

**LCAG LIFT UP TOGETHER AND LITTLE MINIONS – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

The Lakeview Community Action Group (LCAG) is a local Charity which aims to improve the life and opportunities for people living in Lakeview. The activities undertaken include an annual Fun Day, litter picks and other community events. The LCAG operates two groups for the benefit of the local community – Lift Up Together and Little Minions Youth Club.

Lift Up Together was established in 2004 and has been supported by the Council for many years. Its objective is to destigmatize mental health conditions and be inclusive to those suffering along with their carers and families. Formed in 2016, Little Minions Youth Club offers children ongoing opportunities for a safe space to play and explore activities in a supportive environment whilst building positive relationships with people they know and trust.

For the 2020/21 financial year, a grant of £10,680 has been requested for Lift Up Together and a grant of £4,883 has been applied for the running of the Little Minions Youth Club. The grants include rental charges for the hire of a room at the new Lakeview Community Centre.

There is a strong community benefit arising from the work of both groups which meet on a weekly basis for between four and five hours each. Both are well attended by people living in Lakeview, with 96 service users benefitting from Lift Up Together and 20-25 young people aged 7-11 years old regularly attending Little Minions. It is therefore proposed that funding continues to be awarded to both groups at the levels applied for, equating to a total grant of £15,563 for the 2020/21 financial year.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> a grant of £15,563 be awarded, comprised of £10,680 for Lift Up Together and £4,883 for Little Minions Youth Club.
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Reason for Decision	To enable the support of those with mental health issues and children aged 7-11 in Lakeview and the surrounding area in the absence of statutory support.
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Legal Authority	S142 Local Government Act 1972
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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 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>
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	<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>Activities.</b> The Organisation to provide the number of meetings held, along with the average number of people attending and a brief list of any other trips or events held.</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 2020/21 does not imply that a similar application in 2021/22 would be supported. In</p>

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particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2020/21 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2021/22 have been drawn up in the event that the Council is unable to continue its support beyond April 2021. 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:**

2020/21 Application Form.

### **Reporting Person:**

Ray Morgan, Chief Executive  
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### **Contact Person:**

Frank Jeffrey, Democratic Services Manager  
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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 Will Forster  
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### **Date Published:**

18 February 2020

**LCAG Lift Up Together and Little Minions – Application For Financial Assistance**

## LCAG Lift Up Together and Little Minions – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Lakeview Community Action Group (LCAG) is a registered local charity formed in 1996 which became a registered charity in 2007. Its aim is to improve the life and opportunities for people living on the Lakeview Estate in Woking which has always been an area of disadvantage in comparison with surrounding more affluent areas. Working closely with the Salvation Army in Sythwood the Group also carries out activities such as the annual Lakeview Community Summer Fun-day along with litter pics, toy sales and other community events.</p> <p>Volunteers are responsible for organising community engagement and development work in Lakeview, building positive and purposeful relationships with local people and helping community members achieve their goals in line with its charitable aims. Community members are able to become members and volunteer to run its activities.</p> <p>The main activities being run are the Mental Health Self Support Group “Lift Up Together” and the Youth Club “Little Minions” for children living on Lakeview aged 7 – 11 years.</p>
1.2 Employees	None.
1.3 Volunteers	<p>14.</p> <p>The Lift Up Together volunteers run the group sessions, set up the activities, prepare the food, and talk to new and existing members, signposting where appropriate.</p> <p>The Little Minions volunteers set up the sessions, look after the children, organise activities such as craft activities, and supervise the tuck shop. The volunteers also make sure parents are able to pick up their children or walk them home after each session.</p> <p>When taking service users on trips, volunteers keep everyone safe which requires training and sensitivity. Volunteers are also committee members. The LCAG ensures that volunteers are provided with mentoring and training, and that their safeguarding and DBS registrations are up to date.</p>
1.4 Clients/Users	<p>197, comprising:</p> <ul style="list-style-type: none"> <li>87 male</li> <li>110 female</li> <li>93 disabled</li> <li>23 ethnic minority</li> <li>187 resident in Woking</li> <li>9 aged 0-5</li> <li>101 aged 6-10</li> <li>5 aged 11-18</li> </ul>

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	81 aged 19-65 15 aged 65+																																								
1.5 Members	All users who attend the groups are asked to complete a membership form and remain as a member until they leave. The only exception is for Lift Up Together children attending the group with their parents or guardian.																																								
1.6 Sum Requested	£15,563 (Revenue)																																								
1.7 Project	<p><u>Lift Up Together (£10,680)</u></p> <p>As in the previous 14 years the Group will continue to use the funding provided to run the group and activities on behalf of the service users who suffer with health conditions on Lakeview, as economically as possible within the available budget. A large proportion of the budget will need to pay for the accommodation cost at the new Lakeview Community Centre. It will keep a register and up to date records of group numbers and activity attendance so that its progress in serving the Lakeview Mental Health Community can be monitored.</p> <p><u>Little Minions Youth Club (£4,883)</u></p> <p>The Group will use the funding provided to run the activities on behalf of the young people using the Youth Club, as economically as possible within the constraints of the budget. A large proportion of the budget will need to pay for the accommodation cost at the new Lakeview Community Centre.</p> <p>It will keep a register and up to date records of group numbers and activity attendance so it can monitor its progress in serving the young people and parents from the Lakeview Community.</p>																																								
1.8 Cost breakdown:	<p><u>Lift Up Mental Health Support Group Budget</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Telephone</td><td style="text-align: right;">£50</td></tr> <tr><td>Training</td><td style="text-align: right;">£250</td></tr> <tr><td>Postage and Stationery</td><td style="text-align: right;">£100</td></tr> <tr><td>Printing and photocopying</td><td style="text-align: right;">£100</td></tr> <tr><td>Hall Hire (£13.50 per hour x 4 hours x 40 sessions)</td><td style="text-align: right;">£2,200</td></tr> <tr><td>Equipment</td><td style="text-align: right;">£300</td></tr> <tr><td>Travel and subsistence</td><td style="text-align: right;">£200</td></tr> <tr><td>Expense Food &amp; Drinks</td><td style="text-align: right;">£3,840</td></tr> <tr><td>Papers &amp; Magazines</td><td style="text-align: right;">£480</td></tr> <tr><td>Weekly Bingo prizes</td><td style="text-align: right;">£960</td></tr> <tr><td>Christmas party</td><td style="text-align: right;">£200</td></tr> <tr><td>Trips Coach Hire</td><td style="text-align: right;">£1,000</td></tr> <tr><td>Trips Admittance to event</td><td style="text-align: right;">£1,000</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>£10,680</b></td></tr> </table> <p><u>Little Minions Youth Club Budget</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Training</td><td style="text-align: right;">£250</td></tr> <tr><td>Printing and photocopying</td><td style="text-align: right;">£100</td></tr> <tr><td>Hall Hire (£13.50 per hour x 3.5 hours x 50 sessions)</td><td style="text-align: right;">£2,363</td></tr> <tr><td>Equipment</td><td style="text-align: right;">£200</td></tr> <tr><td>Activities, Trips and parties</td><td style="text-align: right;">£350</td></tr> <tr><td>Arts and Crafts</td><td style="text-align: right;">£900</td></tr> </table>	Telephone	£50	Training	£250	Postage and Stationery	£100	Printing and photocopying	£100	Hall Hire (£13.50 per hour x 4 hours x 40 sessions)	£2,200	Equipment	£300	Travel and subsistence	£200	Expense Food & Drinks	£3,840	Papers & Magazines	£480	Weekly Bingo prizes	£960	Christmas party	£200	Trips Coach Hire	£1,000	Trips Admittance to event	£1,000	<b>Total</b>	<b>£10,680</b>	Training	£250	Printing and photocopying	£100	Hall Hire (£13.50 per hour x 3.5 hours x 50 sessions)	£2,363	Equipment	£200	Activities, Trips and parties	£350	Arts and Crafts	£900
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## LCAG Lift Up Together and Little Minions – Application For Financial Assistance

	Expense Food & Sundries	£720
	Total	£4,883
	Total grant applied for both groups £15,563	
1.9 Community Benefit	<p><u>Lift Up Together Mental Health Support Group</u></p> <p>There are 96 service users who benefit along with indirectly their families, friends and workmates. They receive support to their mental health along with a sense of well-being among group members, which also benefits the wider community.</p> <p><u>Little Minions Youth Club</u></p> <p>There are between 20–25 young people aged 7–11 benefiting directly each week from the service subject to seasonal and term-time variation. The Club provides assistance to the parents and the wider family also with potential improved health, learning and behavioural outcomes.</p>	

<b>2.0 Financial Background</b>		
2.1 Budget	<p>At the time of the application, the Group held £22,728 in the bank. The LCAG is an umbrella charity and has various community projects for which it holds ringfenced funds.</p> <p>The cost breakdowns for Lift Up Together and Little Minions are set out in section 1.8.</p>	
2.2 Accounts	<p>The Group has submitted accounts to December 2018 which show an income of £47,285 (£49,160 in 2017) against expenditure of £44,822 (£43,551 in 2017), resulting in a surplus of £2,463 (a surplus of £5,609 in 2017). The sum of £21,483 was carried forward at the end of the 2018 year.</p>	
2.3 Support over the past five years	<p>2019/20 – £15,760 (Lift Up Together and Little Minions)</p> <p>2018/19 – £6,000 (Lift Up Together)</p> <p>2017/18 – £6,000 (Lift Up Together)</p> <p>2016/17 – £6,000 (Lift Up Together)</p> <p>2015/16 – £6,000 (Lift Up Together)</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> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>

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	<ul style="list-style-type: none"> <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>* Woking Borough Council has provided a quarterly grant to employ the Community Development Worker so that the Group can engage in community action, organise events and activities, and make funding applications on behalf of Lakeview residents.</p> <p>In July 2018, both Lift Up Together and Little Minions were able to negotiate a reduction in the accommodation cost for both groups at the Centre in recognition of their benefit to the community.</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>Adam Thomas, Family Support Manager</u></p> <p>The Lakeview Community Action Group (LCAG) are requesting £10,680 for the continued running of the Lift Up Mental Health Support Group and £4,882.50 for Little Minions youth club, totalling £15,562.50.</p> <p>Goldsworth Park is an identified area of need for vulnerable residents and these activities are well placed. The Little Minions group is supported by the Council's Youth Development Officer and is meeting local need for young people. Funding for open-access youth projects is decreasing and therefore it is important to support local groups such of this. I support this application.</p> <p><u>Sandie Bolger, Development Officer</u></p> <p>Lakeview Community Action Group (LCAG) was set up to improve the lives and local opportunities for those living on the Lakeview Estate in Horsell. The group runs two main activities for residents, Lift up Together, a support group for those suffering with Mental Health issues and Little Minions for children aged 7-11 years who live in the area.</p> <p>Little Minions and Lift Up Together have been supported by the Council in previous years. Both projects are held at the Lakeview Community Centre.</p> <p>LCAG have requested a total of £15,563 in capital funding to continue the delivery of these projects and activities. Both projects appear to be well utilised by the Lakeview community and have an important role to play in the happiness and wellbeing of many residents. LCAG have been proactive in sourcing other avenues of funding as well to support both the projects. With this in mind I would recommend the full requested amount of £15,563 be awarded.</p>	
<p>3.3 Assessment</p>	<p><u>Lift Up Together</u></p> <p>Lift Up Together was originally formed in 2004 to de-stigmatize and be inclusive to those suffering from mental health issues along with their carers and families. It is a social self support group where activities</p>	

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such as bingo, quizzes, discussions and reading can take place in a safe, stigma-free environment. The Group meets every week on Thursdays between midday 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 and tries to arrange two trips per year, with the venue and activity chosen by its members.

This well supported group has been running for 13 years and is still gaining new membership. It remains as needed and relevant today as it ever has been. Over the past year, the Group has been invigorated by the move to the new Community Centre on the Lakeview Estate which provides more space and proper disabled facilities for its users. The location is important to members as one of the most disadvantaged areas within the Borough of Woking and little provision for those with mental health issues. The majority of members have no transport and little money to afford public transport and so being within walking distance of the Centre is greatly valued.

The Council has supported Lift Up Together 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 continues to be supported by way of a grant of £10,680 for 2020/21.

### Little Minions Youth Club (ages 7–11 years)

Youth clubs have been run by the Lakeview Community Action Group for the benefit of young people for many years. The Little Minions Youth Club was set up during October 2016 and caters for children living on Lakeview Estate who are in school years one to six. Little Minions is run by volunteers with experience in running youth clubs and have completed all the necessary training in child protection (including DBS).

The sessions are held on Fridays from 4pm to 9pm with a variety of activities such as board games, a Wii console, lego, hex bugs, and craft to encourage the children to explore their imagination and creativity. A healthy snack and drink is also provided during the sessions.

The Club offers the children ongoing opportunities for a safe space to play and explore activities in a supportive environment, building positive relationships with people they know and trust. Around 20 children attend each session. A registration system is in place so that the numbers of young people using the Club each week can be monitored, which varies according to the season and school term dates.

The children all reside in the Lakeview Estate and are aged between 7–11 years old. Many are from disadvantaged backgrounds with reduced opportunities to attend youth activities in the wider borough, which could be due in part to economic disadvantage and the expense of local transport services.

The Group notes that there is a shortage of locally based activities for young people in and around Lakeview Estate. Funding applications have been submitted to Comic Relief and Children in Need.

In light of the community benefit to local families, and the Club now incurring a rental cost following the move to the new Centre, it is recommended that the application continues to be supported by way

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of a grant of £4,883 for 2020/21.

It is therefore proposed that funding of £15,563 should be awarded for the two groups operated by the Lakeview Community Action Group for the 2020/21 financial year.

REPORT ENDS