

MASCOT – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

The Maybury and Sheerwater Community Trust (Mascot) was established as a charitable trust in 2011 with Trustees from the local parish churches of St. Paul’s Maybury and St. Michael’s Sheerwater. The Trust aims to address the causes of deprivation and social exclusion in the areas of Sheerwater and Maybury and seeks to encourage joint working between local organisations in the community.

The main activities are seated dance sessions, conversational English and tutoring, career support, clothing project, satellite foodbank, hearing aid maintenance, computer tutoring, art club, internet café, signposting service and general non-professional advice and support.

Mascot is applying for revenue support of £29,500 in the coming year. The funding would be used to cover the running costs of the Trust in order to continue providing the services offered, and to give partner agencies a base in Sheerwater from which they can run targeted projects.

The Council funded the Charity during 2016/17, 2017/18 and 2019/20, acknowledging the invaluable work with and support the Group has provided in the local community. No funding was awarded during 2018/19 in light of funding awarded from the People’s Health Trust, although the funding was supplied ringfenced and could not be allocated towards operational costs.

As set out in the consultee comments, the service continues to explore opportunities to assist residents and undertakes excellent work in the community, working with a wide range of agencies to ensure a co-ordinated approach is taken. It is recommended that the application is supported and that a grant of £28,700 continues to be awarded for the 2020/21 financial year towards the running costs of the Charity.

Recommendations

The Executive is requested to:	RESOLVE That funding of £28,700 be awarded towards operational costs.
Reason for Decision	To enable the Group to build on its work taking place in Maybury and Sheerwater.
Legal Authority	S142 Local Government Act 1972
Conditions	<p>Accounts. 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>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.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all</p>

MASCOT – Application For Financial Assistance

	<p>literature and leaflets produced.</p> <p>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>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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	<p>Users. The Organisation to provide a breakdown of the users in the past quarter.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Enquiries. The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. 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 particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2020/21 levels.</p> <p>In view of this, the applicant is to be advised to ensure that</p>

MASCOT – Application For Financial Assistance

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
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 Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

18 February 2020

MASCOT – Application For Financial Assistance

MASCOT – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>The Trust was formed in July 2011. The main objectives are:</p> <ul style="list-style-type: none"> i) To identify the underlying causes of deprivation and social exclusion in Maybury and Sheerwater; ii) To address the identified causes through targeted projects; iii) To act as a catalyst facilitating collaborative initiatives with partners; iv) To act as a catalyst stimulating resources already in the community, supporting selfhelp groups and offering 'bestpractice' models; v) To be a sustainable organisation and a channel for resources which responds to perceived needs; vi) To participate in this service as an expression of Christian faith, without any expectation or requirement that beneficiaries change their religious views. <p>The main activities undertaken by the Trust are seated dance sessions, conversational English sessions, memory café, career support, clothing project, satellite foodbank, hearing aid maintenance, one to one computer tutoring and courses, internet café, signposting service, general non-professional advice and support, and offering volunteering opportunities.</p> <p>Mascot also works with local agencies to run joint projects and cross refer individuals to seek relevant support. The recent appointment of a Community Development Manager will also result in the formation of community led projects.</p>
1.2 Employees	<p>3. The Community Liaison and Hub Manager 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. The Community Development Manager responsible for activities in both areas works 21 hours per week. All three employees are accountable to the Mascot management committee.</p>
1.3 Volunteers	<p>23. Volunteers currently work out of the St. Paul's Community Halls or the Mascot Hub and are mainly involved in welcoming and offering hospitality to visitors; carrying out administrative tasks; updating computers; providing computer and English support; updating the facebook page; and cleaning and maintenance. They are also are involved in running the activities set up by the Community Liaison and Development Managers; answering general enquiries from visitors; serving at the foodbank and clothes bank; offering a crèche service; and substituting the managers if they are out at meetings.</p>
1.4 Clients/Users	<p>298, comprising:</p> <ul style="list-style-type: none"> 157 male 141 female 15 disabled

MASCOT – Application For Financial Assistance

	<p>119 ethnic minority 275 resident in Woking 10 aged 0-5 35 aged 6-10 25 aged 11-18 208 aged 19-65 20 aged 65+</p> <p>Users of the MASCOT Hub are charged 10p per sheet for photocopying and users of the seated dance sessions are charged £3 per session. Due consideration is given to people who cannot afford these charges.</p>
1.5 Members	N/A
1.6 Sum Requested	£29,500 (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 for targeted projects and networking activities to be run.</p>
1.8 Cost breakdown:	<p>Employment Costs - £25,672 Running Costs - £4,884 Total - £30,556</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 signposting to borough wide information (leaflets and information posters).</p> <p>Access is also available to IT facilities for people who do not have their own internet or computer, which assists with Universal Credit and job search websites along with the support of volunteers.</p> <p>MASCOT's long-term goal is to lead users to become independent and create a change in their circumstances by teaching them new skills, giving volunteering opportunities as a stepping stone into work, by helping overcome barriers in order to find appropriate employment, improve computer literacy and English language skills and avoid social exclusion.</p> <p>The Group aims to maintain the Let's Talk and Seated Dance initiatives around the 60 people level. In the next 12 months two initiatives are being developed in particular. Firstly, Knead and Natter, a breadmaking activity, would provide further conversational English opportunities and friendship. Secondly, the Mascot Memory Café is being further promoted for people living with dementia and their carers. The numbers involved will be small in the first year at around 5-10, however from this base the level of users are anticipated to increase.</p>

MASCOT – Application For Financial Assistance

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £26,054 in the bank. The sum of £11,624 is reserved for Sheerwater Together community projects, awarded by the People’s Health Trust. None of the funding can be used towards the running costs of MASCOT.</p> <p>The Group has submitted a budget for 2020/21 which shows an anticipated income of £30,260 against an anticipated expenditure of £30,556, resulting in an anticipated deficit of £296.</p> <p>Anticipated income includes WBC Grant (£29,500), seated dance class income (£460) and donations (£300). Items of expenditure include salaries and related costs (£25,672) and running costs (£4,884).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £8,630 (£35,537 in 2017/18) against expenditure of £32,529 (£28,811 in 2017/18), resulting in a deficit of £23,899 (a surplus of £6,546 in 2017/18). It should be noted that no grant was awarded from the Council for the 2018/19 financial year which led to the deficit. The sum of £26,054 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	<p>2019/20 – £28,700 towards the core costs of the service. 2018/19 – no grant awarded. 2017/18 – £24,000 towards the core costs of the service. 2016/17 – £28,000 towards the core costs of the service.</p>

3.0 Assessment of Application																																					
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"><input type="radio"/></td> <td style="width: 70%;">Constitution</td> <td style="width: 25%;">Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Registered Charity</td> <td>Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>VAT Registered</td> <td>No</td> </tr> <tr> <td><input type="radio"/></td> <td>Equal Opportunities Policy</td> <td>Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Safeguarding Policy</td> <td>Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Reserves Policy</td> <td>Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Quality Mark</td> <td>No</td> </tr> <tr> <td><input type="radio"/></td> <td>Other funding sources pursued</td> <td>Yes</td> </tr> <tr> <td><input type="radio"/></td> <td>Other support by the Council</td> <td>Yes *</td> </tr> <tr> <td><input type="radio"/></td> <td>Fundraising</td> <td>No</td> </tr> <tr> <td><input type="radio"/></td> <td>Two quotes</td> <td>N/A</td> </tr> <tr> <td><input type="radio"/></td> <td>Regular monitoring provided previously</td> <td>Yes</td> </tr> </table> <p>* mandatory rate relief, discretionary rate relief, concessionary rent</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	No	<input type="radio"/>	Other funding sources pursued	Yes	<input type="radio"/>	Other support by the Council	Yes *	<input type="radio"/>	Fundraising	No	<input type="radio"/>	Two quotes	N/A	<input type="radio"/>	Regular monitoring provided previously	Yes
<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	No																																			
<input type="radio"/>	Other funding sources pursued	Yes																																			
<input type="radio"/>	Other support by the Council	Yes *																																			
<input type="radio"/>	Fundraising	No																																			
<input type="radio"/>	Two quotes	N/A																																			
<input type="radio"/>	Regular monitoring provided previously	Yes																																			
3.2 Consultee Comments	<p><u>Adam Thomas, Family Support Manager</u></p> <p>The MASCOT Hub is well placed in Sheerwater which is an area of</p>																																				

MASCOT – Application For Financial Assistance

	<p>need. The Hub works well with partners offers a valuable service to many local residents who require support. The hub is dependent on this grant income and is looking to develop its services this year to include groups for the elderly and dementia. With high demand for grants this year I recommend matching last year's grant of £28,700.</p> <p><u>Zafar Iqbal, Senior Policy Officer (Community Engagement)</u></p> <p>In view of the on-going Regeneration of Sheerwater, as per last year MASCOT is worth supporting for their community work. WBC has worked closely with total support of MASCOT in Sheerwater especially in terms of delivering Asset Based Community Development (ABCD) based work with local residents. MASCOT has also employed a community worker via Health Trust funding which is an added benefit for the ongoing engagement with local residents. I would therefore recommend supporting the funding application.</p>
3.3 Assessment	<p>MASCOT aims to address the causes of deprivation and social exclusion in the areas of Sheerwater and Maybury and seeks to encourage joint working between local organisations in the community. The Council previously awarded funding during 2016/17, 2017/18 and 2019/20, and the Group reports that support should be extended due to the consistent number of local residents visiting the Hub, alongside people visiting St. Paul's Community Halls to access activities run from either location. The grant would enable the Trust to continue to serve local people with the services provided and with volunteering opportunities.</p> <p>Through contact with the Trust, local people have benefitted from assistance offered by volunteers from five local churches with issues such as electricity bill and social security enquiries and finding school places for children. The funding will enable the Trust to give consistent ongoing support to partner agencies and local individuals.</p> <p>The organisations which MASCOT has worked with over the past funding year and is currently working with are:</p> <p><u>Woking Foodbank</u></p> <p>MASCOT acts as a satellite foodbank once a week, manned by volunteers for people who have hit a financial crisis and require emergency food parcels. Alongside the foodbank it takes in harvest collections from local schools and churches which go towards making up Christmas parcels for families in need, served by the local Children's Centre.</p> <p><u>Citizen's Advice Woking</u></p> <p>Sessions have started running on a weekly basis for Sheerwater Residents from the Mascot Hub on Thursdays. Volunteers from CAW run three hour drop-in sessions giving advice on debt, employment, benefits, housing, family law and consumer issues with assistance from the main office when needed.</p> <p><u>Sheerwater Regeneration Housing Team</u></p> <p>Apart from having information available for local people affected by the regeneration, residents have access to the computers and internet to bid on Hometrak. People who find it difficult to access Hometrak are assisted to make the bids and are helped initially by setting up Hometrak accounts. Those facing mental health issues due to the</p>

MASCOT – Application For Financial Assistance

changes are signposted to the mental health worker assigned to the housing team.

Woking Job Centre Plus

Some visitors to the hub are signposted by Job Centre Plus in order to assist them with CV preparation, online job applications, cover letters, setting up 'Find A Job' accounts and email accounts. Mascot has also attended partnership meetings at Job Centre Plus in particular to understand how to assist people on Universal Credit.

Catalyst

Catalyst offers drug and alcohol users access to support, and advice on reducing the harm to themselves, their families and the community. The Welcome Project has been run by Catalyst workers who have been meeting clients on an appointment basis at the Hub to offer support in the privacy of the office space.

Sheerwater Together

A combination of representatives from voluntary groups, local residents, local Council and others make up Sheerwater Together with the purpose of helping deliver the asset based community development model through projects which involve local people and encourage them to take a lead. Mascot has been used as a base for activities and planning meetings and has also participated in various activities that have been organised through Sheerwater Together.

Foodwise

Foodwise provides practical assistance to people living on a restricted budget by offering free cookery skills courses that are designed to build knowledge and confidence and encourage home cooking. Mascot worked with Foodwise to deliver a three session course over August from St. Michael's Church for local families.

Children's Centre

The Children's Centre's goal is to provide a safe, caring and nurturing environment where children and adults alike, can learn and grow in an atmosphere of creativity, acceptance and shared experience. Signposting happens mutually between Mascot and the centre with our Community Development Manager in regular contact to find ways of offering assistance as the centre goes through changes.

St. Michael's and St. Paul's Churches

Apart from the fact that Mascot was formed by a management committee made up of members from both churches, the relationship continues with regular committee meetings to make sure it is on track with its goal of strengthening the local community. Members of both churches are actively involved in volunteering during the activities on offer.

Besom Project

Besom provides good quality used furniture and general household items to families and individuals in need on a referral basis. Mascot has come across members of the local community in need of this service and has signposted them onto Besom. Also, it occasionally receives household items from visitors to the Mascot hub and is in a position to offer them to Besom who allocate the items as necessary.

MASCOT – Application For Financial Assistance

In addition to being a resource for agencies and the local community, MASCOT also operates as a free internet café, with printing, photocopying and scanning facilities, a signposting service and a listening and general advice service.

Feedback from service users and partner agencies shows the necessity for community focused projects in the Maybury and Sheerwater areas. Many of the Trust's clients require ongoing support and the funding requested facilitates the provision of assistance to local residents. The Sheerwater Regeneration team is based at Parkview Community Centre and signposts residents to MASCOT who may need support with bidding for properties or who do not have access to a computer or the internet. Agencies working in the area are keen to work with the Trust, including Cataylst, the Children's Centre, Citizens Advice Woking and Surrey Adult Learning.

Acknowledging the invaluable work and support the Group has provided in the local community through a service which continues to explore opportunities to assist residents, as set out in the consultee comments, and working with a wide range of agencies to ensure a co-ordinated approach is taken, it is felt that the Council should continue to support MASCOT through grant funding of £28,700 for 2020/21, set at the same level as for 2019/20.

REPORT ENDS