

**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>

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	<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.

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### **Date Published:**

6 December 2017

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## 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	<p>57, comprising:</p> <p>39 male</p> <p>18 female</p> <p>10 ethnic minority</p> <p>42 resident in Woking</p> <p>6 aged 11-18</p> <p>15 aged 19-65</p> <p>46 aged 65+</p> <p>Bowls and cricket members pay £63 per year. House members pay £17 per year. This is reviewed annually</p>
1.6 Sum Requested	£4,104 (Capital)
1.7 Project	<p>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.</p> <p>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.</p>
1.8 Cost breakdown:	<p>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.</p> <p>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.</p>

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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>																																								
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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