

**KNAPHILL COMMUNITY FRIDGE (HOLY TRINITY CHURCH, KNAPHILL) – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

The Holy Trinity Church, Knaphill, has submitted a grant application towards its Community Fridge project which would utilize redundant sources of food from Knaphill and Brookwood, whilst raising awareness of food waste generally. It would be located centrally, with easy access for residents and be a place where the local community can put food in, and take food out. The funding would be allocated towards a shed to store the fridge alongside necessary electrical work. The fridge itself has been requested from the Community Fridge Network.

There is not another scheme like this in the Borough and the Church has the opportunity to work with other Charities and help feed those suffering with homelessness. The Community Fridge Network has been set up to connect Community Fridge projects across the UK. So far Community Fridges have helped thousands of people connect to their communities, access nutritious food, save money and reduce waste. The Parochial Church Council (PCC) has agreed for the community fridge to be located on Church premises. The Group will be asked to confirm that planning permission is either not required or has been approved.

The Group has applied for £1,000 to support the costs of setting up of the Community Fridge which includes the purchase of a shed and a PAT tested fridge, and the installation of the electricity for the fridge. The application also includes an element to cover the initial running costs of the fridge and the fuel payments incurred by volunteers. In view of the unique service proposed by the Church, it is recommended that the Council should support the project during the coming year with a one-off capital grant of £500 from the Community Fund.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> a grant of £500 be awarded from the Community Fund towards the set up costs of the service.
Reason for Decision	To enable the set up of the Community Fridge project and assist with covering the cost of equipment and initial set up.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
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>

**Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance**

	<p>be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Planning Permission.</b> The Applicant to confirm through the Planning Authority that either planning permission is not applicable or that planning permission has been sought and approved.</p> <p><b>Policies.</b> The Applicant, with the assistance of Woking Borough Council officers if necessary, to adopt suitable policies in respect of Reserves and Equal Opportunities.</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>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of</p>

## Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance

support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2019/20 does not imply that a similar application in 2020/21 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2019/20 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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:**

2019/20 Application Form.

### **Reporting Person:**

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### **Date Published:**

4 December 2018

**Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance**

**Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance**

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The Community Fridge is a fridge located centrally, where the local community can put food in, and take food out. The project aims to utilise the redundant source of food in Knaphill and Brookwood whilst raising awareness of food waste issues. The members of the public can share their abundance, minimise waste and source free food that would otherwise be thrown away. Volunteers plan to support local businesses by collecting surplus food and making it available to the wider community.
1.2 Employees	3, comprising of the following: Church Administrator – 37.5 hours per week Student Minister - 37.5 hours per week Family and Children’s Worker - 37.5 hours per week
1.3 Volunteers	80+, which is made up of the entire church congregation as they voluntarily give up their personal time to take part in many of the church activities which enables the church to function. This ranges from pastoral visiting the elderly, in care homes and hospitals to serving tea and coffee and running the services.  The Vicar of Holy Trinity Knaphill & St Saviour’s Brookwood receives a Stipend from the Diocese of Guildford, he is not paid employed by the church. The Church also has a voluntary full time ordained minister who does not take a salary.
1.4 Clients/Users	None.
1.5 Members	175, comprising: 20% disabled 10% ethnic minority 175 resident in Woking 116 aged 19-65 59 aged 65+  The membership scheme is the Church electoral role, however many people attend the Church and are not on the electoral role, and this does not exclude them from the Church.
1.6 Sum Requested	£1,000 (Capital)
1.7 Project	The £1,000 funding requested is for the set up of the Community Fridge, in a suitable building as considered fit by the EHO, a PAT tested fridge for produce and the installation of the electricity for the fridge and the certificate that is needed for new electrical work. Plus the initial running costs of fridge and for fuel payments incurred for volunteers who are picking up produce for the fridge.
1.8 Cost breakdown:	Shed Quote 1 – £217.95: Wickes double door timber shed 4 x 6ft Shed Quote 2 - £287.95: Wickes shiplap dip treated shed 6 x 4ft Shed Quote 3 - £712.00: B&Q Apex Overlay base, double door &

## Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance

	<p>shed.</p> <p>Electricity sourcing £280 – quote from Malcolm L. Smith</p> <p>Fridge - an application for a free fridge has been presented to HUBBUB, The Community Fridge Network (CFN).</p> <p>Advertising &amp; Artwork - £100: Artwork to be provided by the CFN.</p> <p>There are no salaries to consider, but the Church would aim for volunteers to be able to claim fuel mileage at 0.45p per mile when undertaking food collections from donors.</p> <p>Sundry costs would include items such as cleaning products and cloths, thermometers to track temperature of fridge, cool boxes to carry refrigerated items between donors and fridge.</p>
1.9 Community Benefit	<p>This project aims to help residents connect within their local communities, access nutritious food, save money and reduce waste.</p> <p>The Community Fridge will utilise the redundant source of food in Knaphill and Brookwood areas and raise awareness of food waste issues. Volunteers will also help support local businesses by collecting their surplus food and making it available to the wider community.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £0 in the bank. The provision of the set up has been underwritten by the Church for £1000.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £1,000 against an anticipated expenditure of £1,463, resulting in an anticipated surplus of £463.</p> <p>Anticipated income assumes a grant of £1,000 from the Council. No other income has been identified. Items of expenditure include equipment (locks, paint, cool bags) (£584), advertisement (£300) and running costs (£579).</p>
2.2 Accounts	<p>The Group has submitted accounts from the Church for 2017/18 which show an income of £336,241 (£256,551 in 2016/17) against expenditure of £318,613 (£230,412 in 2016/17), resulting in a surplus of £17,628 (a surplus of £26,139 in 2016/17). The sum of £187,485 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	New application.

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

## Knaphill Community Fridge (Holy Trinity Church, Knaphill) – Application For Financial Assistance

	<ul style="list-style-type: none"> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>N/A</p>
<p>3.2 Consultee Comments</p>	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Knaphill Community Fridge is a project which aims to utilise the redundant sources of food in Knaphill and Brookwood by sharing any abundance, minimising waste and providing free food to the community. They will also raise awareness within the community of food waste issues.</p> <p>This is a unique project which if successful will be of significant benefit to the community, therefore it is recommended that a grant award of £500, subject to the receipt of an invoice, be made for the purchase of a suitable sundries.</p>	
<p>3.3 Assessment</p>	<p>The Knaphill Community Fridge proposed by Holy Trinity Church, Knaphill, would be located centrally, with easy access for residents and be a place where the local community can put food in, and take food out.</p> <p>The project aims to utilise the redundant source of food in Knaphill and Brookwood whilst raising awareness of food waste issues. The Church wishes to work with other organisations, members of the public and local businesses to share food that would have gone to waste otherwise. Volunteers plan to support local businesses by collecting surplus food and making it available to the wider community.</p> <p>There is not another scheme like this in the Borough and the Church has the opportunity to work with other Charities and help feed those suffering with homelessness. The Community Fridge Network has been set up to connect Community Fridge projects across the UK. So far Community Fridges have helped thousands connect to their communities, access nutritious food, save money and reduce waste. The Parochial Church Council has agreed that the fridge can be located on church premises.</p> <p>As the project is in the initial stages of being set up, the Church has gathered anticipated income and expenditure figures for 2019/20 from a similar project in Dorking, please see 2.1 for more detail.</p> <p>In view of the unique service proposed, it is recommended that the Council support this project for the coming year with a one-off capital grant of £500.</p>	

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