations</b>	
Reasons for Decision	To support the service of Home-Start Runnymede and Woking for families in most need of assistance residing with the Borough of Woking.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £7,500 be awarded to provide additional support to families in Woking.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council</p>

## Home-Start Runnymede and Woking – Application For Financial Assistance

	<p>before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that</p>

## Home-Start Runnymede and Woking – Application For Financial Assistance

contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017





## Home-Start Runnymede and Woking – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Home-Start Woking was founded in 1994. On 1<sup>st</sup> January 2015 the Group merged with Home-Start Runnymede to form Home-Start Runnymede and Woking.</p> <p>The Charity's aim is to offer free confidential support, friendship and practical help to families with at least one child under five who are experiencing difficulties and struggling to cope with the challenges of parenting. The staff assess each family's individual needs and assign an appropriately skilled and experienced volunteer.</p> <p>All volunteers are parents and undergo a high-quality training course and receive continuing support from staff. A volunteer will visit the family once a week in their own home for up to a year and will work co-operatively to enable their family to cope with the demands of being a parent, to develop resilience and independence in the family and prevent the need for intervention by statutory services.</p>
1.2 Employees	4 comprising the Scheme Manager (25 hours per week), two coordinators (working a combined total of 50 hours per week) and an administrator (25 hours per week).
1.3 Volunteers	<p>61 volunteers, including eight trustees responsible for governance. Volunteers are trained to provide home-visiting support for parents with at least one child under five through a six week training programme.</p> <p>Families need support and practical help for a variety of reasons including family breakdown, illness or disability, domestic violence, multiple births, bereavement, isolation or a combination of factors. Volunteers provide support in the home and accompany families to a range of appointments with professionals and help them to access services on a regular basis including Children's Centres. The support given is non-judgmental, confidential and aims to increase the confidence and self-esteem of the family, developing their independence and improving their ability to cope.</p>
1.4 Clients/Users	85. During 2016-17 the Group increased the number of families with young children living in Woking who are supported by a home-visiting volunteer to 65. As the number of home-visited families has increased, the Group has been able to reduce the number of families who receive only occasional support. Across the scheme as a whole, in 2016/2017, Home-Start received an increased number of referrals from vulnerable families including those on Child in Need and Child Protection plans. High numbers continue to be received of referrals from families with Domestic Abuse issues and those receiving multi-agency support.
1.5 Members	8
1.6 Sum Requested	£7,500 (Revenue)
1.7 Project	Salary costs of the Co-ordinator.
1.8 Cost breakdown:	The grant will fund 10 Co-ordinator hours per week, enabling Home-Start Runnymede and Woking to provide a home-visiting service to 10

## Home-Start Runnymede and Woking – Application For Financial Assistance

	<p>Woking families including approximately 20 to 25 children. The calculation is as follows:</p> <p>Co-ordinator NJC Scale point 26 is £23,983, pro-rata for 10 hours per week = £6,482</p> <p>+ employer's NI contributions = £453</p> <p>+ workplace pension (5%) = £327</p> <p>= £7,261</p> <p>The sum requested also reflects travel expenses and pay rises according to the NJC Agreements.</p> <p>The new grant would be used to continue to fund co-ordinator hours thereby ensuring that the Group is able to support the same number of families and volunteers in Woking in 2018/19. Without the funding the Group would have to reduce staff hours, would be unable to recruit, train and support the same number of volunteers and in turn would be unable to provide the same level of service to families in Woking who need support.</p>
<p>1.9 Community Benefit</p>	<p>Apart from the direct benefit felt by parents and children assisted through Home-Start, the local community will experience indirect benefits:</p> <ul style="list-style-type: none"> <li>- The dependence on statutory services can be reduced if the Group assists families that would otherwise need their help. In more serious cases, Home-Start Runnymede and Woking can signpost families to other, specialist charities (e.g. substance abuse, domestic violence).</li> <li>- Volunteers trained through the scheme can take their new skills elsewhere in the longer term, benefiting the local labour market (social care sector).</li> </ul>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £78,098 in the bank. This sum is held to cover:</p> <ul style="list-style-type: none"> <li>o Six months expenditure</li> <li>o All outstanding liabilities at the end of the year</li> <li>o All necessary termination costs in the event of closure, and</li> <li>o £12,226 potential liability to the Pensions Trust.</li> </ul> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £103,087 against an anticipated expenditure of £101,398, resulting in an anticipated surplus/deficit of £1,689.</p> <p>Anticipated income includes:</p> <ul style="list-style-type: none"> <li>o Home-Start Surrey - £55,000</li> <li>o Children in Need - £22,587</li> <li>o Fundraising - £11,000</li> </ul> <p>Items of expenditure include:</p>

## Home-Start Runnymede and Woking – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Salaries, NI and Pensions - £78,674</li> <li>○ Office Rent - £7,500</li> <li>○ Staff expenses - £2,750</li> <li>○ Volunteer expenses - £2,750</li> </ul>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £84,414 (£99,491 in 2015/16) against expenditure of £87,725 (£79,094 in 2015/16), resulting in a deficit of £3,311 (a surplus of £20,397 in 2015/16). The sum of £59,578 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	2017/18 – £7,500 2016/17 – £7,500 2015/16 – £7,500 2014/15 – £7,500 2013/14 – £7,500

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	Yes Yes No Yes Yes Yes Yes Yes No Yes N/A Yes
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Home-Start is a well-established charity which supports many families with pre-school aged children in Woking. The Charity has requested £7,500 to enable the continued oversight of a volunteer co-ordinator for Woking families, enabling 10 families in one year to have regular support from a Home-Start volunteer.</p> <p>Home-Start is well known to services that provide Early Help to families and is able to work with families according their needs in their home environments. Volunteers are provided with robust training and co-ordinators engage with wider support processes such as multi-agency meetings which enables them to work in partnership with other professionals. The Family Support Programme in Woking Borough Council refers many families to Home-Start and the provision is much valued by staff and residents.</p>	

## Home-Start Runnymede and Woking – Application For Financial Assistance

### 3.3 Assessment

Home-Start Runnymede and Woking aims to offer free confidential support, friendship and practical help to families with at least one child under five who are experiencing difficulties and struggling to cope with the challenges of parenting. Reasons for referral include isolation, family breakdown, illness, disability, bereavement, multiple births, housing issues and financial hardship. 80 referrals were made in Woking in 2016/17, with high numbers from families with domestic abuse issues and those receiving multi-agency support (including from the Woking Borough Family Support Programme).

Following a referral, the Group's staff assess each family's individual needs and assign an appropriately skilled and experienced volunteer. The current trend is that Home-Start Runnymede and Woking is increasing the number of home visits, reducing emphasis on occasional support.

The applicant has indicated that consistent and frequent help empowers families manage better and enables them to eventually become self-sufficient. On this basis the Group's work can reduce dependence on statutory agencies in Woking, and if the issues encountered are more serious, signpost to specialist charities (e.g. in cases of substance abuse, domestic violence). The work undertaken represents a high quality and cost effective service to vulnerable families in Woking.

The applicant has advised that a reduction in funding from Woking Borough Council would lead to a reduction in its staff hours and in turn reduce the level of service to families. To-date, the grant has maintained the level of support to families and reduced waiting times, and will continue to do so if funding is continued. Aside from the Borough Council's grant, the Group has received funding of £22,587 from Children in Need and £7,000 from The Henry Smith Charity for the coming year. It has also applied for £4,000 from the Surrey Community Foundation.

The work of the Group continues to support those families experiencing difficulties, whatever the cause, with a view to assisting them through the worst times to avoid family breakdown.

It is proposed that the Council again supports the Group in the coming year and that funding should be continued at the same level of £7,500, as provided over the past five years.

REPORT ENDS

## HORSELL BOWLING CLUB – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Horsell Bowling Club was formed in 1920 and provides a friendly environment for around 100 men and women to enjoy playing bowls. The activities of the Club contribute to the Council's health and wellbeing theme of encouraging older people to take exercise and socialise, and therefore reducing the risk of isolation. The lawn bowling takes place from mid-April to the end of September with matches against local clubs. Social activities are also held throughout the year.

In accordance with the terms of the lease with Woking Borough Council, the Club maintains the bowling green for Woking Borough Council. The Group notes that it tries as far as possible to be self funding and this application is the first time it has requested grant support from the Council in recent years. It adds that it has submitted a request to the Council for a rent reduction for the premises.

Horsell Bowling Club is applying for a capital grant of £2,900 during 2018/19 to replace its secondary mower which is around 30 years old. The total cost of the replacement is £5,800 which meets the requirement of the Council contributing a maximum of 50% towards capital equipment.

Reviewing the application, it is felt that the Club should ensure that a yearly provision is set aside for the replacement of equipment such as lawn mowers, taking into account the approximate lifespan of 30 years.

The Group holds a bank balance of circa £35,000 with each member paying an annual fee of £89, and the Group receives discretionary rate relief and concessionary rent from the Council. Given the ongoing pressure on the grants budget, it is recommended that no grant be awarded. In reviewing the application, it is noted that the applicant has stated that a Safeguarding Policy is not in place; the Group is strongly encouraged to adopt a suitable policy, not least as if they seek alternative funding, funding providers will require such to be in place.

### Recommendations

Reasons for Decision	It is not felt that the application justifies the level of assistance requested.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive

## Horsell Bowling Club – Application For Financial Assistance

Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017

## Horsell Bowling Club – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Horsell Bowling Club was formed in 1920 and prides itself on its warm and friendly atmosphere. The Club has a growing membership, with both Men's and Women's sections although many competitions and games are mixed. The Club states that it looks forward to welcoming new people of any age or ability, including juniors.
1.2 Employees	None.
1.3 Volunteers	70, whose activities include Green and surrounds maintenance; Clubhouse maintenance; bar duties; teas for matches; clerical; catering for visiting bodies; cleaning; website maintenance; social events organisation; coaching; league organisation; tour organisation; Management Committee including general secretarial and finance.
1.4 Clients/Users	<p>550, comprising:</p> <ul style="list-style-type: none"> <li>300 male</li> <li>250 female</li> <li>25 disabled</li> <li>20 ethnic minority</li> <li>100 resident in Woking</li> <li>150 aged 19-65</li> <li>400 aged 65+</li> </ul> <p>In addition to the Members, the Club lets the Clubhouse for play school groups as well as parties. Green fees are payable as per the Council's rates for casual bowling, with reciprocal arrangements in place with visiting clubs.</p>
1.5 Members	<p>100, comprising:</p> <ul style="list-style-type: none"> <li>61 male</li> <li>39 female</li> <li>6 disabled</li> <li>1 ethnic minority</li> <li>92 resident in Woking</li> <li>20 aged 19-65</li> <li>80 aged 65+</li> </ul> <p>The annual membership fee is £89 with an additional joining fee of £39.</p>
1.6 Sum Requested	£2,900 (Capital)
1.7 Project	The Club is requesting funds towards a replacement secondary mower as the current machine is nearing the end of its serviceability at over 30 years old.

## Horsell Bowling Club – Application For Financial Assistance

1.8 Cost breakdown:	The estimated cost of a new machine is £5,800.
1.9 Community Benefit	The Group noted that all Club members as well as visiting players and community groups would benefit by the Group being able to carry out the maintenance that the new mower would provide.

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £35,396 in the bank. The sum of £27,000 is reserved for future rent liability (£22,000) and green special maintenance (£5,000).</p> <p>The Group has submitted a budget for 2017/18 (noting the year end is September and not March) which shows an anticipated income of £18,060 against an anticipated expenditure of £21,170, resulting in an anticipated deficit of £3,110.</p> <p>Anticipated income includes Subscriptions (£7,210), Bar (£3,500), Matches (£2,000), Hall Hire (net) (£2,000), and Social (£2,000). Items of expenditure include assistance (£4,500), cleaning (£2,500), repairs / maintenance / Renewals (£2,000), Materials (£2,000) and Utility Bills (£1,700).</p>
2.2 Accounts	The Group has submitted annual accounts to September 2016 which show an income of £19,951 (£19,016 in 2014/15) against expenditure of £21,613 (£16,356 in 2014/15), resulting in a deficit of £1,661 (a surplus of £2,660 in 2014/15).
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes*</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> </ul>
	*discretionary rate relief and concessionary rent	



## Horsell Bowling Club – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I am personally of the view that the cost of a mower, bearing in mind its life-span of 30 years, is something which the club should make provision themselves for. Acknowledging that this is the clubs second mower, it would seem that with the inclusion of their other mower, that they should be making a sinking-fund available of just under £400pa which equates to just £4 / per member per year.</p> <p>It would however be worth the club approaching the Council to assist then with identifying potential funding sources, as well as the club contacting Surrey Bowls Association for further support and advice.</p> <p>Whilst I wouldn't recommend supporting this application, should the club seek to pursue other sources it is likely that they will need to provide a Safeguarding Policy – something which they already should have in place. Again the Council or the County Sports Partnership – Active Surrey would be able to assist in this context.</p>
<p>3.3 Assessment</p>	<p>Formed in 1920, Horsell Bowling Club provides a friendly environment for men and women to enjoy playing bowls. Keen to welcome new members regardless of experience, it has a membership of around 100 members and contributes to the Council's health and wellbeing theme of encouraging older people to take exercise and socialise, which helps reduce feelings of isolation which are common amongst older people.</p> <p>Lawn bowls takes place from mid-April to the end of September with friendly and league matches against other clubs in the area. There is also a Club Night for members which is held every Friday during the season as well as social activities throughout the year.</p> <p>The Club undertakes some fundraising and has applied this year to the Tesco Bags scheme for financial support, and is waiting to hear the outcome of the application.</p> <p>In accordance with the terms of the lease with Woking Borough Council, the Club maintains the bowling green for Woking Borough Council. The Group notes that it tries as far as possible to be self funding and this application is the first time it has requested grant support from the Council in recent years. It adds that it has submitted a request to the Council for a rent reduction for the premises.</p> <p>Horsell Bowling Club is applying for a capital grant of £2,900 during 2018/19 to replace its secondary mower which is around 30 years old. The total cost of the replacement is £5,800 which meets the requirement of the Council contributing a maximum of 50% towards capital equipment.</p> <p>It is not felt that the application justifies the level of assistance requested and that the Club should seek to set aside yearly provision for the replacement of equipment such as mowers, given their useful lives of around 30 years. It is also noted that the Group holds a bank balance of circa £35,000 with each member paying an annual fee of £89. The Council acknowledges the strong contribution made by the Group to the health and wellbeing of older people, however given the ongoing pressure on the grants budget, it is recommended that no grant be awarded.</p>

REPORT ENDS



## LAKEVIEW COMMUNITY ACTION GROUP – LIFT UP TOGETHER – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Lift Up Together, a project established in 2005 under the umbrella of the Lakeview Community Action Group, is based at the Lakeview Social Centre. The project provides an opportunity through weekly group meetings for people aged 16 or over who have mental health issues or who are socially isolated to attend and relax, learn, participate, socialise and feel safe. The Group also supports those looking to return to work and/or learning.</p> <p>The Council has supported the Group for many years and it is clear that a valuable and tangible impact is made on the lives of those who make use of the Group, be it through socialising with others, group discussions or trips to venues such as Marwell Zoo. Membership numbers continue to be strong and networking takes place with local agencies.</p> <p>The Group was created to address a lack of provision for supportive networks within the community for those with mental health problems. It is stated that the Lakeview Estate has a high number of residents who experience social isolation and mental health issues, many of these affecting families with children and older people. The Group is inclusive and young mothers bring their children from as young as one month old.</p> <p>The Group has applied for funding of £6,000 for 2018/19 to assist with the costs of the service. It is recommended that the application be supported for 2018/19, at the same level of £6,000 as provided during the current financial year.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the support of those with mental health issues in Lakeview and the surrounding area in the absence of statutory support.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £6,000 be agreed towards running costs.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>

**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not</p>

**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2018/19 Application Form.

**Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

**Contact Person:**

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Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017



**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

<b>1.0 Summary of Application</b>			
1.1 Status and Aims	<p>The organisation was originally formed in 2004 to de-stigmatize and be inclusive to those suffering from mental health issues and their carers and families.</p> <p>The Group meets every week on Thursdays between 12 and 4pm, the day in the week when people suffering depression and mental health issues find there is little other local support. The Group provides a buffet lunch for all those attending. The Group tries to arrange two trips per year, with the venue/activity chosen by group members.</p> <p>Lift Up is a social self support group where activities such as bingo, quizzes, discussions and reading can take place in a safe, stigma-free environment. These activities have been chosen by the users and they find them beneficial.</p>		
1.2 Employees	None.		
1.3 Volunteers	<p>6, whose activities include running the group sessions, setting up the activities, preparing the food, talking to new and existing members and signposting where appropriate.</p> <p>The volunteers also help to facilitate excursions and undergo specific training to cater for the needs of the individuals who suffer with a variety of mental health issues.</p>		
1.4 Clients/Users	<p>89, comprising:</p> <p>29 male</p> <p>60 female</p> <p>46 disabled</p> <p>5 ethnic minority</p> <p>87 resident in Woking</p> <p>68 aged 19-65</p> <p>21 aged 65+</p>		
1.5 Members	None.		
1.6 Sum Requested	£8,000 (Revenue)		
1.7 Project	<p>When Lift Up Together first launched this Group it undertook a community consultation which demonstrated the urgent need for the service in Lakeview. Since then, the Group has continued to grow with more members joining year on year which demonstrates the continuing need for the service they provide.</p> <p>The Group canvases members regularly to make sure its activities continue to be suited to the needs of its users. The clients would have changing needs depending on the cycle of their mental health and treatment being received.</p>		
1.8 Cost breakdown:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Telephone</td> <td style="text-align: right;">£100</td> </tr> </table>	Telephone	£100
Telephone	£100		

**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

	Postage and Stationery	£100
	Printing and photocopying	£200
	Rent for Hall Hire	£10 per hour
	Equipment	£500
	Travel and subsistence	£200
	Expense Food & Sundries	£3,500
	Expense Papers & Magazines	£750
	Weekly Bingo prizes	£750
	Trips Coach Hire x 2	£900
	Trips Admittance to event /site for 50 for 1 trip	£1,000
	<b>Total</b>	<b>£8,000</b>
1.9 Community Benefit	There are 89 service users who receive direct benefit from the project. Furthermore, the families, friends and workmates benefit indirectly through the service of the improved health and wellbeing of the users. It is added that this has a wider impact on the rest of the community and on the demand of local resources.	

<b>2.0 Financial Background</b>		
2.1 Budget	At the time of the application, the Group held £5,068 in the bank. The sum of £10,000 is reserved for the running of the Group's activities for up to three months.  The Group has submitted a break-even budget for 2018/19 which shows an anticipated expenditure of £11,185.	
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £41,732 (£41,979 in 2015/16) against expenditure of £41,666 (£41,964 in 2015/16), resulting in a surplus of £65 (a surplus of £14 in 2015/16). The sum of £13,411 was carried forward at the end of the 2016/17 year.	
2.3 Support over the past five years	2017/18 - £6,000 towards the costs of the weekly support sessions. 2016/17 - £6,000 towards the costs of the weekly support sessions. 2015/16 - £6,000 towards the costs of the weekly support sessions. 2014/15 - £6,000 towards the costs of the weekly support sessions. 2013/14 - £5,000 towards the costs of the weekly support sessions.	

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> </ul>



**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

	<ul style="list-style-type: none"> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>The group supports adults with ongoing mental health issues or those that are socially isolated to come together weekly to learn participate and socialise in a supportive environment. The group appears to be run well and membership numbers continue to be strong, with increased networking taking place with local agencies within the community which is welcomed. .</p> <p>Whilst it maybe seen as being unusual that the majority of the funding request is linked to food, this is an essential element of the life skills that individual's are taught in the supportive setting so that they are able to support themselves within the home environment.</p> <p>I would be supportive of this application, as it helps meet an identified need in Lakeview and the surrounding area.</p>	
<p>3.3 Assessment</p>	<p>Lift Up Together is managed by the Lakeview Community Action Group and has no paid employees. Regular enquiries are received from members of public and local professionals about the work of the Group. Many of the users request one to one talks and this would be easier to facilitate in the Group's new accommodation in the redeveloped Social Centre, as it contains a quiet room. The meetings are well organised and all attendees are made to feel welcome, with an average attendance of between 30 and 35 people at each session.</p> <p>The Group was created to address a lack of provision for supportive networks within the community for those with mental health problems. The application states that the Lakeview Estate has a high number of residents who experience social isolation and mental health issues, many of these affecting families with children and older people.</p> <p>The Group is inclusive and young mothers bring their children from as young as one month old. The work of the Group helps those suffering from mental health issues in Lakeview in a unique way by involving carers, friends and family, with a strong track record of success. No charge is levied for users and it would be considered detrimental for one to be introduced.</p> <p>The location of the group on the Lakeview Estate is stated to be important to members as there is little provision for those with mental health issues. Most users have no transport and little money to afford public transport so being within walking distance is a great help both for those disabled and financially disadvantaged.</p> <p>During the first three years of the Group's operation funding was received through an EC Global Grant, and following its cessation in 2008 an annual grant was provided by Woking Borough Council. It has been noted that the Group have attempted in the past to pursue</p>	

**Lakeview Community Action Group - Lift Up Together – Application For Financial Assistance**

other avenues for funding, for example grants from Mind and Comic Relief but have been unsuccessful. In the past it has also worked with WAVS to identify other grants and funding that could be applied for.

The Group notes in its application that the increasing numbers of members and the effects of inflation have resulted in the Group's budget for food increasing. A greater amount of craft materials are also being consumed for therapy projects to enhance the wellbeing of members. National and local newspapers are supplied to help people search for job opportunities in the surrounding area and to stimulate discussion on wider issues across the country. Puzzle magazines are also provided which users enjoy and weekly quizzes are carried out in teams to cement friendships and provide a sense of achievement.

The Group has applied for funding of £8,000 for 2018/19, to assist with the costs of the service. The funds would be allocated to the supply of the weekly food for the sessions, two annual trips and a Christmas party, the cost of operating the telephone helpline, petrol for volunteer transport costs and sundry expenses. In addition, occasional replacement of the Group's kitchen equipment takes place along with items such as craft materials.

The Council has supported the Group for many years and it is clear that a valuable and tangible impact is made on the lives of those who make use of the Group. It is recommended that the application be supported for 2018/19, at the same level of £6,000 as provided during the current financial year.

REPORT ENDS

## LET’S READ – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Let’s Read Ltd. has applied for revenue support of £11,050 in 2018/19 to assist with the costs of its literacy improvement programme. The Charity was formed to ensure that the project could, over time, cover all schools in the Borough. The funding would be used towards the costs of the Charity, including reading books and the training of volunteers.</p> <p>The Book Gifting Scheme targets 11 selected schools to ensure that children are reached who have no books at home. The Reading Programme involves working with identified children in four targeted Primary Schools who are unable to read, or whose reading and comprehension is significantly behind their peer group. An individual learning programme is followed by the Charity’s tutors working one to one with these young people.</p> <p>As the only Charity tackling literacy in the Borough, the Book Gifting Scheme and Reading Programme are considered vital to help children maximise their start in life, and improve the overall economic wellbeing of the area. Year on year the Charity makes a huge impact in the schools it works in through the provision of 1,000 books each term to their children and the teaching of reading to 150 children.</p> <p>The results of the work of the Charity are evident, with schools reporting less disruption, and improvements in concentration levels along with speaking and listening skills in many of their children. The Reading Programme supports children in the following four primary schools assessed on need and reviewed each year: New Monument Academy, Westfield, St John’s and Brookwood. Requests are received to support other schools although sufficient resources are not available to do so.</p> <p>It is recommended that the Council continues to support the work of the Charity at the same level as last year, with funding of £10,500 awarded for the 2018/19 financial year.</p>

<b>Recommendations</b>	
Reasons for Decision	To support the Let's Read literacy improvement programme to improve literacy standards in the Borough.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £10,500 be awarded towards the cost of the literacy improvement programme.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

## Let's Read – Application For Financial Assistance

	<p>literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that</p>

## Let's Read – Application For Financial Assistance

contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
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### **Contact Person:**

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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Let's Read Ltd was incorporated the 24th day of October 2008.</p> <p>The objects for which the Company and Charity was established are to advance the education of children and young people, in particular to promote literacy and develop reading and other literacy skills by collecting and distributing books and other reading materials and promoting or supporting training or other activities which are designed to promote literacy.</p>
1.2 Employees	None.
1.3 Volunteers	<p>40. 31 of the volunteers are tutors teaching young people to learn to read using a phonics based method. These are children who cannot read or who have struggled to learn and have fallen behind their peer groups. Identified areas of Woking have real problems with low literacy and so the charity has targeted Primary Schools in these areas which highly value our contribution of working one to one with their students during the year.</p> <p>Let's Read has made a significant and measurable difference to many children and their ability to read and access learning. This past academic year nearly 100 children have been taught to read to their chronological age or better. These are students with English as a second language, Travellers and Army children who have had their education disrupted by the number of relocations they have experienced. Also work takes place for young people with learning difficulties who often really struggle to learn to read and so are seriously disadvantaged in later life.</p> <p>The Group notes that 150 young people leave Woking Primary Schools each year unable to read well enough to access learning in their Secondary Schools.</p> <p>5 of the volunteers support and run the book gifting project which each term provides nearly 1,000 books to 13 schools in the Woking area. This project reaches young people many of whom who have no books to read at home.</p> <p>6 of the volunteers are Directors / Trustees of Let's Read Ltd and Let's Read Charity.</p>
1.4 Clients/Users	<p>1,008, comprising:</p> <ul style="list-style-type: none"> <li>502 male</li> <li>506 female</li> <li>23 disabled</li> <li>790 ethnic minority</li> <li>1,008 resident in Woking</li> <li>120 aged 0-5</li> <li>708 aged 5-10</li> <li>180 aged 11-18</li> </ul>

## Let's Read – Application For Financial Assistance

1.5 Members	None.																				
1.6 Sum Requested	£11,050 (Revenue)																				
1.7 Project	<p>Each year the tutors enable over 100 young people learn to read and enjoy the pleasure of books and learning.</p> <p>In addition a free book is provided each term to nearly 1,000 young people, many of whom have no books of their own to read at home.</p>																				
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Training of Volunteers:</td> <td style="text-align: right;">£2,500</td> </tr> <tr> <td>Teaching Resources:</td> <td style="text-align: right;">£2,500</td> </tr> <tr> <td>Books for Children:</td> <td style="text-align: right;">£5,000</td> </tr> <tr> <td>Insurance:</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Postage &amp; stationery:</td> <td style="text-align: right;">£200</td> </tr> <tr> <td>Telephony &amp; IT:</td> <td style="text-align: right;">£900</td> </tr> <tr> <td>Marketing &amp; Events:</td> <td style="text-align: right;">£200</td> </tr> <tr> <td>Management &amp; Admin of Reading Project:</td> <td style="text-align: right;">£8,000</td> </tr> <tr> <td>Management &amp; Admin of Book Project:</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£23,800</b></td> </tr> </table>	Training of Volunteers:	£2,500	Teaching Resources:	£2,500	Books for Children:	£5,000	Insurance:	£500	Postage & stationery:	£200	Telephony & IT:	£900	Marketing & Events:	£200	Management & Admin of Reading Project:	£8,000	Management & Admin of Book Project:	£4,000	<b>Total</b>	<b>£23,800</b>
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<b>Total</b>	<b>£23,800</b>																				
1.9 Community Benefit	<p>Each year over 100 young people who could not read are taught to read and access learning.</p> <p>Poor literacy skills seriously disadvantage young people, greatly increasing their risk of under-achievement at school, truancy and social exclusion. Poor literacy in adults has been linked to unemployment, poverty, financial exclusion and offending behaviour.</p> <p>A lack of basic literacy skills can lead to low esteem, academic failure, substance abuse, teenage pregnancy, delinquency, unemployment, low productivity and welfare dependence</p> <p>Let's Read has demonstrated that by intervening and tackling this challenge to improve literacy amongst young people, it can help to deliver far-reaching benefits across the community:</p> <ul style="list-style-type: none"> <li>• a increase of 100+ young people entering Secondary education who are able to access learning and improve their life chances and economic well being</li> <li>• a reduction of the number of young people leaving schools identified as NEET</li> <li>• raised awareness of the importance of literacy and the significant impact it has in reducing social deprivation and crime.</li> </ul> <p>Over 1,000 young people will be given a free book each term. The book gifting scheme reaches those children who have no books of their own to read at home. Research by Nevada University has found that having just 20 books at home makes a significant difference to a child's life opportunities.</p>																				

### 2.0 Financial Background

2.1 Budget	At the time of the application, the Group held £34,318 in the bank. All donations for the purchase of books are reserved for this activity and not used for the purpose of running the Charity.
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## Let's Read – Application For Financial Assistance

	The Group has submitted budgets for the books project and the reading project for 2018/19. The books budget for the coming year indicates a deficit of £435 based on an income of £12,613 against an expenditure of £14,048. The reading project indicates a surplus of £70 based on an income of £11,288 against an expenditure of £11,218.
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £21,347 (£22,673 in 2015/16) against expenditure of £16,583 (£16,158 in 2015/16), resulting in a surplus of £4,764 (a surplus of £6,515 in 2015/16). The sum of £39,435 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	2017/18 – £10,500 2016/17 – £9,500 2015/16 – £7,500 2014/15 – £7,500 2013/14 – £5,000

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*mandatory rate relief, discretionary rate relief, concessionary rent.</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I am fully supportive of this application not least because having personally been involved in giving out books to children as part of the Book Gifting project, I have been struck by how fundamental it is that children have the opportunity to enhance their literacy skills - since without doubt it directly improves the life chances and opportunities for the individual concerned (as well as often their families). This in turn helps with building community capacity and development as individuals have increased opportunities to further their education and have access to employment opportunities thus reducing the effects of income deprivation, whilst enhancing well-being.</p> <p>It is particularly relevant that Lets Read is providing support in some of</p>	

<p>3.3 Assessment</p>	<p>the Council's identified Priority Places.</p> <p>Let's Read Ltd emerged from an initiative undertaken by the Sheerwater/Maybury Partnership which focussed on literacy levels in the Sheerwater and Maybury areas. In 2009, the project became an independent organisation in order to enable the literacy projects to be promoted throughout the Borough. The Group runs a book gifting scheme and a reading project to assist young children in primary schools learn to read.</p> <p>The Group aims to make every child a reader but it is a published fact that 1,500 children leave Surrey Primary Schools each year unable to read or with a reading age significantly below their chronological age of 11. This has a large economic cost and makes many of these children subsequently unemployable when leaving education, also adversely affecting the overall economic wellbeing of the area. The Group's intervention over the past ten years has significantly reduced what would have been a much greater and more serious problem of low literacy amongst the targeted young people of Woking. Let's Read could only operate with the support of Woking Borough Council.</p> <p>The book gifting project targets selected schools to ensure that children are reached who have no books at home. A free book is provided each term to a selected year group in 11 schools in the Woking area, gifting nearly 1,000 books each term and therefore over 3,000 each year.</p> <p>The reading project involves working with the Head Teacher and the Literacy Co-ordinator to identify children in four targeted Primary Schools who are unable to read, or whose reading and comprehension is significantly behind their peer group. The four primary schools assessed on need and reviewed each year are New Monument Academy, Westfield, St John's and Brookwood. Requests are received to support other schools although the Group does not have sufficient resources to do so.</p> <p>Each child is assessed by the Charity and an individual learning programme is followed by its tutors working one to one with these young people. Each week progress is monitored and each term the young people are reassessed. The Group also matches tutor skill sets to young people's needs, as many of the tutors have specialist skills which can achieve excellent results.</p> <p>A number of identified areas in Woking are stated to have issues with low literacy, including parts of Sheerwater, Maybury, Goldsworth Park, Old Woking, Knaphill and Brookwood. The Primary Schools in these areas struggle when class sizes of 30 plus have a population of more than 65% of children who struggle to read English. These Schools highly value the contribution that Let's Read makes by working one to one with their students each academic year. The support to these schools has made a measurable difference to the schools achievements in English Stages 1 &amp; 2.</p> <p>As the only Charity tackling literacy in the Borough, the Book Gifting Scheme and Reading Programme are considered vital to help children maximise their start in life, and improve the overall economic wellbeing of the area. Year on year the Charity makes a huge impact in the schools it works in through the provision of books and the teaching of reading. The Group has put together a funding strategy to target</p>
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## Let's Read – Application For Financial Assistance

appropriate organisations for grants and donations. During the past year the Group has received a grant of £1,000 from Surrey County Council.

It is recommended that the Council continues to support the scheme with funding of £10,500 for 2018/19.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## MAYBURY AND SHEERWATER COMMUNITY TRUST (MASCOT) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Trust was formed in July 2011 to support the residents of Maybury and Sheerwater.

The Trust operates as a foodbank, internet cafe', signposting service, career advice, english and computer skills sessions, seated dance, a place which offers volunteering opportunities and non-professional mentoring. Their facilities are available to partners who wish to deliver projects to local beneficiaries.

MASCOT has requested £20,000 to cover the costs of the Trust's salaries, insurance and utilities in order to keep on providing the services offered and to give partner agencies a base in Sheerwater and St Paul's Community Halls.

Since the application was submitted the £50,000 from People's Health Trust has been awarded to be used against the running costs of the projects. The Council have employed a Community Engagement Officer to undertake work within the Sheerwater area who will work closely with MASCOT, on this basis the recommendation is that no grant be awarded, as a more integrated and sustainable way of delivery has been achieved at a local level.

### Recommendations

Reasons for Decision	Since the application was submitted, the Group has received external funding towards its running costs and the Council has employed a Community Engagement Worker for Sheerwater who will work closely the Group.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
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### Contact Person:

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Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

**Portfolio Holder:**

Cllr Ayesha Azad

Email: Cllrayesha.azad@woking.gov.uk

**Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017

**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The trust was formed in July 2011. The main objectives are:</p> <ul style="list-style-type: none"> <li>i) To identify the underlying causes of deprivation and social exclusion in Maybury and Sheerwater;</li> <li>ii) To address the identified causes through targeted projects;</li> <li>iii) To act as a catalyst facilitating collaborative initiatives with partners;</li> <li>iv) To act as a catalyst stimulating resources already in the community, supporting selfhelp groups and offering 'bestpractice' models;</li> <li>v) To be a sustainable organisation and a channel for resources which responds to perceived needs;</li> <li>vi) To participate in this service as an expression of Christian faith, without any expectation or requirement that beneficiaries change their religious views.</li> </ul> <p>The trust operates as a foodbank, internet cafe', signposting service, career advice, english and computer skills sessions, seated dance, and a place which offers volunteering opportunities and non-professional mentoring.</p>
1.2 Employees	<p>The Community Liaison and Hub Manager responsible for the Sheerwater area works 24 hours per week over four days. The Community Liaison Manager responsible for the Maybury area works 16 hours per week over two days.</p>
1.3 Volunteers	<p>Volunteers are involved in running the foodbank, carry out administrative tasks and some maintenance tasks, offer hospitality to visitors, answer general enquiries from visitors and assist in running activities or actually running the activites and manning the hub or St.Paul's Community halls if the managers are out at meetings.</p>
1.4 Clients/Users	<p>279, comprising:</p> <ul style="list-style-type: none"> <li>113 male</li> <li>166 female</li> <li>31 disabled</li> <li>88 ethnic minority</li> <li>272 resident in Woking</li> <li>10 aged 0-5</li> <li>10 aged 5-10</li> <li>1 aged 11-18</li> <li>264 aged 19-65</li> <li>27 aged 65+</li> </ul>
1.5 Members	<p>Not Applicable.</p>

**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

1.6 Sum Requested	£20,000 (Revenue)
1.7 Project	<p>The funding will be used to cover the running costs of the Trust i.e. utilities, insurance, salaries, etc., in order to keep on providing the services offered and to give partner agencies a base in Sheerwater and St.Paul's Community Halls.</p> <p>Previous support from Woking Borough Council has helped the Trust to be in a position to use already available funds to lengthen the duration of the career related sessions and also to set up a support fund for people needing help with things like travel costs to training, work wear, food hygiene certificates, CSCS cards, etc. The funds requested are lower than the previous year (previous amount requested was £24,000) as the organisation will endeavour to also seek funds from other sources.</p>
1.8 Cost breakdown:	<p>The running costs are as follows (based on last year's costs plus 3%):</p> <ul style="list-style-type: none"> <li>o Insurance £525</li> <li>o Phone and internet £437</li> <li>o Printer/photocopier £396</li> <li>o Electricity £1,089</li> <li>o Waste disposal £100</li> <li>o Anticipated extra activity costs £3,000</li> <li>o Mascot Maybury Project Costs £733</li> <li>o Salaries £23,800</li> </ul> <p>The total for the year is £30,080</p>
1.9 Community Benefit	<p>People will benefit in the short term by receiving emergency help (foodbank, emergency phone use, etc.), use of facilities they may not have at home (computers, internet, printer/scanner) and local access to borough wide information (leaflets, information posters, etc.).</p> <p>Where visitors are struggling to access information the organisation will aim to guide them to the correct organisation or resource. People will also benefit in the longer term because they will have access to support that can change their circumstances by teaching new skills, giving volunteering opportunities as a stepping stone into work, by helping overcome barriers in order to find appropriate employment, and improve computer literacy and English language skills.</p> <p>Numbers benefiting in the short term will reflect the number of visitors to the hub in general. MASCOT will aim to help fifty people during the funding period with the long term objective of helping improve or change their circumstances.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £43,407 in the bank. Of the sum, £500 has been allocated for people needing support with train fares to training opportunities, CSCS cards, food hygiene courses and work wear. This amount has been allocated specifically for any potential candidates referred to MASCOT by Woking Job Centre Plus to ensure they are supporting vetted individuals.</p> <p>The Group has submitted a budget for 2018/19 which shows an</p>



**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

	<p>anticipated income of £21,000 against an anticipated expenditure of £35,172, resulting in an anticipated deficit of £13,572.</p> <p>Anticipated income includes Thames Valley Housing (£8,000), Woking Borough Council (£7,000), Seedbed Trust (£5,000), and other income (£1,600).</p> <p>Items of expenditure include Career coaching (£6,975); seated dance (£280); wages (£23,844); general expenditure (£4,073).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £28,196 (£21,598 in 2015/16) against expenditure of £31,332 (£35,172 in 2015/16), resulting in a deficit of £3,136 (a deficit of £13,574 in 2015/16). The sum of £43,407 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £24,000 towards the core costs of the service.</p> <p>2016/17 – £28,000 towards the core costs of the service.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>o Constitution</li> <li>o Registered Charity</li> <li>o VAT Registered</li> <li>o Equal Opportunities Policy</li> <li>o Safeguarding Policy</li> <li>o Reserves Policy</li> <li>o Quality Mark</li> <li>o Other funding sources pursued</li> <li>o Other support by the Council</li> <li>o Fundraising</li> <li>o Two quotes</li> <li>o Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes *</p> <p>No</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>MASCOT Is now well established in the community and delivers a number of positive programmes in the community. The council has been working closely with the organisation on a number of strands of work, but most recently with regards to the development work around Asset Based Community Development (ABCD) in the whole of Sheerwater – which has resulted in the launch of ‘Sheerwater Together’.</p> <p>As a result of closer working with both WBC and SCC, MASCOT was able to make a successful bid to the People’s Health Trust for £50k to deliver certain ABCD related projects – the outcome of which was known after the group submitted this grant application.</p> <p>Bearing in mind the People’s Health Trust bid included provision for a</p>	

**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

	<p>part-time co-ordinator as well as activity money and that the Council has recently employed a Community Engagement Officer for Sheerwater and Maybury area (due to start January 2018), through joint discussion it has been agreed that the Borough's Officer will undertake the part-time element of the co-ordinator's role, thus releasing the full £50k funding for activity delivery at a local level.</p> <p>In light of such it is proposed that the grant application be not supported as a more integrated and sustainable way of delivery has been achieved at a local level.</p>
<p>3.3 Assessment</p>	<p>Mascot believes that support should be awarded due to consistent numbers of visits to the Hub and to people visiting St.Paul's Community Halls to access the activities run from both locations. If revenue costs are forthcoming it will enable them to continue to serve local people with the services provided and with volunteering opportunities.</p> <p>Due to previous funding being available they have allocated funds to support people with things like travel costs to training, work wear, food hygiene certificates and art club materials, giving them the ability to invest in people and their interests.</p> <p>Through contact with people attending the activities at Maybury, people have benefitted from assistance offered by volunteers from five local churches with things like electricity bill and social security enquiries and finding school places for their children. The funding will enable the Trust to give consistent ongoing support to partner agencies and local individuals. With the go-ahead of the regeneration work in Sheerwater, the applicant considers that the Trust would be a vital resource for people looking for support in accessing information related to their individual circumstances.</p> <p>People will benefit in the short term by receiving emergency help (foodbank, emergency phone use, etc.), use of facilities they may not have at home (computers, internet, printer/scanner) and local access to borough wide information (leaflets, information posters, etc.)</p> <p>People would also benefit in the longer term from the access to support that can change their circumstance by teaching them new skills, giving them volunteering opportunities, helping them overcome barriers, and improve computer literacy and English language skills. Numbers benefiting in the short term will reflect the number of visitors to the hub in general. MASCOT will aim to help fifty people during the funding period with the long term objective of helping improve or change their circumstances.</p> <p>Following meetings with Surrey County Council and other relevant agency representatives to discuss and promote the Asset Based Community Development approach, Mascot applied for £50,000 to the People's Health Trust in order to initiate projects that will involve the local community such as a repair cafe', environment taskforce, community garden, cycling club and community lunch club.</p> <p>Since the application was submitted, the £50,000 from People's Health Trust has been awarded to be used against the running costs of the projects. Woking Borough Council has employed a Community Engagement Officer to undertake work within the Sheerwater area who will work closely with MASCOT.</p>

**Maybury and Sheerwater Community Trust (MASCOT) – Application For Financial Assistance**

In view of the financial success of the Trust, and the recent appointment of a Community Engagement officer, it is recommended that the application is not supported and that no grant should be awarded, as a more integrated and sustainable way of delivery has been achieved at a local level.

REPORT ENDS



## OUTLINE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Outline provides a confidential telephone helpline and social group meetings to support lesbian, gay, bisexual or transgender individuals, the only charitable organisation in Surrey offering such a support service. The Group is based in Woking and run by dedicated volunteers.

It is a small local charity which struggles to raise the money necessary to maintain its services, and is particularly restricted on advertising its services because of costs. The Group struggles to raise its profile, and a lack of funds is likely to see a fall in the number of contacts made, both through the email and telephone services, and through the Outcrowd social group.

The main services which Woking residents benefit from is the monthly face to face support provision and the telephone helpline provision which have both been running for many years. The Group helps people to feel less isolated, improves mental health wellbeing and enables lesbian, gay, bisexual and transgender residents to make friends with likeminded people in a safe environment.

The Group has applied to extend its revenue funding of £5,636 awarded for the 2017/18 financial year. Last year Outline moved from Provincial House to Export House which led to additional costs for cleaning as required by the lease.

In view of the financial position of the Charity, and the unique nature of the services provided, it is recommended that Outline be awarded a revenue grant at the same level as 2017/18 of £5,636 for the 2018/19 financial year.

### Recommendations

Reasons for Decision	To provide support for the organisation and its operating costs.
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Legal Authority	S142 Local Government Act 1972
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The Executive is requested to:	<b>RESOLVE That</b> a grant of £5,636 be awarded towards the cost or running the helpline and the support group.
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Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>
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## Outline – Application For Financial Assistance

	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> </ul> <p>How many people are likely to attend (check previous or similar events either locally or online).</p>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not</p>

## Outline – Application For Financial Assistance

imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

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Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017





## Outline – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Outline is a dedicated charity helping the lesbian, gay, bisexual and transgender (LGB&T) community in Surrey and beyond for over 16 years. It operates a telephone helpline which is open from 7:30pm to 10pm every Tuesday, Thursday and Sunday. In addition a monthly support group is run in Woking Town Centre entitled Outcrowd which provides a safe place for individuals people to make friends and reduce their sense of social isolation.
1.2 Employees	None.
1.3 Volunteers	<p>34. Volunteers work on the helpline and at the support group meetings. In addition they also help with other activities such as organising events, back office administration, mailshots and other outreach activities.</p> <p>Outline is a completely volunteer led and run organisation, with the majority working on the helpline and the support group. This involves offering support, guidance and signposting people questioning or struggling to come to terms with their sexuality or gender identity. The Group uses counselling type skills to provide a listening ear in order to support people with the difficulties they experience in discovering they have an alternative sexual orientation or gender identity.</p>
1.4 Clients/Users	<p>453, comprising:</p> <p>327 male</p> <p>126 female</p> <p>20 disabled</p> <p>43 aged 11-18</p> <p>157 aged 19-65</p> <p>24 aged 65+</p>
1.5 Members	<p>20, comprising 13 men and 7 women. 20 aged 19-65</p> <p>The Group states that it believes the number of individual users of its service is higher as every contact on their helpline and every visitor to the support group are recorded. This totalled 1,430 clients supported in the last financial year.</p> <p>The purpose of membership is to provide support to the organisation whereas volunteers provide a time commitment to delivering services undertaken by Outline, for example working on a shift of the helpline or supporting an Outcrowd event. The Group has carefully considered the option of charging service users to attend the support group, however the management committee feels that it would be inappropriate for vulnerable people accessing the service, particularly as there is no similar or alternative provision in the county.</p>
1.6 Sum Requested	£5,636 (Revenue)

## Outline – Application For Financial Assistance

1.7 Project	<p>Provision of:</p> <ul style="list-style-type: none"> <li>- monthly support group for LGB&amp;T people based in Woking, current location Maybury Centre - Woking,</li> <li>- a helpline service for local LGB&amp;T people as well as website information service for LGB&amp;T people.</li> </ul> <p>In addition an annual event International Day Against Homophobia, Biphobia and Transphobia (IDAHOBT) awareness raising and outreach event to be held in the Woking area.</p>
1.8 Cost breakdown:	<p>This is based on actual costs incurred and significant increase in costs since moving to Export House.</p> <p><u>Helpline Operating Costs</u></p> <p>Phone - £576          Internet - £288          Insurance - £522          Office Cleaning Costs (required by Export House lease) - £636          Volunteer Expenses - £1,560          Helpline Mailout and Promotion in Area - £1,000          Woking Outcrowd Venue and Advertising - £350          Volunteer Training - £500          Helpline Stationery - £204</p> <p>Total Costs - £5,636</p> <p><u>Breakdown of Volunteer Expenses</u></p> <p>The figure is based on £10 per shift to cover cost of public transport and parking in the town centre for volunteers to deliver shifts, on the basis of 3 shifts per week and 52 weeks opening.</p> <p>Other volunteer expenses could include:</p> <ul style="list-style-type: none"> <li>- Mileage 45 pence per mile (Average volunteer 10 miles)</li> <li>- Train/Public transport costs Average helpline volunteer £10 per shift</li> <li>- Refreshments on full days training (£5 for breakfast lunch, £10 for dinner)</li> <li>- Office Refreshments</li> <li>- Printing and Paper costs for volunteers working outside of Office.</li> </ul>
1.9 Community Benefit	<p>The Group states that according to Government estimates there could be up to 9,350 LGB&amp;T people living in the Woking area.</p> <p>Given how many LGB&amp;T people feel about their identities and through fear of discrimination it is unlikely that all of them answer openly in research projects. In addition, many organisations do not like to ask questions around sexual orientation but without such data it is difficult to know the extent of, or the needs of, the LGB&amp;T community within the borough.</p> <p>By providing a safe space for LGB&amp;T people Outline will encourage them to live independently and safely. By providing information to LGB&amp;T people through work with partner agencies (health, police, local authority), the website and the support group, it would ensure that LGB&amp;T people have as much choice and control over their lives</p>

## Outline – Application For Financial Assistance

	<p>as possible, have information about the services and support available to them, and how these can be accessed in local and community settings. By providing a helpline and safe space for LGB&amp;T people, and through links with Surrey Police, it will work towards helping people remain safe from abuse.</p> <p>An annual awareness raising event helps LGB&amp;T people to become a more visible groups within the local community, breaking down barriers, encouraging community cohesion and demonstrating that Woking is a safe and inclusive town to live in.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £13,935 in the bank.</p> <p>Outline states that it will always use charitable funds for the purpose for which they were granted/donated. In times of difficulty Outline would look to scale back non-core activities and freeze discretionary spending.</p> <p>The core service to which Outline would be unable to operate as a charity without is a Helpline support service. Each year the trustees review core helpline costs to continue to run the helpline and to train volunteers in order to ensure continuation of the core service can be provided.</p> <p>It is currently calculated that in order to meet core operating costs Outline should retain £6,000 of unrestricted funds.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £8,438 against an anticipated expenditure of £7,852, resulting in an anticipated surplus of £336.</p> <p>Anticipated income includes WBC Grant (£5,636), NW Surrey CCG (£1,552) and Guildford BC Grant (£1,000). Items of expenditure include Helpline (£1,869), Outcrowd (£655), Outreach &amp; Awareness (£900), Events (£315), Advertising (£1,050), IT (£800), Volunteering &amp; Training (£1,136) and General Admin (£1,107).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £13,476 (£11,778 in 2015/16) against expenditure of £11,871 (£10,830 in 2015/16), resulting in a surplus of £1,605 (a surplus of £948 in 2015/16). The sum of £9,291 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 - £5,636 towards running costs and £983 towards equipment.</p> <p>2016/17 - £4,500 towards running costs.</p> <p>2015/16 - £4,000 towards running costs.</p> <p>2014/15 - £4,000 towards running costs.</p> <p>2013/14 - £4,000 towards running costs.</p>

3.0 Assessment of Application	
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution Yes</li> <li>○ Registered Charity Yes</li> <li>○ VAT Registered No</li> <li>○ Equal Opportunities Policy Yes</li> <li>○ Safeguarding Policy Yes</li> <li>○ Reserves Policy Yes</li> <li>○ Quality Mark No</li> <li>○ Other funding sources pursued Yes</li> <li>○ Other support by the Council Yes *</li> <li>○ Fundraising Yes</li> <li>○ Two quotes N/A</li> <li>○ Regular monitoring provided previously Yes</li> </ul> <p>* mandatory rate relief, discretionary rate relief, office facilities at Export House.</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Having met with representatives from Outline I have been reminded of how difficult it often is for LGBT individuals to be fully integrated and accepted within our community. Living a LGBT life can be lonely, isolating and very often stressful for some so having access to both help lines and social support groups is essential for an individual's wellbeing and enjoyment of life.</p> <p>There is no question that Outline's confidential telephone helpline is exceedingly well used with the main issues relating to individuals having trouble accepting their sexuality themselves, or having difficulty telling their friends and loved ones, as well as concerns relating to their mental and physical health with (sadly) many LGBT people being scared to access services for fear of discrimination or having their sexuality/gender identity unwillingly exposed.</p> <p>The monthly social group 'Outcrowd' which is run by Outline is also a key aspect of support and continues to have increasing numbers of individuals attending.</p> <p>I would be fully supportive of their application as they are uniquely positioned to offer a safe space in which LGBT individuals can meet – something which is not provided elsewhere within Surrey.</p>
3.3 Assessment	<p>Outline is a dedicated charity helping the LGB&amp;T community in Surrey and beyond. The Group is based in Woking and operates a telephone helpline which is open from 7.30pm to 10pm every Tuesday and Sunday. Volunteers also use additional Thursday evenings to respond to e-mail enquiries. In addition the Group runs a monthly support group, Outcrowd, in Woking Town Centre. Outline also organises an annual event in the Town Centre, the International Day against Homophobia, Biphobia and Transphobia.</p>

## Outline – Application For Financial Assistance

The Group has applied to extend its revenue funding of £5,636 awarded for the 2017/18 financial year. Last year Outline moved from Provincial House to Export House which has led to additional costs for cleaning as required by the Lease.

It is clear that the service adds value and improve the lives of vulnerable groups by encouraging LGB&T people to lead less isolated lives and ensure they have access to an appropriate support service. Having a regular safe space in Woking works towards ensuring a diverse community can continue to flourish. The Group also sets out evidence of cases of individual support to those suffering from anxiety or depression due to their sexual orientation or sexual identity. It has also assisted where individuals have been victims of hate crime.

The Group has regular input each month from public health workers at Virgin Care, who are on hand to provide appropriate advice, information and support, and tackle health inequalities and improve wellbeing outcomes for residents. The Group also provides liaison with other partner agencies (the NHS, Police and the Borough Council) to ensure that lesbian, gay, bisexual and transgender people have as much choice and control over their lives as possible by having information about the services available to them.

The application highlights that people who access the services are usually suffering from some form of anxiety. They may be isolated, confused, scared, feeling bad about themselves, low mood, depression, or a combination of the above. The Group has noted an improvement in all repeat service users, through their own emotional or personal circumstances. There are no other dedicated services specifically for LGB&T people within the borough, or in the whole of Surrey.

In the most recent monitoring information supplied by the Group for the period from July to September 2017, a total of 268 referrals were received, with an overall number of 487 since the start of the financial year alongside a total fo 13 Outcrowd sessions. Regarding the Helpline, there have been a total of 75 users equating to the provision of around 20 hours telephone support since the start of the financial year.

The Group has been supported by the Council over a number of years and has seen its services reach more and more individuals. It continues to provide an essential support service in the Borough and County and it is recommended that the Council extend its financial revenue support to the Charity at the same level as 2017/18 of £5,636 for the 2018/19 financial year.

REPORT ENDS



## PEER PRODUCTIONS – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Peer Productions has applied for a capital grant of £9,960 to work with a total of 24 girls (14 – 17 years old) at risk of being exploited or offending, identified in partnership with Women in Prison, for two 'Generation Girls' projects held in the Summer and Autumn terms during 2018. During the Spring term 2019 it would also work with between 10 – 20 girls on developing their leadership skills, some of whom would have completed the 'Generation Girls' project. The project works towards awarding those girls who successfully complete the project achieving Bronze or Silver Arts Awards.

During the 2015/16 financial year, the Borough Council awarded a grant of £5,000 to the Charity towards the Woking Girls Group project and three bursaries. The work targeted girls (aged 11 – 15 years old) identified as vulnerable (including those who have experienced domestic abuse, girls in care and those with mental health issues), with Peer Productions using creative arts to focus on issues like internet safety, body image and sexual consent. The Group created its 10 week project for up to 12 girls, running it in partnership with the Women in Prison's Women's Support Centre in Woking.

Peer Productions submitted an application last year which requested funding of £22,399 to create a project aimed at making Woking a dementia friendly community by improving inclusion and quality of life for people with dementia. The Executive was not able to support the application in view of the potential long term funding implications at a time of financial uncertainty for the Council's Community Grants budget, and the need to allocate the limited resources of the budget to maintain existing projects across the Borough. However, the Executive recommended that the work of the Group be considered as part of the Council's long-term objective of becoming a Dementia Friendly Community.

The Council would therefore prefer to undertake a commissioning approach to potential projects which could be run by Peer Productions to support the community, noting the benefits to those suffering with dementia and girls aged 14-17 years old at risk of either being exploited or entering the Criminal Justice system. Accordingly, it is recommended that no grant be awarded.

### Recommendations

Reasons for Decision	The Council would prefer to undertake a commissioning approach to potential projects which could be run by Peer Productions to support the community.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

**Reporting Person:**

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**Date Published:**

6 December 2017



## Peer Productions – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Established in 2006, Peer Productions is a unique youth arts charity specialising in peer education through theatre. Each year it recruits a team of young people (aged 17 to 23) who are trained as actors and educators. It creates original educational plays on complex social issues which tour schools, colleges and youth settings across the South-East. It also delivers outreach projects with targeted community groups.
1.2 Employees	6, comprising Managing Director (21 hours per week), Artistic Director (21 hours per week), Associate Director (35 hours per week), Team Administrator (35 hours per week), Tours Coordinator (variable through year 7-35 hours per week), and Fundraiser (7 hours per week).
1.3 Volunteers	22, whose activities are state to include Governance, Peer Education and Workshops.
1.4 Clients/Users	21,900, comprising: 10,950 male 10,950 female 157 disabled 2,159 ethnic minority 5,250 resident in Woking 21,900 aged 11-18
1.5 Members	None.
1.6 Sum Requested	£9,960 (Capital)
1.7 Project	Peer Productions plans to work with Women in Prison to identify 14-17 year old girls at risk of exploitation or involvement in the criminal justice system to take part in 'Generation Girls'.  In the Summer Term 2018 Peer Productions will work with 12 new girls on a 10 week 'Generation Girls' programme at the Women's Centre which will be accredited with Arts Award Bronze. In the Autumn Term 2018 Peer Productions will work with a further 12 girls on a 10 week 'Generation' Girls programme at the Women's Centre, accredited with Arts Award Bronze.  In the Spring Term 2019 Peer Productions will work with a group of between 10 and 20 girls who have either taken part in a previous 'Generation Girls' Project with Women in Prison or at the Park School (Woking) to further develop their leadership skills, which will be accredited with Arts Award Silver.
1.8 Cost breakdown:	<b>Staff Costs</b> <u>Artistic Director</u> Preparation, planning and development including meetings with partners and creation of materials <span style="float: right;">£400</span>

## Peer Productions – Application For Financial Assistance

	<p>Training of project staff to deliver programme      £200</p> <p>Contribution to training of peer educators            £200</p> <p>Delivery of 30 half day sessions                            £3,000</p> <p><u>Assistant Director</u></p> <p>Training to deliver programme                            £175</p> <p>Delivery of project    £2,625</p> <p><u>Arts Award Adviser</u>    £1,480</p> <p><b>Operational/Activity Costs</b></p> <p>Materials    £200</p> <p>Transport    £200</p> <p>Arts Award Moderation Fee                                £400</p> <p><b>Office/Overhead/Premises Costs</b></p> <p>Telephone     £30</p> <p>Insurance    £50</p> <p>Management Fee    £1,000</p> <p>Total cost of project    £9,960</p>
1.9 Community Benefit	<p>Peer Productions has stated that the proposed project will work with a highly marginalised group, from a diverse range of backgrounds, who are often overlooked by other programmes. By working with these young people to create an early-stage intervention, there will be long-term benefits to the Borough around crime and anti-social behaviour reduction and an impact on the associated costs. By enabling these young people to make positive life choice, through a quality and lasting engagement, the Group will help them to become productive and valued members of society.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £26,000 in the bank. The sum of £10,000 is reserved for its 'Hidden Project from Arbonne', £5,000 is reserved for 'Losing It India' and £11,000 is held as reserves.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £183,146 against an anticipated expenditure of £179,500, resulting in an anticipated surplus of £3,646. The budget sets out the anticipated income and expenditure for each planned show and theatrical projects.</p>
2.2 Accounts	<p>The Group has submitted accounts to 31 August 2016 which show an income of £143,596 (£167,637 in 2014/15) against expenditure of £124,859 (£165,125 in 2014/15), resulting in a surplus of £18,737 (a surplus of £2,512 in 2014/15). The sum of £29,310 was carried forward at the end of the 2015/16 year.</p>
2.3 Support over the past five years	<p>2017/18 – No grant awarded</p> <p>2015/16 – £5,000 towards the 'Generation Girls' project in association with Women in Prison.</p> <p>2014/15 – No grant awarded</p> <p>2013/14 – No grant awarded</p>

## Peer Productions – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Woking Borough Council supports the work of the Women’s Support Centre in Woking. Some of the current targeted work is with young women at risk of child sexual exploitation and with those and others at risk of involvement with the criminal justice system. The proposed new project with Peer Productions is supportive of this and could enhance the current work being done. Reducing the risk of exploitation and involvement with the criminal justice system by improving confidence and resilience amongst the young women will support them in making positive life choices.</p> <p>The aim is to help the young women through drama to explore issues such as substance misuse, mental health, sex and relationships, to enable them to have the confidence and tools to make good decisions. In addition to the direct support to the young women there are the wider benefits to the community in reducing the risk of crime and anti-social behaviour.</p> <p>This application needs to be considered in the light of the ongoing work already being done by the Women’s Support Centre, as well as the current pressure on the grants programme and the number of new applications submitted.</p>	
3.3 Assessment	<p>Peer Productions is a youth arts charity which provides high quality arts practice with peer education to enable young people to change the way they think and make positive life choices. The Group seeks to provide thought provoking, engaging and relevant work to inspire young audiences through acting training, running drama, film and creative arts projects.</p> <p>The Charity has applied for a capital grant of £9,960 to work with a total of 24 girls (14 – 17 years old) at risk of being exploited or offending, identified in partnership with Women in Prison, for two ‘Generation Girls’ projects held in the Summer and Autumn terms during 2018. During the Spring term 2019 it would also work with between 10 – 20 girls on developing their leadership skills, some of</p>	

## Peer Productions – Application For Financial Assistance

whom would have completed the 'Generation Girls' project. The project works towards awarding those girls who successfully complete the project the chieving Bronze or Silver Arts Awards.

The work would be undertaken in partnership with Women in Prison, one of the UK's leading Criminal Justice charities, specialising in supporting women to avoid or exit the Criminal Justice system. As well as campaigning and research, they also run three centres, which includes the Women's Support Centre in Woking.

The Charity states that it undertakes extensive research programmes in this field, with two key findings leading directly to this project:

- 53% of women in prison report having experienced emotional, physical or sexual abuse during childhood; and
- 31% women in prison have spent time in local authority care as a child.

Peer Productions states that it has pioneered a new type of girls group which uses drama and peer-led education to raise young women's self esteem. By taking part in drama workshops which explore the issues that matter most to young women including body image, leadership, mental health, sex and relationships, and drugs and alcohol the girls are able to gain in confidence and become more resilient and better placed to cope with the challenges that they may face in their lives.

Fundraising has been primarily through Trust and Foundations applications, and income generated through core activities. It has also received small donations from private supporters.

During the 2015/16 financial year, a grant of £5,000 was awarded to the Charity towards the Woking Girls Group project and three bursaries. The work targeted girls (aged 11 – 15 years old) identified as vulnerable (including those who have experienced domestic abuse, girls in care and those with mental health issues) with the group using creative arts to focus on issues like internet safety, body image & sexual consent. As a part of this, the Group created its 10 week project for up to 12 girls and agreed for it to be run in partnership with the Women in Prison's Women's Support Centre in Woking.

Peer Productions submitted an application last year which requested funding of £22,399 towards a project aimed at making Woking a dementia friendly community by improving inclusion and quality of life for people with dementia. Whilst the Executive noted that the quality of the work undertaken by Peer Productions, it was not able to support the application in view of the potential long term funding implications at a time of financial uncertainty for the Council's Community Grants budget, and the need to allocate the limited resources of the budget to maintain existing projects across the Borough.

The Council would therefore prefer to undertake a commissioning approach to potential projects which could be run by Peer Productions to support the community, noting the benefits to those suffering with dementia and girls aged 14-17 years old at risk of either being exploited or entering the Criminal Justice system. Accordingly, it is recommended that no grant be awarded.

REPORT ENDS

EXECUTIVE – 14 DECEMBER 2017

## PYRFORD AND WISLEY ANNUAL FLOWER SHOW AND FETE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Formed in 1948 to provide and manage an Annual Flowers Show and Fete for the public but in particular for the inhabitants of Pyrford and Wisley. Any surplus, after maintaining a reserve for the next show, is given firstly to the Pyrford War Memorial Village Hall and possibly to local or national charities providing local benefit.

The organisation has requested capital funding of £1,250 towards the purchase of new display boards. The lack of display boards has meant the exhibits in the past year were poorly displayed, a situation that has been getting worse for a number of years but has now reached the point of becoming a real problem this year.

The Council recognises the benefits of this type of event for communities across the Borough. However, it is not considered that the application has provided sufficient justification for the Council to provide funding for display boards and, in view of this and the continuing financial pressures on the Council's Community Grants budget, it is recommended that no grant be awarded.

### Recommendations

Reasons for Decision	There is insufficient justification for the Council to support the application at a time of increasing pressures on the Council's budgets.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

## **Pyrford and Wisley Annual Flower Show – Application For Financial Assistance**

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017

## Pyrford and Wisley Annual Flower Show – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Formed in 1948 to provide and manage an Annual Flowers Show and Fete for the public but in particular for the inhabitants of Pyrford and Wisley. Any surplus income, after maintaining a reserve for the next show, is given firstly to Pyrford War Memorial Village Hall and possibly to local or national charities providing local benefit.
1.2 Employees	None.
1.3 Volunteers	150, whose activities include raising funds, organising the show, running the show, setting up and clearing up before, during and after the event.
1.4 Clients/Users	The organisation has supported 2,200 exhibits, 1,400 in the Junior Section, 400 in the domestic section and 400 in horticulture and 3,500 visitors of whom 1,800 were paying adults (children attend free) in the year ending 2017.
1.5 Members	Not Applicable
1.6 Sum Requested	£1,250 (Capital)
1.7 Project	<p>The Junior &amp; Domestic section would like to purchase an additional 30 table top display boards to exhibit entries from local schools and exhibitors.</p> <p>The number of junior and domestic entries this year has achieved an all time high. The lack of display boards meant the exhibits were poorly displayed; this has been occurring gradually for many years but has become a real problem this year.</p>
1.8 Cost breakdown:	<p>30 x boards @ £67.00 exc VAT (inc a 10% discount) £2,010</p> <p>VAT £412.60</p> <p>Shipping £53</p> <p>Total £2,475</p>
1.9 Community Benefit	<p>The applicant has advised that around 4,000 attendees will benefit from new notice boards, including local school pupils exhibiting in the Junior Section whose entries, linked to the annual theme, will be displayed more attractively.</p> <p>The Pyrford and Wisley Annual Show and Fete celebrated its 70th year this year. The show brings people of all ages from the local community together on one day a year. In the case of horticulture and domestic, anyone of any age can enter, with the junior category for children up to year 10.</p> <p>As it is a local event many local organisations benefit from the day e.g. the Pyrford Cricket Club receives a field hire contribution, local charities fundraise and local businesses, organisations and charities raise their profile.</p>

## Pyrford and Wisley Annual Flower Show – Application For Financial Assistance

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £18,725 in the bank. Funds are reserved for putting on the following years show (£14,000) and pay donations (£2,000) and to allow for financial impact of poor weather (£3,500).</p> <p>The Group has submitted a budget for the 2018/19 Show which indicates an anticipated income of £14,625 against an anticipated expenditure of £11,525, resulting in an anticipated surplus of £3,100.</p> <p>Anticipated income includes: sponsors (£1,900), the raffle (£650), advertisers (£1,500), admission fees (£5,300), stall rents (£1,500), donations (£50), BBQ (£225), champagne and strawberries (£600), and side shows and concessions (£1,000). Items of expenditure include the programme (£2,100), hire of marquee (£4,000), band and arena events (£1,300) and show day sundries (£1,500).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £15,134 against expenditure of £10,971, resulting in a surplus of £4,163. The sum of £18,576 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2014/15 – An application was received for capital funding of £1,120 towards the replacement of ten gazebos offered on rental to stallholders. In view the constraints on grants funding and the level of funds held by the Group, it was resolved not to support the application. The Group was advised at the time to approach the Funding Adviser employed by Woking Association of Voluntary Service for advice on securing funding for the replacement gazebos.</p>

<b>3.0 Assessment of Application</b>																									
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Constitution</td> <td style="padding-left: 10px;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Registered Charity</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ VAT Registered</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Equal Opportunities Policy</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Safeguarding Policy</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Reserves Policy</td> <td style="padding-left: 10px;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Quality Mark</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Other funding sources pursued</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Other support by the Council</td> <td style="padding-left: 10px;">No</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Fundraising</td> <td style="padding-left: 10px;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Two quotes</td> <td style="padding-left: 10px;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 10px;">○ Regular monitoring provided previously</td> <td style="padding-left: 10px;">N/A</td> </tr> </table>	○ Constitution	Yes	○ Registered Charity	No	○ VAT Registered	No	○ Equal Opportunities Policy	No	○ Safeguarding Policy	No	○ Reserves Policy	Yes	○ Quality Mark	No	○ Other funding sources pursued	No	○ Other support by the Council	No	○ Fundraising	Yes	○ Two quotes	Yes	○ Regular monitoring provided previously	N/A
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○ Regular monitoring provided previously	N/A																								
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Whilst I acknowledge the key role that the Pyrford and Wisley Annual Flower Show and Fete plays in bringing the local community together,</p>																								



## Pyrford and Wisley Annual Flower Show – Application For Financial Assistance

	<p>as well as providing the opportunities for individuals of all ages to exhibit and in doing so learn new life skills, I consider that they should be able to find other suitable funding sources for the replacement boards. I therefore would not be supportive of their request.</p>
3.3 Assessment	<p>A successful application will assist the Pyrford and Wisley Annual Show and Fete to continue providing its unique event in East Woking. It celebrated its 70th year this year. The show brings 4,000 people of all ages from the local community together on one day a year. As it is a local event many local organisations benefit from the day including local charities fund-raise and local businesses, organisations &amp; charities raise their profile.</p> <p>The number of junior and domestic entries this year has achieved an all time high. The lack of display boards meant the exhibits were poorly displayed; this has been occurring gradually for many years but has become a real problem this year.</p> <p>The Pyrford and Wisley Annual Flower Show and Fete provides an annual community event for residents of Woking and beyond, bringing together events, stalls and charities. The event is very successful and the organisers are able to donate an element of the income to Pyrford War Memorial Village Hall and local or national charities. However, it is not considered that the application provides sufficient justification for the Council to contribute towards the costs of new display boards. The Officer comments indicate that they should be able to find other suitable funding sources for the replacement boards. It is therefore recommended that the application is not supported and that no grant is awarded.</p>

REPORT ENDS



## RELATE WEST SURREY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Relate West Surrey is based in Provincial House in the centre of Woking. It offers counselling, sexual therapy and training and education workshops to help adults experiencing difficulties in their relationships. The Group also offers counselling to young people affected by the breakdown of their parents' relationships.</p> <p>Relate West Surrey is a service that provides a vital resource for Woking residents, providing a service for families and individuals that is not otherwise easily available or affordable. The services have been considered as a key element of the support provided to residents through the services of community organisations and the Borough Council has supported Relate West Surrey for many years. The Group has a total of 7,273 users, of which 3,636 are based in Woking, 87 are registered disabled and 364 are of an ethnic minority. Charges are applied for a one hour session, with bursary support provided to clients unable to pay and reviewed after six months. Young people's counselling is provided free of charge through Child and Adolescent Mental Health Services (CAMHS).</p> <p>In previous years the Council has contributed a total of £15,000 towards the service charge incurred by Relate West Surrey for its accommodation at Provincial House, which is paid directly to the Group. The service charges covers maintenance, utilities and cleaning. In 2016/17 these charges amounted to £19,749. In view of the vital work undertaken by the Group, it is proposed that the Council continues to provide a grant of £15,000 during 2018/19 towards the service charge.</p>

<b>Recommendations</b>	
Reasons for Decision	To support the Group in its activities by assisting with the costs of the service charge for the accommodation in Provincial House, Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £15,000 be awarded towards the service charge at Provincial House for 2018/19.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p>

## Relate West Surrey – Application For Financial Assistance

	<p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> </ul> <p>How many people are likely to attend (check previous or similar events either locally or online).</p>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In</p>

## Relate West Surrey – Application For Financial Assistance

particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Relate West Surrey – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Although part of the Relate Federation, Relate West Surrey is an independent charity. Relate West Surrey was incorporated in January 2000 and serves the boroughs of Woking, Guildford, Elmbridge, Runnymede, Spelthorne, Waverley and Surrey Heath.</p> <p>Its main objectives are:</p> <p style="padding-left: 40px;">To educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual wellbeing of individuals which is derived from committed relationships.</p> <p style="padding-left: 40px;">To seek to enhance the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed couple relationships, marriage and family life and working to prevent poverty, hardship and distress caused by the breakdown of such relationships.</p> <p>The Group achieves this by providing counselling services, advice, guidance and relief to adults and/or young people. It also provides relationship education in schools, childrens centres and to the wider community.</p>
1.2 Employees	36, comprising the CEO (30 hours per week), the Office Manager (32 hours per week), the Assistant Office Manager (21 hours per week), the Executive Assistant (20 hours per week), eleven Appointment secretaries (121 hours per week) and 24 Counsellors (141 hours a week).
1.3 Volunteers	17, whose activities include working as counsellors delivering Relate services and acting as Trustees. Relate West Surrey offers placements to students undertaking relationship counselling courses at Relate National and are counted as volunteers.
1.4 Clients/Users	<p>7,273, comprising:</p> <p style="padding-left: 20px;">3,260 male</p> <p style="padding-left: 20px;">4,013 female</p> <p style="padding-left: 20px;">87 disabled</p> <p style="padding-left: 20px;">364 ethnic minority</p> <p style="padding-left: 20px;">3,636 resident in Woking</p> <p style="padding-left: 20px;">1 aged 0-5</p> <p style="padding-left: 20px;">142 aged 5-10</p> <p style="padding-left: 20px;">1,292 aged 11-18</p> <p style="padding-left: 20px;">5,549 aged 19-65</p> <p style="padding-left: 20px;">35 aged 65+</p> <p>The following charges are levied:</p> <ul style="list-style-type: none"> <li>○ Relationship counselling - £60 per hour</li> </ul>

## Relate West Surrey – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Family counselling - £70 per hour</li> <li>○ Sex therapy - £70 per hour</li> <li>○ Family Mediation - from £96 per person per hour</li> <li>○ Young People's counselling - free of charge through CAMHS.</li> <li>○ Bursary support for relationship counselling and family counselling is offered to those couples with an income of below £25,000.</li> </ul>
1.5 Members	<p>64, comprising:</p> <ul style="list-style-type: none"> <li>18 male</li> <li>46 female</li> <li>6 disabled</li> <li>2 ethnic minority</li> <li>22 resident in Woking</li> <li>22 aged 19-65</li> <li>42 aged 65+</li> </ul>
1.6 Sum Requested	£15,000 (Revenue)
1.7 Project	<p>To contribute towards the service charge for the 2nd floor suite of offices at Provincial House. The Relate suite provides a registered office, an administrative office and four counselling rooms. 65% of Relate West Surrey clients are seen at Provincial House.</p> <p>The financial support from Woking Borough Council helps to provide bursary support to low income families. The cost of bursary support in 2016/17 was £8,100 (a new bursary support application system was introduced in 2016 which restricted bursary support to those with a joint income of under £25,000, as bursary support costs were stated to be increasing rapidly).</p>
1.8 Cost breakdown:	Service charges cover maintenance, utilities and cleaning. In 2016/17 these charges amounted to £19,749.
1.9 Community Benefit	<p>A total of 7,273 clients were seen in 2016/17. In April 2016 Relate National published a comprehensive study on the market environment in which it operated. This provided compelling evidence of the social factors which create the need for its services:</p> <ul style="list-style-type: none"> <li>- Nearly 2.9 million people (18% of partners) in the UK are in relationships which could be characterised as clinically 'distressed' In England and Wales, 42% of marriages lead to divorce;</li> <li>- Between 200,000 and 250,000 parents separate every year;</li> <li>- In Relate's survey of the UK's relationships in 2015, 9% of respondents in relationships said they argued with their partner more often than not, most of the time, or all of the time, and 15% even regret being in their relationship at least occasionally;</li> <li>- People who live in distressed relationships are three times as</li> </ul>



## Relate West Surrey – Application For Financial Assistance

	<p>likely as those who do not to suffer from depression, and two and a half times as likely to suffer from anxiety disorders;</p> <ul style="list-style-type: none"> <li>- Stressful life transitions place extra pressure on relationships, the transition to parenthood, the onset of a long-term health condition, financial strains, etc.;</li> <li>- Family relationship problems are the number one reason for children and young people accessing mental health services.</li> </ul> <p>Source: "Our Market Environment" Relate National April 2016</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £76,571 in the bank, including a provision to cover costs of closure if required.</p> <p>The Group has submitted a breakeven budget for 2018/19 which shows an anticipated income and expenditure of £364,000.</p> <p>Anticipated income includes client counselling (£274,000), grants (£65,000), other income (£23,000) and donations (£2,000). Items of expenditure include salary costs (£255,000), property costs and service charges (£78,000) and other costs (£31,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £371,417 (£297,005 in 2015/16) against expenditure of £361,141 (£322,596 in 2015/16), resulting in a surplus £10,276 (a deficit of £25,591 in 2015/16). The sum of £76,571 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £15,000 towards the service charge for Provincial House</p> <p>2016/17 – £15,000 towards the service charge for Provincial House</p> <p>2015/16 – £15,000 towards the service charge for Provincial House</p> <p>2014/15 – £15,000 towards the service charge for Provincial House</p> <p>2013/14 – £15,000 towards the service charge for Provincial House</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p>

## Relate West Surrey – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Regular monitoring provided previously</li> </ul> <p>*discretionary rate relief, concessionary rent, seven car parking spaces</p>	<p>Yes</p>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I am supportive of this application which is for payment of their accommodation Service Charge, not least because they offer a Youth Counselling service which dovetails well with the priorities of the Integrated Youth Strategy as well as wider Family Counselling which supports well the work of the emerging Early Help network within Woking.</p>	
<p>3.3 Assessment</p>	<p>Relate West Surrey is based in Provincial House in the centre of Woking. It is an independent charity which provides counselling services to anyone who is dealing with a difficulty within their relationship. The Group's purpose is to help people make those personal changes which enable them to engage in positive relationships for the benefit of themselves, their family and society. The Group offers its services to anyone, regardless of age, gender, marital status, ethnic origin or sexuality.</p> <p>Relate West Surrey was incorporated in 2000 following the merger of Relate Woking &amp; District and Relate Guildford. Relate Elmbridge merged with the enlarged Group in 2002. The Organisation offers its services over a wide area. The main centres are Woking, Guildford and Esher with outpost locations based at Farnham, Guildford, Staines and Thorpe. In addition, the Group has close working relationships with the other Children's Centres within Woking, from which referrals are supplied. These include the Centres at Brookwood, Horsell, Pyrford &amp; Byfleet, St. Johns and Sythwood. Referrals are also taken from GPs based in Woking as part of work with North West Surrey Clinical Commissioning Group.</p> <p>Relate West Surrey is accredited with Relate National and helps people work through their relationship difficulties and reach their own decisions about the best way forward. There are five ways in which the service is provided:</p> <ul style="list-style-type: none"> <li>- Relationship counselling (face to face or through webcam)</li> <li>- Family counselling</li> <li>- Psychosexual therapy</li> <li>- Children and young people's counselling</li> <li>- Education and training.</li> </ul> <p>Clients can move seamlessly from one service to another as counselling proceeds. For example a couple with relationship difficulties can be seen as a family where the issues between them are affecting their children. The Group's education and training courses cover subjects such as 'Parenting Children with ADHD' and 'Parents Apart'.</p> <p>Around 45% of marriages end in divorce, while the proportion of cohabiting relationships ending in separation is significantly higher. Approximately 50% of divorces involve children under the age of 16. Relate West Surrey performs a frontline role, both in seeking to prevent these problems from arising in the first place and in reducing</p>	

## Relate West Surrey – Application For Financial Assistance

their damaging consequences. Relate counselling not only helps immediate clients, it also benefits the wider community:

- Reducing working time lost by stress and mental health issues
- Discouraging domestic violence
- Helping to prevent or stop drug and alcohol abuse
- Preventing or stopping child abuse
- Improving the attendance and performance of children at school
- Stopping disruptive and antisocial behaviour
- Reducing levels of teenage pregnancy

The effects reduce pressure on services such as Housing, Police, NHS and Social Services. A Department of Education commissioned report in January 2014, in which relationship support was independently evaluated, demonstrated clear financial and emotional benefits to individuals and society as a whole. Specifically, the report found that Relate's couple counselling service delivers £11.40 of benefit for every £1 spent. Relationship breakdown is estimated to cost the UK economy £46 billion each year with often devastating and long-lasting emotional effects for individuals and families. Results from focus groups with clients held in Woking in January 2014 showed an 85% satisfaction level.

Relate secured a five year contract with Surrey & Borders Partnership Child and Adolescent Mental Health Services (CAMHS) which started in April 2016, to provide 1,500 hours of counselling per year to over 200 young people in West Surrey through the CAMHS Mindsight service. This will provide additional income of £60,000 per year. A Family Mediation service was launched in September 2016 which will provide further income in the future. A total of 4 runners were entered in the Virgin London Marathon 2017 as Relate has a Golden Bond which guarantees five places each year. A further grant is to be received in 2018 from Elmbridge Borough Council (£6,900) as part of a service level agreement and around £5,000 in sponsorship is expected from the London Marathon in April of that year.

In September 2015, an outcomes monitoring system called "The difference we make" was introduced, based on Core 10 principles and a new client management system with greatly improved capabilities for statistical analysis was introduced in July 2014. The following targets have been achieved:

- Wellbeing outcomes improve by at least 50% by the end of the course of counselling
- An overall client satisfaction index is around 80%.

Relate West Surrey has applied to continue revenue support of £15,000 for the 2018/19 financial year. The purpose of the funding is to contribute towards the service charges for the accommodation at Provincial House, which cover maintenance, utilities and cleaning. The Council has supported the Group for a number of years, meeting the cost of both the service charge and rent for the offices. The rent for the accommodation is met through the Council's Community Lettings policy. The anticipated value of the rent for 2017/18 is approximately £27,000 per annum.

## Relate West Surrey – Application For Financial Assistance

The Group provides a vital resource for Woking residents, providing a service for families and individuals that is not otherwise easily available or affordable. The services have been considered as a key element of the support provided to residents through the services of community organisations and the Borough Council has supported Relate West Surrey for many years.

In previous years the Council has contributed a total of £15,000 towards the service charge incurred by Relate West Surrey for its accommodation at Provincial House, which is paid directly to the Group. The service charges covers maintenance, utilities and cleaning. In 2016/17 these charges amounted to £19,749. In view of the vital work undertaken by the Group, it is proposed that the Council continues to provide a grant of £15,000 during 2018/19 towards the service charge.

REPORT ENDS

## SIGHT FOR SURREY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Surrey Association for Visual Impairment works under the name of Sight for Surrey. Sight for Surrey works with blind and partially sighted people in Surrey, providing services to enable people to lead fuller, more independent lives. Services include rehabilitation work, children's services, home visiting, benefits advice and a resource centre through which items can be purchased to assist people with visual impairment.</p> <p>Sight for Surrey has applied for £2,460 towards the costs of its Outreach Worker, Access Technology Trainer and Mobile Sight and Hearing Bus towards enhancing its service in the Borough. The Council previously funded Sight for Surrey in 2016/17 with the sum of £7,700 towards the costs of its Communication Class in Woking which took place during that year.</p> <p>Regarding the outreach work, there are currently 625 active service users clients living in Woking. The purpose of the work is to give information, support and advice to clients to enable them to live as independently as possible. This is done through a network of volunteers who signpost people with a vision impairment to local services and support people newly diagnosed with a vision impairment. Many of the goals and aims of the project fits within Surrey's Joint Health and Wellbeing Strategy relating to physical activity, mental health, social isolation, on going independence and more transparent and joined up care. The Group launched its new 5 year strategy at the Lightbox in Woking on 25 September 2017.</p> <p>The health benefits to the community of extending the outreach work taking place in Woking to enable vision impaired service users to access support are clear. It is therefore recommended that Sight for Surrey be awarded a grant of £2,460 during the 2018/19 financial year, noting that it would be restricted for work taking place in the Borough. It is recommended that a condition is added to seek closer working with Woking Borough Council's Independent Living Services and engagement with wider Woking Health and Wellbeing Network.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the services provided by Sight for Surrey to be enhanced for visually impaired service users in the Borough.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £2,460 be awarded towards the costs of enhancing the outreach work taking place in the Borough.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise</p>

## Sight for Surrey – Application For Financial Assistance

	<p>the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>In particular, the Group is requested to seek closer working with Woking Borough Council's Independent Living Services and engagement with wider Woking Health and Wellbeing Network.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has</p>

## Sight for Surrey – Application For Financial Assistance

	<p>been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Date Published:

6 December 2017





<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Sight for Surrey was formed in 1922 and provides support to the blind and partially sighted community and (from February 2016) the Deaf and Hard of Hearing community. It is the largest charitable organisation in Surrey working with adults, young people and children who have such a disability.</p> <p>Every year it is contracted to help more than 5,000 registered adults and children, providing them with assessment, rehabilitation and life skills to enable them to live full and independent lives. Sight for Surrey offers a holistic, person-centred approach, focused on meeting the needs of each adult/young person/child and providing support for their families.</p> <p>Its charitable activities include Volunteering Support, ICT, Communication Class, Eye Clinic Liaison Officer, Low Vision Aids and Gadgets, Assessment and Training for Computers, Mobile Sight and Hearing Bus, Outreach Service and a Children and Young People's Inclusion Programme.</p>
1.2 Employees	<p>125.</p> <p>55 sessional staff (8 male) - operations staff from Rehabilitation, Children and Adult Services, Outreach and One to One Service.</p> <p>23 full-time staff (9 male) - specialist staff in equipment and technology, charity management and administration.</p> <p>47 part-time staff (3 male) - support and administration staff working across all departments.</p>
1.3 Volunteers	<p>207.</p> <p>Sight for Surrey's volunteers help to increase the awareness and understanding of the organisation, and add value to the services provided. They are crucial in the vision for the future and allow the Group to offer far more support and services to clients than with just staff members.</p> <p>The Group has a range of volunteer opportunities with varying amounts of time and input required, for example, drivers, home visitors, virtual befrienders, IT support, sighted guides, fundraisers and admin support. The volunteers come from all walks of life and many have a vision impairment themselves. Their ages range from teenagers to nonagenarians. Nearly half of the volunteers have been with the Group for over 10 years.</p> <p>The Group recruits its volunteers across Surrey but places them locally in their communities. All volunteers complete a registration form, provide two references and undertake a DBS check. All volunteers receive one day's training which introduces them to the work, common impairments, sighted guiding techniques along with the opportunity to practice them, and includes a visit to the Low Vision Resources Centre. Volunteers are offered out of pocket expenses, an update on volunteer's news and local support meetings twice a year.</p>

## Sight for Surrey – Application For Financial Assistance

1.4 Clients/Users	<p>6,693, comprising:</p> <p>2,455 male</p> <p>4,238 female</p> <p>6,693 disabled</p> <p>360 ethnic minority</p> <p>625 resident in Woking</p> <p>7 aged 0-5</p> <p>13 aged 5-10</p> <p>10 aged 11-18</p> <p>143 aged 19-65</p> <p>452 aged 65+</p> <p>The One to One service users can privately book support workers to assist with specific appointments or events.</p>
1.5 Members	None
1.6 Sum Requested	£2,460 (Revenue)
1.7 Project	<p>With an ageing population, the need for the services Sight for Surrey provides will continue to grow and the Group would like to spend the grant in Woking as follows:</p> <p><b>Outreach Worker:</b> The Group would like to further engage with existing service users and identify new clients. This role gives information, support and advice to clients to enable them to live as independently as possible; to support a network of volunteers; to signpost people with a vision or hearing impairment to local services; and to support people who are newly diagnosed. The grant would develop its existing work.</p> <p><b>Access Technology Trainer:</b> The Group is able to offer computer, laptop, smart phone and tablet training with access to 1:1 sessions, either at its offices or in the home. It delivers advice and personalised training on smartphones &amp; tablets enabling users of all ages to access built-in accessibility features, such as voice control, screen magnification and read-aloud software, and explore newly-developed apps and software designed for vision impaired people. This service currently offers support to more than 200 people each year, with more than 400 hours of contact time.</p> <p><b>Mobile Sight and Hearing Bus:</b> The mobile service carries a wide range of equipment for both vision and hearing impairments. Specially trained workers give advice and information and are able to sell the equipment. The majority of visits are to care homes, day centres and hospitals as well as supermarkets, libraries, high streets and events.</p>
1.8 Cost breakdown:	<p>Outreach Worker - £1,560 broken down as 130 hours of outreach work at £12 per hour (including on costs) in Woking.</p> <p>Access Technology Trainer - £450 contribution to supporting service</p>

## Sight for Surrey – Application For Financial Assistance

	<p>users in Woking.</p> <p>Mobile Sight and Hearing Bus - £450 contribution to supporting service users and those new to the Group in Woking.</p>
1.9 Community Benefit	<p>Sight for Surrey currently has 625 active service users in the Woking area which has increased by 25 a year for the past two years. The Group estimates that this figure will continue to grow at a similar rate and there may well be more out there who are not yet familiar with its work. By continuing to be proactive, engaging and supportive at different venues it can help more vision impaired and deaf people. Its support is available to anyone in the Borough with these conditions and the benefits on offer are:</p> <ul style="list-style-type: none"> <li>- to increase education and skills</li> <li>- to improve health (physical/mental/emotional/wellbeing)</li> <li>- to help tackle disadvantage and exclusion and reduce isolation</li> <li>- to offer support networks and access to relevant services.</li> </ul>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £205,921 in the bank. The sum of £12,408 is reserved for Revaluation Reserve and £30,000 for the Emergency Contingency Fund. The Group holds around six months of annual expenditure in its reserves (cash held and investments).</p> <p>The Group has submitted a budget for 2017/18 (advising that the budget for 2018/19 is not yet available) which shows an anticipated income of £2,501,973 against an anticipated expenditure of £2,487,341, resulting in an anticipated surplus of £14,632.</p> <p>Anticipated income includes Adult Services (£1,754,928), Low Vision / Combined Equipment (£247,104), Children’s Department (£157,600), Fundraising (£128,560), and Other Community Costs (£107,000). Items of expenditure include Adult Services (£1,509,838), Low Vision / Combined Equipment (£259,559), Children’s Department (£157,981), Fundraising (£67,649) and Other Community Costs (£31,254).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £2,422,952 (£1,740,259 in 2015/16) against expenditure of £2,381,165 (£1,951,898 in 2015/16), resulting in an operating surplus of £41,787 (a deficit of £211,639 in 2015/16). The sum of £1,289,260 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2016/17 – £7,700 towards the costs of a Communication Class.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

## Sight for Surrey – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer comment</u></p> <p>I would be supportive of this application from Sight for Surrey, subject to the funding being ring fenced to activity for Woking residents, since finding ways, through increased outreach activities, to help and assist those with visual impairment to lead fuller and more independent lives is beneficial not just to the individual concerned, but their family / carer and the community and health network as a whole.</p> <p>In awarding a grant however, I would wish to ensure that there is closer working relationships not only with the Borough Council's Home Independence Service (as it is likely that we will have shared clients), but also to linking Sight for Surrey into the wider local Woking health and wellbeing network.</p>	
<p>3.3 Assessment</p>	<p>Sight for Surrey works with blind and partially sighted people in Surrey, providing services to enable people to lead fuller, more independent lives. Services include rehabilitation work, children's services, home visiting, benefits advice and a resource centre through which items can be purchased to assist people with visual impairment.</p> <p>Around 625 active service users in Woking are supported through a range of services. By continuing and expanding its projects it can continue to work in partnership with local organisations and provide a deeper level of service support to existing users, whilst identifying and engaging with relevant individuals currently not accessing its services. In addition, many of the goals and aims of the projects fit within Surrey's Joint Health and Wellbeing Strategy relating to physical activity, mental health, social isolation, on going independence and more transparent and joined up care. The Group launched its new 5 year strategy at the Lightbox in Woking on 25 September 2017 and recently expanded its services to assist those who are deaf or have a hearing impairment.</p> <p>Sight for Surrey is applying for £2,460 towards the costs of its Outreach Worker, Access Technology Trainer and Mobile Sight and Hearing Bus towards enhancing its service in the Borough. The Outreach Workers, Access Technology Trainer and the Mobile Bus visit/work in each of the Surrey boroughs. There is more activity in some boroughs than others and the activity will change year on year depending on the needs of clients. Woking receives a good representation from Sight for Surrey and the funds would be restricted to that work should the application be successful.</p> <p>The Group strongly believes that consultation with service users is an</p>	

## Sight for Surrey – Application For Financial Assistance

essential part of its development. It evaluates its services on an annual basis looking at statistics and feedback (from user and care forums) and develops its programme accordingly. The Access Technology project gained momentum as a result of technology changes as it was introduced as a result of around 10 callers a week requesting help. Similarly the Mobile Bus was introduced to provide a service for those parts of the County that have poor transport and for those who would find it difficult to travel to its Head Office in Fetcham. Every year the Group sees evidence that by providing support and guidance as outlined above, it can provide a direct benefit to service users in terms of better social inclusion, therefore aiding a fuller and more independent life.

Sight for Surrey ensures that its services are constantly monitored, evaluated and updated to ensure that high quality projects to users are delivered. The targets set are based on previous years' figures together with ongoing requests for help received from the Helpdesk or through referrals. Outreach workers record the numbers of those they help and the services being sought on a monthly basis. The mobile sight and hearing bus visits a variety of places in Woking as part of its countywide support, with numbers of people helped being recorded. The Access Technology Trainer records which part of the county users come from for training courses.

Over the past year, the Group has increased its focus on fundraising and also attended the following events: Surrey County Show, Hampton Court Flower Show, Wisley Flower Show, National Eye Health Week, Information Days, Shepperton Village Fair, Surrey Heath Show. Funds have also been raised through taking part events such as Ride London.

Previously, the Group has received funding for Outreach work in Woking including its communication class from Woking Borough Council. Last year it received a grant of £800 towards Outreach work in Elmbridge from Elmbridge Borough Council. It received a grant of £1136 from Unum Charitable Trust to support Access Technology Training in Mole Valley. The initial costs for the Mobile Bus were provided by The Clothworkers' Foundation, Garfield Weston Foundation and Smiths Ewhurst Charity. Most recently it received £800 from Caterham Parish Council and £400 from Oxted Parish Council to support the bus.

As an independent charity, it works closely with organisations on a national level such as RNIB and Guide Dogs.

The health benefits to the community of extending the outreach work taking place in Woking to enable vision impaired service users to access support are clear. It is therefore recommended that Sight for Surrey be awarded a grant of £2,460 during the 2018/19 financial year, noting that it would be restricted to work taking place in the Borough. It is recommended that a condition is added to seek closer working with Woking Borough Council's Independent Living Services and engagement with wider Woking Health and Wellbeing Network.

REPORT ENDS



## SURREY CARE TRUST – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life.</p> <p>The Charity enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The organisation nurtures skills for life, work and learning which creates a brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild confidence.</p> <p>The Charity has submitted an application for revenue funding of £1,600 for the coming year. The grant will be used to run the free STEPS Youth Counselling service in Woking specifically to help support cost of employing the Counselling assessor/supervisor who is a lynchpin of the service. The service is available to those aged 16 to 25.</p> <p>The Borough Council recognises the importance and benefit of the services offered by Surrey Care Trust and the recommendation is that a grant of £1,600 be awarded for the financial year 2018/19.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable Surrey Care Trust to continue to run the STEPS Youth Counselling service free of charge to 16 to 25 year olds in Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £1,600 be awarded towards the free STEPS Youth Counselling service in Woking.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p>

## Surrey Care Trust – Application For Financial Assistance

	<p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support</p>



## Surrey Care Trust – Application For Financial Assistance

beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

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### **Date Published:**

6 December 2017



## Surrey Care Trust – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life.</p> <p>The Group enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The organisation nurtures skills for life, work and learning which creates brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild confidence. Not only do individuals benefit personally from the work that Surrey Care Trust undertakes, but the Group believes that the wider community also gains when people are better equipped to make a positive contribution to society.</p>
1.2 Employees	36, comprising the Chief Executive (4 days per week), the Deputy Chief Executive (4.5 days per week), Central Support staff (Financial Administrator / PA to Chief Executive / HR Officer / Senior Fundraiser / Fundraiser - Data Protection Officer / Events Officer / Marketing Officer – all part time), eight Adult learning, mentoring and quality (3 days per week), five STEPS learning centre (5 days per week term time) and six Stanwell Children’s Centre (5 days per week).
1.3 Volunteers	254, whose activities include Mentoring, Counselling STEPS learning centre, admin, fundraising events, activities on the Swingbridge boats.
1.4 Clients/Users	<p>3,700, comprising:</p> <ul style="list-style-type: none"> <li>1,850 male</li> <li>1,850 female</li> <li>200 disabled</li> <li>555 ethnic minority</li> <li>250 resident in Woking</li> <li>670 aged 0-5</li> <li>200 aged 5-10</li> <li>250 aged 11-18</li> <li>1,960 aged 19-65</li> <li>600 aged 65+</li> </ul>
1.5 Members	None.
1.6 Sum Requested	£1,600 (Revenue)
1.7 Project	The grant would be used to run the free STEPS Youth Counselling service in Woking specifically to help support cost of employing the Counselling assessor/supervisor who is a lynchpin of the service. The service is for 16 to 25 year olds. The organisation offers extended counselling where it is needed. The service and the work of the

## Surrey Care Trust – Application For Financial Assistance

	<p>assessor/supervisor is now being managed by one of the Surrey Care Trust's mentoring team, who is a trained counsellor, with admin support.</p>
<p>1.8 Cost breakdown:</p>	<p>Assessor/Supervisor £3,263            Staffing, management and admin £5,916            Staff travel 3110            Volunteer Training £100            DBS checks £50            Volunteer Expenses £1,320            Publicity £312            Telephone £454            Total £11,525</p>
<p>1.9 Community Benefit</p>	<p>Surrey Care Trust works with young people whose emotional distress is limiting their ability to engage fully in the present and prepare for a fulfilling future. The presenting issues and background issues are varied but anxiety or depression is often cited as a summary of a client's problems. Anxiety is a constant factor for young people supported by the Charity, affecting everyday life in all kinds of ways from the immediate impacts of coping with life now to the longer term issues of completing education and being able to sustain employment.</p> <p>Young people will benefit by feeling supported and valued, less helpless and able to live more positively and fully.</p> <p>Providing free counselling, with the aim of offering the first session within four weeks, gives young people the opportunity to speak and be listened to about their troubled feelings. This in itself can make them feel supported and valued.</p>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £99,500 in the bank. The sum of £5,000 is reserved for depreciation of the minibus and the Swingbridge canal boat.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £1,277,000 against an anticipated expenditure of £1,249,000, resulting in an anticipated surplus of £29,000.</p> <p>Anticipated income includes statutory income of £947,000 and voluntary income of £330,000. Items of expenditure include Children's Centre (£240,000), STEPS to 16 Woking (£189,000), mentoring (£250,000), Swingbridge (£50,000), adult learning (£90,000); counselling (£14,000). parenting (£141,000) and PHT (£92,000).</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2016/17 which show an income of £981,336 (£792,856 in 2015/16) against expenditure of £939,992 (£859,053 in 2015/16), resulting in a surplus of £41,344 (a deficit of £66,197 in 2015/16). The sum of £102,523 was carried forward at the end of the 2016/17 year.</p>

## Surrey Care Trust – Application For Financial Assistance

2.3 Support over the past five years	<p>2017/18 – no grant awarded 2016/17 – no grant awarded</p> <p>It should be noted that the Council has previously supported the Charity, notably in respect of the costs of the Swingbridge canal boat.</p> <p>2007/09 – a grant of 1/3 of the costs of purchasing and fitting out a canal boat, up to a maximum of £10,000, awarded from the Council's Community Fund</p> <p>2004/05 – £3,368 as match funding towards the costs of the Swingbridge Community Boat Project.</p> <p>2003/04 – No grant awarded (revenue costs of the Boat Project). 2002/03 – No grant awarded (revenue costs of the Boat Project). 2001/02 – No grant awarded (revenue costs of the Boat Project).</p>
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<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>N/A</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The proposed use of this grant application by Surrey Care Trust to run free youth counselling is particularly welcomed since it not only supports the Borough's Integrated Youth Strategy but delivers against the Borough's Health and Wellbeing Plan priorities. Offering support to young people aged 16-25 years will help individuals feel less helpless and more supported and valued thus enabling them to live life more positively and fully.</p> <p>I would be supportive of their application.</p>	
3.3 Assessment	<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life.</p> <p>The Group enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The Organisation nurtures skills for life, work and learning which creates brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild</p>	

## Surrey Care Trust – Application For Financial Assistance

confidence. Not only do individuals benefit personally from the work that Surrey Care Trust undertakes, but the Group believes that the wider community also gains when people are better equipped to make a positive contribution to society.

Surrey Care Trust is working with young people whose emotional distress is limiting their ability to engage fully in the present and prepare for a fulfilling future. The presenting issues and background issues are varied but anxiety or depression is often cited as a summary of a client's problems. Anxiety is a constant factor for young people we work with, affecting everyday life in all kinds of ways from the immediate impacts of coping with life now to the longer term issues of completing education and being able to sustain employment.

Young people will benefit by feeling supported and valued, less helpless and able to live more positively and fully.

Providing free counselling, with the aim of offering the first session within four weeks, gives young people the opportunity to speak and be listened to about their troubled feelings. This in itself can make them feel supported and valued.

Through counselling, young people are better able to pinpoint and discuss the causes of their troubled feelings and start to think about ways to cope with or change their situation. As young people feel stronger they can start to make positive changes that help them to cope with or change the situation which is causing their troubled feelings.

The Borough Council recognises the importance and benefit of the services offered by Surrey Care Trust; as is noted in the Officer comments, the proposed project not only supports the Borough's Integrated Youth Strategy but delivers against the Borough's Health and Wellbeing Plan priorities. Accordingly, it is recommended that the application is supported and a grant of £1,600 be awarded for the coming financial year.

REPORT ENDS

EXECUTIVE – 14 DECEMBER 2017

## SURREY NORTH AREA CRUSE BEREAVEMENT CARE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Surrey North Area Cruse Bereavement Care was formed in 1959 and provides free bereavement support for those suffering from the effects of grief. The Group supports individuals and families across five core services, namely on a one-to-one basis (usually in a client's home), group support, specialist services for children and young people, telephone support and email support.

The services are of enormous benefit for those who have suffered a bereavement, which can be devastating and debilitating. Without a local Cruse office covering Woking, there would be an extremely limited number of support options, with no available NHS support or other similar support services.

The Group currently works with over 300 individuals across Surrey, a quarter of who live in Woking. It is anticipated that between 90 and 100 individuals from the Woking area will seek the support of Cruse Bereavement Care in the coming year. No charges are levied against the users or clients. The service also benefits the families and friends of those individuals who receive direct support, reducing stress and concern – individuals can be affected in a variety of ways, including social confidence, ability to work, propensity for isolation and loneliness, engagement within the community and general mental health.

The Organisation is applying for funding of £8,850 which equates to 25% of the running costs of the Counselling Service, representative of the running costs of the service to residents of the Borough. It is recommended that the Council's support of £8,850 is granted for the 2018/19 financial year.

### Recommendations

Reasons for Decision	The Council's support will ensure that Organisation is able to continue to provide an essential service for individuals in the Borough who are directly affected by bereavement.
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Legal Authority	S137 Local Government Act 1972
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The Executive is requested to:	<b>RESOLVE That</b> a grant of £8,850 be awarded towards running costs of the service in Woking.
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Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p>
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## Surrey North Cruse Bereavement Care – Application For Financial Assistance

	<p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> </ul> <p>How many people are likely to attend (check previous or similar events either locally or online).</p>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of</p>



## Surrey North Cruse Bereavement Care – Application For Financial Assistance

support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Date Published:**

6 December 2017



## Surrey North Cruse Bereavement Care – Application For Financial Assistance

<b>1.0 Summary of Application</b>											
1.1 Status and Aims	The Organisation was formed in 1959. It provides free bereavement support for those suffering from the effects of grief. The five core services are one-to-one support, group support, specialist services for children and young people, telephone support and email support. The initial one-to-one assessment appointment is arranged within two weeks of initial contact with the Helpline.										
1.2 Employees	Two comprising the Area Coordinator (17.5 hours per week) and the Allocations Secretary (3.5 hours per week).										
1.3 Volunteers	77, whose activities include face to face support, Group support, telephone support, specialist support for children and young people, administration support and training.										
1.4 Clients/Users	333, comprising: 96 male 237 female 13 disabled 45 ethnic minority 84 resident in Woking 1 aged 0-5 12 aged 5-10 39 aged 11-18 184 aged 19-65 97 aged 65+										
1.5 Members	None.										
1.6 Sum Requested	£8,850 (Revenue)										
1.7 Project	Cruse Bereavement Care expects to directly support 360 clients, 90-100 of whom will reside in the Woking area. Funding will also contribute to payroll, central office core costs, volunteer travel expenses and office rent.  Central office core costs are a pro-rata charge levied on each Cruse area covering the cost of running central-office provided services after central income is deducted. It covers ICT (provision of website, social media, intranet, client database), national helpline and email support, standards and policies and training resources.										
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Payroll/salaries</td> <td style="text-align: right;">£15,000</td> </tr> <tr> <td>Central Office</td> <td style="text-align: right;">£8,600</td> </tr> <tr> <td>Volunteer travel</td> <td style="text-align: right;">£5,800</td> </tr> <tr> <td>Office rent</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£35,400</td> </tr> </table> <p>The organisation has requested £8,850 representing 25% of the</p>	Payroll/salaries	£15,000	Central Office	£8,600	Volunteer travel	£5,800	Office rent	£6,000	Total	£35,400
Payroll/salaries	£15,000										
Central Office	£8,600										
Volunteer travel	£5,800										
Office rent	£6,000										
Total	£35,400										

## Surrey North Cruse Bereavement Care – Application For Financial Assistance

	overall costs for those who reside in the Borough.
1.9 Community Benefit	<p>Depending upon demand (which is generally increasing year-on-year), the Organisation expects to directly support 360 clients 90-100 of whom will reside in the Woking area (these figures do not include people accessing the website, requesting information or general enquiries).</p> <p>The service provided does not just affect the individuals who receive direct support and has a much wider knock-on effect by reducing stress and concern within families and friends whilst also reducing demand for other support services. It can impact on social confidence, ability to work, propensity for isolation and loneliness, engagement in the community as well as mental health generally.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £16,424 in the bank.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £33,600 against an anticipated expenditure of £44,700, resulting in an anticipated deficit of £11,100.</p> <p>Anticipated income includes: Donations £9,600; Waived expenses £1,200; Fundraising events £2,300; training course fees £6,400, NWSCCG funding £10,000; Central Office Funding £4,100.</p> <p>Items of expenditure include salaries (£15,000), rent (£6,000), travel expenses (£5,800), training (£4,800), Governance costs (£8,600), and postage / stationery, insurance etc (£4,500).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £40,277 (£38,468 in 2015/16) against expenditure of £46,589 (£33,441 in 2015/16), resulting in a deficit of £6,312 (a surplus of £5,027 in 2015/16). The sum of £40,781 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>New Application.</p> <p>The Council has previously considered support for Cruse Bereavement Care, awarding a one-off grant in 1998 towards the cost of the children's' bereavement group project, up to a maximum of £2,875.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>

## Surrey North Cruse Bereavement Care – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>There is no doubt that the impact of bereavement can be devastating and often debilitating and can have far reaching effects and impacts not just for the individual concerned but across family and friend networks. Having emotional resilience is key in being able to deal with such life-changing events and therefore having the support of a bereavement service to access when in need can only in my view help in supporting the mental health of individuals.</p> <p>I note with interest that they offer particular support around suicide and homicide, which bearing in mind the sad increase nationally in suicide amongst males under the age of 30 can only help address a need. The provision of specialist support for children and young people is also welcomed, and the fact that they do work alongside the Hospice is also of benefit.</p> <p>I would be supportive of this application, noting that the percentage share of the funding they are seeking is relevant to the numbers of clients accessing the service from Woking.</p>	
<p>3.3 Assessment</p>	<p>Cruse Bereavement Care, established in 1959, has been operating in the area for over 35 years and now covers the boroughs of Elmbridge, Runnymede, Spelthorne and Woking.</p> <p>Cruse Bereavement Care believes that the services are of enormous direct benefit to the mental health of residents in Woking who are bereaved. The impact of bereavement can be devastating and debilitating and, without an operational local Cruse office covering Woking, there would be an extremely limited number of support options. There is no NHS provision for bereavement support (beyond online information) and Cruse is the only service listed on NHS search results for bereavement services.</p> <p>The Charity provides direct bereavement support (usually in the client's own home) covering a wide variety of circumstances including suicide, homicide and major incidents and they also provide specialist support and services for children and young people.</p> <p>The Organisation has applied for funding of £8,850 which equates to 25% of the running costs of the Counselling Service, representative of the running costs of the service to residents of the Borough. It is recommended that the application is supported and that a £8,850 is awarded for the 2018/19 financial year. In line with other grant recommendations, the funding should be for 2018/19 with no further years agreed at this time.</p>	

REPORT ENDS



## SURREY WELFARE RIGHTS UNIT – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>An application for financial assistance has been received from the Surrey Welfare Rights Unit, an organisation which provides specialist support to local organisations who give benefit advice, as well as directly taking on the most complex benefit cases.</p> <p>The Unit has applied for £10,000 to contribute to covering their core costs, in particular its advice line and specialist casework. In recognition of the key role the Organisation plays for the voluntary sector, Woking Borough Council has supported the Unit for a number of years both with grant funding and providing the charity with premises at the Monument Way Depot.</p> <p>The Unit continues to provide invaluable advice and support to charities across the County, working closely with statutory agencies. It is recommended that, in accordance with the previous decisions of the Executive and in view of the continuing specialist services provided, the Council's support is continued in the coming year and that a grant of £10,000 is awarded.</p>

<b>Recommendations</b>	
Reasons for Decision	To ensure the continued services of the Unit for Woking residents.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £10,000 be awarded towards core costs, in particular the advice line and specialist casework.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p>

## Surrey Welfare Rights Unit – Application For Financial Assistance

	<p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>



The Executive has authority to determine the above recommendations.

**Background Papers:**

2018/19 Application Form.

**Reporting Person:**

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**Date Published:**

6 December 2017



## Surrey Welfare Rights Unit – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Surrey Welfare Rights Unit is an independent charity that provides specialist support to local organisations who give benefit advice, as well as directly taking on the most complex benefit cases.</p> <p>The Unit runs an advice line for organisations to use. It provides an annual training programme for new volunteers and paid advisers, as well as running courses for experienced advisers to keep them updated with welfare reforms.</p> <p>The Unit produces and distribute thousands of benefit-related resources including benefit rate posters and factsheets. The Unit works with Council officers, Councillors, MPs and charities to influence decision makers and bring about changes to the benefit system that improve the lives of local vulnerable residents.</p>
1.2 Employees	Six, comprising the Unit Manager (36 hours per week), the Senior Welfare Rights Advisor (30 hours per week), three Welfare Rights Adviser, each serving 21 hours a week, and an Administrator (28 hours per week).
1.3 Volunteers	Nine, including the Unit's trustees who are responsible for the governance of the Charity including financial stability, quality of service, information assurance and planning.
1.4 Clients/Users	<p>1,344, comprising:</p> <ul style="list-style-type: none"> <li>502 male</li> <li>842 female</li> <li>730 disabled</li> <li>349 ethnic minority</li> <li>110 resident in Woking</li> <li>1 aged 0-5</li> <li>40 aged 11-18</li> <li>1140 aged 19-65</li> <li>163 aged 65+</li> </ul> <p>The figures do not include local residents that have been supported with information, talks, workshops or who were anonymous. Furthermore, they do not include the numbers of local advisers trained by the Unit throughout the year.</p>
1.5 Members	N/A
1.6 Sum Requested	£10,000 (Revenue)
1.7 Project	Core costs, in particular towards the costs of delivering the advice line and specialist casework. The advice line is open Monday to Friday, 10am to 4pm. Outside these hours, callers can leave a message or use the email advice service. The advice team takes on a limited amount of casework which is usually either complex, Upper Tribunal appeals, test cases or referrals from organisations that don't hold

## Surrey Welfare Rights Unit – Application For Financial Assistance

	expertise in the particular field.
1.8 Cost breakdown:	<p>Payroll including pension costs - £116,370</p> <p>Training costs - £6,900</p> <p>Information production - £3,750</p> <p>IT, phones and website - £3,447</p> <p>Governance - £2,850</p> <p>Books and subscriptions - £2,500</p> <p>Citizens Advice including insurance costs - £2,365</p> <p>Travel costs - £1,780</p> <p>Office costs - £1,650</p>
1.9 Community Benefit	<p>The Charity provides several activities that benefit different groups of people:</p> <ul style="list-style-type: none"> <li>- Advice line and casework: the Unit anticipates that 100+ Woking residents will directly benefit from the advice line and casework service. Volunteers and staff in local organisations are provided with support which in turn will free up their time and enhance their knowledge for the future.</li> <li>- Training: Hundreds of staff and volunteers have access to local training. The Unit provides some free courses and across their whole programme courses range from introductory level to specialist. According to the applicant, there is no other local benefit training.</li> <li>- Research and campaigning: the Unit provides expertise to councillors, officers, policy-makers and campaigners who are all working to improve the lives of local residents. They have contributed during the past year to the cross-council homelessness and mental health protocol. The Charity is working with the County Council on their free travel pass policy, and they attend council welfare reform working groups.</li> <li>- Information: The Charity will write and circulate thousands of benefit rates cards, fact sheets, newsletters and updates. Many of the organisations we support have no other benefit resources other than the Unit's. They rely on the Unit's updates and the Unit's user survey confirms that the benefit rate information is very much valued. In addition they use Twitter and webchats to reach greater numbers and the public directly.</li> </ul>

### 2.0 Financial Background

2.1 Budget	<p>At the time of the application, the Group held £272,470 in the bank. Funds are reserved for:</p> <p>Redundancy reserve - £26,680</p> <p>Designated project fund - £17,044</p> <p>Designated contingency (premises) - £15,000</p> <p>Restricted funds - £13,686</p>
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## Surrey Welfare Rights Unit – Application For Financial Assistance

	<p>Designated IT replacement - £7,000</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £168,737 (including a £10,000 grant from WBC) against an anticipated expenditure of £183,712, resulting in an anticipated deficit of £14,975.</p> <p>Anticipated income includes:</p> <ul style="list-style-type: none"> <li>○ SCC &amp; Borough Grants including WBC - £86,737</li> <li>○ Carers Grant - £50,000</li> <li>○ Subscriptions - £18,000</li> <li>○ Training Delivery - £10,000</li> <li>○ Bank interest - £2,500</li> </ul> <p>Items of expenditure include:</p> <ul style="list-style-type: none"> <li>○ Salaries - £137,891</li> <li>○ Employers NI - £9,273</li> <li>○ Pension contributions - £8,274</li> <li>○ Training programme - £5,400</li> <li>○ Volunteer expenses - £300</li> </ul>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £211,162 (£234,268 in 2015/16) against expenditure of £200,744 (£209,550 in 2015/16), resulting in a surplus/deficit of £10,418 (£24,718 in 2015/16). The sum of £214,715 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £10,000                  2016/17 – £10,000                  2015/16 – £10,000                  2014/15 – £10,000                  2013/14 – £10,000</p> <p>The Council also provides accommodation for the Unit at the Monument Way Depot, valued at £3,300 each year.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes                  Yes                  No                  Yes                  Yes                  Yes                  Yes                  Yes                  Yes                  Yes                  N/A                  Yes</p>

## Surrey Welfare Rights Unit – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>The group clearly undertake some very valuable work, which is well respected by the increasing number of local organisations joining the Unit. It is clear that the Unit is also experiencing as other agencies are reporting, increased complex cases to deal with, and therefore their specialism is particularly important as too is their Advice Line.</p> <p>In view of the role played by the Unit in advising and assisting local organisations and statutory agencies (including the council), I would be supportive of the application.</p>
<p>3.3 Assessment</p>	<p>Surrey Welfare Rights Unit is an independent charity that provides specialist support to local organisations who give benefit advice, as well as directly taking on the most complex benefit cases. The Unit has applied for £10,000 to contribute to covering their core costs, in particular their advice line and specialist casework. Woking Borough Council has supported the Unit for a number of years both with grant funding and providing the charity with premises at the Monument Way Depot.</p> <p>The Unit also receives funds from Surrey County Council, a Carers Grant and subscriptions from users of the advice line. It also seeks to apply for funding from “large national funders”, including the Lottery and Children in Need. Funding from Councils represents around 65 per cent of their total income (FY ending 2017), meaning that, from the Charity’s perspective, its withdrawal would “almost certainly” mean closure.</p> <p>According to the applicant, almost every local organisation that provides benefit advice and support now subscribes to the advice line. The Unit points out that in its most recent survey, the advice line reported that 98% of advisers were “very satisfied” with it. The Applicant has stated that there are unique situations in which the Unit’s advice is invaluable, and that there is no duplication with other advice services.</p> <p>In turn, benefit advice can be provided to a number of groups of people in the community. Particularly vulnerable groups stand to benefit, including those at risk of homelessness, mental health issues, those bereaved, victims of domestic abuse, those going through court proceedings or people on long term sick leave. In this regard, the Unit argues that the investment of the grant is returned many times over in saving money that would otherwise be spent on housing, health and social care. The applicant has advised that the Group’s advice and casework has been independently valued in 2016/17 as generating £19.13 for every £1. In addition, the Unit predicts that new pressures will increase demand for their services, including the reduced benefit cap, the introduction of Universal Credit and complications arising from the increasing prevalence of insecure, casual employment.</p> <p>The Unit continues to provide invaluable advice and support to charities across the County, working closely with statutory agencies. It is recommended that, in accordance with the previous decisions of the Executive and in view of the continuing specialist services provided, the Council’s support is continued and that a grant of £10,000 is awarded for the coming year.</p>

REPORT ENDS

## SURREY YOUTH FOCUS – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Established in 2011, Surrey Youth Focus is a local charity which seeks to improve the lives of young people. Current activities include projects to empower young people to make a change to their communities, improve the employment opportunities for young people with SEND and advance services which support young peoples mental health, increase the number of disadvantaged young people who access youth social action (citizenship), improve safeguarding and enhance young people’s relationships with Surrey Police.

Surrey Youth Focus is looking to enable young people from schools/youth organisations and charities in Woking to get involved in Youth Social action, a social movement where young people take practical action in the service of others to create positive change.

The Group plans to run a series of engagement workshops which reach out to young people through schools, youth clubs and charities. The workshops have been developed with feedback from young people and aim to stimulate their peers in thought and action towards their local community.

Surrey Youth Focus works in collaboration with individuals from other local youth charities and organisations. The Group has applied for revenue of funding of £4,500 to run the engagement workshops with young people.

Whilst the quality of the work undertaken by Surrey Youth Focus is high and the Council recognises the benefits of youth engagement within the community, the application represents a new ongoing revenue project which has not been discussed with the youth network prior to submission, which the Group has previously been asked to do. Accordingly, it is recommended that no grant should be awarded.

However, the consultee comments note there are elements of the application which would be worth exploring further with Surrey Youth Focus, particularly around the project elements that improve the employment opportunities for young people with SEND and the ‘Woking Youth Soup’ concept. The applicant is therefore encouraged to contact the Council’s Youth Development Officer, to discuss how this work could potentially be delivered through a more integrated networked approach, potentially to be part-funded from the service budget.

### Recommendations

Reasons for Decision	It is not felt that the application has demonstrated sufficient justification for the Council to award funding for this new revenue project.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

## Surrey Youth Focus – Application For Financial Assistance

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### **Date Published:**

6 December 2017



## Surrey Youth Focus – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Established in 2011, Surrey Youth Focus is a local charity working to improve the lives of young people. The applicant advises that the Group is seen as the 'eyes and ears' of the youth sector and, through trusted relationships, tap into young people's insights to identify issues and carry out practical projects to achieve solutions. The Group collaborates with partners and young people as well as public, private and charity networks to make best use of available resources across Surrey to improve young people's lives.
1.2 Employees	Five comprising the CEO (35 hours per week), two Project Managers (21 hours per week), the Finance Manager (14 hours per week), and the Information and Social Media Manager (12 hours per week).
1.3 Volunteers	None.
1.4 Clients/Users	None. The applicant has indicated that the Charity works in collaboration with individuals from other local youth charities and organisations.
1.5 Members	None.
1.6 Sum Requested	£4,500 (Revenue)
1.7 Project	<p>Surrey Youth Focus is looking to enable young people from schools/youth organisations and charities in Woking to get involved in Youth Social action, a social movement where young people take practical action in the service of others to create positive change.</p> <p>The organisation plans to run a series of engagement workshops which reach out to young people through schools, youth clubs and charities. The empowerment workshops have been developed with feedback from young people and aim to stimulate their peers in thought and action towards their local community.</p> <p>It also plans to run a Woking Youth Soup, an event similar to 'Dragon's Den' is an opportunity young people to talk about issues in their community and how they plan to make positive changes through youth led solutions. Each pitch gets seed funding and community support to turn their idea into reality.</p>
1.8 Cost breakdown:	<p>Workshops £500 each (minimum of 3 = £1,500)</p> <p>Youth Soup – organisation, promotion, venue, catering £2,500</p> <p>Seed funding for young peoples ideas £200</p> <p>Evaluation £300</p> <p>Total £4,500</p>
1.9 Community Benefit	It is anticipated that the organisation will reach 75 young people through the workshops, the Youth Soups and seed funding will provide opportunities for 40 young people. As well as young people directly benefitting, the projects will reach out into the community and have a positive effect on a wider audience.

## Surrey Youth Focus – Application For Financial Assistance

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £83,400 in the bank. The sum of £60,000 is unrestricted with the remaining £23,400 being restricted for a number of projects that they are currently running.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £31,800 - unrestricted income only, against an anticipated expenditure of £125,646 including restricted project expenditure, resulting in an anticipated deficit of £93,664.</p> <p>Anticipated income includes: Member subscription fees £27,500; Members other income £2,000; Other unrestricted income £1,000; Grant Making Trusts £1,000; Bank Interest £200 and miscellaneous income £100.00, income does not include any monies against restricted projects. Items of expenditure include: Staff costs £94,811; Training £1,600; Forums and meetings £1,000; Office charges £550; IT and Telephones £4,000; Equipment £7,000; Post and stationery £1,600; Marketing £1,400; Insurance £1,000; Professional fees £750; Miscellaneous £1,500; Communilab expenses £1,302; expenditure against restricted budgets include: other projects expenses and direct costs £4,950.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £109,887 (£101,089 in 2015/16) against expenditure of £108,530 (£112,583 in 2015/16), resulting in a surplus of £70,748 (a surplus of £69,391 in 2015/16). The sum of £70,748 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – no grant awarded. 2016/17 – no grant awarded.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>N/A</li> <li>N/A</li> </ul>

## Surrey Youth Focus – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>Following discussions with partners across the integrated youth network, it is with regret that I consider that we are unable to support this application at this time, not least because it would appear that despite previous advice to the group on the importance of discussing funding applications with the Youth network prior to submission, to ensure that the best fit / shaping of the bid can be undertaken which in turn hopefully results in an increased probability of success, this approach has not been taken.</p> <p>However there are elements of the application which would be worth exploring further with Surrey Youth Focus, particularly around the project elements that improve the employment opportunities for young people with SEND and the 'Woking Youth Soup' concept. I would therefore encourage the Applicant to contact the council's Youth Development Officer, to have further discussions around how this work could potentially be delivered through a more integrated networked approach, which could potentially be part-funded from service budget.</p>
<p>3.3 Assessment</p>	<p>Surrey Youth Focus is looking to enable young people from schools/youth organisations and charities in Woking to get involved in Youth Social action, a social movement where young people take practical action in the service of others to create positive change.</p> <p>The aims of the Charity are:</p> <p><b>Championing the Youth Sector</b></p> <ul style="list-style-type: none"> <li>• Represent the interests of members across the voluntary youth sector to statutory bodies across Surrey and beyond in the furtherance of their work with young people.</li> <li>• Ensure that the youth sector and individual youth organisations survive and thrive in the face of the increasingly tough funding climate, continuing to offer excellent services to young people.</li> <li>• Promote good practice, efficiency and effectiveness of members' organisations for young people and to innovate, explore, develop and assist our members to deliver the best for their young people.</li> </ul> <p><b>Inspiring Collaboration</b></p> <ul style="list-style-type: none"> <li>• Generate opportunities for young people as well as seek solutions to their problems by encouraging collaboration between a wide range of organisations including voluntary and charities, clubs, businesses, schools, local authorities.</li> <li>• Help strengthen youth voluntary and charitable organisations by providing access to knowledge and resources from business, schools, local authorities, etc.</li> </ul> <p><b>Empowering Young People</b></p> <ul style="list-style-type: none"> <li>• Empower the voice of youth and to hear the voices of young people, ensuring that a wide range of young people's voices are heard.</li> <li>• Collaborate across sectors to engage all relevant parties to help young people be heard and encouraged to take action.</li> <li>• Encourage and support young people to take action to improve</li> </ul>

## Surrey Youth Focus – Application For Financial Assistance

the world around them, thus developing confidence and self-belief in the young person's agency.

The organisation does not have members or users and works in collaboration with individuals from other local youth charities and organisations and plans to run a series of engagement workshops which reach out to young people through schools, youth clubs and charities.

These empowerment workshops have been developed with feedback from young people and aim to stimulate their peers in thought and action towards their local community.

The Surrey Youth Focus works in collaboration with individuals from other local youth charities and organisations. The Group has applied for revenue of funding of £4,500 to run engagement workshops with young people.

Whilst the quality of the work undertaken by Surrey Youth Focus is high and the Council recognises the benefits of youth engagement within the community, the application represents a new ongoing revenue project which has not been discussed with the youth network prior to submission, which the Group has previously been asked to do. Accordingly, it is recommended that no grant should be awarded.

However, the consultee comments note there are elements of the application which would be worth exploring further with Surrey Youth Focus, particularly around the project elements that improve the employment opportunities for young people with SEND and the 'Woking Youth Soup' concept. The applicant is therefore encouraged to contact the Council's Youth Development Officer, to discuss how this work could potentially be delivered through a more integrated networked approach, potentially to be part-funded from the service budget.

REPORT ENDS

## TALK – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>TALK is a Surrey-based charity which seeks to support Aphasia recoverers following a stroke, helping them to regain communication and reasoning skills, recover confidence and achieve social reintegration. The Group has a support group in the Woking area which is much valued by its users and represents around a fifth of all the stroke recoverers supported by the Group in the County.</p> <p>TALK has applied for a revenue grant of £2,500 for the 2018/19 financial year, which would be allocated mainly towards the rental costs for the Knaphill group. The Executive supported the Group in 2015/16 and 2017/18 with an award of £1,000 towards this purpose. No application was received in 2016/17.</p> <p>Given the number of people supported by the Knaphill group and the importance of tackling Aphasia at an early stage, it is felt that the request for finance should be supported. It is considered that the same level of funding of £1,000 should be awarded to support the Group in 2018/19 as in the 2017/18 financial year. The funding will be transferred internally to The Vyne to cover an element of the rental costs.</p>

<b>Recommendations</b>	
Reasons for Decision	The work undertaken by the Group supports the Council's health and wellbeing agenda.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of £1,000 be awarded towards the costs of the Knaphill support group.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p>

	<p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support</p>

## TALK – Application For Financial Assistance

beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Shadow Portfolio Holder:**

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### **Date Published:**

6 December 2017





1.0 Summary of Application	
1.1 Status and Aims	<p>TALK was established in 1998 to support people with aphasia (individuals who suffer communication difficulties following a stroke). The organisation provide weekly group meetings in locations across Surrey, including at Knaphill. Their members receive one to one support from trained volunteers. Activities are designed to enable them to practise all aspects of communication and promote confidence in a supportive environment, leading to increased participation and independence within the community.</p> <p>Meetings are held at The Vyne in Knaphill on Thursday mornings. Other groups also meet in Guildford, Ashford and Walton on Thames.</p>
1.2 Employees	<p>Total: 3            Female: 3            Disabled: 1</p> <p>TALK employs 3 individuals, consisting of a Coordinator who is responsible for the general running of TALK, volunteer recruitment and management (30 hours per week), a fundraising and marketing coordinator (24 hours per week) and a Group Coordinator who is on a 24 hour fixed-term contract.</p> <p>2 part time positions: 1 x 30 hrs (TALK Coordinator - responsible for general running of TALK, stroke recoverer management and volunteer recruitment).</p>
1.3 Volunteers	<p>The organisation have 20 volunteers working with the Knaphill and Woking groups but a total of 80 volunteers across all five of the TALK groups across the County.</p> <p>At TALK the Volunteers facilitate two hour sessions for stroke recoverers where the clients receive one-to-one support and work together doing group exercises.</p> <p>The volunteers' aims are:</p> <ol style="list-style-type: none"> <li>1) to support people with aphasia following a stroke;</li> <li>2) to provide a weekly programme of planned activities on which to base communication practice (total communication strategies);</li> <li>3) to support conversations and social interaction for the stroke recoverers;</li> <li>4) to help reduce isolation and build confidence; and</li> <li>5) to socialise with the stroke recoverers and offer friendship.</li> </ol> <p>Supporting each of the stroke recoverers means helping with their writing, speaking, gesturing in the group through writing on a flipchart, or repetition.</p> <p>Some other volunteers help prepare teas and refreshments and others carry out the admin for the group e.g. collecting the weekly donations. All volunteers usually prepare and present one of the weekly sessions per term and all have gone through training.</p>

## TALK – Application For Financial Assistance

1.4 Clients/Users	<p>20, comprising:</p> <ul style="list-style-type: none"> <li>9 male</li> <li>11 female</li> <li>20 disabled</li> <li>1 ethnic minority</li> <li>15 resident in Woking</li> <li>8 aged 19-65</li> <li>12 aged 65+</li> </ul> <p>Recoverers supply a donation of £3 at each weekly group session to be put towards the running costs.</p>																				
1.5 Members	None.																				
1.6 Sum Requested	£2,500 (Revenue)																				
1.7 Project	<p>The funding will contribute towards the running costs of the Knaphill, Woking group which will support at least 20 people with aphasia following a stroke. This includes:</p> <ol style="list-style-type: none"> <li>1) the rent of the room at the Vyne Community Centre;</li> <li>2) purchase of materials for session costs e.g printer cartridges, photocopying &amp; stationery;</li> <li>3) volunteer training session x 1;</li> <li>4) Independent Speech &amp; Language therapy assessment;</li> <li>5) % of salary of the TALK Coordinator;</li> <li>6) % of funding towards the Groups Coordinator position;</li> <li>6) Woking share of the insurance/examinations;</li> <li>7) Woking share of public awareness costs; and</li> <li>8) Woking share of IT/Phone costs.</li> </ol>																				
1.8 Cost breakdown:	<p><u>Woking TALK Group Forecast Expenditure 2018/19</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Rent</td> <td style="text-align: right;">£775</td> </tr> <tr> <td>Materials/group expenses</td> <td style="text-align: right;">£1,018</td> </tr> <tr> <td>Volunteer training</td> <td style="text-align: right;">£320</td> </tr> <tr> <td>Speech &amp; Language therapy Assessment</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Woking share of the TALK Coordinator</td> <td style="text-align: right;">£5,712</td> </tr> <tr> <td>Woking share of the Groups Coordinator</td> <td style="text-align: right;">£2,800</td> </tr> <tr> <td>Woking share of the insurance/examinations</td> <td style="text-align: right;">£259</td> </tr> <tr> <td>Woking share of public awareness costs</td> <td style="text-align: right;">£936</td> </tr> <tr> <td>Woking share of IT &amp; Phone costs</td> <td style="text-align: right; border-bottom: 1px solid black;">£450</td> </tr> <tr> <td><b>Total costs excluding fundraising</b></td> <td style="text-align: right;"><b>£12,520</b></td> </tr> </table> <p>TALK operates 5 groups in West Surrey. The Woking group shares the overheads from the operation of all groups.</p> <p>Costs are tightly controlled and the Group does not run an office function as staff work from home.</p>	Rent	£775	Materials/group expenses	£1,018	Volunteer training	£320	Speech & Language therapy Assessment	£250	Woking share of the TALK Coordinator	£5,712	Woking share of the Groups Coordinator	£2,800	Woking share of the insurance/examinations	£259	Woking share of public awareness costs	£936	Woking share of IT & Phone costs	£450	<b>Total costs excluding fundraising</b>	<b>£12,520</b>
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## TALK – Application For Financial Assistance

1.9 Community Benefit	<p>The Group has noted that forty individuals are directly affected by their work – 20 recoverers and their individual carers. Feedback from clients and their carers indicated the positive impact TALK was having on their lives, including allowing carers respite during the week where they could relax as well as aiding recoverers in developing their communication skills. They also benefit from the emotional support and practical support of liaising with the TALK Coordinator.</p> <p>A number of the volunteer facilitators at TALK sessions are also recovering from aphasia after a stroke and it is noted that their progression to volunteer has meant they feel more included in the community and has given them a sense of worth. It has also raised their confidence and contribution to society, particularly as few recoverers can return to work following stroke.</p>
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<b>2.0 Financial Background</b>																	
2.1 Budget	<p>At the time of the application, the Group held £56,354 in the bank, which is reserved as set out below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Guildford Groups -</td> <td style="text-align: right;">£7,500</td> </tr> <tr> <td style="padding-left: 20px;">Walton Groups -</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td style="padding-left: 20px;">Group Co-Ordinator Funding -</td> <td style="text-align: right;">£2,000</td> </tr> <tr> <td style="padding-left: 20px;">Walton Group (Elmbridge Borough Council) -</td> <td style="text-align: right;">£1,500</td> </tr> <tr> <td style="padding-left: 20px;">Ashford Group -</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td style="padding-left: 20px;">Newsletter -</td> <td style="text-align: right;">£1,313</td> </tr> <tr> <td style="padding-left: 20px;">Volunteer 'Thank You' -</td> <td style="text-align: right;"><u>£1,000</u></td> </tr> <tr> <td style="padding-left: 20px;">Total -</td> <td style="text-align: right;">£20,313</td> </tr> </table> <p>The trustees also aim to ensure that six months' expenditure is held in reserve, equating to approximately £47,117.</p> <p>The Group has submitted a budget for 2018/19 with no identified income and an expenditure of £12,520.</p> <p>Items of expenditure include rent (£775), materials/Group expenses (£1,018), volunteer training (£320), speech and language therapy assessment (£250), share of the TALK Co-Ordinator (£5,712), share of the Group Co-Ordinator (£2,800), share of insurance/examinations (£259), share of public awareness costs (£936) and share of IT and phone costs (£).</p>	Guildford Groups -	£7,500	Walton Groups -	£6,000	Group Co-Ordinator Funding -	£2,000	Walton Group (Elmbridge Borough Council) -	£1,500	Ashford Group -	£1,000	Newsletter -	£1,313	Volunteer 'Thank You' -	<u>£1,000</u>	Total -	£20,313
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2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £82,763 (£82,366 in 2015/16) against expenditure of £78,773 (£73,659 in 2015/16), resulting in a surplus of £3,990 (a surplus of £8,707 in 2015/16). The sum of £66,538 was carried forward at the end of the 2016/17 year.</p>																
2.3 Support over the past five years	<p>2017/18 – £1,000 awarded towards costs of Knaphill Support Group                  2016/17 – No application received                  2015/16 - £1,000 awarded towards costs of Knaphill Support Group                  2014/15 – No grant awarded                  2013/14 – £1,600 awarded towards room hire at the Vyne</p>																

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be fully supportive of the work that this group does in assisting people in the early stages of recovery not least because the effect of a stroke can have life-changing consequences not only directly for the individual concerned but for those providing support, and the sooner intervention can take place the better. I also note that supporting the activity of the group would offer those who are Carers some small respite – a position which the Council has committed to by the signing of a Carers MoU.</p> <p>Bearing in mind however the demands on the Council’s budget, I would support a grant award equal to previous years’ amounts.</p>	
3.3 Assessment	<p>TALK makes a great deal of difference to aphasia sufferers within the Borough; their annual survey captured many positive comments from clients and carers who stated that the service and support being provided added value to their lives and helped build recoverers’ confidence and communication skills. Carers added that the service allowed them to take some time for themselves and allowed them some respite which in turn helped to maintain stronger relationships.</p> <p>The positive impact the Association is having on individuals can also be seen in their invitation to be a part of the West Surrey Stroke Programme led by St. Peter’s Hospital and the support of North West Surrey CCG, who has financially supported them for over ten years. University College London evaluated TALK’s services and recommended that funders support TALK as their services represented excellent value for money. Their work has also been supported by the Aphasia Alliance and the National Stroke Strategy report published in 2007 by the Department for Health.</p> <p>Currently the Association applies to all Local Authority grant schemes where they provide support to their residents, which includes Woking Borough Council and North West Surrey CCG. Unfortunately, support from Surrey County Council was withdrawn from 2016 due to budget cuts and as budget cuts to Local Authorities continue, TALK has</p>	

## TALK – Application For Financial Assistance

increased their fees from each weekly group session from £2 in 2017/2018 to £3 as of 2018/19, this is to help cover the costs of running the sessions. TALK also applies to grant making trusts and receives funding through community fundraising efforts, such as sponsorship. The Group has also received donations and legacies.

It is reported that there are 2,500 incidences of Stroke in Surrey each year and despite hospital intervention, it is still expected to rise. Suffering with a stroke is a massive life changing event and requires long-term support and can have an irrecoverable impact on recoverers' lives. TALK reports that aphasia receives little attention from Speech & Language Therapists due to the prioritisation of swallowing issues, which can lead to waiting times of up to six months. The support received from TALK prevents further deterioration and isolation for stroke recoverers in the community and allows the individuals a safe space to practise socialising which reduces chances of depression and allows them to feel more integrated in the community instead of feeling alienated due to their disability. Many of the recoverers become TALK volunteers as well which helps sustain the charity and can inspire clients to also volunteer in their wider community.

Given the number of people supported by the Knaphill group and the importance of tackling Aphasia at an early stage, it is felt that the request for finance should be supported. It is considered that the same level of funding of £1,000 should be awarded to support the Group in 2018/19 as in the 2017/18 financial year. The funding will be transferred internally to The Vyne to cover an element of the rental costs.

REPORT ENDS



## THE CLUB AT OLD WOKING – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Club at Old Woking provides a drop-in facility for young people in the surrounding areas of Old Woking, Kingfield and Westfield. The Club is managed by local volunteers, with the assistance of a Youth Worker from Surrey County Council, and seeks to reduce anti-social behaviour by providing facilities and activities for young people.</p> <p>The Club has applied for continued funding in the coming year to cover the costs of rent and public liability insurance. The amount requested - £948 - is significantly lower than the figure awarded by the Council in previous years (£1,400 in 2017/18). The reduction has been achieved by reducing the number of hours the Club operates, limiting the bookings to one room every two weeks.</p> <p>Without the Club, there would be little opportunity for young people to participate in activities. Surrey Youth Services have recognised the importance of the Club and is now funding a paid helper, employed to better engage the young people. In view of the support the Club provides to young people in Old Woking, it is recommended that the Council's support continues up to the level of £948 towards the rental payments for the 2018/19 financial year.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the Group to continue its work with young people in South Woking.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of up to £948 be awarded for the 2018/19 financial year towards the rental costs of The Club.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p>

## The Club at Old Woking – Application For Financial Assistance

	<p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2018/19 Application Form.



## The Club at Old Woking – Application For Financial Assistance

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
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### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## The Club at Old Woking – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The Club at Old Woking aims to provide a safe, managed environment in which youths aged between 11 and 18 can mix, socialise and take part in activities which increase their sense of self worth and teach them how to value the needs of the wider community. The Club meets every fortnight for a club night including sports, crafts and input from a SCC children’s worker. There are occasional trips out.
1.2 Employees	None
1.3 Volunteers	7, whose activities include running club nights, which includes organising and manning a tuck shop and games/craft to be organised and/or purchased each fortnight & committee members (secretary, treasurer etc) who deal with background organisation.
1.4 Clients/Users	None.
1.5 Members	19, comprising: 7 male 12 female 4 disabled 5 ethnic minority 19 resident in Woking 7 aged 5-10 12 aged 11-18 Young people join the club after their first free session.
1.6 Sum Requested	£948 (Revenue)
1.7 Project	The young people only pay 50p per session for entry, which covers craft materials. Revenue funding is needed to cover the additional cost of hiring the hall and public liability insurance.
1.8 Cost breakdown:	22 x £34 & £200 for Public Liability Insurance
1.9 Community Benefit	Surreyi shows this area is in the lowest 5% of areas on the child deprivation index in Surrey and there are no other youth clubs in the area.  Without a regular youth club, young people have nothing else to do and cannot all afford to join subscription groups like scouts and guides.  Local people will benefit by reduced boredom among young people locally and hopefully less problems in the streets. Much of the work of the Group’s youth worker is directed towards encouraging tolerance and community cohesion between the different groups of young people encountered.

## The Club at Old Woking – Application For Financial Assistance

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £5,967.33 in the bank. The sum of £2,572 is from specific grants to cover specific equipment and activities and so cannot be spent on hall hire.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £1,898 against an anticipated expenditure of £1,893, resulting in an anticipated surplus of £5.</p> <p>Anticipated income includes subscriptions (£72), grants (£515), fundraising (£26), refreshments (£103), activities (£412) and Woking Borough Council's contribution towards rent (£770). Items of expenditure include venue hire (£770), refreshments (£103), activities (£422), transport (£106), insurance (£206), equipment (£103), and depreciation (£80).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016 which show an income of £1,390 (£1,871 in 2015) against expenditure of £1,568 (£1,717 in 2015), resulting in a deficit of £178 (a surplus of £154 in 2015). The sum of £6,269 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – Up to £1,400 towards the cost of rent                  2016/17 – Up to £1,400 towards the cost of rent                  2015/16 – Up to £1,400 towards the cost of rent                  2014/15 – Up to £3,400 towards the cost of rent                  2013/14 – Up to £4,343 towards the cost of rent</p> <p>Woking Borough Council has funded the hall hire costs since this club first started.</p>

<b>3.0 Assessment of Application</b>																									
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3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be supportive of this application since the area has been identified within the Needs Assessment for the Integrated Youth Strategy as a priority area for youth development. By supporting the</p>																								

## The Club at Old Woking – Application For Financial Assistance

	<p>cost of the hire of the hall this will enable The Club to continue to offer a local offer to young people which is valued. The level of funding support is minimal in terms of the outcome.</p>
3.3 Assessment	<p>The Club at Old Woking provides a drop-in facility for young people in the surrounding areas of Old Woking, Kingfield and Westfield. It is a Club set up and managed by local volunteers, with the assistance of a Youth Worker from Surrey County Council, and seeks to reduce anti-social behaviour by providing facilities and activities for young people.</p> <p>The Club has applied for continued funding in the coming year to cover the costs of rent and public liability insurance. The amount requested - £948 - is significantly lower than the figure awarded by the Council in previous years (£1,400 in 2017/18). The reduction has been achieved by reducing the number of hours the Club operates, limiting the bookings to one room every two weeks.</p> <p>The applicant has advised that a high proportion of children in Old Woking come from low income families and the Club therefore keeps its charges to a minimum, maintaining its charge to 50p. The entry fee does not cover the cost of the hall which is essential in order to run the club.</p> <p>Without the Club, there would be little opportunity for young people to participate in activities. Surrey Youth Services have recognised the importance of the Club and is now funding a paid helper, employed to better engage the young people.</p> <p>Over the last year, the Club has managed to successfully apply for funding through the high Sheriff's award, Eagle Radio and Surrey County Council. The Club took part in the South Woking fun day and raised a small amount towards the Club funds from a games stall.</p> <p>In view of the support the Club provides to young people in Old Woking, it is recommended that the Council's support continues up to the level of £948 towards the rental payments for the 2018/19 financial year.</p>

REPORT ENDS



## THE COUNSELLING PARTNERSHIP – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Counselling Partnership is a mental health charity which provides face to face therapy to anyone who needs it, offering a subsidised service for those who are on low incomes. The Charity supply up to one year of talking therapy to assist with issues such as relationship issues, bereavement, depression, domestic abuse and carers' issues.</p> <p>The Partnership relies on donations and one off grants, fundraising, donations and client contributions in order to continue to provide subsidised therapy to those on low incomes.</p> <p>In the last 18 months, including the financial year 2017-2018 a total of 1500 counselling sessions were held, of these 220 relate to residents of Woking Borough.</p> <p>The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator. The salary costs of a part-time administrator for 25 hours per week are estimated to be £17,049 per annum. Woking's part funding of the post is based on a budget of 20% of all enquiries received per annum from residents living in Woking. The administrator is essential to the charity and is for client's first contact with The Counselling Partnership's services. The role includes being the first point of contact for people in distress requesting one to one counselling, booking clients in for their initial assessment and subsequent talking therapy sessions.</p> <p>It is proposed that funding be awarded at the same level as 2017/18 to contribute towards the salary costs of a part time administrator, equating to the sum of £3,000 for 2018/19.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the Counselling Partnership to continue their work within the Borough of Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £3,000 be agreed towards the costs of services for Woking residents.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p>

## The Counselling Partnership – Application For Financial Assistance

	<p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018-2019 does not imply that a similar application in 2019-2020 would be supported. In particular, it is emphasised that the Council is unlikely to be in a</p>



## The Counselling Partnership – Application For Financial Assistance

position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## The Counselling Partnership – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Counselling Partnership is a mental health charity which has been operating for fifteen years and prides itself on providing high quality fact to face therapy, regardless of financial circumstances with the aim to help improve mental wellbeing with the North surrey community. Many vulnerable clients who come to the charity include people in abusive relationships, have limited financial means and can not afford one to one therapy in the private sector.</p> <p>The key objectives are to:</p> <ul style="list-style-type: none"> <li>○ Promote the Charity's work across North Surrey where there are known pockets of deprivation or adults over the age of 17 who are on low incomes.</li> <li>○ Provide one to one talking therapy to those who otherwise could not afford it</li> <li>○ Provide good quality supervision/mentoring to train and support volunteer counsellors who in turn serve the clients</li> <li>○ Develop partnerships with local voluntary services, including Carer support groups and Victim Support Surrey, to maximise their reach within the community.</li> </ul>
1.2 Employees	2 x employees comprising the Office Administrator (25 hours per week) and the Clinical Service Manager (17 hours per week).
1.3 Volunteers	<p>29 x Volunteers, whose activities include:</p> <p>Trustees – 9 volunteers</p> <p>Counsellors – 19 volunteers</p> <p>Office Assistant – 1 volunteer</p>
1.4 Clients/Users	<p>36, comprising:</p> <p>13 male</p> <p>23 female</p> <p>0 disabled</p> <p>1 ethnic minority</p> <p>36 resident in Woking</p> <p>0 aged 0-5</p> <p>0 aged 5-10</p> <p>1 aged 11-18</p> <p>24 aged 19-65</p> <p>2 aged 65+</p> <p>9 age not disclosed</p>
1.5 Members	None.

## The Counselling Partnership – Application For Financial Assistance

1.6 Sum Requested	£3,400 (Revenue)
1.7 Project	<p>The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator.</p> <p>The administrator is the first point of contact for people in distress requesting one to one counselling, booking clients in for their initial assessment and subsequent talking therapy sessions, ensuring all client paperwork is completed correctly, liaising with the charity's volunteer counsellors and their supervisors, providing administrative support to the Clinical Services Manager, liaising with local partner organisations, arranging suitable venues so that confidential counselling can take place and collating office statistics.</p>
1.8 Cost breakdown:	<p>Administration Officer salary (25 hours per week)</p> <p>Net Pay: £14,638          PAYE: £1,044          NIC: £1,049          Pension: £318 - includes both employee and employer contributions          Total: £17,049</p>
1.9 Community Benefit	<p>The charity will use the fund to benefit vulnerable people with Woking to address stressful personal issues. This will include:</p> <ul style="list-style-type: none"> <li>- positive changes to people's mental health and well being;</li> <li>- positive impact on families, friends and children through the work of the charity with young people from the age of 17 years as well as older clients and carers;</li> <li>- improved outlook and attitudes through long term counselling to 'move on with their lives' and understand how to cope with future events; and</li> <li>- improved social interaction through the counselling sessions by building confidence and developing a greater sense of autonomy and self esteem.</li> </ul> <p>During the last 18 months the charity has offered over 1500 counselling sessions to people in need of help with a total of 220 provided to Woking residents. The aim of the charity is to improve these numbers year on year.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £47,984 in the bank. The sum of £30,000 is held as reserves. £7,685 is restricted grant funding. The remaining £10,299 is required for the day to day running of the office and payment for the supervisors.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £60,228 against an anticipated expenditure of £64,174, resulting in an anticipated deficit of £3,946.</p> <p>Anticipated income includes donations (£40,148), local community grants and contributions (£15,000), Gift Aid (£5,000), and bank interest (£80).</p>

## The Counselling Partnership – Application For Financial Assistance

	Items of expenditure include salaries (£21,024), supervision (£9,000), venue hire (£3,500), clinical services (£18,400), Walton Charity Office Support (£2,500), fundraising expenses (£2,500), IT and telephone (£2,350), postage and stationery (£1,600), office sundries (£2,700) and insurance (£600).
2.2 Accounts	The Group has submitted accounts for 2016-2017 which show an income of £126,501 (£137,017 in 2015-2016) against expenditure of £115,853 (£124,898 in 2015-2016), resulting in a surplus of £10,648 (a surplus of £12,119 in 2015-2016). The sum of £54,760 was carried forward at the end of the 2016-2017 year.
2.3 Support over the past five years	2017/18 – £3,000 towards the cost of services within Woking 2016/17 – £3,000 towards the cost of services within Woking 2015/16 – £3,000 towards the cost of services within Woking 2014/15 – £3,000 towards the cost of services within Woking 2013/14 – £3,000 towards the cost of services within Woking

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>No</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The Counselling Partnership clearly has an important part to play in helping to improve life outcomes for many and from the information provided it is clear that the service is of particular value for those who require immediate counselling. It is however a sad indictment on our society that the number of referrals from Woking residents continue to grow steadily year on year.</p> <p>I am particularly pleased to see the continued development of their service and that increasing efforts have been made by the Applicant to work with local groups including those that work with some of the most vulnerable persons in our community.</p> <p>I am supportive of this application at the same level of funding as in previous years, noting that the funding level is proportionate to the numbers of clients from Woking.</p>	

## The Counselling Partnership – Application For Financial Assistance

### 3.3 Assessment

The Counselling Partnership is a mental health charity which provides face to face therapy to anyone who needs it, offering a subsidised service for those who are on low incomes. The Charity supplies up to one year of talking therapy to assist with issues such as relationship issues, bereavement, depression, domestic abuse and carers' issues.

The Partnerships relies on donations and one off grants, fundraising, donations and client contributions in order to continue to provide subsidised therapy to those on low incomes.

In the last 18 months, including the financial year 2017-2018 a total of 1500 counselling sessions were held, of these 220 relate to residents of Woking Borough.

The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator. The Gross salary costs of a part-time administrator for 25 hours per week are estimated to be £17,049 per annum. Woking's part funding of the post is based on a budget of 20% of all enquiries received per annum from residents living in Woking.

It is proposed that funding be awarded at the same level as 2017/018 to contribute towards the salary costs of a part time administrator, equating to the sum of £3,000 for 2018/19.

REPORT ENDS

EXECUTIVE – 14 DECEMBER 2017

## THE EIKON CHARITY – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Eikon Charity has requested grant funding of £17,500 towards the salary costs of the Eikon Youth Specialist worker who is employed to support vulnerable young people at Bishop David Brown School and Winston Churchill School in Woking through one-to-one and group session work.

The Charity supports vulnerable young people through the provision of a qualified Youth Specialist on-site in seven-schools (two are in Woking), through the delivery of outreach work in isolated communities and they now run many youth clubs in the county (five are in Woking).

Following discussions with partners across the integrated youth network it is noted that despite previous advice on the importance of discussing funding applications with the Youth network prior to submission of a grant application, this approach has not yet been taken. In particular, the consultee comments note that there is no clear evidence of need for the proposal; the priorities of the Integrated Youth Strategy are not directly supported; more detail on the proposal would have been required; and that there is concern over the Council committing to an ongoing revenue application.

It is therefore proposed that no grant be awarded for the 2018/19 financial year. However, both Borough Council and Surrey County Council colleagues currently work with Eikon as they deliver a number of successful youth work commissions across the Borough and the Council would wish to continue to see the partnership working develop further.

### Recommendations

Reasons for Decision	The Group has not yet engaged with the youth network on its proposals and there is no clear evidence of need in the application.
The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.

**The Executive has authority to determine the above recommendations.**

#### Background Papers:

2018/19 Application Form.

#### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

#### Contact Person:

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer

## The Eikon Charity – Application For Financial Assistance

Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad

Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## The Eikon Charity – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Eikon was started in 1994 as a local church youth club and over time, it grew significantly and the organisation became a charity in 2005. They support vulnerable young people through the provision of a qualified Youth Specialist on-site in seven schools (two are in Woking), through the delivery of outreach work in isolated communities and they now run many youth clubs in the county (five are in Woking).
1.2 Employees	35 comprising the Chief Executive Officer. Eikon has restructured into two separate service delivery areas of Youth Services and Innovation & Development. Within this structure the Eikon management team is responsible for day-to-day operational management and delivery of Eikon's activities, projects and services.
1.3 Volunteers	50, whose activities include lunch club support, IT support and fundraising activation, Youth Club Support, administration support, report writing and project work.
1.4 Clients/Users	1,958 (breakdown not provided).
1.5 Members	N/A
1.6 Sum Requested	£17,500 (Revenue)
1.7 Project	Eikon has requested grant funding towards the salary costs of the Eikon Youth Specialist worker who is employed to support vulnerable young people at Bishop David Brown School and Winston Churchill School in Woking through one-to-one and group session work.
1.8 Cost breakdown:	The total Youth Specialist cost is £45,000 per annum of which £38,500 is direct costs (salary, mobile phone, training) and £6,500 is the total overhead costs (employee insurance, outsourced HR and payroll). The Schools have contributed £27,500 but the Charity faces a shortfall of £17,500.
1.9 Community Benefit	<p>194 young people benefitted from YSP at Bishop David Brown school between April 2016 and March 2017. The applicant has advised that the other schools supported report similar numbers. The Charity expects to support a similar number in future years.</p> <p>The Charity does not initially expect the Youth Specialist at Winston Churchill to see as many young people, but anticipates that, once established and the young people become more aware of the service, the numbers will increase.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £435,510 in the bank. The following is classed as reserved:</p> <p>£22,955 Innovation Development delivery £101,848 Surrey Heath delivery</p>

## The Eikon Charity – Application For Financial Assistance

	<p>£52,426 Trust &amp; Foundation delivery i.e. Walton Charity delivery for Elmbridge</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £1,223,775 against an anticipated expenditure of £1,212,341, resulting in an anticipated surplus of £11,434.</p> <p>Anticipated income includes: youth work income (£375,683), voluntary income (£309,336), project income (£487,428), and other income (£51,328). Items of expenditure include Youth Works costs (£454,923), direct project costs (£443,550), direct service costs (£898,473), fundraising costs (£85,370), and support costs (£228,498).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £1,257,016 (£585,489 in 2015/16) against expenditure of £1,046,188 (£750,217 in 2015/16), resulting in a surplus of £210,828 (a deficit of £164,728 in 2015/16). The sum of £436,438 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Following discussions with partners across the integrated youth network, it is with regret that I consider that we are unable to support this application at this time. Both borough council and Surrey County Council colleagues currently work with Eikon as they deliver a number of successful youth work commissions across the borough and we would wish to continue to see the partnership develop further. However it would appear that despite previous advice on the importance of discussing funding applications with the Youth network prior to submission, to ensure that the best fit / shaping of the bid can be undertaken which in turn hopefully results in an increased probability of success, this approach has not be taken.</p>	

## The Eikon Charity – Application For Financial Assistance

	<p>We therefore feel that we are unable to support this application for the following reasons:</p> <ul style="list-style-type: none"><li>• There is no clear evidence of need supplied with the Application</li><li>• The Application does not directly support the priorities of the Integrated Youth Strategy</li><li>• The Application lacks detail in terms of costings, issues around sustainability and the outcomes are unclear, and</li><li>• Concern regarding the ability of the council to commit to new revenue growth (as in part-funding of a post) when it's budget is so stretched, as well as recognising that the council can not be put in a position that may commit it to future years funding at this time.</li></ul>
3.3 Assessment	<p>The Eikon Charity is requesting grant funding of £17,500 towards the salary costs of the Eikon Youth Specialist worker who is employed to support vulnerable young people at Bishop David Brown School and Winston Churchill School in Woking through one-to-one and group session work.</p> <p>The aim of improving well-being and resilience is achieved through helping young people to develop their awareness of themselves and the situation they are in, be more positive about themselves, improve their social and communication skills, develop strategies for coping with difficult situations and feelings and grow more positive and supporting relationships.'</p> <p>Young people can also access support via the youth clubs which the organisation run and support, five of which are in Woking and outreach work where they go to where the young people are. At these sessions, they build trusting relationships with young people on a range of social and emotional issues, which is similar to the Youth Specialist Programme.</p> <p>The Council acknowledges the benefit of the services provided by the Eikon Charity. However noting the consultee comments which reiterate that the importance of the Group engaging with the youth network prior to submitting a grant application, it is recommended that the application is not supported and no grant be awarded.</p>

REPORT ENDS



## THE LIGHTBOX – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Lightbox has submitted a bid for grant funding to enable the Centre to support lower income families within the Borough who find it difficult to source under fives provision free of charge. The intention is to offer an alternative environment particularly suitable for the under fives. The funding comprises of both revenue costs, for the bi-monthly sessions, and capital costs, for equipment and furniture to support the programme. The Lightbox will monitor the number of under fives accessing the services during and after the project, with the intention of increasing the numbers attending the formal storytelling sessions to 500 per year.</p> <p>It is recommended that the application is supported and that funding of £1,000 is awarded to cover the costs of the early years specialist for two sessions every month over the year. In view of the Council's criteria for capital support, it is recommended that 50% of the anticipated capital costs is awarded through the Council's Community Fund.</p>

<b>Recommendations</b>	
Reasons for Decision	The project will provide much needed child development support for families with young children, in particular those families on low incomes.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<p><b>RESOLVE That</b></p> <p>(i) a revenue grant of £1,000 be awarded towards the costs of Early Year specialist support for the delivery of two sessions per month; and</p> <p>(ii) a grant of 50% of the capital costs be awarded from the Community Fund towards the purchase of equipment and furniture up to a maximum of £749.</p>
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>

## The Lightbox – Application For Financial Assistance

	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>The Lightbox links up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure Start Children’s Centres, to ensure a joined up offer is achieved.</p> <p>The Lightbox takes an active role in linking with the emerging Early Help network within Woking.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p>

## The Lightbox – Application For Financial Assistance

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017





## The Lightbox – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Lightbox was formed by 70 local people in 1993. The museum and gallery for Woking opened as The Lightbox in 2007. The Lightbox is an award winning gallery and museum founded by the people of Woking. It welcomes 95,000 visitors each year to a wide range of exhibitions and activities. The building houses a museum and three galleries - it offers something for visitors of every age including a programme for schools and young people from 3 to 19 and exhibitions of local and national significance.</p> <p>The aims of The Lightbox are to stimulate creativity, learning, understanding and enjoyment for its community. In addition to the exhibition programme, The Lightbox is the repository for the material history of the Borough and maintains a museum telling the story of local people. The Lightbox also runs programmes and activities which promote health and well being for the local community including working with those with early stage dementia, mental health issues and PTSD.</p>
1.2 Employees	<p>The Lightbox has 22 paid staff. The team is lead by The Director. The Senior Management team consists of the Deputy Director who is Company Secretary and manages the finance officer (PT 18 hours per week). The Commercial Manager runs the Front of House team consisting of a Volunteer Manager, Venue Hire Manager, two duty managers (25 hours per week), two reception assistants (25 hours per week) and a Technician.</p> <p>The Exhibitions Manager runs the exhibitions and curatorial team consisting of a Registrar, an Exhibitions Assistant (28 hours per week) and a Curator (8 hours per week). The Learning and Engagement Manager runs the Learning team consisting of a Learning Officer and a Learning Assistant (21 hours per week).</p> <p>The Marketing Manager runs the marketing team of two Marketing Assistants and a CRM Project Officer (21 hours per week). All posts unless stated are full time (37 hours per week).</p>
1.3 Volunteers	<p>170, whose activities include assisting with all tasks in the building including welcoming visitors, stewarding the galleries, helping with the historic collection, with staging exhibitions, helping with workshops and children's activities, clerical and administrative tasks.</p>
1.4 Clients/Users	<p>95,000, comprising:</p> <ul style="list-style-type: none"> <li>32,000 male</li> <li>63,000 female</li> <li>9,500 disabled</li> <li>12,000 ethnic minority</li> <li>65,500 resident in Woking</li> <li>2,000 aged 0-5</li> <li>3,000 aged 5-10</li> <li>10,000 aged 11-18</li> </ul>

## The Lightbox – Application For Financial Assistance

	<p>50,000 aged 19-65 30,000 aged 65+</p> <p>In terms of charges for users, the two exhibition galleries need an Annual pass for entry. This is £7.50 per year. Young people under 18 are free and all community groups who are in partnership with The Lightbox are also free</p>
1.5 Members	<p>330 'Friends of', comprising:</p> <p>120 male 210 female 70 disabled 45 ethnic minority 200 resident in Woking 27 aged 11-18 120 aged 19-65 210 aged 65+</p> <p>Friends membership is £30 per year</p>
1.6 Sum Requested	<p>£2,498 (£1,000 revenue/£1,498 capital). The proposal is a new activity and has previously only been provided as an occasional service to test the need in the community.</p>
1.7 Project	<p>The Lightbox has applied for funding in order to be able to extend the Centre's provision for under fives at The Lightbox. The Lightbox has seen a growing demand for creative activity for younger children in order to boost literacy and numeracy.</p> <p>This provision is currently available in Surrey at high cost which makes it unavailable for lower income families. The Lightbox would provide these services free of charge on a donation only basis. The programme will provide this through storytelling sessions and through creative workshops where children will be encouraged to use rhyme, song and stories to help with literacy and creative activity - making, measuring, basic construction to help with numeracy.</p> <p>The Lightbox has had a lot of success in these activities for 5 - 9 year olds and now the Centre now wishes to extend the provision to under fives. The funding would enable the programme to be run for the coming year as well as allow the Centre to purchase suitable equipment. Whilst the sessions will be pre booked, The Lightbox are intending to increase its informal provision by creating areas around the building where under fives can carry out activities with their parents and carers.</p> <p>The current children's corner will be updated to turn it into a sustainable, versatile and practical space for younger visitors to participate in the sessions. There will be book bags with playful objects in to interact with whilst reading, and the books should be stimulating and encourage creativity, as well as being related to themes familiar to the children.</p>

## The Lightbox – Application For Financial Assistance

1.8 Cost breakdown:	<p>The costs of the proposals are set out below:</p> <p><b>Capital Costs:</b></p> <ul style="list-style-type: none"> <li>○ A1 sized magnetic board x 3 - £90</li> <li>○ Magnetic roll - £28</li> <li>○ Storage Unit - £140</li> <li>○ Shelves for storage unit x2 - £50</li> <li>○ Storage boxes x4 - £60</li> <li>○ Books - £360</li> <li>○ Peg Rack - £50</li> <li>○ Play mat x3 - £75</li> <li>○ Rug x 3 - £39</li> <li>○ Fun big pencils - £24</li> <li>○ Bean bags - £250</li> <li>○ Table x 4 - £160</li> <li>○ Stools - £152</li> <li>○ Text panel - £20</li> </ul> <p><b>Revenue Costs:</b></p> <ul style="list-style-type: none"> <li>○ Early years specialist for session delivery 2 sessions per month for 12 months - £1,000</li> </ul> <p>Total cost - £2,498</p>
1.9 Community Benefit	<p>The Lightbox has worked with partner organisations such as Lets Read to determine how it can best support literacy in the Borough. The Lightbox also works with local nurseries who emphasise how important creative activity is in child development. Surrey Early Years and Childcare services have been consulted on the proposals, organisations which had advised that affordable under fives structured play activity was under resourced in the area.</p> <p>The applicant estimates that over 1000 under five children visited The Lightbox each year. It is hoped that 20 children will attend each formal session twice per month, ensuring that approximately 500 will attend formal sessions in a year, with a further 500 attending informal visits. All would benefit from the new resources which they can use in the galleries with parents and carers.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £283,000 in the bank. The sum includes restricted funds of £81,000 which must be used for the purpose for which the funding was granted and an endowment reserve of £180,000.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated charitable income of £675,465 against an anticipated expenditure of £693,262 resulting in an anticipated deficit of £17,797.</p> <p>Anticipated income includes fundraising (£178,080), exhibitions (£43,890), learning (£15,120), warehouse facility (£15,750), and Friends (£6,825). Items of expenditure include fundraising (£53,790), exhibitions (£158,343), learning (£49,356), administration (£76,833), building (£144,242), warehouse facility (£40,079), and marketing and PR (£112,686).</p>

## The Lightbox – Application For Financial Assistance

2.2 Accounts	The Group has submitted consolidated accounts for 2016/17 which show an income of £802,495 (£921,456 in 2015/16) against expenditure of £898,843 (£963,419 in 2015/16), resulting in a deficit of £96,348 (a deficit of £41,963 in 2015/16). The sum of £344,450 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	<p>None. However in 2012 the Executive resolved that a one-off award of 50% of the construction costs, up to a maximum of £50,000, be agreed from the Council's Community Fund, subject to match funding being secured by 31 March 2015. The funding was to be used to create an additional exhibition room.</p> <p>The Council supports The Lightbox with discretionary rate relief and a service level agreement to deliver arts and heritage for the Borough.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Overall I am supportive of the Lightbox's grant application, due to the nominal amount that they are requesting. Though the Council already funds The Lightbox quite substantially, and therefore I would encourage them to investigate other external funding streams for future programming however.</p> <p>The model that they are proposing would be financially sustainable once the equipment has been purchased, and staff have been trained, so I feel it to be a good investment in that sense. They are also proposing an activity that would address one of the Council's key priorities – which is to improve literacy and numeracy development in priority wards, such as Maybury and Sheerwater, for example under the 'Lets Read' scheme.</p> <p>I would recommend a grant on the proviso that they link up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure Start Children's Centres to avoid any duplication of service offer, and also play an active role in linking with the emerging Early Help network within</p>	

## The Lightbox – Application For Financial Assistance

	Woking.
3.3 Assessment	<p>The Lightbox is keen to support lower income families within the Borough who find it difficult to source under fives provision free of charge. The applicant has drawn attention to the Borough's play strategy in which it is stated that there is a commitment to ensuring that play facilities and programmes of activity are attractive, accessible and welcoming to all children and offer safe, challenging and stimulating environments to assist in mental, physical and social development. The applicant considers, however, that there is a concentration on outdoor, physical play facilities.</p> <p>The Lightbox hopes to offer an alternative environment particularly suitable for the under fives. Maybury and Sheerwater and Goldsworth East contain the highest percentage of under fives in the Borough, and the Lightbox is ideally located to offer free under fives learning provision.</p> <p>The proposals have been drawn up in consultation with an number of local charities and organisations involved in furthering literacy and child development and build upon a programme already established by The Lightbox for children aged over 5 years. The Groups include Let's Read, Creative Shoots - Surrey Early Years Network, the Early Years Forum, the Peter Pan Nursery Woking and Horsell Village Nursery Woking.</p> <p>The Lightbox will monitor the number of under fives accessing the services during and after the project. The intention is to achieve an increase in the numbers attending the formal storytelling sessions to 500 per year. Regular evaluation with parents and carers will be undertaken to assess the level of satisfaction with the provision and evaluate the difference it makes to children's creative ability and literacy skills.</p> <p>It is recommended that the application is supported and that funding of £1,000 is awarded to cover the costs of the early years specialist for two sessions every month over the year. In view of the Council's criteria for capital support, it is recommended that 50% of the anticipated capital costs is awarded through the Council's Community Fund. Taking into account the consultee comments, it is further proposed that a condition is added to the award to ensure that The Lightbox links up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure start Children's Centres, to ensure a joined up offer is achieved.</p>

REPORT ENDS



## THE LIGHTHOUSE – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Lighthouse is a project of the Woking Vineyard, through which a derelict building has been transformed into a Centre providing practical help, training and compassion to individuals. This includes emergency food parcels, children's clothing and toys, baby equipment, cooking classes, confidence coaching, a CAP Jobclub, job interview preparation and clothing, social enterprise opportunities, creative art workshops, support for refugees, and much more.</p> <p>The Lighthouse has applied for funding of £20,000 to assist with the costs of the Centre, including staff costs, project coordinators, facilities and expanding the use of the Centre.</p> <p>The Charity engages with a high number of users from Woking including those from different cultural backgrounds and ages, and its broad and diverse offer of support for the community has meant that The Lighthouse has become a local hub for people in Woking who need help.</p> <p>It is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2018/19 as the previous year, with revenue support of £18,200.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the charity to continue to engage with a high number of users from Woking including those from different cultural backgrounds and ages, with its broad and diverse offer of support for the community and for people in Woking who need help.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £18,200 be awarded towards operational costs.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p>

## The Lighthouse – Application for Financial Assistance

	<p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p>



## The Lighthouse – Application for Financial Assistance

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## The Lighthouse – Application for Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Lighthouse is part of Woking Vineyard, a charity established in 1997. The Lighthouse project was started in 2011, transforming a derelict building into a base to serve those who need practical support. This hub meets the many and varied needs of people, providing practical help, training and compassion to individuals. This currently includes emergency food parcels, children's clothing and toys, baby equipment, cooking classes, confidence coaching, a CAP Jobclub, job interview preparation and clothing, social enterprise opportunities, creative art workshops, support for refugees, and much more.</p> <p>The Lighthouse works in an area that is culturally diverse, multiracial and is able to benefit all people in the community. There is a lot of collaboration and cross-referral between projects at The Lighthouse</p>
1.2 Employees	<p>1, comprising a part-time member of staff to manage the Foodbank. All the services at The Lighthouse are essentially delivered by volunteers, managed by self-employed coordinators. It is anticipated that 2 directors/ coordinators will have their costs supported by Emmaus Church.</p>
1.3 Volunteers	<p>94. The volunteers support the coordinators and project managers of the various projects operating at The Lighthouse, for example:</p> <ul style="list-style-type: none"> <li>○ Foodbank - Sorting food donations and serving clients</li> <li>○ Jigsaw - Sort and organise donations received. When clients visit The Lighthouse they help them to find the relevant clothes and/or equipment</li> <li>○ Esteem Ahead - Sorting donated clothing and assisting clients with choice of wear for job interviews and preparation for the interview, supporting vulnerable women back into work</li> <li>○ The Cosy - Serving customers in the social enterprise cafe</li> <li>○ Foodwise - Teach a cooking class, involving food hygiene and kitchen skills. They arrive early to do the food prep and also clean up.</li> <li>○ Breadmaking - Teach a bread making class, providing social interaction whilst baking</li> <li>○ Maintenance - Assist in maintaining the building eg. refuse removal, replacing lightbulbs, minor repairs etc</li> <li>○ Creative Art Workshop - running sessions using art for self-expression and building personal self-confidence</li> <li>○ Refugee support - helping refugees improve their language skills by participating in and benefiting from the various projects such as Jigsaw, Esteem Ahead, etc.</li> </ul>
1.4 Clients/Users	<p>2,000, comprising:</p> <p>900 male</p> <p>1,100 female</p> <p>120 disabled</p>

## The Lighthouse – Application for Financial Assistance

	<p>800 ethnic minority</p> <p>2,800 resident in Woking</p> <p>500 aged 0-5</p> <p>150 aged 5-10</p> <p>50 aged 11-18</p> <p>850 aged 19-65</p> <p>50 aged 65+</p>																						
1.5 Members	None.																						
1.6 Sum Requested	£20,000 (Revenue)																						
1.7 Project	<p>The funding would be used to fund the operational costs of The Lighthouse relating to staff, project coordinators, facilities and expanding the use of the building to offer even more help and services.</p> <p>The charity wants to increase their liaison with frontline agencies, also by using newsletters and open days. They would like to enhance management and support of the volunteers and train them in safeguarding and health and safety matters. The charity will maintain its database of beneficiaries and provide a broader range of support and networking for the people needing assistance.</p> <p>The Lighthouse will conduct research and survey the opinions of both referrers and beneficiaries to ensure that measures of success are achieved. The Charity will increase funding/donations through fundraising activities, grant applications and establishing corporate partnerships to ensure the continued sustainability of The Lighthouse. This would all require additional hours worked by coordinators and project managers, as well as a part-time building maintenance person</p>																						
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Director of Lighthouse</td> <td style="text-align: right;">£35,000</td> </tr> <tr> <td>Operations Manager</td> <td style="text-align: right;">£23,000</td> </tr> <tr> <td>Coordinator of Esteem Ahead</td> <td style="text-align: right;">£12,000</td> </tr> <tr> <td>Coordinator of Jigsaw</td> <td style="text-align: right;">£12,000</td> </tr> <tr> <td>Coordinator of Foodbank</td> <td style="text-align: right;">£5,720</td> </tr> <tr> <td>Part-time maintenance manager</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Building costs - utilities</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td style="padding-left: 20px;">- insurance, maintenance</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Project expenses (training, networking days, resources etc)</td> <td style="text-align: right;">£7,310</td> </tr> <tr> <td>General expenses</td> <td style="text-align: right;"><u>£9,300</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£120,330</u></td> </tr> </table> <p>Please note - these are the total operating costs, towards which we are requesting a grant of £20,000.</p> <p>These costs also exclude contributions from the various projects to the Lighthouse toward the overheads such as utilities etc, which are shown in the budget, under separate cover.</p>	Director of Lighthouse	£35,000	Operations Manager	£23,000	Coordinator of Esteem Ahead	£12,000	Coordinator of Jigsaw	£12,000	Coordinator of Foodbank	£5,720	Part-time maintenance manager	£6,000	Building costs - utilities	£4,000	- insurance, maintenance	£6,000	Project expenses (training, networking days, resources etc)	£7,310	General expenses	<u>£9,300</u>	Total	<u>£120,330</u>
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Total	<u>£120,330</u>																						
1.9 Community Benefit	The Lighthouse assists people of all ages, gender, religion and ethnicity. For example;																						

## The Lighthouse – Application for Financial Assistance

	<ul style="list-style-type: none"> <li>○ Families in need with children 0-5 - in 2016 helped 381 families, they hope to increase this to 400-500.</li> <li>○ Families needing emergency food supplies - in 2016 fed 2,400 people with a 65% increase May 2017 vs May 2016 - to help as many as require assistance.</li> <li>○ Vulnerable women seeking employment - in 2016 46 started employment and 23 gained sustainable employment - to increase these numbers.</li> <li>○ Unemployed (Jobclub) - currently have 27 members, 11 have found work - to add to these.</li> </ul> <p>The Lighthouse would like to increase the number of referrers which would give them access to more people in need in the community and enable them to be an additional supportive service and a stronger resource than they already provide to these frontline agencies.</p> <p>Recruiting additional volunteers and providing new and existing volunteers with training and support will also enhance the service they provide.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £28,375 in the bank. The sum includes restricted funds for projects, including Woking Vineyard Church (£6,536), Jigsaw (£6,022), Esteem Ahead (£1,213), Refugee project (£955), 24/7 life coaching (£1,225), Drama Group (£540) and the Cosy Cafe (£702).</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £135,900 against an anticipated expenditure of £134,530, resulting in an anticipated surplus of £1,370.</p> <p>Anticipated income includes: donations £8,800 (including foodbank donations), Gift Aid (£2,300), contributions to use of facilities (£15,600), Cosy café takings (£12,000), Emmaus Support/general (£60,500), and grants (including WBC) (£29,500). Items of expenditure include salaries (£93,720), building costs (including insurances equipment, travel) (£19,300), rental (£14,200), and project expenses/training (£7,310).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £147,795 (£118,597 in 2015/16) against expenditure of £142,400 (£149,444 in 2015/16), resulting in a surplus of £5,395 (a deficit of £30,847 in 2015/16). The sum of £42,055 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £18,200 2016/17 – no grant awarded.</p>

<b>3.0 Assessment of Application</b>					
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dashed black;">○ Constitution</td> <td style="width: 50%;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black;">○ Registered Charity</td> <td>Yes</td> </tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes
○ Constitution	Yes				
○ Registered Charity	Yes				

## The Lighthouse – Application for Financial Assistance

	<ul style="list-style-type: none"> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>The Lighthouse is a local charity, created and developed by Woking residents, that operates in Woking Town Centre; providing support to children, families and adults who need help. The charity has requested £20,000 to fund operating costs and development of its provision.</p> <p>The Lighthouse is well known to both residents and professionals in Woking who support families and individuals who need help. Woking Borough Council family and housing support teams direct residents to the Lighthouse on an almost daily basis and we receive regular positive feedback regarding the quality provision and care that is provided. The charity offers clothing for children in families with low incomes and toys and books as well as running the Food Bank, community lunches, debt advice, job club, therapeutic activities including bread making, a social enterprise café and support for women to access employment, coaching and volunteers who are available for general support for people who need to talk. In my experience visiting the centre, it is well run and the support is highly accessible for residents who are welcomed by staff and volunteers in its friendly and empowering environment. Woking's Syrian Refugee families have also benefitted from the Lighthouse and volunteer in various roles which helps them to build on their confidence and feel that they can give something back to the community.</p> <p>The charity engages with a high number of users from Woking including those from different cultural backgrounds and ages, and its broad and diverse offer of support for the community has meant that The Lighthouse has become a local hub for people in Woking who need help. I support this work and I hope to see it continue to develop.</p>	
<p>3.3 Assessment</p>	<p>In line with Woking's Community Strategy, The Lighthouse supports:</p> <ul style="list-style-type: none"> <li>○ The provision of resources and facilities for the local community to help themselves. Donations are accepted from the community which are then sorted and distributed to those in need in the community.</li> <li>○ Accessible services for disadvantaged vulnerable members of the community. The Lighthouse provides this successfully but would like to increase this with the help of this grant.</li> <li>○ Lifelong Learning. The Lighthouse help people back into</li> </ul>	

## The Lighthouse – Application for Financial Assistance

employment through Esteem Ahead and the Jobclub and teach useful skills in the Foodwise classes - all of which could be increased and expanded.

The Child Poverty Act 2010 requires local authorities and partner organisations to work to tackle child poverty and its effects, an issue which affects approximately 23,000 children and young people in Surrey. The charity's services are appreciated and supported by many frontline agencies and social services and it is vital that we continue to provide this support. The Lighthouse supports not only Woking's Community Strategy but also Surrey County Council's objectives.

The Lighthouse supports and assists Syrian refugees who have been re-located to Woking through the Government's refugee resettlement scheme.

The Charity engages with a high number of users from Woking including those from different cultural backgrounds and ages, and its broad and diverse offer of support for the community has meant that The Lighthouse has become a local hub for people in Woking who need help.

It is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2018/19 as the previous year, with revenue support of £18,200.

REPORT ENDS





## THE MAYBURY CENTRE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Maybury Centre was established in 1993 and registered as a charity in 1994. The Centre provides facilities for social and business events, health, education, welfare and general recreation. During this time, the Group has provided a valued service to its users, which amount to over eighty different organisations and a number of individuals.

The Maybury Centre has applied to extend its revenue funding for 2018/19 financial year, requesting the sum of £43,683 in 2018/19, requesting an increase of £1,000 on the previous year, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Management and maintenance of the Arch Centre (£10,000)
- Coordinator's salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

In past annual grant reports received by the Executive, the Maybury Centre was advised that the Council was considering the option of a new provider to manage the Alpha Road Community Hall. For the 2018/19 financial year a Group has come forward with the offer to manage the Hall and implement a wide ranging community programme which would be of significant benefit to local residents. The Council intends to work with the Group – the Woking Asian Business Forum – to establish how the Hall could be utilised to take advantage of this opportunity.

Noting the good work undertaken by the Maybury Centre as management of the Hall for several years, it is proposed that the Council adopt the Woking Asian Business Forum as the manager of the Hall from April 2018. Accordingly, the sum of £10,000 previously provided to the Maybury Centre for management of the Arch facility as part of its annual grant is to be set aside in the community grants budget and ringfenced for the new arrangements. It is noted that two years ago the Hall experienced some flooding at that the Centre is liaising with the Council's Building Services regarding a new floor.

The Centre has requested an additional sum of £1,000 in its grant application for 2018/19 towards work-based pensions and small staff salary increases. In its application, the Centre reports that it operates the Arch at a loss requiring contributions from hire income, and so removing the management of the Arch could contribute towards a saving for the Centre. It is accordingly recommended that the level of revenue support for the Maybury Centre is approved for the coming year on the same basis as 2017/18, with the exception of £10,000 for the Arch facility, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinators salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

The total funding awarded to the Maybury Centre is therefore set at £32,683 for the 2018/19 Municipal Year.

### Recommendations

Reasons for Decision	To enable the Centre to continue in providing its services, including the management of the Schoolhouse Project.
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## The Maybury Centre – Application For Financial Assistance

Legal Authority	S132 Local Government Act 1972 S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of £32,683 be awarded the following ringfenced amounts: £4,683 towards the running costs of the Maybury Centre, £15,000 towards the Liaise Women's Support Centre, and £13,000 towards the running costs of the Schoolhouse Project.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> </ul> <p>How many people are likely to attend (check previous or similar events either locally or online).</p>
Performance Indicators	<b>Users.</b> The Organisation to provide a breakdown of the users in the

## The Maybury Centre – Application For Financial Assistance

	<p>past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
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### Contact Person:

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Doug Davern, Democratic Services Officer  
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### Portfolio Holder:

Cllr Ayesha Azad  
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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
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## The Maybury Centre – Application For Financial Assistance

**Date Published:**

6 December 2017

## The Maybury Centre – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The Centre officially opened in February 1994. It is a multi-cultural community centre whose aims and objectives are to provide facilities for social and business events, health, welfare, general recreation and education for the people of the Borough of Woking.
1.2 Employees	8, including the Centre Manager (40 hours per week), the Centre Supervisor (25 hours per week), the Centre Assistant (20 hours per week), the Manager's Assistant (20 hours per week), the Weekend Centre Assistant (18 hours per week), the Centre Cleaner (10 hours per week), the Liaise Support Worker (20 hours per week) and the Schoolhouse Project Coordinator (15.5 hours per week).
1.3 Volunteers	29, including eight Trustees of The Maybury Centre, eight Liaise Womens Centre Management Committee Volunteers - assisting in running the project, meeting bi-monthly and reporting to the Maybury Centre Trust, eight Liaise Women's Centre Volunteers - assisting the Support Worker in running the project and manning the Centre and five Schoolhouse Project Volunteers - assisting the Coordinator in running activities and preparing refreshments.
1.4 Clients/Users	<p>The Maybury Centre has submitted its User Classification of Regular Bookers for August 2017. The document set out a list of the groups which regularly book rooms at the Centre along with a brief description of activities; whether the booker is an individual, business of community organisation; ethnicity, approximate numbers of attendees, the percentage of attendees being disabled, and the number of under 20s and over 60s. There are over 90 regular bookers included in the list and the Centre has on average 20,000 visitors each quarter.</p> <p>The rental rates are reviewed annually and are compared with those levied by other community buildings and halls for hire. Block bookers, registered charities and community groups are invited to apply for discounts.</p>
1.5 Members	None.
1.6 Sum Requested	£43,683 (Revenue)
1.7 Project	<p>To allow the Maybury Centre to continue its current role in the Borough of Woking. Although its hire is increasing each year, the lettings income does not meet the full running costs of the Centre. The majority of users are non-profit organisations or registered charities and so a full commercial approach cannot always be implemented.</p> <p>The Centre is also applying for the continuation of the Arch Funding and the Schoolhouse Project. The Arch grant covers the cost of the management and maintenance of the Centre with the shortfall being made up from the hire income.</p> <p>The Schoolhouse Project is for the continuation of the project set up by the Council and now line managed by the Maybury Centre. The grant is used to cover the Co-ordinator's salary and room hire. The Group is applying for an increase of £1,000 on the current grant rate which has been the same since 2009, stating that due to work-based</p>

## The Maybury Centre – Application For Financial Assistance

	<p>pensions and a small salary increase it is not fully covering its costs and so the Maybury Centre has to make up the shortfall.</p> <p>The Centre is also applying for the Liaise Womens Centre which has been funded for the last two years by WBC and is used towards the Support Worker's Salary and Volunteer costs.</p>
<p>1.8 Cost breakdown:</p>	<p>Total amount is £43,683</p> <p>This is broken down into:</p> <p>£4,683 - for the Maybury Centre Trust</p> <p>£10,000 - for the Arch Centre, Alpha Road Community Hall</p> <p>£14,000 - for the Schoolhouse Project</p> <p>£15,000 - for Liaise Womens Centre</p>
<p>1.9 Community Benefit</p>	<p>The Maybury Centre is a multi-cultural community centre based in the heart of the Canalside Ward of Woking. The Centre has been operating since 1993 and since that time has encouraged its use by the community and aimed to ensure its accessibility to all.</p> <p>The Centre notes that the building is well maintained and kept in good decorative order. The toilet refurbishment carried out earlier this year has brought the facilities up to a good standard. In time the Centre would like to modernise its kitchen due to it being 25 years old and used by many groups.</p> <p>The Centre would like to start working with the Council's Health and Wellbeing team and be included in the information it produces. This year it was featured in the Living Well Week brochure to promote its facilities and the local groups which book its rooms.</p> <p>Over the past few years, the Centre has continued to maintain and manage The Alpha Road Community Hall on behalf of the Council. It notes that the flooring in the building would need to be replaced soon as it is over 20 years old.</p> <p>The Schoolhouse Project – a multi-cultural drop-in Centre for the over 50's – is managed by the Centre. The attendance for each group has continued to be exceptional and well supported, with new ways being implemented of making more income to allow for day trips or the purchase of new equipment.</p> <p>Since the closure of Window on Woking, the Group has purchased its own domain name and set up a new website, which enabled bookings to be made, images of the facilities made available and details of the activities lined up.</p> <p>Liaise Womens Centre has had a successful year with over 1,500 visits to the Centre. An average of six new women / girls access the Centre each month, all are vulnerable and going through some personal trauma, with many victims of domestic abuse. Regular activities include ESOL classes, Arabic and Portuguese classes, art and craft activities, exercise/dance, counselling and drop-in sessions. Health workshops have included a cancer workshop and raising awareness of hepatitis. Workshops on domestic abuse and safeguarding have taken place in partnership with SMEF and SHIFA. Following a request from the women a series of workshops were run on making your own natural beauty products. Three women took part</p>

## The Maybury Centre – Application For Financial Assistance

in the Community Chef cookery course and will be taking their Food Hygiene course to enable them to run demonstrations on preparing healthy food, for other women. A group of women took part in a focus group looking at why women from ethnic minority communities were not accessing fitness and wellbeing services. As a result they have set up a weekly walking group. Members of Liaise took part in the town centre Diwali parade, Refugee Week and Party in the Park. A group of women/girls participated in a workshops looking at acid attacks and over 80 women attended a related production 'A Thousand Faces' at the Rhoda McGaw Theatre.

### 2.0 Financial Background

#### 2.1 Budget

At the time of the application, the Group held £23,275 in the bank, which is reserved as follows:

- £15,550 reserve running costs including salaries
- £4950 for Liaise Support Worker Redundancy Provision
- £500 Award from Greenoak Housing for Liaise Womens Centre.

The Group has submitted a budget for 2018/19 which shows an anticipated income of £122,300 against an anticipated expenditure of £166,887, resulting in an anticipated deficit of £43,887. The budget does not include the funds applied for from the Council.

Anticipated income includes Letting (£113,000) and Other Income (£9,200). Items of expenditure include Salaries (£85,437), Liaise Women's Centre (£15,000), Schoolhouse Project (£14,000), Arch Centre (£10,000), Light and Heat (£8,700) and Cleaning & Waste Disposal (£4,900).

#### 2.2 Accounts

The Group has submitted accounts for 2016/17 which show an income of £166,140 (£155,532 in 2015/16) against expenditure of £159,354 (£161,654 in 2015/16), resulting in a surplus of £6,786 (a deficit of £6,122 in 2015/16). The sum of £19,174 was carried forward at the end of the 2016/17 year.

#### 2.3 Support over the past five years

2017/18 – £42,683, comprising the Maybury Centre (£4,683), ARCH (£10,000), the Schoolhouse Project (£13,000) and the Liaise Women's Centre (£15,000).

2016/17 – £42,683, comprising the Maybury Centre (£4,683), ARCH (£10,000), the Schoolhouse Project (£13,000) and the Liaise Women's Centre (£15,000).

2015/16 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).

2014/15 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).

2013/14 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).

## The Maybury Centre – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*mandatory rate relief, concessionary rent, electrical and mechanical maintenance via Skanska Facilities Management</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>Yes *</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The Maybury Centre is clearly a well used facility providing letting spaces to over 90 regular hirers from within Woking - attracting on average 20,000 visitors each quarter. Further to maintenance works that have been undertaken over the last few years (front entrance extension and recent refurbishment of toilets) the Centre is presented in a good decorative order.</p> <p>Further to previous requests for the centre to work more closely with the Council on the borough's Health and Wellbeing Plan, I am pleased to say that this has taken place, and included the Centre being featured in the Living Well brochure this year.</p> <p>Whilst historically the Maybury Centre has managed the Arch – predominately as a hall hiring facility, I am pleased to note the possibility that the Woking Asian Business Forum are keen to take on the management of the Arch, so that they can offer enhanced community activity to address the issues particularly of social isolation, which I consider would make better use of the community facilities at a reduced cost to the Maybury Centre themselves.</p> <p>I would be fully supportive of the separate request for funding for the Women's Liaise Centre.</p>	
3.3 Assessment	<p>The Maybury Centre has applied for funding of £43,683 for the 2018/19 financial year, an increase of £1,000 over the previous year due to work-based pensions and a small salary increase for staff. The funding requested will cover the following areas:</p> <ul style="list-style-type: none"> <li>- Core costs of the Maybury Centre Trust</li> <li>- Management and maintenance of the Arch Centre</li> <li>- Coordinators salary and room rental for the Schoolhouse Project</li> </ul>	



## The Maybury Centre – Application For Financial Assistance

- Support worker's salary and expenses at Liaise Women's Centre.

The Maybury Centre is a multicultural community centre which provides rooms for hire for social and business events. Over 90 various organisations use the facilities at the Centre, including local voluntary groups, statutory organisations, businesses and individuals. There are four tenants housed at the Centre – Virgin Care Health Suite, Pakistan Muslim Welfare Association, the Neighbourhood Advice Centre and, from September 2016, Alive and Kicking which is a children's weight management project commissioned for two years by Surrey County Council.

The Centre provides one to one advice, support and counselling sessions, advocacy, formal and informal training courses, discussion groups and workshops. Regular weekly activities include a Homework Club, Arabic classes, coffee morning and drop in sessions, spoken English classes, counselling and support for women, including women dealing with domestic violence (including a support group set up by Surrey Women's Aid).

LIAISE Women's Centre provides a safe, all female environment for local women to access support, advice and services which are accessible and appropriate for their needs. The Centre works towards empowering women, particularly those from disadvantaged and marginalised communities, to take control and maximise the quality of their lives and that of their families. Liaise also runs courses and workshops covering a range of subjects including maths for every day use, safe internet use, and first aid and art classes. Health related workshops have included dementia and Alzheimer awareness, Vitamin D deficiency amongst the Asian population, yoga and healthy vegetarian cooking.

The Schoolhouse Project has been fully funded by Woking Borough Council since 2003, prior to which it was jointly funded by the Council and the Sheerwater and Maybury Partnership. The Project is a multicultural drop-in centre for the over 50s, with usage stated to be higher than the previous year with a new group being set up for South African women. Advertising takes place through the Living Well brochure. Arranged trips have been held over the past year together with an exhibition at the Lightbox.

The Arch Centre has been managed by the Centre since 2003 when asked to do so by Woking Borough Council. An annual sum of £10,000 has been paid to-date by Woking Borough Council. The Centre was fully redecorated two years ago with new equipment having been purchased. The Centre experienced some flooding and is liaising with Building Services regarding the replacement of the floor.

Every year fundraising takes place including a Quiz Night which tends to be very well supported. Last year some funding was received from Thames Valley Association to purchase new replacement chairs. Small quarterly donations continue to be received from a Charity Clothing bin in the Centre and a Vending/Drinks machine which makes a small surplus each month.

The Group notes that any surplus income is always ploughed back into the Centre. This year it has purchased some new multimedia equipment and is looking to replacing its office IT equipment. All the rooms and corridors have now been re-decorated and have new

## The Maybury Centre – Application For Financial Assistance

curtains, with two of the rooms have been re-carpeted. The toilet refurbishment funded by Woking Borough Council and Surrey County Council is complete.

In past annual grant reports received by the Executive, the Maybury Centre was advised that the Council was considering the option of a new provider to manage the Alpha Road Community Hall. For the 2018/19 financial year a Group has come forward with the offer to manage the Hall and implement a wide ranging community programme which would be of significant benefit to local residents. The Council intends to work with the Group – the Woking Asian Business Forum – to establish how the Hall could be utilised to take advantage of this opportunity.

Noting the good work undertaken by the Maybury Centre as management of the Hall for several years, it is proposed that the Council adopt the Woking Asian Business Forum as the manager of the Hall from April 2018. Accordingly, the sum of £10,000 previously provided to the Maybury Centre for management of the Arch facility as part of its annual grant is to be set aside in the community grants budget and ringfenced for the new arrangements.

The Centre has requested an additional sum of £1,000 towards work-based pensions and small staff salary increases. In its application, the Centre reports that it operates the Arch at a loss requiring contributions from hire income, and so removing the management of the Arch could contribute towards a saving for the Centre. It is accordingly recommended that the level of revenue support for the Maybury Centre is approved for the coming year on the same basis as 2017/18, with the exception of £10,000 for the Arch facility, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinators salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

The total funding awarded to the Maybury Centre is therefore set at £32,683 for the 2018/19 Municipal Year.

REPORT ENDS

EXECUTIVE – 14 DECEMBER 2017

## VICTIM SUPPORT (PROMOTING THE GROUP TO THE PUBLIC) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Victim Support is an independent charity formed in 1974 for people affected by crime and traumatic events in England and Wales. The specialist teams provide individual, independent, emotional and practical help to enable people to cope and recover from the effects of crime

The application from Victim Support is requesting revenue funding of £10,000 to develop a community programme in Woking. The purpose of the project is to increase awareness of the group and the help which can be offered to people subjected to crime, including Domestic Abuse, Assault/Violence, Burglary, Anti social Behaviour and so on. The programme would involve holding sessions at the Maybury Centre and the Shah Jahan Mosque, with emphasis on making connections with ‘hard to reach’ members of the public.

The Council acknowledge the benefits of the direct support services offered by Victim Support to the Victims and their families, with just over 8% of their user group from Woking. However it is not considered that the application has demonstrated sufficient justification for the Council to award funding to establish a new programme in the Borough. Accordingly, bearing in mind the ongoing financial pressure on the Council’s budgets, it is recommended that this application is not supported and that no grant is awarded for the coming financial year.

### Recommendations

Reasons for Decision	The application has not demonstrated sufficient justification for the Council to award funding to establish a new programme in the Borough.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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**Victim Support (promoting the group to the public) – Application For Financial Assistance**

**Portfolio Holder:**

Cllr Ayesha Azad

Email: Cllrayesha.azad@woking.gov.uk

**Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017

## Victim Support (promoting the group to the public) – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Victim Support is the independent charity formed in 1974 for people affected by crime and traumatic events in England and Wales. Their specialist teams provide individual, independent, emotional and practical help to enable people to cope and recover from the effects of crime
1.2 Employees	10, comprising the Senior Manager (30 hours per week), two Service Delivery Managers (18.5 hours per week each), the Service Delivery Manager (37.5 hours per week), two Admin support (22.5 and 16 hours per week), a CYP caseworker (37.5 hours per week), the Vulnerable caseworker (37.5 hours per week), a Caseworker (18.5 hours per week) and a Volunteer Manager (15 hours per week).
1.3 Volunteers	32 Victim Service volunteers offer support to individuals and their families to enable them to feel stronger, understood and able to move forwards with their lives.
1.4 Clients/Users	1,024, comprising: 246 male 778 female 195 disabled 98 ethnic minority 84 resident in Woking 12 aged 11-18 900 aged 19-65 112 aged 65+
1.5 Members	None.
1.6 Sum Requested	£10,000 (Revenue)
1.7 Project	<p>To initiate and develop a community programme in the Woking Borough that provides awareness for the local public regarding Victim Support and the help that can be offered to them where they have been subjected to crime (which includes Domestic Abuse, Assault/Violence, Burglary and Anti-Social Behaviour).</p> <p>The programme would involve holding sessions at community points within the borough, such as the Maybury Centre and the Shah Jahan Mosque, with emphasis on making connections with 'hard to reach' members of the public.</p>
1.8 Cost breakdown:	£2000 recruitment volunteers £2000 training of recruited volunteers £3000 running costs for volunteers (mileage and mobile phone claims) £2000 staging meetings/presentations £1000 Merchandise (leaflets etc)

## Victim Support (promoting the group to the public) – Application For Financial Assistance

1.9 Community Benefit	Police statistics show that, in the town of Woking alone, more than 100 people per month are victims of crime. Currently only a proportion of those receive victim support, but by introducing a community programme this would greatly enhance the Group's profile and lead to more people obtaining help.
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £1,578,000 in the bank. Certain funding received is for specific types of activity or geographical area, as stipulated by the donors. Note the balance shown is for Victim Support Nationally, since Victim Support Surrey does not have its own individual account.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £25,000 (the funding from the Surrey Police and Crime Commissioner's Office is yet to be confirmed and so is not included); against an anticipated expenditure of £547,001, resulting in an anticipated deficit of £522,001.</p> <p>Anticipated income includes grants (£20,000) and donations (£5,000). Items of expenditure include salaries (£204,000), staff indirect costs (£24,000), Volunteer costs (£24,000), Office costs (£318,000), central support costs (£36,000) and the victim assessment centre (£241,001).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £36,409,000 (£41,037,000 in 2015/16) against expenditure of £42,479,000 (£45,203,000 in 2015/16), resulting in a deficit of £6,070,000 (deficit of £4,166,000 in 2015/16). The sum of £11,682,000 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>																									
3.1 Key Information	<table border="0"> <tr><td>○ Constitution</td><td>Yes</td></tr> <tr><td>○ Registered Charity</td><td>Yes</td></tr> <tr><td>○ VAT Registered</td><td>Yes</td></tr> <tr><td>○ Equal Opportunities Policy</td><td>Yes</td></tr> <tr><td>○ Safeguarding Policy</td><td>Yes</td></tr> <tr><td>○ Reserves Policy</td><td>Yes</td></tr> <tr><td>○ Quality Mark</td><td>No</td></tr> <tr><td>○ Other funding sources pursued</td><td>Yes</td></tr> <tr><td>○ Other support by the Council</td><td>No</td></tr> <tr><td>○ Fundraising</td><td>Yes</td></tr> <tr><td>○ Two quotes</td><td>N/A</td></tr> <tr><td>○ Regular monitoring provided previously</td><td>N/A</td></tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes	○ VAT Registered	Yes	○ Equal Opportunities Policy	Yes	○ Safeguarding Policy	Yes	○ Reserves Policy	Yes	○ Quality Mark	No	○ Other funding sources pursued	Yes	○ Other support by the Council	No	○ Fundraising	Yes	○ Two quotes	N/A	○ Regular monitoring provided previously	N/A
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## Victim Support (promoting the group to the public) – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>Although it is fortunate that Woking and Surrey are low crime areas, some people do become victims of crime and may need the support and services offered by Victim Support. The application is not for funding their core work, as this is currently funded by the Office of the Police and Crime Commissioner, but in developing a new community programme to raise awareness of the service available. It is not clear if they are applying for this scheme to be funded and run across every district and borough in Surrey.</p> <p>Officers were not aware of the concerns raised by their research about certain people being not fully aware or open to the offer of help and their conclusion that it is necessary to find other ways for them to be made aware.</p> <p>The application is for a significant amount of money and, given the constraints on the current grant budget, it might be useful for Victim Support to work with officers on exploring the local need and seeing if there are alternative ways to achieve better awareness through existing networks or developing new ones with our support.</p>
<p>3.3 Assessment</p>	<p>Victim Support supports people affected by crime and traumatic events in England and Wales, providing individual, independent, emotional and practical help to enable people to cope and recover from the effects of crime.</p> <p>Victim Service offers support to individuals and their families to enable them to feel stronger, understood and able to move forward with their lives. This includes the core services the organisation offers plus enhanced services including Homicide, domestic abuse, sexual violence, antisocial behaviour, hate crime, helping children and young people and delivering restorative justice.</p> <p>The volunteer makes contact with the victim and arranges to meet with the victim either at the victim's home, an office or other appropriate location depending on the nature of the crime and the outcome of risk assessment. The volunteer will provide emotional support, practical help, advocacy and information as required. The volunteer will liaise with their manager after each contact so as to work together to identify and action the best interventions for the victim. Problem solving in the victim service is very much team work between the victim, the volunteer and the manager. A colleague from Victim Support will call victims after the case is closed to monitor the quality of the service and obtain feedback.</p> <p>The benefits of the direct support services offered by Victim Support to the Victims and their families are clear, with just over 8% of their user group resident in Woking.</p> <p>The application from Victim Support is seeking revenue funding of £10,000 to develop a community programme in the Woking Borough. The programme would provide awareness for the local public regarding Victim Support and the help that can be offered to them where they have been subjected to crime which includes Domestic Abuse, Assault/Violence, Burglary and Anti social Behaviour. The programme would involve holding sessions at the Maybury Centre and the Shah Jahan Mosque, with emphasis on making connections with 'hard to reach' members of the public.</p>

## **Victim Support (promoting the group to the public) – Application For Financial Assistance**

However it is not considered that the application has demonstrated sufficient justification for the Council to award funding to establish a new programme in the Borough. Accordingly, bearing in mind the ongoing financial pressure on the Council's budgets, it is recommended that this application is not supported and that no grant is awarded for the coming financial year.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## VICTIM SUPPORT (VOLUNTEER FUNDRAISING PROGRAMME) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

A second application for financial support has been received from Victim Support. This request is seeking a contribution of £4,000 to develop a community fundraising volunteer programme in Surrey. The purpose of the programme would be to develop fundraising income from organisations, companies and individuals and to raise awareness of Victim Support and its services to the local community, not towards direct service provision.

The Council acknowledge the benefits of the direct support services offered by Victim Support to the Victims and their families. However, neither the proposals nor the need for funding of £4,000 have been clearly set out and accordingly there is no justification on which the Council could support the proposed programme of fundraising.

In view of this, and the ongoing financial pressure on the Council's budgets, it is recommended that no grant is awarded. However, the Group could make contact with the Council's Community Development team regarding volunteer development and advice on potential funding sources.

### Recommendations

Reasons for Decision	It is not considered that the application form has provided sufficient justification for the Council to consider funding the new programme of fundraising.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
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### Contact Person:

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Doug Davern, Democratic Services Officer  
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## **Victim Support (volunteer fundraising programme) – Application For Financial Assistance**

### **Portfolio Holder:**

Cllr Ayesha Azad

Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017

## Victim Support (volunteer fundraising programme) – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Victim Support is the independent charity formed in 1974 for people affected by crime and traumatic events in England and Wales. Their specialist teams provide individual, independent, emotional and practical help to enable people to cope and recover from the effects of crime.
1.2 Employees	10, comprising the Senior Manager (30 hours per week), two Service Delivery Managers (18.5 hours per week each), a Service Delivery Manager (37.5 hours per week), two Admin support (22.5 and 16 hours per week), the CYP caseworker (37.5 hours per week), vulnerable caseworker (37.5 hours per week), a Caseworker (18.5 hours per week) and a Volunteer Manager (15 hours per week).
1.3 Volunteers	32. Victim Service volunteers offer support to individuals and their families to enable them to feel stronger, understood and able to move forwards with their lives.
1.4 Clients/Users	None.
1.5 Members	None.
1.6 Sum Requested	£4,000 (Revenue)
1.7 Project	To develop a community fundraising volunteer programme in Surrey. The programme would develop fundraising income from organisations, companies and individuals and raise awareness of Victim Support and our services to local community.
1.8 Cost breakdown:	£500 recruitment £1,000 Training and development £1,500 Merchandise £1,000 Expenses
1.9 Community Benefit	The Charity is developing a local fundraising strategy to apply for funds from local businesses and develop awareness of Victim Support in the community to attract new supporters and reach out to victims of crime in the community.

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £11.7m in the bank. The sum of £3.8 million is reserved for specific local projects.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £25,000 (the main income received through funding from the Surrey Police and Crime Commissioner's Office is yet to be confirmed and so is not included); against an anticipated expenditure of £547,001, resulting in an anticipated deficit of £522,001.</p> <p>Anticipated income includes grants (£20,000) and donations (£5,000). Items of expenditure include salaries (£204,000), staff indirect costs</p>

## Victim Support (volunteer fundraising programme) – Application For Financial Assistance

	(£24,000), Volunteer costs (£24,000), Office costs (£18,000), Central support costs (£36,000) and the victim assessment centre (£241,001).
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £36,409,000 (£41,037,000 in 2015/16) against expenditure of £42,479,000 (£45,203,000 in 2015/16), resulting in a deficit of £6,070,000 (deficit of £4,166,000 in 2015/16). The sum of £11,682,000 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would not be supportive of this request as there is in my view insufficient information contained in their application about their proposal for delivery and very limited supporting evidence for the need for such activity. Additionally, since this is the second application from the organisation to the Council, and the Officer comments were not supportive of the organisation in the first application, I see little reason to adopt a different view.</p> <p>There is no reason however whilst they shouldn't contact the Council's Community Development and Engagement Team and seek advice from one of the Development Officers regarding volunteer development as well as potential alternative funding advice should they so wish.</p>	
3.3 Assessment	<p>The applicant has advised that Victim Support is developing a local fundraising strategy to apply for funds from local businesses and develop awareness of Victim Support in the community to attract new supporters and reach out to victims of crime in the community. In order to achieve this, the Group has applied for a grant of £4,000 to cover the costs of recruitment, training, expenses and merchandise.</p> <p>The applicant has explained that the Charity receives less income</p>	

## Victim Support (volunteer fundraising programme) – Application For Financial Assistance

(both restricted and unrestricted) as a result of devolved funding from Ministry of Justice to local PCC. The Group is therefore exploring alternative sources of income to continue providing existing services and for any potential development.

The Council acknowledge the benefits of the direct support services offered by Victim Support to the Victims and their families. However, neither the proposals nor the need for funding of £4,000 (against an annual income of £36m) have been clearly set out and accordingly there is no justification on which the Council could support the proposed programme of fundraising.

In view of this, and the ongoing financial pressure on the Council's budgets, it is recommended that the application is not supported and that no grant is awarded.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## WE SHINE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

We Shine is a new organisation aimed at supporting children aged between 2 and 10 years old with Special Educational Needs and Disability (SEND). The Group seeks to provide information and guidance, workshops, forums, dedicated playgroups for the under 5's with additional needs; and recreational and social facilities and opportunities

The Group has applied for a grant of £2,600 to enable them to provide fortnightly activities to children from across North West Surrey. The activities, held at a local secure woodland in Ottershaw, accommodate up to 25 children and their parents or carers, have been provided over the past year by making a charge of £5 to those participating. The purpose of the application is to raise sufficient funds to provide the activities free of charge, thereby enabling families with a lower income to access them. The Group also Additional Needs Tactile Sessions (Ants) every two weeks in Walton-on-Thames, at which children have the opportunity play in a sensory room, participate in lego activities, play games and listen to music.

There are a number of organisations within the Borough which provide similar support, activities and leisure opportunities and which Woking Borough Council are already supporting, we would wish this group to work closely with organisations which are offering similar opportunities within the Borough.

On this basis, it is recommended that the application from We Shine for £2,600 is not supported for the financial year 2018-2019 and that no grant be awarded on this occasion. In considering the application, it is noted that the Group has not yet adopted a policy for Safeguarding or Equal Opportunities. The applicant is therefore encouraged to develop suitable policies, seeking the advice of Council Officers if necessary. The Council's Community Development and Engagement Team would also be able to assist the Group in identifying potential sources of income.

### Recommendations

Reasons for Decision	There are a number of organisations within the Borough which provide similar support, activities and leisure opportunities and which Woking Borough Council is already supporting.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
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**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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**Date Published:**

6 December 2017



## We Shine – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>We Shine was formed in 2016 to promote social inclusion in Surrey amongst children with disabilities who have additional needs and their parents, carers and families who are excluded from society, or parts of society. The Group seeks to achieve this through the provision of:</p> <ul style="list-style-type: none"> <li>- information and guidance;</li> <li>- workshops, forums, and general support;</li> <li>- dedicated playgroups for the under 5's with additional needs; and</li> <li>- recreational and social facilities and opportunities.</li> </ul>
1.2 Employees	None.
1.3 Volunteers	4, whose activities include general administration, organising and facilitating groups, clubs and events, and moderating the online group.
1.4 Clients/Users	<p>350, comprising:</p> <p>50 male</p> <p>300 female</p> <p>300 disabled</p> <p>50 ethnic minority</p> <p>200 resident in Woking</p> <p>150 aged 0-5</p> <p>150 aged 5-10</p> <p>350 aged 19-65</p> <p>The figures are based on the number of participants using the online Forum and their children.</p>
1.5 Members	None.
1.6 Sum Requested	£2,600 (Revenue)
1.7 Project	<p>The funding will be used to run a fortnightly activity available to North West Surrey children with Special Educational Needs and Disability (SEND) and their families. The activities will consist of two hour long group meetings at a local secure woodland which can accommodate 25 children and their parents/carers.</p> <p>This is an existing group for which users currently pay per child. We Shine would like to provide this as a free service over the coming year to enable families with a lower income to access it.</p>
1.8 Cost breakdown:	<p>Hire of Woodland £50 per hour</p> <p>26 x 2 hour sessions = £2,600</p>
1.9 Community Benefit	The Group will be available to over 400 families in the North West Surrey area, the majority of whom live in Woking Borough. Up to 25

## We Shine – Application For Financial Assistance

	<p>families per fortnight will use the Group.</p> <p>The applicant has indicated that the Group has proven invaluable for its users. The grounds are secure meaning that the parents have the opportunity to relax and connect with others in similar circumstances while the children can explore the woodland safely and without the social expectations of mainstream groups and activities. Siblings are welcomed and are able to meet other siblings.</p> <p>The applicant feels that there are a number of lower income families in the area who would benefit from the use of such a group and to provide it free of charge would enable them to do so. Often families come along to try it and once they have made some connections go on to access other We Shine activities thus reducing their isolation.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £1,726 in the bank.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £21,200 against an anticipated expenditure of £15,840 resulting in an anticipated surplus of £5,360.</p> <p>Anticipated income includes fundraising events (£4,800), accessible leisure (£7,600) and grants (£7,600). Items of expenditure include clubs and events (£11,524), venue hire and equipment (£2,640), administration (£1,200) and toys and training (£176.20).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £3,066 against expenditure of £1,294, resulting in a surplus of £1,294. The sum of £1,772 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	New Application

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>N/A</li> </ul>

## We Shine – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>We Shine is a fairly new local charity that supports families with children with Special Educational Needs and Disability (SEND) through outdoor family activities for the children, their siblings and parents in a safe environment. Woking families benefit from this provision and the Charity has requested £2,600 to cover the family fees for the activities for one year. This funding would enable all families, including those with low incomes, to participate.</p> <p>The Charity is run by local Mothers who have children with SEND, and the charity also provide wider support networks for families (information from the website).</p> <p>As the Manager of the Family Support Team in Woking, working alongside local families with multiple and complex needs, I am acutely aware of the need for this kind of local support provision for families with children with SEND and I am encouraged that this support has been created and developed by local residents, for local families.</p> <p>These are innovative activities that include whole families and it is positive that siblings of children with SEND can also meet and support one another in these sessions, as well as the children and their parents. I support this work and agree that many families struggle with finances and benefits for additional support for themselves and therefore a grant to cover the family fees for the next year would help the charity to reach more local families, particularly those on low-incomes.</p>
<p>3.3 Assessment</p>	<p>We Shine is a new organisation aimed at supporting children aged between 2 and 10 years old with Special Educational Needs and Disability (SEND). The Group has applied for a grant to enable them to provide fortnightly activities to children from across North West Surrey. The activities, held at a local secure woodland, accommodate up to 25 children and their parents or carers, have been provided over the past year by making a charge of £5 to those participating. The purpose of the application is to raise sufficient funds to provide the activities free of charge, thereby enabling families with a lower income to access them.</p> <p>Up until the point the application had been submitted, the Group had run 8 such sessions, with all spaces taken up. 46 different families have attended the sessions, bringing a total of 67 children, 25 of whom are understood to be Woking residents. The applicant has advised that the sessions will be available to over 400 families from across North West Surrey, with the majority of families living in the Borough of Woking.</p> <p>The organisation feels that its activities have proven invaluable for its users. The grounds are secure, allowing parents the opportunity to relax and connect with others in similar circumstances while the children can explore the woodland safely and without the social expectations of mainstream groups and activities. The organisation feels that there are a number of lower income families in the area who would benefit from the use of such a group and has therefore drawn up this proposal to provide the activities free of charge.</p> <p>Whilst We Shine does provide a much needed and beneficial service, Woking Borough Council already provides significant support,</p>

## We Shine – Application For Financial Assistance

including financial, to a number of organisations within the Borough which provide similar activities and leisure opportunities to young people living with disabilities and their families.

On this basis, it is recommended that no grant be awarded on this occasion. In considering the application, it is noted that the Group has not yet adopted a policy for Safeguarding or Equal Opportunities. The applicant is therefore encouraged to develop suitable policies, seeking the advice of Council Officers if necessary

REPORT ENDS

## WEST BYFLEET NEIGHBOURHOOD FORUM – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The West Byfleet Neighbourhood Forum, established to develop a Neighbourhood Plan for the residents of West Byfleet, has applied for revenue funding of £1,000 to cover the costs incurred by the Organisation, including public liability insurance, room hire, website management and printing costs. The Forum will continue to support the local residents, seeking to further the social, economic and environmental well-being of the West Byfleet area.

The Forum received initial a Government grant of £8,000 which has now been exhausted. No funds have been raised by the Forum and the bid to the Council seeks to cover all costs in the coming year. The applicant has advised that because of the great amount of work involved producing the Plan and a grant from Government, the Forum has not had to look to fund raise and do not view raising funds as an objective.

The Members of the Forum are to be congratulated on their achievements to-date, in particular the successful outcome of the West Byfleet Neighbourhood Plan Referendum held in October. However, the application does not provide sufficient justification for the Council to meet ongoing costs. It is also noted that the Forum has been unable to provide/meet the elements within the Community Grants Scheme’s key information.

The Forum is recommended to explore opportunities for self-funding, such as the introduction of a small annual membership charge £2.50 a year (which would raise over £1,000) or staging fund raising events throughout the year. To this end, it is recommended that the Forum approaches the other Neighbourhood Forums successfully established in the Borough, such as Byfleet, Hook Heath and Pyrford, to gain ideas from their funding work.

### Recommendations

Reasons for Decision	The application does not meet the standards of the Community Grants Scheme and fails to provide sufficient justification for the Council to enter into ongoing revenue funding.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendation.**

#### Background Papers:

2018/19 Application Form.

#### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

## West Byfleet Neighbourhood Forum – Application For Financial Assistance

### **Contact Person:**

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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017

## West Byfleet Neighbourhood Forum – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	West Byfleet Neighbourhood Forum was formed in 2013 when the Localism Act introduced new rights and powers to allow local communities to shape new developments in their particular area by developing Neighbourhood Development Plans.
1.2 Employees	None.
1.3 Volunteers	<p>14, whose activities include:</p> <ul style="list-style-type: none"> <li>○ creating the Neighbourhood Plan and informing local residents and businesses of its purpose and aims;</li> <li>○ organising meetings and</li> <li>○ ensuring the aims and policies of the Plan are adhered to.</li> </ul> <p>The volunteers arrange printing and leaflet drops, and attend fetes and open days, in order to inform residents and businesses of West Byfleet of any potential development in the village and the impact it could have on them.</p>
1.4 Clients/Users	None
1.5 Members	<p>410 members.</p> <p>The Forum maintains a website, at a cost, which is kept up to date with local information. The applicant has advised that, as there are some major planning applications pending for West Byfleet, it is considered important that residents are informed. The applicant has further stated that, in the event all the planning applications go forward, the number of homes in West Byfleet would increase by a third.</p> <p>The Forum has a membership secretary who maintains the membership list, sends out notices to members and residents to keep them up to date with local issues and planning applications.</p>
1.6 Sum Requested	£1,000 (Revenue)
1.7 Project	<p>To enable the Forum to continue effectively for another year, to hold regular meetings and to inform and update residents of any changes.</p> <p>The applicant has advised that when the Localism Act came into being the Forum was able to request £8,000 to cover set up costs and enable the Forum to develop the Neighbourhood Plan. This was a one off payment and has been used over the last 4 years when costs were at their highest.</p>
1.8 Cost breakdown:	<p>The cost breakdown provided indicates that the request for funding has been reached as follows:</p> <p>Public Liability Insurance £200          Website costs and email address £200,          Printing costs £300          Hire of hall x 3 £150          Miscellaneous £200</p>

## West Byfleet Neighbourhood Forum – Application For Financial Assistance

1.9 Community Benefit	<p>The residents of West Byfleet have supported the creation of the Neighbourhood Plan. They have been well informed by leaflet drops, information in the public library and Health Centre. The Forum has also liaised with Altitude, which is redeveloping Sheer House, Octagon which wishes to redevelop Broadoaks, and West Hall Estates which would like to build on green belt land in the village.</p> <p>The applicant considers that, by funding the Forum, the Council would be aiding the residents and businesses of West Byfleet over the next few years when changes in West Byfleet would be at the most difficult for the residents and disruptive for all.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £200 in the bank. The sum of £ is reserved for the monthly fee of the website which at the moment is £11.88 a month.</p> <p>The Group has submitted a budget for 2018 which shows an anticipated income of £933.68, covering room hire, website management, insurance printing costs and miscellaneous. No income is anticipated in the year.</p>
2.2 Accounts	<p>The Group has submitted a financial report for 2017 to-date which shows expenditure of £700.56, including public liability insurance (£195), room hire (£300) and website charges (£95). At the time of application, the Group held £279.80 in the bank. No income was received.</p>
2.3 Support over the past five years	<p>New Application.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>N/A</p> <p>N/A</p>
3.2 Consultee	<p><u>Officer Comment</u></p>	



## West Byfleet Neighbourhood Forum – Application For Financial Assistance

<p>Comments</p>	<p>Whilst the Forum is to be congratulated on its achievements to-date with the successful development and adoption of the West Byfleet Neighbourhood Plan, I consider there is insufficient information supplied within the application to justify the request. Bearing in mind the Forum received initial funding of £8,000, I note that sadly since that time they have not considered any further funding plan which in my view would have been prudent for them to do.</p> <p>I also note that they have not met many of the key criteria for grant award as highlighted in Section 3.1, and therefore I would encourage them to explore other opportunities for self-funding and also speak to other existing Neighbourhood Forums to gain ideas / share required documentation, as it is likely that any other funding provider will require such policy / guidance documents being in place prior to any award.</p>
<p>3.3 Assessment</p>	<p>The West Byfleet Neighbourhood Forum was established to develop a Neighbourhood Plan for the residents of West Byfleet. A referendum was held on 5 October 2017 on the adoption of the Neighbourhood Plan and residents voted overwhelmingly to adopt the Plan. A report on the outcome of the Referendum will be considered by Council at its meeting on 7 December 2017.</p> <p>The purpose of the West Byfleet Neighbourhood Forum is to further the social, economic and environmental well-being of the West Byfleet area. The applicant has advised that the Forum encompasses both residents and businesses and seeks to advise them of forthcoming planning applications and new developments in the area.</p> <p>To further its objectives, the Forum works with a number of local organisations, including Byfleet, West Byfleet and Pyrford Residents Association, Pyrford Neighbourhood Forum, West Byfleet Business Association, local Churches and local Schools.</p> <p>The Forum received initial funding of £8,000 from the Government and has now approached the Council to fund the costs of the Forum in future years. The initial funding has been used up and the Group has to-date not sought to generate any additional income, such as undertaking any fund raising or introducing a membership fee.</p> <p>The applicant has advised that, in view of the great amount of work involved producing the Plan and a grant from Government, the Forum has not had to look to fund raise and does not view raising funds as an objective.</p> <p>The funding of the Council would benefit the residents by enabling the Forum to continue to provide information on activities in the area. In considering the application, it should be noted that the budget provided is based on the 2018 calendar year, rather than the 2018/19 financial year; in view of their current financial information, it is possible that the Group will struggle with costs in the coming months as well as in 2018/19.</p> <p>The Forum is to be congratulated on its achievements to-date, and the successful development and adoption of the West Byfleet Neighbourhood Plan. However, it is not considered that the application provides sufficient justification for the Council to meet the ongoing costs of the Forum. It should also be noted the Forum has not been able to meet/provide the key information listed in Section 3.1.</p>

## West Byfleet Neighbourhood Forum – Application For Financial Assistance

It is felt that the Forum should explore opportunities for self-funding, such as a small annual membership charge or fund raising events throughout the year. To this end, it is recommended that the Forum approaches the other Neighbourhood Forums successfully established in the Borough, such as Byfleet, Hook Heath and Pyrford, to gain ideas from their funding work.

REPORT ENDS

## WEST SURREY MEDIATION SERVICE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

West Surrey Mediation Service was set up in 1996 originally under the name Woking Community Mediation Service, but they have since expanded. They provide help in resolving disputes between neighbours and within communities. Its work contributes towards the reduction of anti-social behaviour and increases the quality of life for residents of the Borough, whilst reducing demands on statutory enforcement agencies.

West Surrey Mediation Service aims to help neighbours find solutions to difficulties which suit all the parties involved without the need for the involvement of statutory services or enforcement agencies. Disagreements can be sorted out quickly and confidentially, without the expense and trouble of going to Court. The mediators are impartial and have no formal or legal authority and represent no official body. They are well trained and experienced, and willing to attend lectures and extra training to support work with specific members of the community, younger or older people, and those with mental health issues.

Around 120 people are stated to have made use of the services provided, with no charge being levied to the users. The Group notes that although it may help two families in a neighbourhood directly, the indirect effects may be felt more widely in the surrounding area. Some mediations may only involve two or three people but may have a deep and lasting consequence for a person involved. An elderly person feeling vulnerable and threatened in their home may feel happier and supported after mediation and able to stay in their own home and community for longer.

The Group has applied for funding of £4,000 towards the running costs of the mediation service it provides to residents of the Borough. It is recommended that the Council's support of £4,000 continues for the 2018/19 financial year.

### Recommendations

Reasons for Decision	To enable the mediation service to be available for residents of the Borough.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £4,000 be awarded towards the running costs of the service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

**West Surrey Mediation Service – Application For Financial Assistance**

	<p>literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is</p>

## West Surrey Mediation Service – Application For Financial Assistance

therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Portfolio Holder:**

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Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017



## West Surrey Mediation Service – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	West Surrey Mediation Service (WSMS) was formed this year by merging Woking Community Mediation Service and Guildford Community Mediation Service and is now a registered charity. Woking mediation service was formed in 1996. Through various forms of mediation the Group aim to help neighbours, families and members of the Woking Community to find constructive and lasting solutions to disputes and other issues that have arisen between them, thereby improving the quality of life for the participants and community well-being and safety generally.
1.2 Employees	None.
1.3 Volunteers	<p>40, total            18, male            22, female            2, ethnic minority            1, disabled</p> <p>Generally the volunteers mediate disputes between neighbours and families and all volunteers help in advertising, marketing and co-ordinating with stakeholders. There is also a volunteer treasurer and volunteer IT support.</p> <p>The applicant reports a need to recruit a minimum of 6 more volunteers this year as they expect the workload to increase. It was added that a number of the mediators are also undertaking work for Surrey Youth Support Services.</p>
1.4 Clients/Users	<p>240, comprising:</p> <p>120, male            120, female            20, disabled            40, ethnic minority            120, resident in Woking            10, aged 11-18            180, aged 19-65            50, aged 65+</p>
1.5 Members	None.
1.6 Sum Requested	£4,000 (Revenue)
1.7 Project	The funding will be used to reimburse the co-ordinator for expenses including the use of their home as an office, to pay for administrative costs including marketing materials, to pay for expenses associated with casework and to pay for training and CPD for mediators.

## West Surrey Mediation Service – Application For Financial Assistance

1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Co-ordination services</td> <td style="text-align: right;">£8,000</td> </tr> <tr> <td>Administration/marketing</td> <td style="text-align: right;">£2,500</td> </tr> <tr> <td>Casework</td> <td style="text-align: right;">£1,500</td> </tr> <tr> <td>Training and CPD</td> <td style="text-align: right;"><u>£6,500</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;"><u>£18,500</u></td> </tr> </table>	Co-ordination services	£8,000	Administration/marketing	£2,500	Casework	£1,500	Training and CPD	<u>£6,500</u>	Total -	<u>£18,500</u>
Co-ordination services	£8,000										
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Casework	£1,500										
Training and CPD	<u>£6,500</u>										
Total -	<u>£18,500</u>										
1.9 Community Benefit	<p>The applicant has reported that not only are those who contact the Charity benefitting by their services, but that in a lot of cases the wider community can be benefitted by mediating an issue that has an indirect impact on other residents. For example, in mediating parking, anti-social behaviour and noise cases residents in the surrounding area are also aided. West Surrey Mediation Service also report that a great deal of their referrals are through Woking Borough Council and that their services reduce demand on the Council and the Police.</p> <p>West Surrey Mediation Service can have a deep and lasting positive impact on residents that have been supported after long-standing disputes. The applicant cites a case in which an elderly resident was feeling vulnerable and threatened in their home and that their services made the resident feel happier and supported, which could have then meant they were able to stay in their own home and stay involved in the wider community for longer.</p>										

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £34,000 in the bank. The sum of £18,500 is reserved for:</p> <ul style="list-style-type: none"> <li>○ Coordination Services - £8,000</li> <li>○ Admin/Marketing - £2,500</li> <li>○ Casework - £1,500</li> <li>○ Training/CPD - £6,500</li> </ul> <p>A further £15,000 is reserved as one year's operating costs less training costs.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £15,500 against an anticipated expenditure of £19,515, resulting in an anticipated deficit of £4,015.</p> <p>Anticipated income includes: Woking Borough Council Grant (£4,000), Guildford Borough Council (£4,000), Surrey Police (£6,000) and Surrey Heath Borough Council (£1,500). Items of expenditure include: Coordination services (£8,000), administration costs (£1,260), office costs (£1,585), expenses (£870) and publicity (£800).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £15,500 (£5,400 in 2016/17) against expenditure of £18,285 (£8,459 in 2016/17), resulting in a deficit of £2,785 (a deficit of £3,059 in 2016/17).</p>
2.3 Support over the past five years	<p>2017/18 – £4,000 towards general running costs                  2016/17 – £4,000 towards general running costs                  2015/16 – £4,000 towards general running costs                  2014/15 – £4,000 towards general running costs                  2013/14 – £4,000 towards general running costs</p>



## West Surrey Mediation Service – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>No</li> <li>N/A</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p>As in previous years I would be supportive of funding this group as I consider that the level of funding (at a similar level to previous year's) represents good value for money by expediting the issue promptly without having to resort to involving statutory services, enforcement agencies and/or ending up in costly court proceedings. The service is well thought of and used by the Council's various housing colleagues / partners.</p>	
3.3 Assessment	<p>Woking Community Mediation Service (now West Surrey Mediation Service) was set up in 1996 and provides help in resolving disputes between neighbours and within communities. The Group provide a highly cost effective means of improving the quality of life for the residents of Woking and reducing anti-social behaviour, thereby reducing demands on statutory enforcement agencies and Woking Borough Council.</p> <p>The Group works closely with the Council and the applicant has reported that 50% of their cases come through Woking Borough Council as referrals. During the year, regular contact has been made with Surrey Police, housing providers and Woking Borough Council's environmental health and community safety officers. In addition to its work dealing with community disputes, the Group is now being asked to assist with more specialised areas, working specifically with families and different ethnic minority groups. During the past year the Group has also been working in the area of homelessness prevention for young people within Surrey County Council's Youth Support Service. Mediation is now considered a high priority on the Government Community Remedy.</p> <p>The Group is anticipating an increase in the workload which will require the training of around six new mediators in the near future. The Group has recently developed a new website and has developed new marketing material to reach a wider range of people, which all required substantial funding. The Group is now developing a new feedback form to monitor their outcomes from referrals.</p> <p>The budget for 2018/19 sets out income expected to be received from</p>	

## West Surrey Mediation Service – Application For Financial Assistance

the following organisations: Guildford Borough Council, Surrey Heath Borough Council, Surrey Police and Woking Borough Council. However, at the time of its application, the Charity has only been able to obtain funding from Surrey Police. In the current economic climate, many other funding avenues are becoming increasingly difficult to obtain and the applicant has advised that the Group is unable to reduce its future requirement for support from Woking Borough Council.

West Surrey Mediation Service has been funded by the Council since its inception in 1996 and the service is free of charge to residents of the Borough. In Surrey, a county-wide comprehensive community mediation service has been established, and the Group collaborate with them to ensure training costs remain low. All Councils in Surrey now contribute towards their Mediation Service and it is considered a high priority on the Government's Community Remedy theme.

In view of the invaluable service provided by the Charity, it is recommended that the Council's support is continued into the coming year and that the grant of £4,000 is continued into the 2018/19 financial year.

REPORT ENDS

## WESTFIELD AND DISTRICT CRICKET AND SPORTS CLUB – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Woking and District Cricket and Sports Club was established to provide cricket and other sports and games and to maintain the clubhouse and grounds for members of the Club. The Club currently has 57 Members, the majority of whom come from the Woking area.</p> <p>The Club has approached the Council with a request for funding of £4,104 to cover the costs of roof repairs to a double garage used to store equipment and machinery. Some fundraising is undertaken but the applicant has advised that, whilst the Club is able to meet the costs of normal overheads, it is not in a position to meet the costs of the repairs to the roof.</p> <p>The Club is a long established sports centre, providing year round activities to its members and others, and there is a clear need to undertake repairs to the garage used to store the Club's equipment. The financial position is such that it cannot meet the costs of the works.</p> <p>In line with the Council's criteria for capital applications and in view of the role played by the Club in respect of the health and wellbeing of the residents, it is recommended that the application is supported and that a grant of 50% of the costs up to a maximum of £2,052 is awarded. It is intended to make the grant conditional on the Group providing two quotes for the work before any funds would be released. Furthermore, it is recommended that the Group adopts a policy for its reserves balance and a equal opportunities policy.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the Club to undertake essential roof repairs to ensure the building is watertight and secure for the storage of equipment.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of 50% of the cost of roof repairs to the garage be awarded from the Community Fund up to a maximum of £2,052.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>

**Westfield and District Cricket and Sports Club – Application For Financial Assistance**

	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Policies.</b> The Group to adopt a policy for its reserves balance and an equal opportunities policy.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The application is supported on a one-off basis to assist with building repairs.</p>

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2018/19 Application Form.

## **Westfield and District Cricket and Sports Club – Application For Financial Assistance**

### **Reporting Person:**

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Westfield and District Cricket and Sports Club – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	Westfield and District Cricket and Sports Club was formed in 1875 with the objective of providing facilities for the promotion of cricket and bowls for the residents of Westfield. The Club runs two cricket teams one of which plays in the Village Cricket League and one plays friendlies. The bowls players are involved in several leagues and county competitions and play regular friendly matches. The Club caters for players of all ages and abilities.
1.2 Employees	None.
1.3 Volunteers	17. The volunteers are the committee members who run the Club, raise funds, ensure bills are paid, maintain the clubhouse and the grounds and ensure the club complies with current legislation.
1.4 Clients/Users	None.
1.5 Members	57, comprising: 39 male 18 female 10 ethnic minority 42 resident in Woking 6 aged 11-18 15 aged 19-65 46 aged 65+  Bowls and cricket members pay £63 per year. House members pay £17 per year. This is reviewed annually
1.6 Sum Requested	£4,104 (Capital)
1.7 Project	The applicant has advised that the Club uses a double garage to store equipment and machinery. The roof of the garage needs replacing as the joists are rotted and the roof leaks. It is also a security risk as the Club has had attempted break ins through the roof.  With the income generated annually, the Club was able to fund routine running costs for the year. However, the Club is not in a position to meet the additional cost of the roof repairs.
1.8 Cost breakdown:	The work includes clearing the moss and preparing for new sheet roofing. The rotten and perished timber joists will be removed and structural timbers will be strengthened to accept new roof cladding. A cross batten over the existing plastic roof will be used to fix down new roof panels.  The work would also include the supply and fit new goosewing grey metal roof sheeting and new metal fascia boards and barge boards. The brickwork on sides of building would be reduced to allow this to happen. The total cost of the work is £4,104, based on the cheaper of two quotes.

## Westfield and District Cricket and Sports Club – Application For Financial Assistance

1.9 Community Benefit	The Club has approximately 60 members who directly benefit from the equipment and machinery stored securely. The local residents benefit from the facilities as and when required.
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £9,300 in the bank. The Group needs to undertake work on the cricket pitch and the bowls rink amounting to approximately £3,500. The applicant has further advised that the monthly running costs average £1,500.</p> <p>The Group has submitted a budget for 2018 which shows an anticipated income of £25,525 against an anticipated expenditure of £24,600, resulting in an anticipated surplus of £925.</p> <p>Anticipated income includes bar takings (£8,000), subscriptions (£3,200), match and green fees (£2,500), club hire (£9,000), and grant income from the Borough Council (£4,600). Items of expenditure include rates and insurance (£2,500), light and heat (£3,000), ground maintenance (£10,000), and garage roof repairs (£4,600).</p>
2.2 Accounts	The Group has submitted accounts for 2016 which show an income of £25,257 (£19,308 in 2015) against expenditure of £20,038 (£21,046 in 2015), resulting in a surplus of £5,219 (a deficit of £1,738 in 2015). The sum of £12,787 was carried forward at the end of the 2016 year.
2.3 Support over the past five years	<p>None. The Council has awarded funding in the past, however, as set out below.</p> <p>1996/97 – £2,500 towards cricket and drainage provision. 1987/88 – £10,000 towards the cost of building a new pavilion.</p>

<b>3.0 Assessment of Application</b>																																											
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"><input type="radio"/></td><td>Constitution</td><td style="width: 5%; text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Registered Charity</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>VAT Registered</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Equal Opportunities Policy</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Safeguarding Policy</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Reserves Policy</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Quality Mark</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Other funding sources pursued</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Other support by the Council*</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Fundraising</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Two quotes</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Regular monitoring provided previously</td><td style="text-align: right;">N/A</td></tr> <tr><td colspan="3"><hr style="border-top: 1px dashed black;"/></td></tr> <tr><td colspan="3">*Mandatory Rate Relief</td></tr> </table>	<input type="radio"/>	Constitution	Yes	<input type="radio"/>	Registered Charity	No	<input type="radio"/>	VAT Registered	No	<input type="radio"/>	Equal Opportunities Policy	No	<input type="radio"/>	Safeguarding Policy	Yes	<input type="radio"/>	Reserves Policy	No	<input type="radio"/>	Quality Mark	No	<input type="radio"/>	Other funding sources pursued	No	<input type="radio"/>	Other support by the Council*	Yes	<input type="radio"/>	Fundraising	Yes	<input type="radio"/>	Two quotes	No	<input type="radio"/>	Regular monitoring provided previously	N/A	<hr style="border-top: 1px dashed black;"/>			*Mandatory Rate Relief		
<input type="radio"/>	Constitution	Yes																																									
<input type="radio"/>	Registered Charity	No																																									
<input type="radio"/>	VAT Registered	No																																									
<input type="radio"/>	Equal Opportunities Policy	No																																									
<input type="radio"/>	Safeguarding Policy	Yes																																									
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<hr style="border-top: 1px dashed black;"/>																																											
*Mandatory Rate Relief																																											
3.2 Consultee	<u>Officer Comment</u>																																										



## Westfield and District Cricket and Sports Club – Application For Financial Assistance

Comments	<p>The Club does without doubt offer health and wellbeing advantages to a number of its members and others from the locality, which could be at risk should the storage facility not be maintained.</p> <p>Whilst it is disappointing to note that the Club has not made appropriate long-term provision for replacing the roof of the garage or it appear actively sort alternative funding, it would be possible, should the Council so wish to meet 50% of the capital requested.</p>
3.3 Assessment	<p>Woking and District Cricket and Sports Club offers both cricket and bowls to residents of Woking and beyond. The Club was established over 140 years ago to provide cricket and other sports and games and to maintain the clubhouse and grounds for members of the Club. The Club currently has 57 Members, the majority of whom come from the Woking area.</p> <p>The Club has approached the Council with a request for funding of £4,104 to cover the costs of roof repairs to a double garage used to store equipment and machinery. The garage is owned by the Club. Two quotes have been provided and the Club intends to use the cheaper of the two (£4,104).</p> <p>Some fundraising is undertaken but the applicant has advised that, whilst the Club is able to meet the costs of normal overheads, it is not in a position to meet the costs of the repairs to the roof. It is understood that a Member of the Club has been charged with raising funds and attracting sponsors for the forthcoming year. The Club holds social events during the year and has raised money through sponsorship. A local school uses the cricket pitch for games and a preschool hire the clubhouse.</p> <p>The Group has not applied elsewhere for financial support and the application represents the total anticipated costs. As Members will be aware, the Council's criteria for capital grants stipulates that the Authority will not fund more than 50% of any costs, unless exceptional circumstances can be demonstrated.</p> <p>The Club is a long established sports centre, providing year round activities to its members and others. There is a clear need to undertake repairs to the garage used to store the Club's equipment, to ensure that the building is watertight and secure. The financial position is such that it cannot meet the costs of the works.</p> <p>In line with the Council's criteria and in view of the role played by the Club in respect of the health and wellbeing of the residents, it is recommended that the application is supported and that a grant of 50% of the costs up to a maximum of £2,052 is awarded. It is recommended that the Group adopts a policy for its reserves balance and a equal opportunities policy. The Group has confirmed that it would be able to secure the remaining funding need to complete the project.</p>

REPORT ENDS



## WOKING AND WEYBRIDGE BRANCH OF PARKINSON'S UK – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Parkinson's is a degenerative neurological disorder, for which, at present there is no known cure. It results in all of the bodies muscles becoming stiff and if not exercised, they will eventually seize up, resulting in loss of co-ordination and balance thereby causing difficulty in walking. Outings and social 'get togethers' are also important to both members of Woking and Weybridge Branch of Parkinson's UK and their carers in order to help keep morale up.

Woking and Weybridge Branch of Parkinson's UK has been operating for 19 years and relies entirely on a self funding support group who receive no funding from Parkinson's UK. The Charity fundraises in order to arrange activities and events, both therapeutic and social for its members. The purpose of the Charity is to provide support, help and friendship to local people with Parkinson's, their families, carers and anyone who is affected by the degenerative neurological disease.

The aim of the branch is to give all members with Parkinson's the opportunity to take part in some form of exercise, as currently this is the only way that can help to alleviate the stiffness and eventual seizing up of muscles that forms part of the degenerative process and which will lead to loss of balance and co-ordination, making all movement and in particular walking, painful and difficult.

The hydrotherapy sessions will be held at the White Lodge Centre who is charging £20 per person per session. The Woking and Weybridge Branch of Parkinson's UK will use the grant from Woking Borough Council to offer fully subsidised sessions to all of their members.

The Woking and Weybridge Branch of Parkinson's UK are requesting the sum of £3,200 revenue to provide weekly hydrotherapy treatment for members with Parkinson's. This sum will enable 40 weeks of therapy at a cost of £80 per week.

It is proposed that funding be awarded for the financial year 2018-2019 at the requested level of £3,200 to enable the Woking and Weybridge Branch of Parkinson's UK to set up a hydrotherapy class for its members. The funding is to be restricted to those people from the Borough of Woking only, which should be reflected in the quarterly monitoring submitted by the Group.

### Recommendations

Reasons for Decision	The provision of accessible hydrotherapy sessions will help those in the Borough living with Parkinson's to maintain a level of mobility and pain relief for as long as possible, and is in line with the identified priority areas in the Council's Health and Well Being Strategy.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding be awarded from the Community Fund at the requested level of £3,200 towards hydrotherapy sessions for its Woking-based members.
Conditions	<b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts

	<p>for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and</p>

## Woking and Weybridge Branch of Parkinson's UK – Application For Financial Assistance

	<p>events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Portfolio Holder:

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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### Date Published:

6 December 2017



## Woking and Weybridge Branch of Parkinson's UK – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The organisation has been running for approximately 19 years and aims to provide the necessary exercise classes to help with the Parkinson's member's mobility. This includes speech therapy, seated exercise and hydrotherapy.
1.2 Employees	Not Applicable
1.3 Volunteers	10, whose roles include Chair, Secretary, Treasurer, Fund Raiser and Committee members.
1.4 Clients/Users	150, comprising: 50 male 50 female 50 disabled 150 resident in Woking 10 aged 19-65 140 aged 65+
1.5 Members	150, comprising: 50 male 50 female 50 disabled 150 resident in Woking 10 aged 19-65 140 aged 65+
1.6 Sum Requested	£3,200 (Revenue)
1.7 Project	<p>The aim of the branch is to give all members with Parkinson's the opportunity to take part in some form of exercise, as currently this is the only way that can help to alleviate the stiffness and eventual seizing up of muscles that forms part of the degenerative process and which will lead to loss of balance and co-ordination, making all movement and in particular walking, painful and difficult.</p> <p>The Woking and Weybridge Branch of Parkinson's UK are requesting the sum of £3,200 to provide weekly hydrotherapy treatment for members with Parkinson's. This sum will enable 40 weeks of therapy at a cost of £80 per week.</p>
1.8 Cost breakdown:	40 weeks of hydrotherapy will cost £80 per week, totalling £3,200.
1.9 Community Benefit	Research has proved that all forms of exercise are essential to aid mobility for those with Parkinson's, as without, muscles will seize up. Hydrotherapy is especially beneficial due to the buoyancy provided by warm water.

## Woking and Weybridge Branch of Parkinson's UK – Application For Financial Assistance

	The provision of accessible hydrotherapy sessions will help those living with Parkinson's to maintain a level of mobility and pain relief for as long as possible, this will impact on the level of independence that members can maintain.
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £21,000 in the bank. The sum of £5,000 per annum is provided to Surrey Crossroads in order to give respite to carers.</p> <p>The Group has submitted a budget for 2017/18 which shows an anticipated income of £26,075 against an anticipated expenditure of £33,731, resulting in an anticipated deficit of £7,656.</p> <p>Anticipated income includes donations/gifts (£3,993), fundraising (£4,843), In Memoriam and funeral collections (£1,822), collections at groups/social events (£825), Gift Aid (£279) and other income (£77).</p> <p>Items of expenditure include costs of social events/room hire/refreshments (£4,858), exercise activities/Tai chi/fitness/yoga (£5,000), holidays and outings (£3,205), volunteer expenses/governance (£349), Stationery (£394) and sundry expenses (£500).</p>
2.2 Accounts	The Group has submitted a financial statement for 2016 which shows an income of £30,131 against expenditure of £31,966, resulting in a deficit of £1,835. The sum of £22,506 was carried forward at the end of the year 2016.
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>																									
3.1 Key Information	<table border="0"> <tr><td>○ Constitution</td><td>Yes</td></tr> <tr><td>○ Registered Charity</td><td>Yes</td></tr> <tr><td>○ VAT Registered</td><td>No</td></tr> <tr><td>○ Equal Opportunities Policy</td><td>Yes</td></tr> <tr><td>○ Safeguarding Policy</td><td>Yes</td></tr> <tr><td>○ Reserves Policy</td><td>Yes</td></tr> <tr><td>○ Quality Mark</td><td>No</td></tr> <tr><td>○ Other funding sources pursued</td><td>No</td></tr> <tr><td>○ Other support by the Council</td><td>No</td></tr> <tr><td>○ Fundraising</td><td>Yes</td></tr> <tr><td>○ Two quotes</td><td>N/A</td></tr> <tr><td>○ Regular monitoring provided previously</td><td>N/A</td></tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes	○ VAT Registered	No	○ Equal Opportunities Policy	Yes	○ Safeguarding Policy	Yes	○ Reserves Policy	Yes	○ Quality Mark	No	○ Other funding sources pursued	No	○ Other support by the Council	No	○ Fundraising	Yes	○ Two quotes	N/A	○ Regular monitoring provided previously	N/A
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3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be supportive of this application, as any 'preventative'</p>																								



## Woking and Weybridge Branch of Parkinson's UK – Application For Financial Assistance

	<p>assistance that helps those who have Parkinson's to live a life as free from pain as possible through accessing such activities as hydrotherapy which in turn helps with mobility should be encouraged. The knock-on effect to this is that individuals should be able to maintain their independence for longer, resulting in increased wellbeing and therefore there should be a reduced call for service support on the health and social care network as a whole.</p> <p>On the assumption that a grant is awarded and ring-fenced to Woking residents, I would be keen to ensure that the organisation looks to work more closely with the Council so that we can maximise the opportunities for joint working across a range of services for the benefit of residents directly in Woking.</p>
3.3 Assessment	<p>Woking and Weybridge Branch of Parkinson's UK aims to provide the necessary exercise classes to help with the Parkinson's member's mobility. This includes speech therapy, seated exercise and hydrotherapy. The group is an entirely self funded support group and does not receive any funding from Parkinson's UK. They raise their own funds in order to arrange activities and events which are both therapeutic and social for the members and carers to benefit from.</p> <p>Research has proved that all forms of exercise are essential to aid mobility for those with Parkinson's, as without, muscles will seize up. Hydrotherapy is especially beneficial due to the buoyancy provided by warm water.</p> <p>The provision of accessible hydrotherapy sessions will help those living with Parkinson's to maintain a level of mobility and pain relief for as long as possible, this will impact on the level of independence that members can maintain.</p> <p>The aim of the branch is to give all members with Parkinson's the opportunity to take part in some form of exercise, as currently this is the only way that can help to alleviate the stiffness and eventual seizing up of muscles that forms part of the degenerative process and which will lead to loss of balance and co-ordination, making all movement and in particular walking, painful and difficult.</p> <p>The hydrotherapy sessions will be held at the White Lodge Centre, for which there is a charge of £20 per person per session.</p> <p>The Woking and Weybridge Branch of Parkinson's UK are requesting the sum of £3,200 to provide weekly hydrotherapy treatment for their members who are living with Parkinson's. This sum will enable 40 weeks of therapy at a cost of £80 per week. The Woking and Weybridge Branch of Parkinson's UK will use the grant from Woking Borough Council to offer fully subsidised sessions to all of their members. Currently all members of the organisation are Woking based.</p> <p>It is proposed that funding be awarded at the requested level of £3,200 to enable the Woking and Weybridge Branch of Parkinson's UK to set up a hydrotherapy class for its members. The funding is to be restricted to those people from the Borough of Woking only, which should be reflected in the quarterly monitoring submitted by the Group.</p>

REPORT ENDS



## WOKING COMMUNITY TRANSPORT (BUSTLER SERVICE) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking Community Transport has applied for the sum of £236,480 for the 2018/19 financial year. The purpose of the funding is to provide its valued Dial a Ride service which operates across the Borough and now includes transport for the Group’s members to the main hospitals outside of Woking (St Peters, Ashford and Royal Surrey). In addition the Group will continue to provide transport for residents to Woking Borough’s Centres for the Community and its vehicles will be available for use by community groups, either with a supplied driver or on a self-drive basis (subject to MiDAS training). The operations aim to provide the drivers and vehicles necessary to meet requirements. In response to increasing membership and demand for Dial a Ride there are times when it operates with more than ten vehicles in the Borough and it will aim to continue to do as required.

Woking Community Transport has significantly increased the work undertaken for Surrey County Council along with its hospital related work over the past year, which has enabled the Group to reduce its funding request to Woking Borough Council for 2018/19 by circa £17,000. However the Group has advised that there is uncertainty over the future levels of the grant received from Surrey County Council (£42,500 in 2017/18). If the grant was to end, it would be difficult to continue to provide the service for the Council at the lower level of grant being requested in this application.

Woking Community Transport provides an accessible transport service of which Woking Borough can be proud and also has demonstrated its ability to provide a high level of service in other parts of Surrey. It is a well regarded voluntary organisation with a high profile inside and outside of Woking, demonstrating high levels of customer satisfaction. The maintenance of the existing service is essential for those with mobility difficulties enabling them to maintain independence and access services and outlets of their choice.

It is proposed that the application from the Group for its Bustler service is approved at the reduced level of £236,480, a reduction of around £17,000 from the previous year.

### Recommendations

Reasons for Decision	To support the Dial-A-Ride service across the Borough of Woking.
Legal Authority	S106 Transport Act 1985
The Executive is requested to:	<b>RESOLVE That</b> a grant of £236,480 be awarded towards the core costs of the existing Borough-wide Dial-A-Ride service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise</p>

## Woking Community Transport (Bustler) – Application For Financial Assistance

	<p>the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to</p>

## Woking Community Transport (Bustler) – Application For Financial Assistance

pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Woking Community Transport (Bustler) – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Community Transport was founded in 1991 and is a registered society under the Cooperative and Community Benefit Societies Act 2014 regulated by the FCA. It is accepted by HMRC as having exempt charitable status. The Group provides accessible door to door transport to those who would otherwise be socially excluded because of poverty, disability or age.</p> <p>It is based in Woking and relies upon grants from WBC and SCC to provide Dial A Ride, Centre and Group transport services. Additionally, under contract, the Group provides services to SCC (Home to School and Adult &amp; Community Care) and is working with the NHS and Ambulance trusts in respect of Hospital related non-emergency patient transport. It also manages the Town Centre Buggy.</p>
1.2 Employees	<p>71. 53 of the staff are employed as drivers, 3 of whom are full time and 37 part time (10 - 30 hours per week). 13 drivers are 'zero hours' or casual.</p> <p>There are 14 office based members of staff (management, admin, operations), 8 of whom are full time (37.5 hours per week) and 6 part time (hours variable).</p> <p>In addition there are 2 passenger escorts, both working part time (15 - 22.5 hours per week).</p>
1.3 Volunteers	<p>2. The volunteers work as drivers for Group Transport and occasionally Centre Services.</p>
1.4 Clients/Users	<p>The users of the service are also stated to be Members.</p>
1.5 Members	<p>2,609, comprising:</p> <ul style="list-style-type: none"> <li>812 male</li> <li>1,797 female</li> <li>2,609 disabled</li> <li>98 ethnic minority</li> <li>2,609 resident in Woking</li> <li>3 aged 0-5</li> <li>2 aged 5-10</li> <li>10 aged 11-18</li> <li>294 aged 19-65</li> <li>2,300 aged 65+</li> </ul> <p>Dial a Ride fares range from £3.40 to £3.80 per single journey dependent upon the distance travelled. Hospital trips range from £8 to £12 per single journey. WBC Centres are charged at £5.00 return. The Town Centre Buggy is provided free of charge. All registered users have reduced mobility which prevents them from using</p>

## Woking Community Transport (Bustler) – Application For Financial Assistance

	mainstream bus services, making it difficult to access facilities in the community.																																												
1.6 Sum Requested	£236,480 (Revenue)																																												
1.7 Project	<p>Woking Community Transport will continue to provide its valued dial a ride service which operates across the Borough, including transport for members to the main hospitals outside of Woking (St Peters, Ashford and Royal Surrey). In addition it will continue to provide transport for residents to the Woking Borough Centres for the Community and its vehicles will also be available for use by community groups either with a supplied driver or on a self-drive basis (subject to MIDAS training).</p> <p>The Group's aim is to continue to provide the vehicles and drivers necessary to meet increasing requirements where there are times it has been necessary to operate more than 10 vehicles in the Borough.</p>																																												
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><u>Staffing costs</u></td> </tr> <tr> <td>Operations salaries (incl oncosts)</td> <td style="text-align: right;">£221,106</td> </tr> <tr> <td>other direct staff costs</td> <td style="text-align: right;">£2,700</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£223,806</b></td> </tr> <tr> <td colspan="2"><u>Vehicles</u></td> </tr> <tr> <td>Maintenance</td> <td style="text-align: right;">£19,298</td> </tr> <tr> <td>Fuel</td> <td style="text-align: right;">£24,927</td> </tr> <tr> <td>Other vehicle costs</td> <td style="text-align: right;">£4,679</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">£9,217</td> </tr> <tr> <td>Use of WCT vehicles</td> <td style="text-align: right;">£18,144</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£76,265</b></td> </tr> <tr> <td colspan="2"><u>Overheads</u></td> </tr> <tr> <td>Admin</td> <td style="text-align: right;">£51,978</td> </tr> <tr> <td>Premises &amp; other overheads</td> <td style="text-align: right;">£29,350</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£81,328</b></td> </tr> <tr> <td><b>TOTAL COSTS</b></td> <td style="text-align: right;"><b>£381,399</b></td> </tr> <tr> <td colspan="2"><u>Less income</u></td> </tr> <tr> <td>Surrey County Council</td> <td style="text-align: right;">£37,188</td> </tr> <tr> <td>BSOG</td> <td style="text-align: right;">£8,476</td> </tr> <tr> <td>Fares</td> <td style="text-align: right;">£99,255</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£144,919</b></td> </tr> <tr> <td><b>DEFICIT</b></td> <td style="text-align: right;"><b>-£236,480</b></td> </tr> </table> <p>The cost breakdown provides a dial-a-ride service across all of Woking Borough including extensions to St. Peters, Ashford, and Royal Surrey hospitals, in addition to Woking Borough Council centres of the community.</p> <p>In the last year or so Woking Community Transport has increased significantly the work undertaken for Surrey County Council and also hospital related work. It has stated that such expansion enables the</p>	<u>Staffing costs</u>		Operations salaries (incl oncosts)	£221,106	other direct staff costs	£2,700	<b>Total</b>	<b>£223,806</b>	<u>Vehicles</u>		Maintenance	£19,298	Fuel	£24,927	Other vehicle costs	£4,679	Insurance	£9,217	Use of WCT vehicles	£18,144	<b>Total</b>	<b>£76,265</b>	<u>Overheads</u>		Admin	£51,978	Premises & other overheads	£29,350	<b>Total</b>	<b>£81,328</b>	<b>TOTAL COSTS</b>	<b>£381,399</b>	<u>Less income</u>		Surrey County Council	£37,188	BSOG	£8,476	Fares	£99,255	<b>Total</b>	<b>£144,919</b>	<b>DEFICIT</b>	<b>-£236,480</b>
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## Woking Community Transport (Bustler) – Application For Financial Assistance

	<p>Group to limit the cost of the service provided to Woking Borough as it is better able to spread its overheads, and as a result it is able to request a lower grant for the coming year of £236,480, a reduction of around £17,000 on last year.</p>
1.9 Community Benefit	<p>Woking Community Transport provides an essential service for those of any age with reduced mobility who are unable to use ordinary public transport. Dial A Ride services enable people to travel at affordable fares from their home to any other place in the Borough and also to St Peters, Ashford and Royal Surrey hospitals.</p> <p>The Centre service enables users of the Centres to travel at fares determined by WBC. Carers and assistance dogs travel free. Its services are designed to promote health and wellbeing, independence and social inclusion.</p> <p>In 2016/17 the Group undertook approximately 40,000 passenger journeys. Under the vehicle replacement programme its fleet is regularly refreshed with vehicles conforming to current standards.</p> <p>Additionally, it continues to improve technology systems providing automated schedule communication and vehicle management information, including tracking, thus enabling it to maximise its fleet efficiencies.</p> <p>As a result Woking users are able to enjoy vehicles which are up to date, quiet and fuel efficient. It also offers enhanced Dial A Ride, Group Transport, advice and support on transport related matters and MIDAS training for drivers to other voluntary groups in the Borough, schools and other educational establishments.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £153,000 in the bank. The reserves are stated to provide a working balance and vehicle replacements as per the Group's reserves policy.</p> <p>The Group has submitted a budget for the Bustler service during 2018/19 which shows an anticipated income of £144,919 against an anticipated expenditure of £381,399, resulting in an anticipated deficit of £236,480, representing the grant applied for from the Council.</p> <p>Anticipated income and expenditure are set out in paragraph 1.8 – cost breakdown.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £1,577,582 (£1,357,089 in 2015/16) against expenditure of £1,512,883 (£1,430,436 in 2015/16), resulting in an operating surplus of £64,699 (an operating deficit of £73,347 in 2015/16). The sum of £415,383 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £253,400                  2016/17 – £253,400 towards the Dial-A-Ride and Centre Service (in addition to funding of £26,575 allocated from the Personalisation Partnership Prevention Fund)                  2015/16 – £253,400 towards the Dial-A-Ride and Centre Service (in</p>

## Woking Community Transport (Bustler) – Application For Financial Assistance

	<p>addition to funding of £26,575 allocated from the Personalisation Partnership Prevention Fund)</p> <p>2014/15 – £253,400 towards the Dial-A-Ride and Centre Service (in addition to funding of £26,575 allocated from the Personalisation Partnership Prevention Fund)</p> <p>2013/14 – £279,975 towards the Dial-A-Ride and Centre Service</p>
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<b>3.0 Assessment of Application</b>		
<b>3.1 Key Information</b>	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* purchase of new accessible minibus</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
<b>3.2 Consultee Comments</b>	<p><u>Councillor D Hughes and Councillor J Kingsbury</u> (Member Nominees)</p> <p>This service has again continued to grow in the past year with an increased number of members using the Dial a Ride and residents using the services. Woking Community Transport (WCT) are required to replace their vehicles every eight years and they are fully depreciated over this period. They rely on the grant from WBC to replace these vehicles on a rolling cycle in an environment where the cost of running the service continues to grow. However the company has been successful in growing other elements of their service with contracts to SCC for example, which means that rather than requesting an increased grant this year, they have requested less than last year.</p> <p>The Bustler services provide essential support to residents who use the community day centres around Woking. The feedback from residents using these services is excellent. The drivers are professional and themselves provide a valuable continuity to those who require help, they go above and beyond. The Bustler service has grown in the demand for hospital visits to our three secondary care providers, but also more locally to the local Bedser hub which has been a great success. The Bustler service now provides three vehicles to support this service. Feedback from residents indicates how this compares very favourably against other hospital transport means, where they are often picked up hours early for an appointment</p>	

## Woking Community Transport (Bustler) – Application For Financial Assistance

	<p>and left late to collect. The Bustler service is prompt and reliable, pick up and collect times are efficiently managed though the central control permitting an enhanced experience for patients.</p> <p><u>Officer Comment</u></p> <p>I would be supportive of this application not least because it is evident that the identified need to provide a service to St Peter's, Ashford, Royal Surrey and other healthcare facilities has now been proven, and that as a consequence WCT have now managed to incorporate such service extension into their core service (as a result of securing other contracts) which is welcomed. WCT's increased flexibility to maximise the use of the buses for other community groups is also positively noted.</p> <p>Additionally, WCT have continued to demonstrate an increasingly willingness to actively get involved in wider wellbeing partnership working to support the delivery of the Borough's Health and Wellbeing Plan, which is particularly welcomed.</p>
3.3 Assessment	<p>Woking Community Transport (WCT) provides accessible door-to-door transport to those who would otherwise be socially excluded due to poverty, disability or age. The service is based in Woking and relies on grants from Woking Borough Council and Surrey County Council in order to provide dial-a-ride, hospital, community centre and group hire services. In 2016/17 around 40,000 passenger journeys were undertaken.</p> <p>The Group is applying for a revenue grant at a reduced level of £236,480 over the next three years to provide its valued Dial a Ride service operating across the Borough, including transport for members to the main hospitals outside of Woking (St Peters, Ashford and Royal Surrey). In addition it will continue to provide transport for residents to the Centres for the Community in Woking.</p> <p>Since Woking Community Transport began, the organisation has sought new contracts with other organisations thereby spreading overheads and continues to do so. This enables the provision of service improvements for Woking residents whilst minimising the costs to Woking Borough Council. It has continued to pursue opportunities to expand its activities by tendering for additional contracts from other organisations, in particular Surrey County Council, Surrey Choices and NHS Surrey. Evidence of the success of this approach is provided by the winning of eight additional contracts in February 2017 year, alongside its continued ability to continue to provide services to the hospitals outside of Woking Borough despite grant reductions following the termination of the PPPF budget. It aims to continue to pursue this strategy to minimise the cost of the service provided to Woking Borough Council.</p> <p>The Group continues to provide Home to School and Adult and Community Care services for Surrey County Council. Additionally it now provides non emergency patient transport services for the NHS through sub-contracts with South Central Ambulance Service and separately with Frimley Park Hospital. It continually tries to improve its financial position by attracting new contracts, improving margins on existing agreements and also seeking sponsorship donations.</p>

## Woking Community Transport (Bustler) – Application For Financial Assistance

As Woking Community Transport has significantly increased the work undertaken for Surrey County Council along with its hospital related work over the past year, it has enabled the Group to reduce its funding request to Woking Borough Council for 2018/19 by circa £17,000. However the Group has advised that there is uncertainty over the future levels of the grant received from Surrey County Council (£42,500 in 2017/18). If the grant was to end, it would be difficult to continue to provide the service for the Council at the lower level of grant being requested in this application.

Within its grant application, the Group points to the 2011 Census results which indicate that:

- the population aged over 65 in Woking has increased by 13.7% since 2001
- the equivalent percentage for the over 85's is 27.8%
- 13.0% of people in Woking suffer from long term illness or disability which limits their day to day activities.

These trends are expected to continue and as the Group's users are principally drawn from these groups, the number of people to whom the service is relevant will continue to grow. For many users, the services are essential in enabling them to get out and about in the Borough. Continued marketing, publicity and information sharing are stated to be essential to the successful uptake by the target groups. Users were surveyed in 2014 about the quality and appropriateness of the service provided. The results were positive with an excellent response rate. The highlights have been included within the application, with a further survey due in 2017:

- 92% said they would recommend the service to a friend
- 43% said that if the service did not exist, they would have to stay at home
- 69% said that the service encourages them to get out and about.

Woking Community Transport provides an accessible transport service of which Woking Borough can be proud and also has demonstrated its ability to provide a high level of service in other parts of Surrey. It is a well regarded voluntary organisation with a high profile inside and outside of Woking, demonstrating high levels of customer satisfaction. The maintenance of the existing service is essential for those with mobility difficulties enabling them to maintain independence and access services and outlets of their choice.

It is proposed that the application from the Group for its Bustler service is approved at the reduced level of £236,480, a reduction of around £17,000 from the previous year.

REPORT ENDS

## WOKING COMMUNITY TRANSPORT (TOWN CENTRE BUGGY) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking Community Transport has applied to extend its revenue funding of £18,000 in 2018/19 towards the continuation of the service provided by the Town Centre Buggy which is much valued by its disabled or elderly users. The Group highlights that the ongoing expansion of the Town Centre, along with changing demographics, will increase the demands on the buggy as the number of passengers and distance covered will also rise. The new buggy vehicle was introduced in December 2015, replacing the previous vehicle which was 17 years old.

The maintenance of the existing Town Centre Buggy service is essential for those with mobility difficulties enabling them to maintain independence and access the services and outlets that they require in the town centre. Alongside the Dial a Ride service, the Town Centre Buggy provides an integrated channel whereby Dial a Ride users arriving in the Town Centre can be met by the Buggy for onward transport to their destination.

It is expected that over 3,000 individual passenger journeys would be made in the town centre using the Buggy in the current year, a reduction on the previous year due to some disruption of the service relating to the ongoing Town Centre development. The users vary greatly in age, ethnicity and disability but all have significant mobility problems and welcome the help they receive in accessing the town centre and its facilities. For many it enables them to shop and bank independently as well as accessing other amenities in the Town Centre.

The budget submitted for the operation of the Town Centre Buggy during 2018/19 sets out an anticipated deficit of circa £2,000. The Group notes that the deficit is normally addressed through support from the provision of other services (which are not grant funded) and, if possible, sporadic sponsorship received from other organisations.

It is proposed that the application from Woking Community Transport for its Buggy service is approved on the same basis for 2018/19 as the previous year, with revenue support of £18,000.

### Recommendations

Reasons for Decision	To enable Woking Community Transport to continue to provide the Town Centre Buggy service in Woking.
Legal Authority	S106 Transport Act 1985
The Executive is requested to:	<b>RESOLVE That</b> a grant of £18,000 be awarded to assist towards the costs of the Town Centre Buggy service operated by Woking Community Transport.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p>

**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

	<p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to</p>

**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2018/19 Application Form.

**Reporting Person:**

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**Portfolio Holder:**

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**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017





**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Community Transport was founded in 1991 and is a registered society under the Cooperative and Community Benefit Societies Act 2014 regulated by the FCA. It is accepted by HMRC as having exempt charitable status.</p> <p>The Group provides accessible door to door transport to those who would otherwise be socially excluded because of poverty, disability or age. It is based in Woking and relies upon grants from WBC and SCC to provide Dial A Ride, Centre and Group transport services. Additionally, under contract, the Group provides services to SCC (Home to School and Adult &amp; Community Care) and is working with the NHS and Ambulance trusts in respect of Hospital related non-emergency patient transport. It also manages the Town Centre Buggy.</p>
1.2 Employees	<p>71. 53 of the staff are employed as drivers, 3 of whom are full time and 37 part time (10 - 30 hours per week). 13 drivers are 'zero hours' or casual.</p> <p>There are 14 office based members of staff (management, admin, operations), 8 of whom are full time (37.5 hours per week) and 6 part time (hours variable).</p> <p>In addition there are 2 passenger escorts, both working part time (15 - 22.5 hours per week).</p>
1.3 Volunteers	<p>2. The volunteers work as drivers for Group Transport and occasionally Centre Services.</p>
1.4 Clients/Users	<p>The users of the service are also stated to be Members.</p>
1.5 Members	<p>2,609, comprising:</p> <ul style="list-style-type: none"> <li>812 male</li> <li>1,797 female</li> <li>2,609 disabled</li> <li>98 ethnic minority</li> <li>2,609 resident in Woking</li> <li>3 aged 0-5</li> <li>2 aged 5-10</li> <li>10 aged 11-18</li> <li>294 aged 19-65</li> <li>2,300 aged 65+</li> </ul> <p>Dial a Ride fares range from £3.40 to £3.80 per single journey dependent upon the distance travelled. Hospital trips range from £8 to £12 per single journey. WBC Centres are charged at £5 return. The Town Centre Buggy is provided free of charge. All registered users have reduced mobility which prevents them from using mainstream bus services, making it difficult to access facilities in the community.</p>

**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

1.6 Sum Requested	£18,000 (Revenue)																				
1.7 Project	<p>With the demands of changing demographics and the extensive changes to the shopping area in the Town Centre that are currently in hand, Woking Community Transport expects that the demands on the new buggy in terms of the numbers of passengers and distances covered will increase. It is therefore requesting to extend its existing grant of £18,000 as a substantial contribution to cover the revenue costs of providing the service (after deducting expected fundraising).</p> <p>The Town Centre Buggy also provides an integrated service whereby Dial a Ride users arriving in the town centre can be met by the buggy for onward transport to their destination.</p>																				
1.8 Cost breakdown:	<p>Town Centre Buggy Operational Costs 2018/19 (Revenue only)</p> <table border="0"> <tr> <td colspan="2"><u>Drivers</u> (25 hours per week)</td> </tr> <tr> <td>58 weeks to cover leave and sickness (includes supervision, training etc)</td> <td align="right">£14,848</td> </tr> <tr> <td colspan="2"><u>Vehicle costs</u></td> </tr> <tr> <td>Service contract</td> <td align="right">£0</td> </tr> <tr> <td>Communications (phone, radio)</td> <td align="right">£200</td> </tr> <tr> <td>Other maintenance</td> <td align="right">£250</td> </tr> <tr> <td>Insurance</td> <td align="right">£1,000</td> </tr> <tr> <td>Publicity etc</td> <td align="right">£100</td> </tr> <tr> <td>Management</td> <td align="right">£3,711</td> </tr> <tr> <td><b>TOTAL COSTS OF SERVICE</b></td> <td align="right"><b>£20,109</b></td> </tr> </table> <p>The operational costs are set out for the provision of a buggy service in the pedestrianised area of the Town Centre.</p>	<u>Drivers</u> (25 hours per week)		58 weeks to cover leave and sickness (includes supervision, training etc)	£14,848	<u>Vehicle costs</u>		Service contract	£0	Communications (phone, radio)	£200	Other maintenance	£250	Insurance	£1,000	Publicity etc	£100	Management	£3,711	<b>TOTAL COSTS OF SERVICE</b>	<b>£20,109</b>
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1.9 Community Benefit	<p>The Town Centre Buggy carried approximately 3,000 passengers last year. This number is presently a reduction on last year's figures but this is explained by the significant disruption created by the ongoing remodelling of the Town Centre. On a number of occasions the Buggy was prohibited from running due to the nature of some of the building works and the location of the vehicle's garage. As such, Woking Community Transport expects its usage figures to increase moving forward.</p> <p>Users vary greatly in age, ethnicity and disability but all have significantly reduced mobility and welcome the help they receive in accessing the Town Centre and its facilities. For many, it enables them to shop and bank independently as well as accessing other amenities in the town centre. Population trends, along with the Bustler's increasing membership, means that the need for the service is likely to increase.</p>																				

**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £153,000 in the bank. The reserves are stated to provide a working balance and vehicle replacements as per the Group’s reserves policy.</p> <p>The Group has submitted a budget for the Town Centre Buggy during 2018/19 which shows an anticipated income of £18,000 against an anticipated expenditure of £20,109, resulting in an anticipated deficit of £2,109.</p> <p>Anticipated income includes Woking Borough Council Grant (£18,000). Anticipated expenditure is set out in paragraph 1.8 – cost breakdown.</p> <p>Woking Community Transport has reported that the deficit is normally addressed through support from the provision of other services (which are not grant funded) and sporadic sponsorship received from other organisations.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £1,577,582 (£1,357,089 in 2015/16) against expenditure of £1,512,883 (£1,430,436 in 2015/16), resulting in an operating surplus of £64,699 (an operating deficit of £73,347 in 2015/16). The sum of £415,383 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £18,000</p> <p>2016/17 – £18,000</p> <p>2015/16 – £18,000 revenue plus £10,000 capital towards replacement buggy</p> <p>2014/15 – £18,000</p> <p>2013/14 – £18,000</p> <p>At its meeting on 15 December 2011, the Executive agreed to provide three year fixed funding for the Town Centre Buggy at an increased level of £18,000 per annum (previously £9,025) due to the cessation of financial support by Friends of the Elderly from October 2011.</p> <p>In addition, through the Council a contribution of £10,000 had been negotiated from Wolsey Place Shopping Centre for Woking shopMobility. It was therefore agreed to reduce the Council’s contribution to shopMobility by a similar amount and use the money saved to increase the level of support for the Town Centre Buggy, with a view to securing the service for the years ahead. A report setting out the funding request from Woking shopMobility occurs elsewhere on the agenda and the funding from Woking Shopping is included in the budget submitted by that Group for the forthcoming year.</p> <p>At its meeting in December 2014, the Executive agreed that funding of £10,000 be awarded towards a replacement buggy, as the existing vehicle was 17 years old. The new buggy was introduced from December 2015. Over the past few years, the revenue awarded each year has been continued at the level of £18,000.</p>

**Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance**

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* purchase of new accessible minibus</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Councillor D Hughes and Councillor J Kingsbury (Members Nominees)</u></p> <p>This provides a free service for residents in our town centre enabling those with limited mobility to move from shop to shop. The buggy can be contacted by users and residents who would otherwise be very restricted in their ability to visit the range of facilities within our pedestrian centre. This service is valued by residents and it is noted as an asset to our town which is not present in other towns.</p> <p>Woking Community Transport (WCT) are ideally positioned to provide this service. The dial a ride service collects residents from all around Woking to take them into town. They then can coordinate with the buggy for the drop off of residents with limited mobility to be directly collected by the Buggy.</p> <p>The planned expansion of the town centre and the changing demographics indicate that increasing usage and demand of this service is likely. We support this request for a grant from the Council, WCT receive no reimbursement from users for the service and indeed the service is supplemented by support from WCT itself.</p> <p><u>Officer Comment</u></p> <p>I am supportive of this application in terms of the on-going revenue funding especially since the Council invested in the replacement of the Buggy Vehicle last financial year. The service which dovetails well with the Dial-A-Ride service provides a unique offer for the Town Centre which sets it apart from other retail offerings.</p> <p>Further to last years comments, I am pleased to note that increased promotional work has taken place, and that WCT are taking up the opportunities to promote their services through the Woking Wellbeing network.</p>	
3.3 Assessment	<p>The Buggy Service was first introduced in 1994 (the first in the UK), operates in the area of Woking Town Centre and provides a free</p>	

## Woking Community Transport (Town Centre Buggy) – Application For Financial Assistance

service to pedestrians in Woking Town Centre who have a mobility difficulty. The Buggy is operated in the pedestrianised areas of the Town Centre each weekday between 9.30 a.m. and 1.30 p.m. The Buggy is not used on Saturdays because of the number of people in the Town Centre. No charge is made to users of the service.

Woking Community Transport has submitted an application to continue its revenue funding of £18,000 per annum during the 2018/19 financial year. The Group highlights that the planned future expansion of the town centre, along with changing demographics, will increase the demands on the new buggy as the number of passengers and distance covered will also rise.

It is expected that over 3,000 individual passenger journeys would be made in the Town Centre using the Buggy in the current year, a reduction on the previous year due to the ongoing Town Centre development. All passenger usage of the Buggy is recorded at the time by the driver and monitored on a regular basis, forming part of the statistical reporting. Any un-met requests are also recorded. Users are surveyed every three years or so and regular forums are held with members, both of which enable the Group to establish that it is succeeding in meeting user requirements.

Alongside the Dial a Ride service, the Town Centre Buggy provides an integrated channel whereby Dial a Ride users arriving in the Town Centre can be met by the Buggy for onward transport to their destination.

The maintenance of the existing Town Centre Buggy service is essential for those with mobility difficulties enabling them to maintain independence and access the services and outlets that they require in the town centre.

The budget submitted for the operation of the Town Centre Buggy during 2018/19 sets out an anticipated deficit of circa £2,000. The Group notes that the deficit is normally addressed through support from the provision of other services (which are not grant funded) and, if possible, sporadic sponsorship received from other organisations.

It is proposed that the application from Woking Community Transport for its Buggy service is approved for 2018/19 on the same basis as the previous year, with revenue support of £18,000.

REPORT ENDS



## WOKING DISTRICT SCOUTS (BIRCHMERE) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking District Scouts is made up of 14 Scout Groups across the Borough covering approximately 850 Woking young people. The designated campsite for the scout groups is the Birchmere Scout Campsite located in Wisley. The campsite is actively pursuing a long-term strategy of site improvements that will bring the facilities, buildings and functions of the campsite in line with Health and Safety Regulations and new Scouting rules.

The Group states that it has over 1,500 members and increases its membership year on year. Over the past few years, the Council has been providing financial support towards provision of the abseiling equipment for the annual Handicamp event (included elsewhere on the agenda).

As part of a wider project to replace the old Campsite activity building which was considered to be around 80 years old, two new buildings have been installed which were offered to the Group by a school in Hounslow, as they were due to be demolished. The buildings were accepted following a site visit and the necessary planning approval being obtained, subsequently being delivered and erected from April 2017. From then, a programme of updates have taken place to ensure that the two buildings became safer and warmer, so that opportunities can be maximised for the youth campsite groups.

The Group is applying for a capital grant of £6,200 towards the roof replacement of the building which has a leaking roof, as part of a wider refurbishment. The aim is to complete the insulation and roof replacement ideally before winter. It is stated that this will occur as soon as there are sufficient finances, as to wait would mean the halls would be more uncomfortable for users and more difficult to heat. In addition, the use of the buildings with a leaking roof may damage the structure and internal equipment.

The Campsite has, at present, a full booking diary which welcomes young people of all sexes, styles and faiths from both the Woking area and outside, to provide an enjoyable, safe and secure outdoor space. The ongoing improvements will enable the campsite to extend its user numbers to offer the outdoor experience to more young people in the future.

Given the benefit to many young people, the majority of whom reside in the Borough, it is felt that the application should be supported as it will contribute to the long-term plan of Woking District Scouts to bring its facilities, buildings and functions in line with modern Health and Safety regulations and Scouting campsite rules. The amount applied for - £6,200 - is within the Council's maximum of supporting 50% of the total project cost of £57,591 and will provide for the roof replacement element of the project. The grant will be subject to the presentation of invoices for the work.

### Recommendations

Reasons for Decision	To support the Birchmere Campsite with its programme of improvements to bring its facilities, buildings and functions in line with Health and Safety regulations and Scouting campsite rules, in light of the benefit to a large number of young people each year.
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Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
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The Executive is	<b>RESOLVE That</b> a grant of £6,200 be awarded towards the cost of the
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## Woking District Scouts (Birchmere) – Application For Financial Assistance

requested to:	roof replacement from the Community Fund.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p>



## Woking District Scouts (Birchmere) – Application For Financial Assistance

	<p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Date Published:

6 December 2017



## Woking District Scouts (Birchmere) – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Scouting organisation was formed in 1911.</p> <p>The aim of Woking District Scouts is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the aim of the Association is to provide an enjoyable and attractive scheme of progressive training based on the Scout Promise and Law, guided by adult leadership.</p>
1.2 Employees	None.
1.3 Volunteers	<p>254. The volunteers provide support and guidance to the young people in their care by becoming warranted leaders and also setting out a framework of support to those leading the young people, to maintain the scouting standards of training and values. Volunteers carry out activities such as managing finances, undertaking secretarial duties, providing and maintaining meeting areas, carrying out fundraising, and offering logistical support.</p>
1.4 Clients/Users	The users of the Group are also classified as Members.
1.5 Members	<p>1,591, comprising:</p> <ul style="list-style-type: none"> <li>1,224 male</li> <li>367 female</li> <li>74 disabled</li> <li>236 ethnic minority</li> <li>1,278 resident in Woking</li> <li>701 aged 5-10</li> <li>424 aged 11-18</li> <li>428 aged 19-65</li> <li>57 aged 65+</li> </ul> <p>Woking District scout members pay an annual fee of £10.25 per head to cover all routine district expenses. Extra charges for camps and trips away may be applicable, depending on the costs involved. Adult leaders, helpers and network scouts do not pay the annual district charge.</p> <p>No user charge is made to members of Woking District, instead £3.85 for each scout member is deducted from the Group's annual District Charge. Users residing outside the District pay a daily fee of £3.80 for Scouts and Guides, or £4.00 for other youth groups.</p> <p>Users to the campsite are mainly from Woking, from the 45 bookings made so far in 2017 a total of 12 originate from outside the Borough.</p> <p>By the end of the year the Group expects the total users to exceed around 3,000, some of whom would have stayed at the Campsite for one night although week-long camps are a regular occurrence during</p>

## Woking District Scouts (Birchmere) – Application For Financial Assistance

	<p>the school holidays. There is a steady increase in bookings each year which means not all can be bookings can be accepted. The Group is striving to increase the capabilities of its campsite and recently added two buildings, both with separate indoor accomodation halls and kitchen facilities.</p>
1.6 Sum Requested	£6,200 (Capital)
1.7 Project	<p>Birchmere Scout Campsite is the campsite of Woking District Scouts and was opened in 1978. The Campsite is actively pursuing a long-term strategy of site improvements that will bring its facilities, buildings and functions in line with modern Health and Safety regulations and Scouting campsite rules.</p> <p>The Campsite is stated to be always overbooked with users often having to be turned away due to their originally being one activity hall and associated kitchen. The building, a wooden structure, was understood to be over 75 years old and did not meet required safety and environmental standards.</p> <p>Late in 2016, the Group was offered two newer prefabricated school buildings, each of a similar size. Planning and environmental consent was obtained, with the buildings dismantled and transported to the Campsite where they were subsequently erected. Since then the new structures have been timber clad to meet planning requirements and have been rewired. A new floor together with underfloor insulation and vinyl covering has been fitted together with two new robust kitchens. The remaining work to complete is the installation of two permanent access steps, a disabled ramp, new soakaways, a new roof and internal decoration.</p> <p>The existing building roof is stated to be leaking and has no insulation. To provide a satisfactory stable solution it needs to be removed and replaced with new insulation and boarding with a fibre covering. The Group has taken recommendations as to the type of roofing material required.</p> <p>The grant request to the Council is to contribute towards the cost of the roof and insulation replacement, estimated at £12,600 against a total project cost of circa £58,000.</p>
1.8 Cost breakdown:	<p>Below are details of the overall project with prices inclusive of VAT:</p> <ul style="list-style-type: none"> <li>- Cost to dismantle old building on site and remove waste - £2,640</li> <li>- Cost to dismantle new buildings at school, transport and erect - £8,514</li> <li>- Remove existing floor and replace including insulation - £4,776</li> <li>- Construct sub floor void fencing for insurance requirements - £1,332</li> <li>- Lay vinyl floor tiles - £2,300</li> <li>- Renew electrical supply, connections and rewire - £971</li> <li>- Supply and fit wooden boards to cladding - £8,024</li> <li>- Remove old internal wall partitions, hang 3 doors - £3,516</li> <li>- Construct kitchen areas and fit with durable white goods and kichen apparatus including water and waste management -</li> </ul>

## Woking District Scouts (Birchmere) – Application For Financial Assistance

	<p>£7,048</p> <ul style="list-style-type: none"> <li>- Construct and fit two sets of steps and one access ramp - £3,730</li> <li>- Construct rain water soak aways and kitchen waste water digestors - £500</li> <li>- Completely remove leaking roof and rotten boarding and replace with new boards, fibre covering and roof insulation - £12,600</li> <li>- Others - external lights, internal lights, internal decoration, notice boards, internal signage, external gas canister stores etc - £2,000</li> </ul> <p>Total – £57,951</p> <p>Two quotations for the roof replacement have been included in the grant application.</p> <ol style="list-style-type: none"> <li>1 - For complete removal and replacement including insulation - £12,600</li> <li>2 - For roof replacement plus a separate quote for roof insulation - £10,200 and insulation - £1,668 totalling £11,868.</li> </ol>
1.9 Community Benefit	<p>Those who are stated to benefit from the proposed improvements will be all scouts in the Woking District and their leaders (currently 1,610 people) plus youth groups who book the site from both inside and outside of the Woking area.</p> <p>The new buildings will enable users of the Campsite to have the option of two kitchen areas which will increase usage. The new buildings will also be warmer, safer and more convenient to use. The proposed replacement roof will prevent rain water leakage, which occurs at present, and will greatly reduce heat loss as a result of the much improved insulation standards.</p>

### 2.0 Financial Background

2.1 Budget	<p>At the time of the application, the Group held £91,290 in the bank. The following reserves have been included:</p> <ul style="list-style-type: none"> <li>• Birchmere (general repairs) - £7,815</li> <li>• Birchmere (projects) - £175,000</li> </ul> <p>Reserves are also held towards costs of the International Scout Jamboree and Handicamp 2017.</p> <p>The Group has submitted a budget for Woking District Scouts during 2017/18 which shows an anticipated income of £19,740 against an anticipated expenditure of £14,990, resulting in an anticipated net revenue budget surplus of £4,750. Deductions would then be made for Handicamp (£4,000) and transfers to reserves (£8,825), along with the addition of a small surplus from Birchmere (£210), which would create a budget deficit for the year of £7,865.</p> <p>Anticipated income includes Capitation from Groups (£10,925), Hire Fees (£3,750), Gift Aid (£2,715) and Resource Centre (£1,600). Items of expenditure include Activities, Insurance and Miscellaneous (£3,765), Explorers and Young Leaders (£3,000), Allowance for Service Charge (£3,000), Cleaning costs and Bills (£2,000) and</p>
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## Woking District Scouts (Birchmere) – Application For Financial Assistance

	Equipment Replacement (£1,000).
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £98,223 (£104,272 in 2015/16) against expenditure of £81,906 (£90,221 in 2015/16), resulting in a surplus of £16,317 (a surplus of £14,051 in 2015/16). The sum of £145,608 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	2017/18 – £3,500 towards the annual Handicamp event 2015/16 – £3,000 towards the annual Handicamp event 2014/15 – £3,000 towards the annual Handicamp event 2013/14 – £3,000 towards the annual Handicamp event

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Having personally visited the campsite, it is clear the extent to which the site is already used and indeed could be further enhanced by these works. The works would enable the opportunity for an increased number of young people to attend the site and gain new life-skills. Bearing in mind the key role that uniform brigades play in the life of many young people in the borough, I would be supportive of this request. It should also be noted that the applicant has been innovative to date in looking to find solutions to match their needs and has sourced funding and resources accordingly so assisting them to meet the last remaining costs of the scheme appear reasonable.</p>	
3.3 Assessment	<p>Woking District Scouts is made up of the following Scout Groups; 1st Brookwood, 1st Byfleet, 1st Goldsworth Park, 1st Horsell, 1st Knaphill, 1st Old Woking, Pyrford, 1st St Johns, 1st Send, Sheerwater, 1st West Byfleet, 7th Woking and 8th Woking. The application before the Executive is for Birchmere Campsite which is overseen by the Birchmere Management Committee, a Sub-Committee of the Woking</p>	

## Woking District Scouts (Birchmere) – Application For Financial Assistance

District Scouts Executive, which is responsible for projects, maintenance and the day to day running of the campsite, reporting to the Scouts Executive as required. The campsite is based in Wisley though the majority of members are from Woking.

Woking District Scouts states that it has over 1,500 members and increases its membership year on year. Over the past few years, the Council has been providing financial support towards provision of the abseiling equipment for the annual Handicamp event (included elsewhere on the agenda).

Birchmere Campsite has undertaken a long-term consultation plan with its users. In 2010/11, the results of a questionnaire showed that the existing toilet areas and the activity room were considered very inadequate. Birchmere has since completed a successful upgrade of both the girls and boys toilet area with new showers. Planning permission was then sought for a new activity room with modern energy efficiency and safe usable spaces.

Another past problem had been an inability to accommodate multiple booking applications due to the availability of just one kitchen area. Larger group bookings often required the ability to cook centrally especially in adverse weather. Birchmere was forced to turn away these bookings as it could not accommodate multiple indoor cooking requirements.

Woking District Scout Executive were aware of the substandard nature of the old campsite activity building, which was an old wooden hall from a school in Guildford. It considered that the building was around 80 years old with no insulation and rudimentary mobile unit calor gas heating.

Two new buildings have now been installed which were offered to the Group by a school in Hounslow, as they were due to be demolished. The buildings were accepted following a site visit and the necessary planning approval being obtained, subsequently being delivered and erected from April 2017. From then, a programme of updates has taken place to ensure that the two buildings became safer and warmer, so that opportunities can be maximised for the youth campsite groups.

The Group is applying for a capital grant of £6,200 towards the roof replacement of the building which has a leaking roof, as part of a wider refurbishment. The aim is to complete the insulation and roof replacement ideally before winter. It is stated that this will occur as soon as there are sufficient finances, as to wait would mean the halls would be more uncomfortable for users and more difficult to heat. In addition, the use of the buildings with a leaking roof may damage the structure and internal equipment.

A professional project manager is undertaking the management of the work. The Campsite Management Committee is also able to seek advice from a surveyor and Health & Safety advisor who are able to monitor the work and its impact on the site.

The provision of the new buildings complete with two fully fitted kitchens would allow future campsite visiting numbers to increase from either the Woking district or elsewhere.

It should be noted that Birchmere has a current tenancy lease with Surrey Wildlife Trust for a further eight years. There has been a

## Woking District Scouts (Birchmere) – Application For Financial Assistance

written agreement with the landlord that a further lease is offered that will last until 2050, which also includes additional woodland. The Group works closely with the Trust to safeguard the flora and fauna of the Campsite and its locality.

The principal fundraising method for Birchmere campsite is to let the campsite to youth groups outside of the district. Over the summer months the site is booked with paying week long camps which require support and occasionally supervision, a team of wardens and helpers being on hand.

The Campsite has, at present, a full booking diary which welcomes young people of all sexes, styles and faiths from both the Woking area and outside, to provide an enjoyable, safe and secure outdoor space. The ongoing improvements will enable the campsite to extend its user numbers to offer the outdoor experience to more young people in the future.

Given the benefit to many young people the majority of whom reside in the Borough, it is felt that the application should be supported as it will contribute to the long-term plan of Woking District Scouts to bring its facilities, buildings and functions in line with modern Health and Safety regulations and Scouting campsite rules. The amount applied for - £6,200 - is within the Council's maximum of supporting 50% of the total project cost of £57,591 and will provide for the roof replacement element of the project. The grant will be subject to the presentation of invoices for the work.

REPORT ENDS



## WOKING DISTRICT SCOUTS (HANDICAMP) – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking District Scouts has run Handicamp since 1986 and each year the schools ask for the camp to be continued. Handicamp has a knock on effect, as some scouts have go on to work with children as special needs teachers, nurses, paediatricians and teachers, due to their initial experience at Handicamp. The event is held at the Woodlarks campsite in Farnham, a purpose built centre for disabled people.

Handicamp is provided for the young people in the Borough, both disabled and able bodied. Around 30 – 35 disabled children are able to take part in activities that they would not normally have the chance to try in a safe and fun environment, such as climbing and abseiling, kayaking, backwoods cooking, shooting, archery and craftwork. The pupils are buddied up with between 40 – 48 Explorer Scouts on a 1 to 1 or sometimes 2 to 1 basis.

There are approximately 90 leaders & adults supporting the activities, as well as teachers from the schools. The cost to put on the weekend is in the region of £10,000. The young people pay a fee to cover the cost of their food (£30 is proposed for 2018).

The event has proved to be very successful and needed by the schools attending. It brings both the disabled and able bodied young people together for a memorable weekend of fun and friendship.

It is recommended that the Council continues its financial support of Handicamp by awarding a grant of £3,500 for the 2018/19 financial year. As in previous years the funding will be used towards the hire of scaffolding equipment for the abseiling activity.

### Recommendations

Reasons for Decision	To enable the popular abseiling and climbing activity to be available for the children participating in Handicamp in 2017.
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Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
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The Executive is requested to:	<b>RESOLVE That</b> a grant of £3,500 be awarded towards the cost of hiring scaffolding equipment for the abseiling activity.
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Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring</p>
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**Woking District Scouts (Handicamp) – Application For Financial Assistance**

	<p>information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
<p>Performance Indicators</p>	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
<p>Future Support</p>	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

## Woking District Scouts (Handicamp) – Application For Financial Assistance

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017



## Woking District Scouts (Handicamp) – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>The Scouting organisation was formed in 1911.</p> <p>Handicamp started in 1986 and has been run every year. It is an annual camp organised for the benefit of 30 to 35 children with special needs from local schools. The aim is to give the pupils a fun weekend. They are buddied with between 40 to 48 explorer scouts aged 14 to 18 yrs old, who look after them for the whole weekend on a one to one or sometimes on a one to two basis depending on the disabilities.</p> <p>The young people enjoy typical scouting activities such as climbing &amp; abseiling, shooting, archery, kayaking &amp; rafting, backwoods cooking and craft work.</p> <p>They are supported by around 90 leaders, &amp; some teachers from the schools. The camp costs around £9,000 and the children pay a fee to cover some of the cost of food.</p>
1.2 Employees	None.
1.3 Volunteers	60. The volunteers within Handicamp are mainly scout leaders from the Borough who support scouting in Woking and surrounding villages. There are 7 activity bases manned by qualified leaders and instructors as well as a team of 12 leaders on the catering team feeding around 180 people for the weekend.
1.4 Clients/Users	The users of the Group are also classified as Members.
1.5 Members	<p>1,591, comprising:</p> <ul style="list-style-type: none"> <li>1,224 male</li> <li>367 female</li> <li>74 disabled</li> <li>236 ethnic minority</li> <li>1,278 resident in Woking</li> <li>701 aged 5-10</li> <li>424 aged 11-18</li> <li>428 aged 19-65</li> <li>57 aged 65+</li> </ul> <p>Handicamp is run on a self-funding basis and has its own account to ensure all monies raised are only spent on this event, but equipment purchased for the camp if appropriate is available for use by the young people at other times.</p> <p>The proposed camp fees for 2018 equate to £30 per child.</p>
1.6 Sum Requested	£3,500 (Revenue)
1.7 Project	Handicamp has been running for 32 years and each year the disabled children, scouts and leaders ask to come back the following year. Although the cost of the camp is high, the schools ask for the camp to

## Woking District Scouts (Handicamp) – Application For Financial Assistance

	<p>carry on as they see such a difference in their pupils. The leaders and scouts also learn to appreciate the various disabilities.</p> <p>The grant would be used to provide the climbing and abseiling tower, one of the main adventure activities of the camp, which the teachers find gives their pupils a great sense of achievement and confidence building. The structure from this year will be provided at a reduced rate of £3,490 with price held for three years. This is at a lower rate than the previous provider.</p> <p>The Group has looked into purchasing the equipment and has decided not to for cost and Health &amp; Safety reasons. There is just a two day window for the equipment to be transported and erected, which needs to be done by a scaffolding company who take full responsibility for the Tower and are on call over the weekend.</p>														
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Scaffolding -</td> <td style="text-align: right;">£3,500</td> </tr> <tr> <td>Food for 180 people -</td> <td style="text-align: right;">£2,200</td> </tr> <tr> <td>Activities -</td> <td style="text-align: right;">£1,500</td> </tr> <tr> <td>Campsite Fees -</td> <td style="text-align: right;">£1,900</td> </tr> <tr> <td>Transport for van and minibuses -</td> <td style="text-align: right;">£400</td> </tr> <tr> <td>Misc -</td> <td style="text-align: right;"><u>£300</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;"><u>£9,800</u></td> </tr> </table>	Scaffolding -	£3,500	Food for 180 people -	£2,200	Activities -	£1,500	Campsite Fees -	£1,900	Transport for van and minibuses -	£400	Misc -	<u>£300</u>	Total -	<u>£9,800</u>
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Total -	<u>£9,800</u>														
1.9 Community Benefit	<p>Around 40 disabled children will be challenged in both taking part in the fun activities, and for the majority camping for the first time, as well as being away from home environment and achieving beyond their parents' and teachers' expectations.</p> <p>The 50 scouts who would buddy the disabled pupils for the weekend would learn and appreciate the various types of disabilities in the community which this year includes Autism, Adhd, Asd, Quadriplegic, Cerebral Palsy and Sight impairment.</p>														

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £14,000 in the bank. Handicamp has its own dedicated bank account. The sum of £10,000 has been reserved for Handicamp 2017, £3,000 has been reserved for Handicamp 2018 and £1,000 has been set aside to replace safety type equipment such as climbing helmets, ropes and buoyancy aids.</p> <p>The Group has submitted a costing for 2018/19 which is set out above in paragraph 1.8 – cost breakdown.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £98,223 (£104,272 in 2015/16) against expenditure of £81,906 (£90,221 in 2015/16), resulting in a surplus of £16,317 (a surplus of £14,051 in 2015/16). The sum of £145,608 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £3,500 towards the annual Handicamp event                  2015/16 – £3,000 towards the annual Handicamp event                  2014/15 – £3,000 towards the annual Handicamp event                  2013/14 – £3,000 towards the annual Handicamp event</p>

## Woking District Scouts (Handicamp) – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent</p>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>It is clear that both the disabled children taking part and those scouts/helpers supporting the participants gain a tremendous amount from participating in the event and is an activity which is well supported. The fact that the event acts as a medium to bring together disabled and abled bodied young people for a memorable weekend of fun and friendship should be encouraged, as for many this will be a life-changing experience. I would be supportive of funding to a similar level as last year.</p>	
3.3 Assessment	<p>Woking District Scouts, established in 1908, is made up of the following Scout Groups; 1st Brookwood, 1st Byfleet, 1st Goldsworth Park, 1st Horsell, 1st Knaphill, 1st Old Woking, Pyrford, 1st St Johns, 1st Send, Sheerwater, 1st West Byfleet, 7th Woking and 8th Woking. The application for a grant is submitted on behalf of Handicamp, an annual camp run for the benefit of children with disabilities from local schools.</p> <p>The camp has been running since 1986 and each year the schools ask for the camp to be run. The event is held at the Woodlarks campsite in Farnham, a purpose built centre for disabled people. The numbers accommodated for the weekend is limited due to the size of the venue. Handicamp has a knock on affect, as some scouts have go on to work with children as special needs teachers, nurses, paediatricians and teachers, due to their initial experience at Handicamp. The Surrey Army Cadets are invited to assist with the camp.</p> <p>Handicamp is provided for the young people in the Borough, both disabled and able bodied. Around 30 – 35 disabled children are able to take part in activities that they would not normally have the chance to try in a safe and fun environment, such as climbing and abseiling, kayaking, backwoods cooking, shooting, archery and craftwork. The</p>	

## Woking District Scouts (Handicamp) – Application For Financial Assistance

pupils are buddied up with between 40 – 48 Explorer Scouts on a 1 to 1 or sometimes 2 to 1 basis.

There are approximately 90 leaders & adults supporting the activities, as well as teachers from the schools. The cost to put on the weekend is in the region of £10,000. The young people pay a fee to cover the cost of their food (£30 is proposed for 2018).

In October each year the Group begins fundraising for the following year, with around £3,000 having been raised already for Handicamp 2018. An approach has been made for 2018 to the Children with Special Needs Foundation. In previous years the camp has been funded by Surrey Army Cadet Force, Children with Special Needs Foundation, Mayors Appeal, St Faiths in Dorking, and the Kelsy Trust.

Handicamp is organised and managed on a self funding basis, so it is able to use the general membership funds for the camp. The camp has its own dedicated bank account within Woking Scouts charitable status, to ensure the funds are only used for the camp and not for general scouting in Woking.

The event has proved to be very successful and needed by the schools attending. It brings both the disabled and able bodied young people together for a memorable weekend of fun and friendship.

Accordingly, it is recommended that the Council continues its financial support of Handicamp by awarding a grant of £3,500 for the 2018/19 financial year. As in previous years the funding will be used towards the hire of scaffolding equipment for the abseiling activity.

REPORT ENDS



## WOKING HOSPICE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking Hospice opened in December 1996 to provide palliative care and support to patients and their families living in Central Surrey. In August 2006, Woking Hospice took on the management of Sam Beare Hospice, Weybridge.

The construction of the new Hospice in Denton Way, Goldsworth Park began in October 2015. The construction involved the conversion of an office block into a state-of-the-art 20 bedded Hospice, as well remodelling the Sam Beare Hospice in Weybridge to create larger patient day care facilities and rooms for the expanding community nursing team. The work in Borough has been assisted through a loan facility from Woking Borough Council, following planning consent and the completion of an extensive tender process. The new Hospice building opened in May 2017.

The 20 bed in-patient unit provides round the clock care, whilst the day care unit offers medical, social and emotional support to patients as well as respite for carers. The counselling service provides support to patients and their families, including children's support service for those under 18 years old. The multi-disciplinary community care team provide medical and therapeutic support to patients in their own homes, enabling patients to remain independent and home-based for as long as possible.

An application has been submitted to the Council to extend its annual revenue support by requesting £47,400 in 2017/18, a decrease of £10,000 from the previous year. The purpose of the grant is to support the work of the Woking Hospice's Senior Community Palliative Care Clinical Nurse Specialist out in the community.

During the past few years the need for community nursing team has grown substantially and is now in greater demand than ever before. The Group notes that it is vital for Woking's population to be provided with a community nursing service to support them at home through terminal and life-limiting illnesses, providing holistic care to assist with their physical difficulties and emotional struggles. Last year around 400 patients from Woking were supported by community nursing and the demand is continuing to increase.

It is recommended that the application from Woking Hospice be supported at the reduced level of £47,400 for 2018/19.

### Recommendations

Reasons for Decision	To support the community nursing team in providing care and support to patients in their own homes in the Borough.
Legal Authority	S137 Local Government Act 1972 S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a grant of £47,400 be awarded towards the cost of the Senior Community Palliative Care Clinical Nurse Specialist out in the community.
Conditions	<b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts

## Woking Hospice – Application For Financial Assistance

for other years may also be required.

**Monitoring Information.** The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.

**Publicity.** Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.

**Payments.** Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.

**Payment Period.** Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.

**Joint Working.** WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.

**Homelessness Reduction Act 2017.** With the introduction of new legislation from April 2018, the Council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.

**Venue Hire.** Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).

Performance Indicators

**Users.** The Organisation to provide a breakdown of the users in the past quarter.

**Activities.** The Organisation to provide details of activities and

## Woking Hospice – Application For Financial Assistance

	<p>events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### Date Published:

6 December 2017



## Woking Hospice – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Hospice opened in December 1996 and in 2006 also took on the management of Sam Beare Hospice. It is a patient-centred Charity that delivers specialist palliative care to adult patients of all ages who have life-limiting and terminal illnesses.</p> <p>The Hospice covers the North West Surrey region, providing free of charge holistic care and support services for patients, their families and carers. It cares for over 1,400 patients both in the Hospice and in their own homes, enabling patient choice and the best quality of life. It helps patients to manage their symptoms, which are often complex and why they require the expertise of the Clinical Nurse Specialists and specialist doctors.</p> <p>Their services enable the Hospice to offer patients holistic care, such as practical, emotional, social and spiritual support as well as managing their medical needs. It also delivers counselling for patients and their families, including child bereavement services and school support programmes.</p>
1.2 Employees	251. The employees include 80 full time positions, 114 part time positions and 44 bank staff. Around 48% of staff work directly in clinical and medical roles, with 28% working in retail, 9% in fundraising and 11% in administrative roles such as HR, finance, volunteer management and facilities management.
1.3 Volunteers	844. Many volunteers give their time to more than one role within the Hospice; on average each volunteer performs 1.7 roles across the Charity. 77% of the volunteers support fundraising and special events activities; 58% support charity shops; 9% support administrative and office activities; and 19% directly support patients and their families.
1.4 Clients/Users	<p>1,497, comprising:</p> <ul style="list-style-type: none"> <li>668 male</li> <li>809 female</li> <li>1,457 disabled</li> <li>227 ethnic minority</li> <li>503 resident in Woking</li> <li>2 aged 0-5</li> <li>9 aged 5-10</li> <li>29 aged 11-18</li> <li>247 aged 19-65</li> <li>1,210 aged 65+</li> </ul> <p>The figures include in-patients, day care patients, community patients and child bereavement clients for the year 2016-17.</p>
1.5 Members	None.

## Woking Hospice – Application For Financial Assistance

1.6 Sum Requested	£47,400 (Revenue)
1.7 Project	<p>This grant would continue to provide support for Woking Hospice's Senior Community Palliative Care Clinical Nurse Specialist. The senior community nurse leads the Woking community team in providing care, advice and support to patients at home, improving their quality of life and helping them to live as independently as possible.</p> <p>The support provided by the community team is essential. It reduces the burden on local hospitals and, with over 70% of patients choosing to be cared for at home, it helps people to achieve their preferred end of life.</p>
1.8 Cost breakdown:	<p>Senior Community Palliative Care Clinical Nurse Specialist salary (including NI and pension contributions) = £58,313</p> <p>Travel costs = £855</p> <p>Support costs (management, phones, office costs etc) = £13,328</p> <p>Total cost = £72,496</p>
1.9 Community Benefit	<p>The community nursing team are vital to local people living with a life-limiting illness. When a patient is first diagnosed with a terminal condition, a community nurse will visit them at home within 72 hours of their referral. Together they will then map out a care plan to suit the patient, for example if they need a brief stay in the hospice in-patient unit for further assessment, or scheduling regular home visits from the Hospice's clinicians and therapists to enable them to receive care directly where they live, relieving pain and the symptoms of their illness.</p> <p>The multi-disciplinary approach provides patients with expert clinical care from nurses; therapeutic support from physiotherapists, occupational therapists and complementary therapists; practical advice regarding statutory benefits; emotional support from counsellors; and spiritual and religious care for those who request it. Their support will relieve patients' pain and distress, improve their quality of life and enable them to remain living as independently as possible. They help patients to plan a 'good death', i.e. ensuring they receive the care they would like in the location of their choice, surrounded by their loved ones.</p> <p>The community nursing team also support the carers and family members of patients, providing practical advice and support, as well as emotional and spiritual care. The Hospice estimates it benefits over 3,000 carers and family members in the course of each year.</p>

### 2.0 Financial Background

2.1 Budget	<p>At the time of the application, the Group held £1,246,000 in the bank.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £8,730,000 against an anticipated expenditure of £9,005,000, resulting in a net deficit from operations of £275,000. During the year, the Hospice received income from a Capital appeal of £350,000 which resulted in an overall net surplus of £75,000 for the</p>
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## Woking Hospice – Application For Financial Assistance

	<p>year.</p> <p>Anticipated income includes fundraising (£3,550,000), retail (£2,800,000) and clinical / medical (£2,380,000). Items of expenditure include clinical / medical (£4,200,000), retail (£1,800,000), management and administration (£1,200,000), fundraising (£960,000), loan interest (£495,000) and property (£350,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £9,236,000 (£8,351,000 in 2015/16) against expenditure of £8,308,000 (£8,911,000 in 2015/16), resulting in a surplus of £928,000 (a deficit of £560,000 in 2015/16). The sum of £4,724,000 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £57,400                  2016/17 – £57,400                  2015/16 – £57,400                  2014/15 – £57,400                  2013/14 – £57,400</p>

### 3.0 Assessment of Application

3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution Yes</li> <li>○ Registered Charity Yes</li> <li>○ VAT Registered Yes</li> <li>○ Equal Opportunities Policy Yes</li> <li>○ Safeguarding Policy Yes</li> <li>○ Reserves Policy Yes</li> <li>○ Quality Mark Yes</li> <li>○ Other funding sources pursued Yes</li> <li>○ Other support by the Council Yes *</li> <li>○ Fundraising Yes</li> <li>○ Two quotes N/A</li> <li>○ Regular monitoring provided previously Yes</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent, loan facility.</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I am supportive of this request for continued funding not least because I consider it very important that individuals can receive palliative care within their own homes, and that if they choose to, to die with dignity at home.</p> <p>I am also pleased to report that there has been increased partnership working this last year between the Hospice and the Council on a number of issues – whether that's been around support for residents in need of adaptations within their home or whether it's being joint training that has been undertaken around such issues as bereavement, dementia and carers, which has only helped in developing partnerships further – a position which we would look to</p>

## Woking Hospice – Application For Financial Assistance

3.3 Assessment	<p>continue to develop further for the benefit of all involved.</p> <p>Woking Hospice has submitted a grant application to the Council to support the work of the Senior Community Palliative Care Clinical Nurse Specialist out in the community. The role has been funded for the last six years through a grant from Woking Borough Council at £57,400 per year. Without the support, it would not have been able to continue the essential nursing service to all patients with a terminal or life-limiting illness across the Borough. Last year, it was proposed that the Hospice consider a grant application taking a tapered approach to funding, and as such the request before the Executive is for £47,400 during 2017/18, representing a reduction of £10,000.</p> <p>For the last few years, fundraising resources have been focused on raising the additional £3.4m required for the construction of the new Hospice. During this period, financial support has been received from new individuals and organisations. The aim over the next few years is to engage these new supporters to develop the existing supporter base for ongoing activities, such as the community nursing service.</p> <p>As the construction of the new Hospice is now complete, it is anticipated that more resources will be dedicated to raising funds for the community nursing service through existing income streams. These include seeking significant support from a range of voluntary sources: individual donations, legacies, in memoriam giving, lottery and raffles, trusts and foundations, companies, community groups, events and the charity shops. It will continue to invest in these voluntary income streams to ensure funding stability and look to start phasing down reliance on the support from Woking Borough Council.</p> <p>In addition to these income streams, the Hospice is targeting efficiency savings relating to its new building. It is also seeking to rent its previous hospice site in Hill View Road which will help to generate regular income and gradually reduce the future requirement for support from Woking Borough Council.</p> <p>Relevant research studies indicate the need for a community nursing service to support people's palliative care needs at home. A key finding was shown in a comprehensive literature review (Gomes et al, 2013) which found that 75% of studies evidenced that the majority of people would prefer to die at home. This has also been borne out amongst its own patients: in a survey of patients in 2015-16, 72% identified their living place (home or nursing home) as their preferred location of death.</p> <p>The Hospice continues to work closely with patients, families and other care providers to ensure that the care offered meets their needs. Regular service audits among patients and their loved ones are also performed and feedback collated regarding the community nursing service so that it can continue improving in response to their needs. 96% of respondents have highly rated the advice, care and support given by the community nursing team.</p> <p>Mandatory and discretionary rate relief are received on its premises in Woking and concessionary rent for its charity shop in Commercial Way, Woking. The Council made available a £6m loan facility in order to convert Goldsworth House into the new state-of-the-art Hospice, which opened in May 2017. The Council also extended an additional £1m loan facility for this purpose to help maintain the Charity's</p>
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## Woking Hospice – Application For Financial Assistance

stability. In addition, there is a long-standing loan of £150,000. The Charity reports that it has a pledged donation of £10,000 from Surrey Heath Borough Council towards the new Hospice facility which is due by the end of 2017.

A large fundraising programme is operated which includes:

- a chain of charity shops in the local area
- a weekly lottery
- two annual grand raffles
- a direct giving programme for regular and ad hoc individual donors
- a programme of hospice-led events, including the Dove Ball, a Midnight Walk, Santa Fun Run, Dragon Boat Family Day and Light up a Life memorial events
- a range of supporter-led events, from music nights and pub quizzes to sporting events and skydives
- coin collection boxes in local businesses
- selling Christmas cards
- requesting grants from trusts and foundations
- support through care donations, in memoriam gifts and legacies.

The care provided by the Hospice is monitored internally through a range of quantitative and qualitative measures.

Quantitative measures include:

- The number of patients accessing the community nursing service
- The number of patient visits made by the community nursing team
- The percentage of patients able to die in the location of their choice
- The ratings collated from patients and families in regular service evaluations

Qualitative measures include:

- Written feedback from patients and families collated into frequent reports
- Comments collated from patients and families in the regular service evaluations
- Informal verbal feedback received directly from patients and their families
- Informal assessment of impact by weekly multi-disciplinary team meetings

The regular service evaluations are valuable in gathering feedback from beneficiaries to ensure information needs are fulfilled, whilst involving them in care planning and establishing the effectiveness of the nurse's support. The Care Quality Commission regularly inspects the Hospice and is satisfied with the monitoring framework.

During the past six years, the need for the community nursing team has grown as more patients are choosing to be cared for in their

## Woking Hospice – Application For Financial Assistance

home. Since 2012, there has been an increase of 25% in the number of patients requiring support in the community, far greater than the 9% increase in total patient numbers. The community nursing model supports around 400 patients from Woking each year.

It is recommended that the application be supported at the reduced level of £47,400 for 2018/19.

REPORT ENDS

EXECUTIVE – 14 DECEMBER 2017

## WOKING MENTAL HEALTH RESOURCE CENTRE - CORNERHOUSE – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Established in 2002, CornerHouse is a registered charity based in Maybury, Woking. CornerHouse aims to support people to improve their mental health and empower them to make wellbeing choices. The Centre provides a range of support groups, activities and one to one services for adults aged 18+ affected by mental ill health across North West Surrey (Woking, Runnymede and Spelthorne).

The Group has applied for £22,961 in order to employ a Fundraising and Marketing Manager and associated costs for one year. The applicant has advised that the appointment would allow the Group to focus on obtaining further funding streams, which will in turn enable the continuation and growth of the services. The applicant has confirmed that the Centre has appointed a temporary Fundraising and Marketing Manager pending the outcome of their application.

While the Council acknowledges the benefit of the services provided by Woking Mental Health Resource Centre – CornerHouse, it is felt that that the Council should not enter into a revenue commitment relating to the employment of staff which may not be sustainable. There is also the potential for increased joint working with the Council such that their promotional material could be more easily shared at a local level across the wellbeing network, and the organisation could make contact with the Council's Community Development and Engagement Team regarding volunteer development and potential alternative funding sources.

On this basis, it is recommended that the application for £22,961 for the financial year 2018/19 is not supported and no grant be awarded on this occasion.

### Recommendations

Reasons for Decision	The application has not given sufficient justification for the Council to enter into a revenue commitment for the employment of a member of staff.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

**Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance**

**Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

**Portfolio Holder:**

Cllr Ayesha Azad  
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**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017

**Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance**

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Established in 2002, CornerHouse is a registered charity based in Woking, Surrey. CornerHouse aims to support people to improve their mental health and empower them to make wellbeing choices. They employ 20 full and part time staff and have a team of over 40 volunteers who help support their services.</p> <p>CornerHouse provides a range of support groups, activities and one to one services for adults aged 18+ affected by mental ill health across North West Surrey (Woking, Runnymede and Spelthorne). Services include:</p> <ul style="list-style-type: none"> <li>- Depression support groups</li> <li>- Anxiety support group</li> <li>- Eating disorder support groups</li> <li>- Postnatal depression support group</li> <li>- Young persons group</li> <li>- Wellbeing groups</li> <li>- Walking for Health regular and starter walks</li> <li>- Mindfulness drop ins and courses</li> <li>- Carers support groups</li> <li>- Drop in social groups (in partnership with Woking Mind)</li> <li>- Asian women's wellbeing project (in partnership with Shifa)</li> <li>- Drop-in centre for anyone experiencing mental health crises (in partnership with Safe Haven)</li> </ul>
1.2 Employees	<p>20, comprising the Chief Executive (37.5 hours per week), the Operations Manager (37.5 hours per week), the Marketing and Fundraising Manager (20 hours per week), an Administrator – vacant (24 hours per week), a Bookkeeper (10 hours per week), seven Support Workers (various hours - 3.5 FTEs) and eight Bank Support Workers (various hours).</p>
1.3 Volunteers	<p>47, whose activities include support the facilitation and running of support groups, act as walk leaders and/or assist Walk for Health walks, and undertake fundraising activities and promoting CornerHouse services.</p>
1.4 Clients/Users	<p>644, comprising:</p> <ul style="list-style-type: none"> <li>200 male</li> <li>444 female</li> <li>33 disabled</li> <li>28 ethnic minority</li> <li>293 resident in Woking</li> <li>7 aged 11-18</li> </ul>

**Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance**

	481 aged 19-65 156 aged 65+																								
1.5 Members	N/A																								
1.6 Sum Requested	£22,961 (Revenue)																								
1.7 Project	<p>In order to increase awareness of and accessibility to CornerHouse services, the grant funding would provide core costs towards the Fundraising &amp; Marketing Manager position for a period of 1 year. The applicant has estimated the costs to be approximately £23,000 per annum. However, the net benefits to the organisation will be infinitely higher.</p> <p>CornerHouse's main funding stream has recently been reduced, resulting in a period of transition. The aim of being in a stronger long-term position regarding funding is reliant on the Group expanding its income streams. Hiring a Fundraising Manager would allow the Group to focus on obtaining further funding streams, which will in turn enable the continuation and growth of services, by:</p> <ul style="list-style-type: none"> <li>- Applying for restricted and unrestricted funds from a variety of funding streams including grants and charitable trusts to strengthen CornerHouse's financial position.</li> <li>- Publicising CornerHouse, building networks including corporate organisations.</li> <li>- Further increasing social media and online presence.</li> <li>- Developing stronger marketing and fundraising strategies that can be implemented by the whole team.</li> <li>- Setting up a Steering Group of interested people from the local community/clients, to a) talk to local organisations about mental health/CornerHouse to help raise awareness, break stigma and build partnerships, b) raise funds by organising events and/or sponsored activities and c) keep updated with local needs</li> </ul>																								
1.8 Cost breakdown:	<table> <tr><td>Recruitment -</td><td>£1,000.00</td></tr> <tr><td>Salary -</td><td>£12,762.24</td></tr> <tr><td>NI -</td><td>£893.36</td></tr> <tr><td>Pension -</td><td>£382.87</td></tr> <tr><td>Management costs -</td><td>£1,276.22</td></tr> <tr><td>Admin costs -</td><td>£638.11</td></tr> <tr><td>Annual leave -</td><td>£1,540.40</td></tr> <tr><td>On costs -</td><td>£1,467.66</td></tr> <tr><td>Equipment -</td><td>£500.00</td></tr> <tr><td>Premises &amp; office supplies -</td><td>£2,500.00</td></tr> <tr><td>Travel incl. parking -</td><td>£500.00</td></tr> <tr><td>Total -</td><td>£22,960.86</td></tr> </table>	Recruitment -	£1,000.00	Salary -	£12,762.24	NI -	£893.36	Pension -	£382.87	Management costs -	£1,276.22	Admin costs -	£638.11	Annual leave -	£1,540.40	On costs -	£1,467.66	Equipment -	£500.00	Premises & office supplies -	£2,500.00	Travel incl. parking -	£500.00	Total -	£22,960.86
Recruitment -	£1,000.00																								
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Travel incl. parking -	£500.00																								
Total -	£22,960.86																								
1.9 Community Benefit	<p>CornerHouse currently supports over 640 active users and receives roughly 150 new referrals per quarter. The applicant has advised that, under the benefit of this proposal, members of the community will be provided a platform from which they can express needs that they feel are not currently being met by the local services available. They will be able to engage with and work alongside other members of the community to rally for new specialist services, or improvements to</p>																								

## Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance

	<p>current services, through the implementation of steering groups, feedback forms, and events arranged for this purpose.</p> <p>CornerHouse would also be in a position to extend its reach to those members of the community who do not currently know about the services provided. There will be a drive to ensure that other organisations and service providers are aware of CornerHouse and will refer individuals in need of mental health support. The applicant has indicated that many users have expressed the wish that they had heard about the services sooner. The Centre would like to explore more avenues for marketing CornerHouse to a wider audience and make our services as accessible to future users as possible.</p> <p>This push should result in an increase in the numbers of users and referrals to the Centre. This, together with the efforts to obtain further project funding, should lead to an increase in the service offer, meeting a wider range of local needs.</p>
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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £96,605 in the bank.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £286,335 against an anticipated expenditure of £331,698, resulting in an anticipated deficit of £45,363.</p> <p>Anticipated income includes voluntary income (£23,500), activities income (£5,700) and the provision of services (£344,800). Items of expenditure include provision of services (£366,275), governance costs (£2,100) and other expenditure (£5,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £374,504 (£269,565 in 2015/16) against expenditure of £373,597 (£258,534 in 2015/16), resulting in a surplus of £907 (a surplus of £11,031 in 2015/16). The sum of £112,516 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> </ul>

**Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance**

	<ul style="list-style-type: none"> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> <li>* mandatory rate relief and discretionary rate relief</li> </ul>	<p>Yes</p> <p>N/A</p> <p>N/A</p>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>CornerHouse do provide a valuable service to residents in Woking (approximately 50% of clients) and the surrounding areas by providing much needed support around such issues as: depression, anxiety, support specifically for young people, eating disorders and general wellbeing related activity, and the Council works in partnership with them on a number of joint streams of work to deliver the ambitions of the Borough’s Health and Wellbeing Plan.</p> <p>I have read their application carefully, but feel that at this time, due to the constraints on the Council’s funds that we should not enter into a revenue commitment relating to the employment of staff which has not been demonstrated as being sustainable. I also do feel that there is the potential for increased joint working with the Council such that their promotional material could be more easily shared at a local level across the wellbeing network.</p> <p>In view of such, there is no reason why they shouldn’t contact the Council’s Community Development and Engagement Team if they so wish, to seek advice from one of the Development Officers regarding volunteer development as well as potential alternative funding sources which may assist them in their ambition.</p>	
<p>3.3 Assessment</p>	<p>Established in the heart of Woking community, based in Maybury and running groups in Sheerwater and Stanwell, CornerHouse engages with marginalised communities, seeking to provide direct and accessible support to people in these areas who are in need. The Centre supports and listens to local people, adjusting services accordingly, such as the establishment of specialist support groups for postnatal depression and young people. Clients suffering from feelings of isolation have expressed their gratitude for the services during key times of need, when they would otherwise have been left to cope alone.</p> <p>CornerHouse also works in strong partnership with Mind, Richmond Fellowship employment support, Shifa - a wellbeing project supporting women for Asian communities - and SafeHaven, which supports people experiencing mental health crises. The joint goal is to provide information, promote emotional wellbeing and nurture sustainable independence in a wide range of people from the most vulnerable sections of society.</p> <p>Being awarded funding for the Fundraising and Marketing Role will mean specific time can be allocated to working with and engaging members of the community, giving them a voice and bringing people together to raise awareness of mental health and reduce stigma.</p> <p>The applicant has advised, however, that with the marginalised population, mental health stigma and recent reduction in funding, CornerHouse is facing challenges that requires a post designated to securing the steady funding streams needed to meet the demand for</p>	



**Woking Mental Health Resource Centre – Cornerhouse – Application For Financial Assistance**

mental health services and to implement a marketing strategy that would enable more vulnerable people to access them.

Currently CornerHouse has two main streams of funding; Community Connections and Woking Safe Haven. CornerHouse had been the lead Community Connections provider for Woking since 2012, a contract provided by Surrey County Council and the local Clinical Commissioning Group. In April 2017 there were changes to the contracting resulting in boundary adjustments and a different charity, Catalyst, have become the lead provider. Whilst Catalyst will continue to subcontract CornerHouse, the changes have resulted in a 12% reduction in income.

In the past, the Fundraising & Marketing Manager has been a small role, funded from reserves and donation income, however, the Centre is keen to employ someone with the view of increasing the role due to increased need. The applicant has advised that the Centre is not able to use existing funding towards the costs of the post and has accordingly applied to the Borough Council to meet the costs. The post is currently occupied on a temporary basis, pending the outcomes of the application.

While the Council acknowledges the benefit of the services provided by Woking Mental Health Resource Centre – CornerHouse, it is felt that that the Council should not enter into a revenue commitment relating to the employment of staff which may not be sustainable. There is also the potential for increased joint working with the Council such that their promotional material could be more easily shared at a local level across the wellbeing network, and the organisation could make contact with the Council's Community Development and Engagement Team regarding volunteer development and potential alternative funding sources.

On this basis, it is recommended that the application for £22,961 for the financial year 2018/19 is not supported and no grant be awarded on this occasion.

REPORT ENDS



EXECUTIVE – 14 DECEMBER 2017

## WOKING MIND – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

Woking Mind supports members of the community with enduring mental illness by offering drop in services. They run art sessions, walks, creative writing classes, cookery and gardening clubs, as well as exercise classes. The Charity operates from CornerHouse, Woking's Mental Health Resource Centre in Courtenay Road, providing services to benefit exclusively those with mental health problems. Woking Mind works in collaboration with CornerHouse in the delivery of 'Community Connections' for Woking Borough. Mental health problems can have a devastating effect on people's lives and the goal of Woking Mind is to prevent mental health problems escalating where this can be avoided and supporting recovery if the mental health problem has become serious.

The Council previously supported the Group in 2014/15, awarding a grant of £2,460 towards the delivery of a six week art therapy / photography course where users visit sites of historical, cultural and educational value.

Woking Mind has applied for revenue funding of £5,440 to enable it to continue to receive calls and emails from many people in the community looking for health, advice and support on mental health issues.

Whilst Woking Mind provides a much needed and beneficial service, Woking Borough Council already provides significant support, including financial, to a number of organisations within the Borough which provide similar support and signposting for those living with mental health within the community.

On this basis it is recommended that no grant be awarded for the financial year 2018-2019. The Group is advised to contact the Council's Community Development and Engagement Team to seek assistance with funding opportunities.

### Recommendations

Reasons for Decision	Woking Borough Council already provides significant support to organisations which provide similar support and signposting for those living with mental health within the community.
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The Executive is requested to:	<b>RESOLVE That</b> no grant be awarded to Woking Mind for the financial year 2018-2019.
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**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

**Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

**Portfolio Holder:**

Cllr Ayesha Azad  
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**Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

**Date Published:**

6 December 2017

## Woking MIND – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Mind, a registered charity limited by guarantee, has served the local community since 1979. The organisation supports those with enduring mental illness by offering drop in services, art sessions, walks, creative writing classes, cookery and gardening clubs and exercise classes.</p> <p>The organisation also provides phone and email signposting advice to those people who need mental health advice but are not able to use their drop in services. Visits are undertaken to local schools and businesses to provide mental health awareness training. The Organisation is affiliated to National Mind and is committed to achieving the highest quality standards. The applicant has advised that Woking Mind is dependent on local funding.</p>
1.2 Employees	Two employees, comprising the General Manager (15 – 18 hours per week) and the Services Manager (15 – 18 hours per week).
1.3 Volunteers	11, whose activities include running and supporting the services that the Organisation provides. Some run sessions that they have expert knowledge in (for example an artist who runs the art group) and others help support the services by accompanying members on walks, days out, visits to the art gallery etc. Some also help with administrative tasks and food preparation.
1.4 Clients/Users	<p>75, comprising:</p> <p>40 male</p> <p>35 female</p> <p>75 disabled</p> <p>10 ethnic minority</p> <p>75 resident in Woking</p> <p>64 aged 19-65</p> <p>11 aged 65+</p>
1.5 Members	<p>90, comprising:</p> <p>46 male</p> <p>44 female</p> <p>74 disabled</p> <p>10 ethnic minority</p> <p>88 resident in Woking</p> <p>72 aged 19-65</p> <p>18 aged 65+</p>
1.6 Sum Requested	£5,440 (Revenue)
1.7 Project	Woing Mind receives calls and emails from many people in the

## Woking MIND – Application For Financial Assistance

	<p>community looking for health, advice and support on mental health issues. This ranges from sufferers, carers and professionals who consult us on a wide range of mental health issues.</p> <p>Woking Mind has requested funding to enable it to continue to provide this signposting and advisory/listening service</p>								
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signposting/emails/telephone calls</td> <td style="text-align: right;">£3,200</td> </tr> <tr> <td>One to one sessions (x104) for 12 months</td> <td style="text-align: right;">£2,080</td> </tr> <tr> <td>Administration</td> <td style="text-align: right;"><u>£160</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£5,440</td> </tr> </table>	Signposting/emails/telephone calls	£3,200	One to one sessions (x104) for 12 months	£2,080	Administration	<u>£160</u>	Total	£5,440
Signposting/emails/telephone calls	£3,200								
One to one sessions (x104) for 12 months	£2,080								
Administration	<u>£160</u>								
Total	£5,440								
1.9 Community Benefit	Based upon figures that the organisation have recorded in the first six months of this year, 264 people will benefit from the funding provided to operate this service per year								

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £48,546 in the bank.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £62,150 against an anticipated expenditure of £58,020, resulting in an anticipated surplus of £4,130.</p> <p>Anticipated income includes Surrey County Council's Community Connections grant (£50,000), MIND shop (£4,800), donations and legacies (£2,200), events income (£3,500), donations/subscriptions (£750) and Centres (£3,500).</p> <p>Items of expenditure include rent (£3,360), salaries (£39,500), events (£3,500), catering/cleaning (£3,000), hire of minibus (£2,000), legal and professional (£1,000) and repairs and sundry (£2,000).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £67,035 (£62,835 in 2015/16) against expenditure of £56,507 (£64,995 in 2015/16), resulting in a surplus of £10,528 (a deficit of £2,160 in 2015/16). The sum of £51,075 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	New Application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> </ul>

## Woking MIND – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>No</li> <li>N/A</li> <li>N/A</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>Woking Mind has played an important part for a number of years in supporting the local community and in particular those individuals who often are very vulnerable within our society, and it is encouraging to see how they continue to do so with a small paid team and the generous help of volunteers.</p> <p>Whilst I appreciate that that they are requesting funding to enable them to continue to provide a signposting and advisory/listening service, I note that they have not made any other funding bids and would therefore suggest that they should explore this option in the first instance, bearing in mind the constraints on the Council's budget and the fact that there are a number of other organisations that the Council fund for similar type activity.</p> <p>I would therefore not be supportive of their request at this time, but instead suggest that they contact the Council's Community Development and Engagement Team to seek assistance with funding opportunities.</p>	
<p>3.3 Assessment</p>	<p>Woking Mind has approached Woking Borough Council with a request for funding of £5,440 for the coming year. The money is to be used to cover the costs of the Group's signposting and advisory/listening service. The costs an administration cost of £180 and the cost of providing 1-2-1s with people who suffer from mental health issues (£2,080). The remaining sum requested - £3,200 – would cover the cost of responding to emails, phone calls and referrals. Woking Mind receives calls and emails from many people in the community looking for health, advice and support on mental health issues. This ranges from sufferers, carers and professionals who consult on a wide range of mental health issues.</p> <p>Historically the principal source of income has been from Surrey County Council through the Community Connections contract. With effect from April 2017, however, the level of support has been reduced by £5,000+ per year as a result of cost reductions by the County Council. The current contract does not cover support for a signposting/advisory service.</p> <p>The applicant has stressed the importance of the signposting and advisory/listening service, advising that many visitors and callers are desperate for advice/signposting to help either themselves or family members and other parties.</p> <p>Whilst Woking Mind provides a much needed and beneficial service, Woking Borough Council already provides significant support, including financial, to a number of organisations within the Borough which provide similar support and signposting to those living with mental health within the community. In addition, the Council's own budgets are under pressure and the Authority cannot always assist those Groups which have had their annual funding cut by the County</p>	

## Woking MIND – Application For Financial Assistance

Council or other funding agencies.

On this basis it is recommended that no grant be awarded.

It is noted that the application indicates that the Group has not sought financial support from other agencies or funders note. In accordance with the consultee comments, it is therefore suggested the Charity is encouraged to contact the Council's Community Development and Engagement Team to seek assistance with funding opportunities.

REPORT ENDS



## WOKING PEOPLE OF FAITH – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Woking People of Faith is a multi-faith organisation providing a platform for people to get together and gain an understanding of each other. Since its inception, Woking People of Faith has been supported by the Council, through the Community Support Scheme and through community cohesion funding received from the Department of Communities and Local Government.</p> <p>Woking People of Faith has applied to increase its funding from £15,000 to £16,000 for 2018/19 towards the cost of its appointment of a consultant co-ordinator. The co-ordinator post is currently vacant and is being recruited to. The role is necessary to maintain the programme of events and meetings held each year. Work during the past few months has included a football tournament, activities during Refugee Week, a stall at the Sheerwater Festival and an event during the International Day of Peace. The Grant would also be used to cover office costs and the costs of events staged by Woking People of Faith.</p> <p>The Group originally held 3-4 major events per year but is now planning bi-monthly events and monthly activities. The Group is implementing a new strategy of not only educating through speakers but also engaging people in activities and developing their involvement in the Charity. As a part of this strategy the Group will recruit its own event and team leaders to encourage more people to take ownership of the Charity.</p> <p>Woking Borough Council has recognised the importance of the role played by the Group and the difficulties faced in raising funds. It is noted that the role of the Co-ordinator is currently vacant and that the Group intends to recruit to the post, either with the same number of hours per week or a reduced number. Accordingly, it is recommended that the application is deferred and the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year. In the interim, a provision of up to £15,000 has been set aside in the Community Grants Budget.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the Council to consider how the Group intends to operate during the 2018/19 financial year.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<p><b>RESOLVE That</b></p> <p>(i) the application be deferred; and</p> <p>(ii) the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year.</p>
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p>

## Woking People of Faith – Application For Financial Assistance

	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p>

## Woking People of Faith – Application For Financial Assistance

	<p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
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Doug Davern, Democratic Services Officer  
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### Portfolio Holder:

Cllr Ayesha Azad  
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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### Date Published:

6 December 2017



## Woking People of Faith – Application For Financial Assistance

<b>1.0 Summary of Application</b>					
1.1 Status and Aims	The Charity was formed in 2007 to build strong relationships between people of different faiths and cultures in Woking Borough for the good of the whole community.				
1.2 Employees	None. The Group hires a part-time Co-ordinator on a consultancy basis.				
1.3 Volunteers	<p>13, whose activities include overseeing the business and activities of the Charity.</p> <p>The Charity has recently seen a restructuring of the trustees and management committee. The two were formed into one board of Management Trustees, with its primary concern being the business and strategy of the charity. A new events committee is in the process of being formed to manage the increased level of activities.</p>				
1.4 Clients/Users	<p>340, comprising:</p> <p>150 male</p> <p>190 female</p> <p>4 disabled</p> <p>170 ethnic minority</p> <p>250 resident in Woking</p> <p>12 aged 11-18</p> <p>300 aged 19-65</p> <p>44 aged 65+</p> <p>No charge is made to the users of the Group.</p> <p>The Group states that members of the public in Woking are invited to attend its community initiatives and highlights that its new constitution encourages faith establishments to join as institutional members.</p>				
1.5 Members	None.				
1.6 Sum Requested	£16,000 (Revenue)				
1.7 Project	<p>The core funding is to maintain the services of the part-time Coordinator contracted on a consultancy basis and cover the costs of events staged.</p> <p>The Group originally held 3-4 major events per year but is now planning bi-monthly events and monthly activities. The Group is implementing a new strategy of not only educating through speakers but also engaging people in activities and developing their involvement in the Charity. As a part of this strategy the Group will recruit its own event and team leaders to encourage more people to take ownership of the Charity.</p>				
1.8 Cost breakdown:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Consultant</td> <td style="text-align: right;">£10,800</td> </tr> <tr> <td>Travel and logistics</td> <td style="text-align: right;">£1,000</td> </tr> </table>	Consultant	£10,800	Travel and logistics	£1,000
Consultant	£10,800				
Travel and logistics	£1,000				

## Woking People of Faith – Application For Financial Assistance

	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Insurance</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Cost of events inc venues</td> <td style="text-align: right;">£3,367</td> </tr> <tr> <td>Promotion and administration</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Ancilliary</td> <td style="text-align: right;"><u>£650</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;">£16,567</td> </tr> </table>	Insurance	£500	Cost of events inc venues	£3,367	Promotion and administration	£250	Ancilliary	<u>£650</u>	Total -	£16,567
Insurance	£500										
Cost of events inc venues	£3,367										
Promotion and administration	£250										
Ancilliary	<u>£650</u>										
Total -	£16,567										
1.9 Community Benefit	<p>Some of the events ask for a pre-event registration where records are kept at the entrance on arrival. However, other events are open to all and numbers vary; though a record of the numbers is kept for health and safety in the event of a fire or incident. The Group estimates that the user numbers have increased by around 20% over the past year.</p>										

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £10,054 in the bank, which is reserved for the payment of consultancy fees.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £17,000 against an anticipated expenditure of £17,120, resulting in an anticipated deficit of £120.</p> <p>Anticipated income includes the Council's Grant (£16,000) and Donations (£1,000). Items of expenditure include Development Worker (£11,300), public meetings (£3,200), travel and office costs (£2,100) and insurance (£520).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £19,230 (£12,678 in 2015/16) against expenditure of £15,734 (£17,668 in 2015/16), resulting in a surplus of £3,496 (a deficit of £4,990 in 2015/16). The sum of £14,014 was carried forward at the end of the 2016/17 year. The difference between the income in 2016/17 and 2015/16 is due to the timing of receipt of the grant received from the Council.</p>
2.3 Support over the past five years	<p>2017/18 – £15,000                  2016/17 – £15,000                  2015/16 – £15,000                  2014/15 – £13,500                  2013/14 – £15,000</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> </ul>

## Woking People of Faith – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>Woking People of Faith (WPOF) has over the years undoubtedly helped in drawing together people from a range of different faith backgrounds from across Woking for the sharing and understanding of not only faith issues, but perhaps just as importantly an understanding of cultural differences and how we can coexist in a productive and supportive manner in a diverse community.</p> <p>In these current times I am of the view that it is evermore important that we stand together in showing strength and support for all those who hold faith responsibly and that such organisation as WPOF have a large part to play in co-ordinating, networking and supporting such joint messaging. In doing so via a wide variety of initiatives/ programmes their work contributes directly to the council's cohesion and integration agenda and should therefore in my view be supported.</p> <p>Since the application was made, it has come to light that the Group have been reviewing their governance arrangements including the number of hours they consider that the part-time Co-ordinator should be employed for, and it is unclear at this time what their final arrangements will be. As the original application requested funding specifically for this Coordinator's role, it is suggested that funding up to the same level as last year (£15k) be earmarked for award, but that such award is conditional on a satisfactory proposal being submitted which confirms the position. Should the confirmed proposal seek to reduce the hours, then it is likely that the earmarked funding would be reduced proportionately.</p>	
<p>3.3 Assessment</p>	<p>The Woking People of Faith is a multi-faith organisation providing a platform for people to get together and gain an understanding of each other. Since its inception Woking People of Faith has been supported by the Council, through the Community Support Scheme and through community cohesion funding received from the Department of Communities and Local Government. The Group has representatives from faiths including Christian, Muslim, Jewish, Buddhist, Baha'i, Quaker, Sikh and Hindu.</p> <p>The central objective of Woking People of Faith is to build and strengthen relationships between people of different faiths and cultures for the good of the whole of the Borough. It works hard to challenge prejudice and to facilitate understanding between different faith and culture groups in Woking, which is an important contributor to a healthy society. Donations are invited at every event held and some events receive sponsorship from the local community and businesses.</p> <p>The Charity intends to continue with, and extend their engagement with local people, promoting cross-cultural and faith dialogue, facilitate working together and creating opportunities for the strengthening of relationships.</p> <p>Since 2009, the Charity has engaged with numerous local faith groups to try to establish core funding. The Charity has found that, as inter-</p>	

## Woking People of Faith – Application For Financial Assistance

faith work is secondary to the core objectives of most faith institutions, direct funding is not provided by the different partners. However, faith groups and businesses do contribute to specific events when invited to do so, though this is not sufficient to support the part-time worker. Consequently, the Group considers it vital to secure core funding from Woking Borough Council to drive and develop this work for the benefit of the community.

Woking People of Faith has applied to increase its funding from £15,000 to £16,000 for 2018/19 towards the cost of its appointment of a consultant co-ordinator. The co-ordinator post is currently vacant and is being recruited to. The role is necessary to maintain the programme of events and meetings held each year.

The activities held over the past few months are as follows:

- Football Tournament 20 May 2017 - 7 teams from various faith groups took part including a team of refugees
- AGM 23 May 2017 – to approve a constitution change
- Refugee week June 19th - 24th - Various activities throughout the week starting with an official opening event and culminating with an 'A Conversation With' event on the Saturday.
- Sheerwater Festival 09 Sept – the Group attended with a stall to highlight Woking People of Faith and its events.
- International Day of Peace 23rd September - 50 - 60 people took part with many people passing through, a reminder that peace is important in the world.

Woking Borough Council has recognised the importance of the role played by the Group and the difficulties faced in raising funds. It is noted that the role of the Co-ordinator is currently vacant and that the Group intends to recruit to the post, either with the same number of hours per week or a reduced number. Accordingly, it is recommended that the application is deferred and the Group be requested to submit a proposal to the Strategic Director, Sue Barham, in which the Council can be satisfied prior to agreeing any grant funding for Woking People of Faith during the 2018/19 financial year. In the interim, a provision of up to £15,000 has been set aside in the Community Grants Budget.

REPORT ENDS



## WOKING SHOPMOBILITY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>An application for financial support has been received from Woking shopMobility to assist with the Charity's running costs. ShopMobility was set up with the aim of enabling barrier-free access to shopping and business facilities in Woking by providing self-driven motorised equipment or manual wheelchairs. Users of the service can also ask for the assistance of a wheelchair pusher if required.</p> <p>The Group is applying to extend its existing revenue funding of £12,500 in 2018/19. It should be noted that prior to 2012/13, the funding level approved for the Group was set at £22,494. However in 2012/13, a grant of £10,000 was received from the Town Centre shopping centres in Woking for a period of three years which reduced the level of funding required from the Council by the same amount. The purpose of the grant is to enable the Group to provide a regular service six days a week and maintain the wide range of equipment needed to meet the requirements of their clients.</p> <p>The Group highlights that over the course of the past year approximately 250 members made around 3,000 visits. There was also an estimated 670 visits made by non-members. Since opening in 1989, there have been over 73,000 visits. It is recommended that a grant of £12,500 be awarded for 2018/19.</p>

<b>Recommendations</b>	
Reasons for Decision	To ensure the continued services of the Group for Woking residents.
Legal Authority	S132 Local Government Act 1972 S106 Transport Act 1985
The Executive is requested to:	<b>RESOLVE That</b> a grant of £12,500 be awarded towards running costs.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date</p>

## Woking Shopmobility – Application For Financial Assistance

	<p>unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the Council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new ‘duty to refer’. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council’s budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that</p>

## Woking Shopmobility – Application For Financial Assistance

	contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.
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<b>The Executive has authority to determine the above recommendations.</b>
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### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad  
Email: Cllrayesha.azad@woking.gov.uk

### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Woking Shopmobility – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Shopmobility was set up in 1989 as a mayoral charity and the unit opened in 1992. Its aim is to provide barrier free access to shopping and business facilities in Woking by provision of self-drive motorized equipment or manual wheelchairs. A pusher can be provided for manual wheelchairs if required. The service is open to all but traditionally the clients have been the elderly and registered disabled, with the addition of accident sufferers, or people recovering from operations or sufferers of other medical conditions.</p> <p>The Charity aims to provide freedom and independence and promotes social inclusion, noting that users contribute significantly to the economic viability of the town.</p>
1.2 Employees	5 Administrators who do not have set hours. They work a flexible rota agreed with them in advance. The Chairman/General Manager is a volunteer.
1.3 Volunteers	19, including the roles of Treasurer, Secretary, Chairman/General Manager, Trustees, Maintenance, Pushers and Administrator.
1.4 Clients/Users	<p>781, comprising:</p> <p>261 male</p> <p>520 female</p> <p>781 disabled</p> <p>78 ethnic minority</p> <p>531 resident in Woking</p> <p>1 aged 11-18</p> <p>351 aged 19-65</p> <p>429 aged 65+</p> <p>Users can also apply to be members and pay £12 per annum plus £3 per visit or single users who pay £5 per visit.</p>
1.5 Members	<p>214, comprising:</p> <p>69 male</p> <p>145 female</p> <p>214 disabled</p> <p>20 ethnic minority</p> <p>146 resident in Woking</p> <p>1 aged 11-18</p> <p>96 aged 19-65</p> <p>117 aged 65+</p> <p>There is an annual charge levied at £12 for each Member plus £3 per visit.</p>
1.6 Sum Requested	£12,500 (Revenue)

## Woking Shopmobility – Application For Financial Assistance

1.7 Project	<p>The grant funding enables the Group to provide a regular service six days a week at charges clients can afford, while maintaining the wide range of equipment needed to meet their needs. The increasing demand for its facilities plus the ongoing Woking Shopping development pointg towards a strengthening of the community need.</p> <p>The Group notes that Saturday has become its busiest day and and it is considering a Sunday opening if it can be resourced.</p>												
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Salaries -</td> <td style="text-align: right;">£31,300</td> </tr> <tr> <td>Office Running Costs -</td> <td style="text-align: right;">£3,900</td> </tr> <tr> <td>Premises Costs -</td> <td style="text-align: right;">£100</td> </tr> <tr> <td>Equipment Maintenance -</td> <td style="text-align: right;">£4,200</td> </tr> <tr> <td>Insurance -</td> <td style="text-align: right;"><u>£2,800</u></td> </tr> <tr> <td>Total -</td> <td style="text-align: right;">£42,300</td> </tr> </table>	Salaries -	£31,300	Office Running Costs -	£3,900	Premises Costs -	£100	Equipment Maintenance -	£4,200	Insurance -	<u>£2,800</u>	Total -	£42,300
Salaries -	£31,300												
Office Running Costs -	£3,900												
Premises Costs -	£100												
Equipment Maintenance -	£4,200												
Insurance -	<u>£2,800</u>												
Total -	£42,300												
1.9 Community Benefit	<p>The community benefit that the group provides can be summarised threefold:</p> <ul style="list-style-type: none"> <li>- Woking residents in need of help directly benefit from the provision of scooters and wheelchairs, such that they are not excluded from shared spaces in the town centre. The group notes “constant demand” in this regard.</li> <li>- The same residents are able to contribute to the economic viability of the town. The group notes that development in the town centre should bolster their case, in that new retail spaces will precipitate more demand for Shopmobility services.</li> <li>- Lastly, the group have run popular fundraising activities, which, while a bi-product of the service being provided, have the capacity to improve community cohesion.</li> </ul>												

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £17,236 in the bank. It is not reserved for a specific purpose, though the Group’s reserves policy states that existing funds should be directed towards operational costs rather than the replacement of equipment.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £47,900 against an anticipated expenditure of £49,800, resulting in an anticipated deficit of £1,900.</p> <p>Anticipated income includes WBC grant (£12,500), Woking Shopping (£10,000) and members’ visits (£8,500). Items of expenditure include salaries (£34,500), equipment running costs (£5,000) and office running costs (£3,500).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £46,910 (£46,963 in 2015/16) against expenditure of £45,585 (£47,769 in 2015/16), resulting in a surplus of £1,325 (a deficit of £806 in 2015/16). The sum of £45,661 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £12,500 2016/17 – £12,500</p>

## Woking Shopmobility – Application For Financial Assistance

	<p>2015/16 – £12,500                  2014/15 – £12,500                  2013/14 – £12,494</p> <p>Following a change in the funding arrangements, the Group has received a grant of £10,000 from Woking Shopping since 2012/13, resulting in a lesser grant being awarded by Woking Borough Council. As a part of the arrangement, the Council increased its support of the Woking Community Transport Town Centre Buggy by the same amount since that time.</p>
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<b>3.0 Assessment of Application</b>		
<b>3.1 Key Information</b>	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* Mandatory rate relief, discretionary rate relief, concessionary rent</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes *</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
<b>3.2 Consultee Comments</b>	<p><u>Councillor H Addison</u> (Council nominee)</p> <p>I am writing to assure you I completely support the Woking Shopmobility community grant application. The organisation is efficiently run and has a great reputation with its clients and the community at large. Shopmobility is a key player in achieving Woking Borough Council’s “accessibility for all” policy. This service to a vulnerable section of our community is an important part of the provision of a great shopping experience, which is essential as part of our development plans.</p> <p>There are four Trustee Meetings each year plus an Annual General Meeting. In addition Shopmobility run a very successful Pancake Race each year. I have for the last few years made up 2 teams of Borough Councillors for the Pancake Race. A carol singing event also took place in the Peacocks and fantastic hampers were raffled just before Christmas. A bucket collection also took place at the football ground.</p> <p>Shopmobility celebrated its 25<sup>th</sup> anniversary in April with a party to which the Mayor and Member of Parliament were invited. Another very successful raffle was held with hampers.</p>	

## Woking Shopmobility – Application For Financial Assistance

	<p>A personal experience as related by a user:</p> <p>“I have really valued the wonderful help received from Shopmobility. As soon as I arrived, a member of staff would come out with an appropriate scooter (they knew which one suited me!). When I arrived back to the car the shopping would be put in my boot and I was soon safely back in the car. I thoroughly enjoyed getting around Woking independently.</p> <p>I have not been able to use the facilities recently due to bad health, but I hope to improve and look forward to the wonderful welcome back which I know I will receive”.</p> <p><u>Officer Comment</u></p> <p>It is encouraging to note that users of the service continue to grow which is likely to be a reflection of the Council's commitment to raising the retail offer in the town, and is something that will only continue to increase (with consequential increase in Shopmobility customers) with the Council's continued commitment to economic development within the Town Centre and the Victoria Square development in particular. It is also welcoming to note that the Applicant has been proactive in undertaking fundraising activity to support their service.</p> <p>I would therefore wish to see continued support of this Group (at existing current levels of funding) which supports the Council's ambitions in relation to both economic development and health and wellbeing, as well as continued joint promotion of the service via Woking Shopping so that Woking Town Centre is proactively marketed as an accessible venue.</p>
<p>3.3 Assessment</p>	<p>Woking Shopmobility's aim is to provide barrier free access to shopping and business facilities in Woking by provision of self-drive motorized equipment or manual wheelchairs. The project is opened to all but traditionally the clients have been the elderly and registered disabled, with the addition of accident sufferers, or people recovering from operations or sufferers of other medical conditions.</p> <p>The Group is applying to extend its existing revenue funding of £12,500 in 2017/18. During 2016/17, there were 781 users of the service, with 3,669 visits being made. The total number of visits since the project started (1992) is over 74,000. Demand has risen such that the Group is now considering opening on a Sunday, should the resources be found (as it stands, services are offered six days a week). The Group also notes that demand has not dropped while development work has taken place in Woking Town Centre.</p> <p>The Group prides themselves in making retail facilities in Woking town centre accessible for all and works with Woking Community Transport to ensure “a seamless Home to Shop experience for people with limited mobility”, contributing to the economic viability of the town.</p> <p>Fundraising activities undertaken include the Annual Pancake race, Christmas and Easter Tombola, Quiz night, Christmas party, and bucket collections at Ambassadors and Woking Football club. The monthly tombola also raises £500 per annum.</p> <p>The grant of £12,500 has been provided since 2012/13, and now constitutes around 26 per cent of their income. 21 percent is provided by Woking Shopping and 35 per cent from membership and user fees, with the remainder accrued through donations and fundraising. The</p>



## Woking Shopmobility – Application For Financial Assistance

	<p>Group argues that a reduction in grant funding would lead to a rise in charges per visit for users.</p>
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	<p>Accordingly it is recommended that the Council's support is continued and that a grant of £12,500 is awarded for 2018/19.</p>
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REPORT ENDS



## WOKING STREET ANGELS – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>Woking Street Angels is applying for revenue support of £2,500 towards the costs of providing its service in 2018/19. Its support is targeted at those in need of assistance on the streets during the night-time economy in Woking Town Centre and is offered to all in need, irrespective of age, race, origin or religion.</p> <p>The volunteers undertake work such as providing foil blankets to keep people warm; giving bottles of water given to those dehydrated or sick from the effects of alcohol; escorting vulnerable people, especially females, to taxis or other means of getting home safely; providing flip flops to girls in bare feet no longer able to walk on high heels; and generally aiming to be a calming influence and presence in Woking town centre leading to greater safety.</p> <p>Whilst it is noted that the Group is seeking an increase in the Council's support from £2,000 (awarded for 2017/18) to £2,500 for the coming year, it is not felt that any increase in support can be justified in view of the pressures on the Community Grants budget.</p> <p>Taking into account the consultee comments which note that the beneficial impact of the work of the Group during the night-time economy on Friday and Saturday nights, it is recommended that the Council continues its support at the level of £2,000 in recognition of the assistance the Group provides to individuals and the contribution towards Woking's pride of place.</p>

<b>Recommendations</b>	
Reasons for Decision	To ensure the continued services of the Group during the night-time economy.
Legal Authority	S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> a grant of £2,000 be awarded towards the costs of the service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date</p>

## Woking Street Angels – Application For Financial Assistance

	<p>unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

## Woking Street Angels – Application For Financial Assistance

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
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Ray Morgan, Chief Executive  
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### **Contact Person:**

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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017



## Woking Street Angels – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Street Angels was formed in 2010. Its aims and objectives are to make a positive impact on crime and anti-social behaviour in Woking town centre, particularly in the vicinity of bars, clubs and late night food outlets by providing a calming presence on the streets late at night. Street Angels help address the needs of the night time economy.</p> <p>As a result of their work, Surrey Police announced that Woking town centre had seen a significant reduction in incidents and violent crime.</p>
1.2 Employees	1, Co-Ordinator (20 hours per week)
1.3 Volunteers	<p>37, whose activities include walking in pairs around the town centre on Friday and Saturday nights between 10pm and 4am as well as on the evening of the publication of Examination results, Christmas Eve and New Years Eve.</p> <p>The volunteers are there to help people who may need support as a result of homelessness, intoxication, drug abuse, assault or any other issues has caused personal distress or the potential for physical harm whilst out.</p>
1.4 Clients/Users	The Group assists around 400 people each year. Users of Woking Street Angels services are members of the general public who frequent the streets of Woking town centre and may need help and support to ensure they return home safely after an evening out. The service is offered to any members of the public in need, though most users tend to be the younger adult generation.
1.5 Members	None.
1.6 Sum Requested	£2,250 (Revenue only)
1.7 Project	Woking Street Angels have asked for revenue funding to help support the salary of their Co-ordinator and help meet the costs of the supplies. The supplies include, flip-flops, water, blankets, minor first aid (there are no qualified first aiders on duty), haversack bags to carry supplies, Woking Street Angel jackets.
1.8 Cost breakdown:	<p>Employee costs £12,500</p> <p>Street expenses for work on Friday &amp; Saturday evenings £1,800</p> <p>Office and administrative expenses £1,250</p> <p>New laptop £700</p> <p>Total £16,250</p>
1.9 Community Benefit	It is members of the general public enjoying an evening out in Woking town centre on a Friday or Saturday evening that will receive benefit from the activities of Woking Street Angels.

<b>2.0 Financial Background</b>	
2.1 Budget	At the time of the application, the Group held £37,372 in the bank. The sum of £14,308 is reserved for half a year's running costs and

## Woking Street Angels – Application For Financial Assistance

	<p>recruitment and marketing.</p> <p>The Group has submitted a budget for 2017/18 (not 2018/19) which shows an anticipated income of £18,950 against an anticipated expenditure of £18,945, resulting in an anticipated surplus of £5.</p> <p>Anticipated income includes church donations (£6,000), miscellaneous Group donations (£1,700), individual donations (£1,800), Grants (£7,600), other miscellaneous (£1,500) and Flower Show donations (£250). Items of expenditure include Coordinator salary (£11,500), radios and phone rental (£2,050), insurance (£700), "Street" expenses (including: flip-flops, water, lollipops, blankets and first aid and sundries) (£2,520), kit bags (£120), office costs (£975), marketing (£500) and CNI donation (£600).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £32,997 (£12,227 in 2015/16) against expenditure of £15,508 (£23,379 in 2015/16), resulting in a surplus of £19,086 (a deficit of £10,273 in 2015/16). The sum of £34,443 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 - £2,000 towards general running costs.                  2016/17 - £2,000 towards general running costs.                  2015/16 - £2,000 towards general running costs.                  2014/15 - £3,000 towards general running costs.                  2013/14 - £5,000 towards general running costs.</p>

<h3>3.0 Assessment of Application</h3>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes                  Yes                  No                  Yes                  Yes                  Yes                  No                  Yes                  No                  Yes                  N/A                  N/A</p>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Woking Street Angels started in 2011 and has been acknowledged by Surrey Police and the Council for the key part they have played in reducing the levels of violence in the town centre and improving the feeling of safety. They are out on Friday and Saturday nights and continue to work closely with the local policing team and have ongoing excellent relationships with the door staff of the various licensed premises.</p>	



## Woking Street Angels – Application For Financial Assistance

	<p>Their key work is in helping to support some of the most vulnerable individuals who are out and about in the town centre at the weekends. They assist them with the provision of water, flip flops and blankets, help them to arrange transport home or signpost them to appropriate services. I believe that their early intervention is helping reduce the escalation of violence in the evenings, which in turn reduces the demand on our limited police resources. In addition, they improve the look and feel of the town centre and make it feel safer by clearing up bottles and cans as they patrol, which reduces litter and the possibility of these being used as missiles.</p> <p>A Woking Borough Council Officer attends their Operations Meetings and it is well documented that they are always seeking funds from a range of organisations, as well as running fund raising events. This fundraising is always a challenge but, because of the important work they do in supporting a safe town centre, I feel it would be helpful if we could provide some funding this year.</p>
3.3 Assessment	<p>Formed in 2010, Woking Street Angels aim is to make the streets of Woking safer and more hospitable for all people during the late evening and early morning hours. Woking Street Angels' objective is to provide a caring, stabilising presence and to assist those who are vulnerable, distressed or lost to get to a place of safety. This presence in Woking and other towns (such as Guildford and Camberley) has led to a reduction in crime and violence and benefits all members of the community, especially the night-time economy.</p> <p>Woking Street Angels was formed in July 2010, and registered as a charity in October 2010. Its support is targeted at those in need on the streets during the evening in the town centre and it is offered to all in need, irrespective of age, race, origin or religion.</p> <p>Whilst the Street Angels are volunteers, the Group employs a Co-ordinator who helps to plan the rotas, deals with queries, provides support to the Street Angel teams, including training, and handles all procurement matters.</p> <p>Woking Street Angels help people in a number of different ways, for example:</p> <ul style="list-style-type: none"><li>- providing foil blankets to keep people warm</li><li>- providing bottles of water given to those dehydrated or sick from the effects of alcohol and other substances.</li><li>- escorting vulnerable people, especially females to taxis or other means of getting home safely</li><li>- helping those sick and injured, including the victims of violence, fights, etc. calling for paramedic help if necessary or administering minor First Aid</li><li>- providing support to the homeless</li><li>- talking to those in despair, the lonely, those upset by broken relationships, separated from friends and just being a listening ear</li><li>- providing flip flops to girls in bare feet no longer able to walk on high heels</li><li>- providing directions</li></ul>

## Woking Street Angels – Application For Financial Assistance

- giving guidance on agencies who may be able to help those in need with personal difficulties/domestic issues
- generally aiming to be a calming influence and presence in Woking town centre leading to greater safety.

The Applicant has stated that the grant would be greatly beneficial in supporting the costs of running the Woking Street Angels operation; most particularly in supporting the salary of the coordinator. The employment of the coordinator is essential in coordinating and managing the rotas, advertising for and encouraging volunteers to apply to become Street Angels. Other ongoing costs such as insurance (public liability, Employers, indemnity etc.), radio and phone rentals and office expenses also have to be met by the grants applied for.

The Group have been actively seeking grants from various sources and have also been engaging with organisations, Woking Rotary and businesses within the local area to obtain funding to ensure that visitors and residents remain safe at night. On top of this, the Group undertakes small fundraising events such as charity walks, dinners and local fairs and have received donations from local churches, BP Foundation, legacies and Woking Active Retirement. All trustees continually work to raise funds and find new recruits to become street angels.

Taking into account the consultee comments which note that the beneficial impact of the work of the Group during the night-time economy on Friday and Saturday nights, it is recommended that the application be supported at the same level as for the current year of £2,000.

REPORT ENDS

## WOKING TALKING NEWSPAPER – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Woking Talking Newspaper Association has applied for a grant to cover the costs of renting office space at the Moorcroft Centre. The Group provides visually impaired people of Woking with a weekly audio tape containing local news. The Service is available to those of any age and the Group is working with Sight for Surrey with the aim of increasing the overall numbers to between 60 and 100 listeners.</p> <p>Woking Talking Newspaper has applied for grant support of £1,696 in 2018/19. The funding would offset the charges from Woking Borough Council for renting a room at the Moorcroft Centre in Westfield for a period of approximately four hours per week.</p> <p>It is noted that the Group provides an excellent and valued service to those with a visual impairment in the Borough, along with ongoing awareness-raising to increase its number of users. The Group states that it currently operates with a total of 56 users in the Borough who are registered blind or have a visual impairment.</p> <p>The service has been described by many users as a "lifeline". Many radio and television stations provide regional news but with the aid of the Woking News and Mail they can deliver Borough news and information to visually impaired persons.</p> <p>The Council has supported the Group for many years and it is recommended that a grant of £1,696 be awarded for the 2018/19 financial year.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable Woking Talking Newspaper to continue to provide its service to those people in the Borough with a visual impairment.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976.
The Executive is requested to:	<b>RESOLVE That</b> funding of £1,696 be awarded towards the cost of renting a room at the Moorcroft Centre.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>

**Woking Talking Newspaper – Application For Financial Assistance**

	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
<p>Performance Indicators</p>	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
<p>Future Support</p>	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

## Woking Talking Newspaper – Application For Financial Assistance

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

Sue Barham, Strategic Director  
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

6 December 2017



## Woking Talking Newspaper – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Formed originally sometime in the late 1960s and converted to a registered charity in 1988.</p> <p>Woking Talking Newspaper provide a free weekly news information service to blind and visually impaired persons. The Association produces an audio version of the Woking News and Mail together with other publications and "Magazine" items. The recordings are produced every Thursday evening (the day of publication of the newspaper) and distributed via Royal Mail on USB thumb drives/memory sticks. All their readers and recording producers give their time on a voluntary basis and are from the Woking area.</p> <p>The weekly recordings are produced in a rented room at the Moorcroft Centre for the Community. Woking Borough Council currently provides a grant to meet the rent of the room and storage facilities for their equipment.</p>
1.2 Employees	None
1.3 Volunteers	41. As well as preparing the Talking newspapers, volunteers run a programme of marketing and awareness initiatives that comprise contacts with Sight for Surrey, The Macular Society and other charities, doctors, care homes, carers and care managers.
1.4 Clients/Users	<p>56, comprising:</p> <ul style="list-style-type: none"> <li>12 male</li> <li>44 female</li> <li>56 disabled</li> <li>1 ethnic minority</li> <li>56 resident in Woking</li> <li>56 aged 65+</li> </ul> <p>The Association's research and enquiries indicate that there are more than 600 people in the Borough who are registered blind or visually impaired. The Association's objective is to provide its service to at least 10% of that number, which they are very close to achieving their target.</p>
1.5 Members	None
1.6 Sum Requested	£1,696 (Revenue only)
1.7 Project	<p>The Grant funding will offset the charges made by Woking Borough Council for renting a room (The Moorcroft Suite) at the Moorcroft Centre for the Community in Westfield. This room is used for approximately 4 hours each Thursday and serves as a recording studio.</p> <p>In addition the Association uses two storage cupboards in this room to store its recording, copying and administration equipment. The</p>

## Woking Talking Newspaper – Application For Financial Assistance

	equipment stored is fully insured by the Association
1.8 Cost breakdown:	The application is intended to directly offset the charges made by Woking Borough Council for the rent of the room above and is based upon £1,615 charge for the year 2017/18 with an annual increment of 5%. In the past Woking Borough Council has made an internal accounting transaction so that the Grant is set off against the rent and no actual payment is made to or by the Association
1.9 Community Benefit	The Association currently has 56 registered listeners who, but for the service provided, would not have access to local news and details of local events. If the Grant funding is continued this will allow the Association to continue to seek to expand its listener base to reach more and more citizens in the Borough as well as continue the service to existing listeners.

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £3,987 in the bank. The sum of £2,894 is reserved for the purposes of replacing and repairing equipment and to meet future running costs.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £1,898 against an anticipated expenditure of £2,150, resulting in an anticipated deficit of £252.</p> <p>Anticipated income includes donations from members (£200), Bank interest (£2) and the Woking Borough Council Community Grant (£1,696). Items of expenditure include rent (£1,696), insurance (£152), subscriptions (£42), new USB players (£200), website maintenance costs (£35) and printing, postage and stationary (£25).</p>
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £1,739 (£2,693 in 2015/16) against expenditure of £2,090 (£2,276 in 2015/16), resulting in a deficit of £351 (a surplus of £417 in 2015/16). The sum of £2,893 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	<p>2017/18 – £1,615 towards rent charged at Moorcroft</p> <p>2016/17 – £1,537 towards rent charged at Moorcroft</p> <p>2015/16 – £1,464 towards rent charged at Moorcroft</p> <p>2014/15 – £1,395 towards rent charged at Moorcroft</p> <p>2013/14 – £1,328 towards rent charged at Moorcroft</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>



## Woking Talking Newspaper – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>I would support this application for funding to cover the rental in full at Moorcroft Centre as it directly supports a very vulnerable client group who are all Woking residents.</p> <p>It is good to see that the Group is being active in promoting their service and linking in with other Partners – such as Sight for Surrey and The Macular Society as well as other care providers. Ensuring these health and social care links are continued to be developed is key, and therefore Officers will ensure that they are appropriately linked into local wellbeing networks in Woking as well as linking more directly with the Council’s own independent living services.</p>	
<p>3.3 Assessment</p>	<p>The Woking Talking Newspaper Association was founded in 1988 to provide Woking residents who have a visual impairment access to the local newspapers through a weekly audio cassette containing local news.</p> <p>The administration team meets on a weekly basis to log the recorded memory sticks (in the form of flash drives) which have been returned by users and prepare the despatch wallets for the new recordings. The recording team meets to read and record the news from the Surrey Advertiser newspaper, producing a Master flash drive, with the aid of a producer. The reading is recorded onto a master USB thumb drive / memory stick using a sound mixer deck linked to a laptop computer. The Producer controls the recording sound levels and monitors the recording using bespoke recording software. Once handed over to the copying team, the Master flash drive is duplicated and circulated by Royal Mail to the registered listeners in wallets which are used to return them after use.</p> <p>Woking Talking Newspaper is applying for grant support of £1,696 for the financial year 2018/19. The purpose of the funding is to offset the charges levied by the Moorcroft Centre in Westfield for renting a room to prepare the recordings. The room is used for approximately four hours each Thursday and serves as a recording studio. In addition, the Association uses two storage cupboards in the room to store its recording, copying and administration equipment. The equipment is fully insured by the Association.</p> <p>The support provided by Woking Borough Council to the Association is acknowledged at the start of the recording each week, in any communication from the Association and also on its website. Historically, the vast majority of referrals to the service have been from Sight for Surrey (previously known as the Surrey Association for Visual Impairment). Copies of the recordings have been distributed to residents in the Borough along with Woking Homes. An online version</p>	

## Woking Talking Newspaper – Application For Financial Assistance

is provided through the website. In addition, a copy is provided to British Wireless for the Blind Fund.

The Association has received the sum of £1,000 from Morrison's Foundation to contribute towards a project budget of £1,500 for replacing current equipment. It should be noted that the Trustees are actively pursuing other funding as and when the need arises.

Without the support of the Council the provision of the service would not be possible as the Group could not afford the level of commercial rents which would be levied. The number of listeners has varied over the past few years between 50 and 60, and the Group is aiming to bring the overall number back up to 60, representing 10% of the number of people in the Borough it estimates are registered blind or visually impaired.

The Council has supported the Group for many years and it is recommended that a grant of £1,696 be awarded. In line with other grant recommendations, the funding should be for 2018/19 with no further years agreed at this time.

REPORT ENDS

## YORK ROAD PROJECT – APPLICATION FOR FINANCIAL ASSISTANCE

### Executive Summary

The Council has supported the York Road Project for a number of years, providing annual revenue funding of to cover the costs for the daytime drop-in centre and Café; to maintain the drop-in centre and Café operations on Saturdays, including the salary of the Day Centre Project Worker; the provision of workshops such as tenancy training, food hygiene and IT skills; and to defray the costs of keeping the Project open all day on Sundays.

In October 2015, the York Road Project moved into the Prop Day Centre in with the support of Woking Borough Council and local businesses. The new venue has contributed towards enabling the Centre to secure appropriate move-on accommodation for over 40% of clients, and also to seek out vulnerable individuals and work at preventing homelessness. As a larger venue it has enabled training and workshops to be available to a greater number of clients.

The York Road Project has applied to extend its annual revenue funding of £53,400 during 2018/19. The purpose of the application is to continue the current service provision funded by the Council. The Group states that homelessness is rising nationally with an increase of 16% between 2015 and 2016.

The Centre was advised at the start of November 2016 that all Surrey funded services would be reviewed from April 2017 and that contracts would go out to tender. The decision regarding funding cuts was delayed until September 2017 and the Group was advised that it would receive a funding reduction of 10% from April 2018, equating to a reduction in the contract price of £12,700 per annum. Historically, the grant from Woking Borough Council has been awarded subject to funding being received from the Surrey County Council housing related support now funded through Adult Social Care and it is recommended that this continues. In the event that the funding stream ceases a review would be required.

It is recommended that the application for funding of £53,400 to extend the current service provision received by the York Road Project be approved, subject to the continuation of funding from Surrey County Council.

### Recommendations

Reasons for Decision	To enable the York Road Project to continue its existing valued service provision in the Borough.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £53,400 be awarded towards the cost of the service, subject to the continuation of funding from Surrey County Council, otherwise a review of the funding provided by the Council would be required.
Conditions	<b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.  <b>Monitoring Information.</b> The Organisation must submit quarterly

## York Road Project – Application For Financial Assistance

	<p>monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has</p>

## York Road Project – Application For Financial Assistance

	<p>been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Contact Person:

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### Portfolio Holder:

Cllr Ayesha Azad  
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### Shadow Portfolio Holder:

Cllr Ian Eastwood  
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### Date Published:

6 December 2017



## York Road Project – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>York Road Project began in 1995 and formed a Charity in 2001. The Group shares the Christian gospel of God's love and compassion to those in need in the Borough of Woking and surrounding areas regardless of age, disability, gender, race, religion, belief and sexual orientation. It believes everyone has a right to a home, regardless of the difficulties and issues they may face, and in showing those who need support that the wider community is there to help and offer hope for a better future.</p> <p>The Project offers an 11 bed night shelter, 18 move on beds and a Day Centre where clients access support. Whilst accommodation is the ultimate aim, it recognises that in order to stop the cycle of homelessness, a holistic approach is required. The Prop provides advice and support alongside activities and training to build self-esteem and confidence.</p> <p>The Outreach Team engages with rough sleepers in Woking and Waverley and the Indigo Project which launched in 2017 works with people at risk of homelessness due to mental health issues.</p>
1.2 Employees	<p>19, as set out below.</p> <ul style="list-style-type: none"><li>- Chief Executive (37.5 hours per week)</li><li>- Operations Manager Day Services (37.5 hours per week)</li><li>- Operations Manager Accommodation (37.5 hours per week)</li><li>- Administrator/bookkeeper (24 hours per week)</li><li>- Kitchen Supervisor (25 hours per week)</li><li>- Cleaner (20 hours per week)</li><li>- Project Worker Move On (37.5 hours per week)</li><li>- Project Worker Day Centre (37.5 hours per week)</li><li>- Outreach Workers x3 (37.5 hours per week)</li><li>- Night Project Workers x9 (14 hours, night shift, 365 nights)</li></ul> <p>The Chief Executive has overall operational control within the organisation and line manages the Operations Managers, the Administrator and the outreach team. Other responsibilities include funding applications and ensuring that the organisation is contract compliant.</p> <p>The Operations Managers line manage all other staff and are responsible for ensuring that all accommodation based services and the Day Centre run smoothly and that clients are offered professional and appropriate support.</p> <p>The Administrator is responsible for financial matters under supervision from the Chief Executive and Treasurer.</p> <p>The Kitchen Supervisor prepares and cooks all meals for the clients in the night shelter and lunch for those attending the Day Centre, also supporting clients who wish to volunteer in the kitchen.</p> <p>The remaining staff work in a variety of roles supporting clients in the shelter, move on properties, Day Centre and those rough sleeping.</p> <p>The two Outreach Workers have specific responsibility for new to the streets or entrenched rough sleepers who have a Woking or Waverley housing connection.</p>

## York Road Project – Application For Financial Assistance

	<p>The Indigo Worker works with clients at risk of homelessness due to mental health needs.</p>
<p>1.3 Volunteers</p>	<p>17.</p> <p>Volunteers work in a variety of roles within the organisation including the Day Centre advice sessions where they support clients with completing forms, searching for jobs and supporting staff to deliver workshops or attend trips.</p> <p>The volunteers at the night shelter help with cooking and serving the evening meal.</p> <p>The Group tries to utilise existing skills in volunteers in order to better support the clients and also to meet the needs of the volunteers themselves, quite often this involves providing IT expertise or helping clients practice their interview techniques in a safe environment.</p> <p>All volunteers are interviewed, provide a DBS check and are inducted fully utilising a volunteer handbook. They are all required to read, sign and adhere to operational policies and procedures.</p> <p>Volunteers are also encouraged to attend any in house training. Clients are also encouraged and supported to volunteer within the project as further preparation for returning to work in the future. Client roles have included: helping with maintenance, sorting donations, gardening and helping in the kitchen supported by the kitchen supervisor.</p> <p>Clients are also encouraged to support each other, e.g. during the IT workshops, the more proficient clients mentor those who are less experienced.</p>
<p>1.4 Clients/Users</p>	<p>195, comprising:</p> <ul style="list-style-type: none"> <li>149 male</li> <li>46 female</li> <li>19 disabled</li> <li>21 ethnic minority</li> <li>92 resident in Woking</li> <li>1 aged 11-18</li> <li>172 aged 19-65</li> <li>2 aged 65+</li> </ul> <p>Clients are expected to pay towards their stay in the accommodation: £14 per week in the shelter and £10 / £15 per week in move on accommodation.</p> <p>Day Centre clients do not pay for the support or lunch they receive if they engage with the services. The kitchen serves approximately 10,000 meals each year.</p> <p>Clients accessing the day centre do not pay for any activities they attend, training/qualifications, trips out or toiletries and clothing. These are funded via donations and the current Woking Community Grant.</p>



## York Road Project – Application For Financial Assistance

1.5 Members	None.
1.6 Sum Requested	£53,400 (Revenue)
1.7 Project	<p>The grant would be used as a continuation for the services funded in previous years and is essential to allow the Group to continue to provide the services currently delivered. The Group will provide a wrap around service with the aims of reaching more clients and engaging them in structured learning.</p> <p>The Prop Day Centre continues to welcome external agencies to see clients in its premises which includes GP, probation services, substance misuse and housing services. Workshops delivered are a mix of skills training and activities aimed at increasing self esteem and confidence. The Prop offers somewhere to go during the day, potentially reducing costs to services elsewhere.</p> <p>The Project Worker salary ensures staffing levels are at an acceptable level and the post specifically supports clients by delivering workshops and creating the weekly programme of activities. The grant enables the Group to open the night shelter for the day on Sundays including a cooked lunch. This service reduces anti-social behaviour in the community and ensures clients eat a nutritious and healthy meal.</p> <p>Without the funding received from the Council, York Road Project would not be able to open The Prop each day and would have to close the shelter on Sundays. Homelessness continues to rise nationally and the York Road Project is pivotal in ensuring rough sleepers in Woking continue to be supported.</p>
1.8 Cost breakdown:	<p><u>Kitchen, cleaner and associated support costs:</u>  Food - £2,000  Maintenance - £500  Kitchen Supervisor - £11,340  Cleaner - £4,500  Support Staff - £5,500  Sat/Sunday - £2,000</p> <p><u>Day Centre running costs (excluding salary):</u>  Printer ink - £240  Mobile phone costs relating to client needs - £720  Staff expenses (travel etc.) - £240  General stationery - £240  Client rewards - £600</p> <p><u>External training:</u>  External facilitators etc. - £2,400  Incidental costs relating to delivering workshops client travel to assessments, job interviews, sports/art equipment, photo printing, exam fees - £1,560</p> <p><u>Day Centre Project Worker:</u>  Salary - £19,000  Employers NI - £2,602</p> <p>Total costs - £53,442</p>
1.9 Community Benefit	The Group states that it is very difficult to quantify how many people in

## York Road Project – Application For Financial Assistance

	<p>the wider community are positively impacted through its work. However, it believes that it supports both those directly suffering from homelessness and the community as a whole, including through:</p> <ul style="list-style-type: none"> <li>- Educational talks to schools, churches and other organisations with the aim of raising awareness around homelessness – the Group aims to go into 30 different schools and community groups to provide this service in 2017/18, with each talk being delivered to between 20-200 individuals;</li> <li>- Litter picking (including removal of drug paraphernalia) – undertaken in Woking town centre and a benefit to all members of the community and businesses in the area;</li> <li>- Cost benefits to other services by delivering an assertive outreach model, responding to the needs of the wider community and offering support quickly when needed;</li> <li>- Working alongside community groups taking part in activities including decorating, gardening and clearing rubbish. The Group is in talks with New Vision Homes to provide this services to one property every quarter in 2017/18/19 and with the Horsell Common Preservation Society to expand its work over the common ground in 2018;</li> <li>- Inviting groups of young people to come and work alongside clients to complete refurbishment work to the properties. These groups include the National Citizen Service and KFC and involve approximately 20-50 individuals in 2017/18;</li> <li>- Offering volunteering opportunities to local people including students, benefitting between 10-35 individuals in 2017/18.</li> </ul>
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<b>2.0 Financial Background</b>	
<b>2.1 Budget</b>	<p>At the time of the application, the Group held £199,527 in the bank. The Constitution of the Group states that it will hold 3 – 6 months' reserves in the event of any funding loss.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £679,115 against an anticipated expenditure of £661,410, resulting in an anticipated surplus of £17,705.</p> <p>Anticipated income includes Housing Benefit Received (£228,218), SCC Housing Related Support (£127,000), WBC Grant (£53,400), DCLG Rough Sleeper Grant (£52,000) and Welfare Received (£35,000). Items of expenditure include Staff Salaries (£338,435), Employers NI (£45,819), Welfare Expenses (£36,000), Housing Benefit Overpayments (£28,400) and Repairs/Maintenance (£17,200).</p>
<b>2.2 Accounts</b>	<p>The Group has submitted accounts for 2016/17 which show an income of £533,479 (£515,984 in 2015/16) against expenditure of £561,904 (£548,609 in 2015/16), resulting in a deficit of £28,425 (a deficit of £32,625 in 2015/16). The sum of £199,527 was carried forward at the end of the 2016/17 year.</p>
<b>2.3 Support over the past five years</b>	<p>2017/18 – £53,400                  2016/17 – £52,600                  2015/16 – £31,000</p>

## York Road Project – Application For Financial Assistance

	2014/15 – £31,000 2013/14 – £25,000
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<b>3.0 Assessment of Application</b>																																					
<b>3.1 Key Information</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"><input type="radio"/></td><td>Constitution</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Registered Charity</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>VAT Registered</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Equal Opportunities Policy</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Safeguarding Policy</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Reserves Policy</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Quality Mark</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Other funding sources pursued</td><td style="text-align: right;">No</td></tr> <tr><td><input type="radio"/></td><td>Other support by the Council</td><td style="text-align: right;">Yes *</td></tr> <tr><td><input type="radio"/></td><td>Fundraising</td><td style="text-align: right;">Yes</td></tr> <tr><td><input type="radio"/></td><td>Two quotes</td><td style="text-align: right;">N/A</td></tr> <tr><td><input type="radio"/></td><td>Regular monitoring provided previously</td><td style="text-align: right;">Yes</td></tr> </table> <p>* discretionary rate relief and free refuse collection</p>	<input type="radio"/>	Constitution	Yes	<input type="radio"/>	Registered Charity	Yes	<input type="radio"/>	VAT Registered	No	<input type="radio"/>	Equal Opportunities Policy	Yes	<input type="radio"/>	Safeguarding Policy	Yes	<input type="radio"/>	Reserves Policy	Yes	<input type="radio"/>	Quality Mark	Yes	<input type="radio"/>	Other funding sources pursued	No	<input type="radio"/>	Other support by the Council	Yes *	<input type="radio"/>	Fundraising	Yes	<input type="radio"/>	Two quotes	N/A	<input type="radio"/>	Regular monitoring provided previously	Yes
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<b>3.2 Consultee Comments</b>	<p><u>Officer Comment</u></p> <p>I am totally supportive of the work undertaken by York Road Project in support of the homeless and those often most vulnerable in our community and additionally welcome the ever increasing closer joint working. The increased scope that having a Co-ordinator gives - with activities now taking place during the day at The Prop has been invaluable in terms of helping YRP clients and others with increased opportunities for learning life skills and additional much needed support.</p> <p>YRP's input and assistance in delivery of the Homelessness Act from next April will be paramount, so supporting this role will assist in potentially creating capacity elsewhere in the team to assist the Council in meetings its new statutory obligations.</p>																																				
<b>3.3 Assessment</b>	<p>The York Road Project believes that everyone has a right to a home, regardless of the difficulties and issues they may face in their lives and provides essential support to the community in the form of:</p> <ul style="list-style-type: none"> <li>• the provision of temporary Night Shelter accommodation;</li> <li>• the provision of 'move on' accommodation; and</li> <li>• the provision of a Day Centre to provide information, support and an opportunity to achieve by taking part in courses and activities.</li> </ul> <p>The York Road Project is the only organisation in Surrey which provides a full wrap around service for people experiencing homelessness in one area. It understands that homelessness cannot be "fixed" by just providing a roof but providing a unique support plan for clients greatly improves the chances of sourcing sustainable</p>																																				

## York Road Project – Application For Financial Assistance

accommodation. This requires input from various services and often takes several years to achieve. The Group is strategically placed within the community to provide a high level of care in a unique way as all the homelessness services are under one umbrella. This enables the Group to offer consistency to clients and partner agencies alike.

It works closely with the housing department at Woking Borough Council often taking clients when other organisations are unable to support. Its principle of no permanent or indefinite bans means it can work with clients long term and help them to address their issues including offending, substance misuse, physical and mental health difficulties. It also takes clients upon discharge from hospitals, prisons and Social Services preventing them from rough sleeping in Woking.

The Group moved into the Prop Day Centre in October 2015 with the support of Woking Borough Council and local businesses, opening between 7.30am – 4.00pm for four days per week and between 7.30am – 9.00am on Friday mornings. The first hour of the morning is for rough sleepers only.

Its innovative programme of activities supports clients' reintegration into housing, work and healthy relationships through educational workshops offering qualifications, life skills such as cooking and employment skills and emotional wellbeing to improve confidence and prevent social isolation. Clients participate in a monthly meeting and give their views about the Group whilst helping to design the Prop workshop programme.

Due to having the same number of available beds, the number of people accommodated in 2016/17 has remained similar to 2015/16, however the number of referrals received by the night shelter has increased, partly due to being one of only two direct access hostels remaining in Surrey. Despite increasing demands and reducing hostel places elsewhere, The Prop and its Outreach Team has enabled the Group to secure appropriate move on accommodation for over 40% of clients accessing the night shelter.

There have been nationwide cuts in statutory services in recent years and an increase in clients with complex needs. This has meant a reduction in long term accommodation providers and increased waiting lists for those clients trying to access these services. Due to local housing allocation policy nationwide, some clients do not have a local connection anywhere which means that sourcing accommodation is very difficult. However, the Group tries to utilise different housing options such as family, friends and live in jobs.

It also works to return clients from out of area back into their local connection, including returning non UK nationals to their country of origin where possible. It has received support from the ICE team who govern border control and monitor individuals right to remain in the UK. It has also engaged the support of the RSPCA in response to the increased numbers of rough sleepers who have dogs and making sure that their needs are met.

Despite the difficulties faced securing appropriate move-on accommodation it feels that its service is providing the correct "wrap around" service which the more complex clients require by improving connections with other local services and advocating on behalf of the client to achieve the correct package of support. It also engages

## York Road Project – Application For Financial Assistance

clients longer term rather than disengaging if there are no housing options available, and continues to support them with any associated issues including emotional and educational need.

The Group recognises that resources are limited and commits to investigating alternative forms of funding including trusts and foundations, sponsorship from business' and out of borough agencies. This includes 'selling' services such as places on training courses to other organisations and letting space in its building to an external agency (Safe Haven) to try and offset building costs, and offering nomination rights for two beds in the Night Shelter to Waverley Borough Council for a fee.

Its Sleep Out event is taking place on 8 September 2017. Last year's event approximately £6,500 was raised. An annual quiz night and barn dance is also held, raising approximately £1,200 from both events. The Group is very active on Twitter and tweets regularly about items which it is in need of. The local community is very supportive and responds quickly. It also has an Amazon wish list where people can buy items from the site to be delivered directly to the Group.

The targets set out for the year ahead include:

- increase the number of community based activities, this will include taking part in activities such as gardening and decorating where the community will benefit;
- continue to work with the most marginalised clients in partnership with external organisations to reduce the levels of antisocial behaviour and risk of death on the streets;
- increase the number of educational workshops provided and diversify this learning to promote more opportunities for clients to achieve employment and long term accommodation;
- build on the support received from the community, using social media to promote its activities and invite the community to take an active part;
- be responsive to community concerns about rough sleeping through engaging with any rough sleepers perceived as problematic within one working day of referral; and
- work with all relevant agencies to proactively address the rise of clients with no recourse to public funding, the number of which has doubled in the last 6 months to 18.

However, the Centre was advised at the start of November 2016 that all Surrey funded services would be reviewed from April 2017 and that contracts would go out to tender. The decision regarding funding cuts was delayed until September 2017 and the Group was advised that it would receive a funding reduction of 10% from April 2018, equating to a reduction in the contract price of £12,700 per annum. Historically, the grant from Woking Borough Council has been awarded subject to funding being received from Surrey County Council housing related support now funded through Adult Social Care and it is recommended that this continues. In the event that the funding stream ceases a review would be required.

York Road Project is applying to extend its revenue funding of £53,400 during 2018/19. The purpose of the application is to continue

## York Road Project – Application For Financial Assistance

the current service provision funded by the Council. Nationally there has been a rise in homelessness of 16% from 2015 to 2016, while since 2010 rough sleeping estimates show an increase of 134%. The East of England has seen the biggest percentage increase in rough sleeping since last year at 44%. Surrey itself has seen a rise in the number of drug related deaths by almost 40% in the last ten years.

It is recommended that the application for funding of £53,400 to extend the current service provision received by the York Road Project be approved, subject to continuation of funding from Surrey County Council housing related support now funded through Adult Social Care.

REPORT ENDS

## YOURSANCTUARY – APPLICATION FOR FINANCIAL ASSISTANCE

<b>Executive Summary</b>
<p>The Council has supported yourSanctuary for many years, providing funding initially under a tripartite arrangement with Surrey Police and Surrey County Council to provide outreach support in Woking. The positive work undertaken contributes greatly to the quality of life of the people who use the service. There is a diverse and strong range of services on offer to clients which forms an essential part of the support needed to increase the safety of the public and reduce the effects of Domestic Abuse in Woking.</p> <p>The Charity has applied for revenue support of £21,607 in the 2018/19 financial year. The funding would support the costs of the Domestic Abuse Outreach and Helpline provision in Woking, whilst also contributing to the recruitment and development of volunteers to support the Helpline and the Community Outreach Programme. In its application, the Group has set out the clear and tangible benefits of the service in Woking, alongside the nature of Domestic Abuse indicating that a number of incidents go unreported and therefore a number of victims are not receiving support and help.</p> <p>It is recommended that the application should be supported at the same level as for the current year of £19,200.</p>

<b>Recommendations</b>	
Reasons for Decision	To enable the excellent and valued work of the Group tackling Domestic Abuse to take place.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	<b>RESOLVE That</b> funding of £19,200 be awarded towards the cost of the service.
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council</p>

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	<p>before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> With the introduction of new legislation from April 2018, the council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a</p>



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position to award any sums above the 2018/19 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2018/19 Application Form.

### **Reporting Person:**

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### **Contact Person:**

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### **Portfolio Holder:**

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
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### **Date Published:**

6 December 2017



<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>yourSanctuary was established to meet the emotional and practical needs of those experiencing domestic abuse in Surrey. Its four key aims are to:</p> <ol style="list-style-type: none"> <li>1. Offer protection for survivors and their families</li> <li>2. Work towards the prevention of domestic abuse</li> <li>3. Undo the harm caused by domestic abuse</li> <li>4. Provide effective services that are well resourced and focused on best working practices.</li> </ol> <p>To deliver against these aims it provides protection by offering safe accommodation in two refuges with the ultimate goal of supporting a positive re-settlement in the Community. It runs the only domestic abuse helpline in Surrey which provides vital support, information and signposting to those experiencing domestic abuse. The only Community Outreach Service is provided for people experiencing domestic abuse in North West Surrey, with the outreach team providing a range of services including one to one meetings and group support programmes.</p>
1.2 Employees	<p>19. Led by the Chief Executive, there are two Operational Managers who run all of the yourSanctuary frontline support services. The Chief Executive works full-time at 36 hours per week and the Operations Managers also work 36 hours per week. The Charity is supported by a Finance Manager who works part-time at 18 hours per week and a full-time office manager (36 hours). The helpline is run by a part-time Helpline Advisor who works 25 hours per week.</p> <p>The volunteers are recruited through a Volunteer Recruitment Manager who works 21 hours per week. The refuges are supported by 1 full time refuge support worker (36 hours), a full-time Children's Worker (36 hours), a part-time children's worker who works 20 hours per week and 4 part-time refuge support workers (20 hours each). They are supported by a facilities co-ordinator who works 12 hours per week.</p> <p>The outreach service is staffed by three full-time outreach workers (36 hours) and four part-time outreach workers, two who work 19 hours per week, one that works 15 hours per week and a male outreach worker who works 21 hours per week.</p>
1.3 Volunteers	<p>60. Volunteers play a vital role in supporting the delivery of the range of services at yourSanctuary. The Centre recruits and trains volunteers from across Surrey and there are a wide range of volunteer roles that deliver support to those who are affected by domestic abuse in Woking. The range of work carried out by volunteers is as follows: daytime and evening helpline volunteers, reception and administrative office roles, specialist counsellor volunteers, refuge gardeners, children's play and support roles, community group work volunteers, outreach first response volunteers, schools awareness support volunteers, marketing and fundraising support roles (the Board of Trustees are all volunteers).</p>
1.4 Clients/Users	<p>790, comprising:</p>

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	<p>108 male</p> <p>682 female</p> <p>7 disabled</p> <p>173 ethnic minority</p> <p>343 resident in Woking</p>																				
1.5 Members	None.																				
1.6 Sum Requested	£21,607 (Revenue)																				
1.7 Project	<p>The grant funding will be used to support domestic abuse outreach and helpline services in the Borough of Woking. The grant will contribute to part of a new dedicated helpline post, enabling the continued improvement and development of the free helpline service, ensuring a high quality response to all those who make contact for help. It will also contribute to the recruitment and development of volunteers to support the helpline as well as the community outreach service in Woking.</p>																				
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Staff and supervision costs</td> <td style="text-align: right;">£17,014</td> </tr> <tr> <td>Volunteer recruitment and support</td> <td style="text-align: right;">£1,727</td> </tr> <tr> <td>Contribution to organisation core costs</td> <td style="text-align: right;">£866</td> </tr> <tr> <td>Outreach travel expenses</td> <td style="text-align: right;">£464</td> </tr> <tr> <td>Telephone costs (helpline and mobile)</td> <td style="text-align: right;">£452</td> </tr> <tr> <td>HR Support</td> <td style="text-align: right;">£377</td> </tr> <tr> <td>Training/development costs</td> <td style="text-align: right;">£359</td> </tr> <tr> <td>Office costs</td> <td style="text-align: right;">£205</td> </tr> <tr> <td>Outreach room hire/client meeting costs</td> <td style="text-align: right;"><u>£144</u></td> </tr> <tr> <td>Total =</td> <td style="text-align: right;">£21,607</td> </tr> </table>	Staff and supervision costs	£17,014	Volunteer recruitment and support	£1,727	Contribution to organisation core costs	£866	Outreach travel expenses	£464	Telephone costs (helpline and mobile)	£452	HR Support	£377	Training/development costs	£359	Office costs	£205	Outreach room hire/client meeting costs	<u>£144</u>	Total =	£21,607
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1.9 Community Benefit	<p>The number of people likely to benefit from the service in Woking is likely to be around 550. The aim is to undo the short and longer term effects of domestic abuse and to empower women and their children to live fulfilling lives that are free from fear.</p> <p>The helpline is dedicated to giving those who reach out to yourSanctuary the information and advice they need. The community outreach service provides emotional and practical support, with referrals received from a variety of agencies including the police, health professionals, children's services and yourSanctuary helpline. Outreach workers support on average 30 to 40 clients at any one time and offer a wide range of services which include: risk assessment and safety planning, access to counselling, access to legal clinics, advocacy and support.</p> <p>The work undertaken by the outreach programme ranges from one to one client meetings to group support and awareness raising initiatives. The focus is to improve the safety of families affected by domestic abuse, improve their understanding of the issues and impacts of domestic abuse, improve parenting skills and develop positive lifestyle coping strategies to help create a new life free from fear.</p>																				

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £198,952 in the bank. The sum of £48,084 is restricted for use on specific projects including services in refuge, helpline and the wider community.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £641,379 against an anticipated expenditure of £718,118, resulting in an anticipated deficit of £76,740.</p> <p>Regarding the forecast deficit, the Group has commented that in previous years the budget has included income from trusts to which grant applications were intended to be made for year ahead. As these applications were not always successful, for the 2017/18 budget the 'hoped for' income has not been included so that the full extent of the gap in funding can be seen. A number of grant applications are being submitted to funders to minimise the deficit at the year-end, a number of which are likely to be successful. It should be noted that in the past two financial years the Group has made a small surplus.</p> <p>Anticipated income includes housing benefit (£163,698), SCC Supporting People (£154,342), PCC funding (£105,000) and Crime &amp; Disorder Partnership (£98,083). Items of expenditure include salaries (£513,843), Housing Association charges (£52,808), maintenance (£31,468) and telephone (£10,800).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £673,244 (£687,158 in 2015/16) against expenditure of £659,647 (£676,419 in 2015/16), resulting in a surplus of £13,597 (a surplus of £10,739 in 2015/16). The sum of £458,787 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £19,200                  2016/17 – £19,200                  2015/16 – £19,200                  2014/15 – £16,000                  2013/14 – £16,000</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes *</li> <li>Yes</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* mandatory rate relief, discretionary rate relief, concessionary rent</p>	<p>N/A</p> <p>Yes</p>
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>yourSanctuary is celebrating its 40<sup>th</sup> anniversary in 2017. Previously it was known as Surrey Women’s Aid but, as yourSanctuary, it now offers help to both men and women who have experienced domestic abuse. Sadly, as shown by the figures stated in the grant application form, this service is still so much in need.</p> <p>Domestic abuse continues to be a key crime priority for the Safer Woking Partnership, as it has been for many years, due to the volume and impact that it has locally. As part of our partnership work, yourSanctuary helps and supports us to tackle this. They offer a range of support to those residents who are experiencing or have experienced domestic abuse. Nationally the statistics show that as many as 1 in 4 women and 1 in 6 men experience an abusive relationship in their lifetime and locally there is information to show that this may be higher, so we know that this will affect many Woking residents. We also know that this is still considerably under reported but we are seeing an increase year on year. Surrey Police take on average about 1000 reports per month across the county.</p> <p>yourSanctuary provides a wide range of services, which includes the help line, outreach workers, specialist men’s workers, refuge spaces for women and their children, a specialist children’s service, counselling and support groups. The outreach workers provide emotional and practical support, in face-to-face meetings in a public place or over the telephone. This can be any thing from a one off opportunity to just talk and perhaps ask for a little advice, to ongoing support and assistance over a long period of time.</p> <p>Initially an assessment of risk is made and a safety plan agreed to assist the individual and child/children, where appropriate. The workers will advocate for them with other agencies, to help them access the services or information they need, such as talking to the police, legal services, housing or benefits agencies, but always in accordance with their wishes and needs. This can be particularly important in helping them get appropriate legal information and advice in matters such as injunctions and child contact. They are always working to empower the individual and provide them with ongoing support for as long as they need it. This is where the support groups can really help, for example The Freedom Programme and The Recovery Toolkit, which help to increase self esteem and confidence. They are able to offer some early intervention and support to help reduce the risk of crisis situations which can avoid the additional costs of such services as emergency housing, health and the justice system.</p> <p>The Safer Woking Partnership has successfully worked with yourSanctuary for many years. It is important to note that the help line that yourSanctuary runs provides an advice line for professionals, as well as being support to victims and survivors. They also regularly offer training and awareness to many different organisations, as well as developing the various awareness campaigns with us, including the</p>	

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	<p>annual Domestic Abuse Awareness Week every October. This has included providing awareness sessions to our staff. I believe that they deliver a very important service and help to reduce the impact of domestic abuse on individuals and families. I think this is an essential service that we should continue to support.</p>
3.3 Assessment	<p>The Council has supported yourSanctuary for many years, providing funding initially under a tripartite arrangement with Surrey Police and Surrey County Council to provide outreach support in Woking. The positive work undertaken contributes greatly to the quality of life of the people who use the service. There is a diverse and strong range of services on offer to clients which forms an essential part of the support needed to increase the safety of the public and reduce the effects of Domestic Abuse in Woking.</p> <p>yourSanctuary has forty years of experience in supporting those who are affected by domestic abuse in Woking and the need for its free helpline and outreach services continues to grow. The Group provides early intervention and support which reduces the risk of a crisis situation, meaning that the higher costs of emergency housing, health and justice services can be avoided.</p> <p>It is widely reported that 1 in 3 women and 1 in 6 men in Surrey will experience domestic abuse of some kind in their lifetime. This means that approximately 17,000 women and 8,000 men in the Woking area are statistically likely to experience domestic abuse. The majority of domestic abuse goes unreported to the Police, meaning that statutory agencies are unable to help, as they are not approached by the victims, or the thresholds for intervention are not met. These factors show why the free domestic abuse helpline and community outreach service is so important, as it gives Woking residents the opportunity to make contact directly and/or be referred for outreach help by a third party.</p> <p>The free and confidential service gives those who are affected by domestic abuse the opportunity to reach out for help, and with support, they are given the advice and tools to undo the short and long term damage caused by domestic abuse, and enable them to live a life free from fear. With regular monitoring and feedback from service users the Group is able to ensure that the services provided meet the needs of those in Woking who reach out for help.</p> <p>Woking Borough Council has supported yourSanctuary and its services in Woking since it was set up as a joint initiative in 2003. It also receives funding from Surrey County Council, Surrey Police and Crime Commissioner as well as trusts and donations from the general public. In addition to the grant application to Woking Borough Council, it is also applying for funding from Children in Need (£30k), Big Lottery Community Programme (£50k), Lloyds Bank Foundation (£25k) and Henry Smith (£10k).</p> <p>yourSanctuary plans to continue to engage with Woking residents to ensure that they are aware of the services and are able to access them as easily as possible through helpline and outreach services. All outreach service data is reviewed by the Surrey Community Safety Unit and re-issued to senior Surrey partners and reported at the Strategic Abuse Forum. At a more local level the service is considered and progressed at quarterly service review meetings.</p>

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It is recommended that the application should be supported at the same level as for the current year of £19,200.

REPORT ENDS