

## APPLICATIONS FOR FINANCIAL ASSISTANCE – ANNUAL REPORT

### 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 2019 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.

The applications would normally be considered at a Special Meeting of the Executive in December. However, the General Election was held on 12 December 2019 (the date scheduled for the Special Meeting) and, as a result of the resource implications for Officers preparing the reports on the applications, the meeting was deferred to 27 February 2020. All applicants were notified of the timetable change on 27 November 2019.

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 Officers, Councillor Ayesha Azad, Portfolio Holder for Grants to Voluntary and Community Organisations, Councillor Will Forster, Shadow Portfolio Holder for Grants to Voluntary and Community Organisations, and Councillor David Bittleston, 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 Members of 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 £921,872 of the available revenue budget (£922,000). The recommendations utilise up to £125,012 of the Community Fund, resulting in a forecast balance of £200,509 in the Borough Council's Community Fund as at 31 March 2021.

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 4.2 of the report and have been drawn up to assist in the determination of the funding requests.

The report also seeks to present an indication of the wide range of support the Council provides to the voluntary sector. The estimated value of the Council's support for the voluntary sector in the coming year is £1,967,704.

### Recommendations

The Executive is requested to:

#### **RESOLVE That**

- (i) the report be noted;
- (ii) Officers work with Woking Mind to fully understand the Charity's

## Applications for Financial Assistance – Annual Report

requirements for the coming year, with the intention of bringing a report with a funding proposal to a future meeting of the Executive;

- (iii) any unused funds remaining in the budget from the 2020/21 financial year be transferred to the Community Fund; and
- (iv) the allocation of funding of £10,000 to the Woking Asian Business Forum to manage the Alpha Road Community Hall (ARCH) be noted.

### Reasons for Decision

Reason: To determine financial support for voluntary and community organisations through the Council's Community Grants Scheme for the 2020/21 financial year.

The Executive has the authority to determine the recommendations set out above.
---

<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Ray Morgan, Chief Executive Email: ray.morgan@woking.gov.uk, Extn: 3333
<b>Contact Person:</b>	Frank Jeffrey, Democratic Services Manager Email: frank.jeffrey@woking.gov.uk, Extn: 3012 Doug Davern, Democratic Services Officer Email: doug.davern@woking.gov.uk, Extn: 3018
<b>Portfolio Holder:</b>	Cllr Ayesha Azad Email: Cllrayesha.azad@woking.gov.uk
<b>Shadow Portfolio Holder:</b>	Cllr Will Forster Email: cllrwill.forster@woking.gov.uk
<b>Date Published:</b>	18 February 2020

## Applications for Financial Assistance – Annual Report

### 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 a form available through the Council's website.
- 1.2 57 applications have been received seeking financial assistance in the 2020/21 financial year. A schedule summarising the applications received, the amounts requested and the amounts recommended, is attached at Appendix 3 to this report.
- 1.3 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.
- 1.4 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.
- 1.5 It should be noted that a number of the applications satisfy more than one of the themes.
- 1.6 A copy of the Policy Statement is attached for information at Appendix 4.

### Executive Reports

- 1.7 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.
- 1.8 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, the Portfolio Holder and the Shadow Portfolio Holder, and their comments have been taken into consideration.
- 1.9 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.

## Applications for Financial Assistance – Annual Report

### Monitoring

- 1.10 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. The applicants are advised of the information to be provided at the time of the award notification and are sent reminders to submit the information. In the event of a Group proving itself poor at providing the monitoring information, Officers withhold the release of their 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 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 2020, there will be no variations to the grants budget. Any variation will be reported at the meeting of the Executive.
- 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 2020/21 has been set at £922,000, which has increased by £22,000 in comparison with last year to take into account an increase in service charges for Provincial House.
- 2.5 The recommendations before the Executive represent a total of £921,872 in revenue funding, including an element of committed funding (£10,000). The funding recommended from the Council's Community Fund for revenue costs for the coming year is £27,400.

### One-off and Capital Awards

- 2.6 In addition to the revenue budget, there is a balance of £225,521 available during 2020/21 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 £125,012 from the Community Fund. On the basis of the recommendations before the Executive, the anticipated balance within the Community Fund at 31 March 2021 will be £200,509.

### 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.

## Applications for Financial Assistance – Annual Report

### 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:
- (i) enhance or improve equipment and/or facilities for individual or group performances;
  - (ii) develop and expand the range of activities;
  - (iii) increase participation and the number of members;
  - (iv) provide specified specialist coaching or training for individuals or groups to achieve i, ii or iii above; and
  - (v) 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.

### **3.0 Community Grants Scheme Underspend during 2018/19 Financial Year**

- 3.1 During 2019, the Community Grants Scheme received the benefit of a Review undertaken by Internal Audit to consider the overall annual process and recommend any improvements which could benefit the Council going forward. The Council received satisfactory assurance with a total of four medium or low priority recommendations highlighted, which were implemented shortly afterwards. In line with all Internal Audit reports, the final report was made available to the Standards and Audit Committee.
- 3.2 One of the recommendations was to report any underspend against the agreed revenue and capital budgets during the most recent financial year, as part of the annual covering report. Underspend would generally occur if a Group chose not to claim all of the grant awarded, for example if its activity during the year was less than what had been originally intended at the time of application.
- 3.3 For the financial year ended April 2019, the Executive agreed a total revenue grant spend of £884,091 and at the end of the year there was an underspend of £243. The Executive also approved capital and one-off grants totalling £38,851, leading to an underspend of £4,378. The total revenue and capital support to voluntary organisations during the 2018/19 financial year therefore equated to £918,321.

### **4.0 The Applications**

- 4.1 Individual reports have been prepared for all the applications received in consultation with relevant Officers within the Council, including the Senior Equalities Officer. Informal discussions have been held with the Leader of the Council, the Portfolio Holder for Grants to Voluntary and Community Organisations, and the Shadow Portfolio Holder for Grants to Voluntary and Community Organisations on each of the recommendations.

#### Considerations in Determining the Applications

- 4.2 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?

## Applications for Financial Assistance – Annual Report

- 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?

4.3 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.

### 5.0 Committed Funding for 2020/21

5.1 Included within the funding schedule for 2020/21 are items of expenditure which have been agreed previously. These are summarised below.

#### Elderly People's Lunch Clubs

5.2 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.

5.3 The awards are dealt with under authority delegated to the Chief Executive. Six (five in 2019/20) applications have been received for assistance in 2020/21 and a total of £546 (£517 in 2019/20) has been set aside under delegated authority. The Groups to benefit are:

- Anandmilan – Vadil Parivar Elderly Club
- Humanity International Charitable Trust
- Pyrford Retired Men's Lunch Club
- St Hugh's Luncheon Club
- St John's Good Companions Club
- The Lunch Club (TLC) – St Paul's Church

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

## Applications for Financial Assistance – Annual Report

### High Sheriff's Award

- 5.5 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)).
- 5.6 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 2020/21.

### Alpha Road Community Hall (ARCH)

- 5.7 The Council has funded the management of the Alpha Road Community Hall (located along Alpha Road, Maybury) for many years, initially through the Maybury Centre before appointing the Woking Asian Business Forum as the manager of the Hall from April 2018. For the purposes of meeting the management costs of the Hall, the sum of £10,000 is ringfenced annually in the community grants budget. The venue provides a main hall, meeting room and kitchen for hire.

## **6.0 Applications Not Taken Forward**

- 6.1 An individual report has not been prepared on the application received from Woking Mind. The Executive is invited to agree the proposed way forward, as set out below, in respect of the application.

### Woking Mind

- 6.2 An application for financial support has been received from Woking Mind. It is proposed that determination of the request is deferred to a future meeting of the Executive to allow Officers additional time to fully explore the application and the implications of the recent merger between Woking Mind and CornerHouse. A summary of the application is given below.
- 6.3 Woking Mind provides an extensive range of groups, courses and drop-in provision, as well as delivering mental health promotion activities and signposting services across Woking and the surrounding areas. Woking Mind provides a safe, welcoming space for people living with enduring mental health problems. The aims of the Charity include:
- To prevent mental health problems from worsening.
  - To support the recovery process.
  - To involve and empower service users.
  - To promote good mental health practice.
- 6.4 The Charity has applied for revenue funding to assist with the significant increases in expenditure anticipated in the coming year following the transfer of CornerHouse to Woking Mind.
- 6.5 CornerHouse Woking was a small charity which offered emotional and wellbeing support in Woking, Runnymede and Spelthorne. CornerHouse supported people aged 18+ who are dealing with a wide range of mental health issues by supporting independence and

## Applications for Financial Assistance – Annual Report

promoting recovery. The aim of the Charity was to support people to improve their mental health and empower them to make wellbeing choices.

- 6.6 The financial position of the Charity deteriorated and led to the need for Woking Mind to absorb all its services and staff in November 2019. The transfer was successfully achieved and all the support groups are continuing to run smoothly. However, the groups are underfunded and Woking Mind is seeking funding from a range of sources to maintain and ideally increase the number of support groups. The core areas requiring support include:
- Transformation funding to increase the working hours of all the leadership team.
  - Investment in research and development of a mental health signposting system.
  - Development of new pilot groups.
  - Recruitment of a part-time Volunteer co-ordinator and training and supervision of volunteers.
- 6.7 In view of the recent changes in the circumstances of the Charity, following the submission of their application in the summer 2019, it is proposed that Officers work with Woking Mind to fully understand the Charity's requirements for the coming year, with the intention of bringing a report with a funding proposal before the Executive in the coming months.

### 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 £920,820 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 £250,000.

#### 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

## Applications for Financial Assistance – Annual Report

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 £600,000.

- 7.7 The big increase is due to the government introducing, at the last budget, a number of extra Discretionary Relief schemes which are fully funded from central Government, including Retail Relief, Supporting Small Business, Local Discretionary Scheme, and Public House Relief.

### Officer and Member Support

- 7.8 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, the Maybury Centre and Woking Community Transport.

### Service Charges

- 7.9 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.

### Volunteering

- 7.10 Volunteer Woking aims to deliver a healthy local voluntary sector for people living in Woking, to actively increase and improve the quantity, quality, and diversity of volunteering locally.

- 7.11 The Council supports the sector through:

- Brokerage: Matching both individuals and groups interested in volunteering with appropriate opportunities in the local community. Volunteer Woking holds information on a comprehensive range of opportunities and offer potential volunteers support and advice matching the volunteer with appropriate volunteering opportunities.
- Community Development: Strengthening the voluntary sector's capacity to help its clients through promoting best practice, funding advice and training;
- Voices: Speaking up for the voluntary sector on issues crucial to its future, and increasing the sector's access to, and influence upon, decision makers;
- Support: Officers provide help and advice on Governance, provide a Payroll service and DBS checking facility for all charities and non – profit organisation in the Woking Borough.

## **8.0 Woking Community Lottery Scheme**

- 8.1 Woking Borough Council is currently considering the merits of establishing a Community Lottery for Woking. Under the proposals, individuals would be able to purchase local lottery tickets of which up to 60% would go towards local community groups. A detailed report was considered by the Overview and Scrutiny Committee at its meeting on 20 January 2020. The recommendation from the Committee proposing to explore further the establishment of a local community lottery scheme was agreed by the Executive at its meeting on 6 February 2020.

- 8.2 The Council will seek to appoint a suitable company through which the local lottery scheme would be managed and adopt the necessary policies. As part of the development of the scheme, the Council would seek to encourage participation across the Borough's voluntary

## Applications for Financial Assistance – Annual Report

and community sector and would look to stage a launch event as part of the promotion of the scheme.

### 9.0 Broad Policies

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

#### Revenue Funding

9.2 Whenever a grant is made towards revenue funding the applicants are informed of the basis on which future funding will be awarded.

9.3 The recommendations for ongoing revenue funding in 2020/21 have largely been made on the basis of the level of funding awarded for 2019/20. 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

9.4 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.

9.5 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 Citizens Advice Woking.

#### One-off and Capital Grants

9.6 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.

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

### 10.0 Conditional Support and Informatives

10.1 Each report which carries a recommendation to support a project, whether for revenue or capital funding, will set out a series of conditions and informatives on which the support is dependent. The majority of these conditions are common to most if not all Council funded voluntary sector groups. A brief summary of the standard conditions is set out below. In some cases, additional conditions may be added for specific elements, such as the adoption of appropriate policies or the sharing of resources.

#### Accounts.

10.2 The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet.

## Applications for Financial Assistance – Annual Report

### Monitoring Information.

- 10.3 Organisations must submit monitoring information as a measure of their achievements. Failure to provide details will jeopardise the award.

### Publicity.

- 10.4 Where possible, the Organisations are required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.

### Payments.

- 10.5 Unless exceptional circumstances exist, all invoices must be received quarterly with monitoring information for the previous quarter.

### Payment Period.

- 10.6 Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated before the end of the award year.

### Invoices / Receipts.

- 10.7 In order to claim an element of the funding, Organisations must submit paid invoices or receipts relating to equipment purchased or services provided.

### Inspection.

- 10.8 Ten percent of the funding for large capital projects will be retained until a satisfactory inspection has been carried out by Council officers.

### Future Budgets

- 10.9 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 2021/22 would be supported. Furthermore, the Council is unlikely to be in a position to award any sums above the 2020/21 levels.

### Joint Working

- 10.10 Over the recent years, Groups have been 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, is added to the recommendations within the reports:

- 10.11 "Joint Working. Woking Borough Council 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."

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

## Applications for Financial Assistance – Annual Report

### Homelessness Reduction Act 2017

- 10.13 Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. All Groups supported through the Council's Community Grants Scheme are asked to assist the Council in assisting those at risk of homelessness.
- 10.14 Partner agencies / organisations are 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 supported by the Council which do not support this new legislation and way of working positively may put their Council support at risk.

### Venue Hire

- 10.15 The following paragraph has been added as a condition of any funds awarded to Groups 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)."

## **11.0 Implications**

### Financial

- 11.1 As a result of the Officer recommendations and committed funding, a total of £128 from the revenue budget and a total of £200,509 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.
- 11.2 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 £1,061,304. This sum comprises the recommendations in respect of the Revenue Budget (£921,872), the Community Fund (£125,012), together with the budget for Council's Small Grants Programme (£14,420).

## Applications for Financial Assistance – Annual Report

- 11.3 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 £920,820, giving a total value of support of £1,967,704. A more detailed breakdown of the recommendations, and the budgets available, is set out in Appendix 3.

	<b>Revenue Budget</b>	<b>Community Fund</b>	<b>Small Grants</b>	<b>Total</b>
<b>Available Resources</b>	£922,000	£325,521	£14,420	£1,261,941
<b>Recommendations</b>	£921,872	£125,012	-	£1,046,884
<b>Other Awards</b>	-	-	£14,420	£14,420
<b>Balance Available</b>	£128	£200,509	-	-

### Human Resource/Training and Development

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

### Community Safety

- 11.5 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

- 11.6 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.
- 11.7 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.
- 11.8 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.
- 11.9 Organisations awarded revenue funding for the coming year are to be advised that the support does not imply that a similar application in 2021/22 would be supported. The Organisations will 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 2020.
- 11.10 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.

## **Applications for Financial Assistance – Annual Report**

### Sustainability

11.11 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

11.12 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.

11.13 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.

11.14 Copies of the assessments prepared by the Council's Equalities Officer are attached at Appendix 5 to this report.

## **12.0 Consultations**

12.1 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