

MAYBURY AND SHEERWATER COMMUNITY TRUST – 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 cafe', signposting service and general non-professional advice and support.

MASCOT is applying for revenue support of £28,000 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 and 2017/18, 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, 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 is awarded for the 2019/20 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 literature and leaflets produced.</p>

Maybury and Sheerwater Community Trust – Application For Financial Assistance

	<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 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.</p> <p>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</p>

Maybury and Sheerwater Community Trust – Application For Financial Assistance

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:

Douglas Spinks, Deputy Chief Executive
Extn: 3440, Email: douglas.spinks@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 Ian Eastwood
Email: cllrian.eastwood@woking.gov.uk

Date Published:

4 December 2018

Maybury and Sheerwater Community Trust – Application For Financial Assistance

Maybury and Sheerwater Community Trust – 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 trust operates as a foodbank, internet cafe, signposting service, career advice, english and computer skills sessions, seated dance, and a place which offers volunteering opportunities and non-professional mentoring.</p>
1.2 Employees	<p>2. 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.</p>
1.3 Volunteers	<p>28. Volunteers are involved in running the foodbank, carry out administrative tasks and some maintenance tasks, offer hospitality to visitors, answer general enquiries from visitors and assist in running activities or actually running the activities and manning the hub or St. Paul's Community halls if the managers are out at meetings.</p>
1.4 Clients/Users	<p>245, comprising:</p> <ul style="list-style-type: none"> 88 male 157 female 6 disabled 67 ethnic minority 237 resident in Woking 13 aged 0-5 7 aged 5-10 7 aged 11-18 193 aged 19-65 25 aged 65+ <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</p>

Maybury and Sheerwater Community Trust – Application For Financial Assistance

	these charges.												
1.5 Members	N/A												
1.6 Sum Requested	£28,700 (Revenue)												
1.7 Project	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 to be run.												
1.8 Cost breakdown:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Printer - £291.03</td> <td style="width: 50%;">Phone/Internet - £423.00</td> </tr> <tr> <td>Waste Management - £190.05</td> <td>Insurance - £520.02</td> </tr> <tr> <td>Website subscription - £55.88</td> <td>Water - £96.60</td> </tr> <tr> <td>Electricity - £736.09</td> <td>General costs - £660.56</td> </tr> <tr> <td>Training - £700</td> <td>Salary/pension - £24,218.40</td> </tr> <tr> <td>Total - £27,891.63</td> <td></td> </tr> </table>	Printer - £291.03	Phone/Internet - £423.00	Waste Management - £190.05	Insurance - £520.02	Website subscription - £55.88	Water - £96.60	Electricity - £736.09	General costs - £660.56	Training - £700	Salary/pension - £24,218.40	Total - £27,891.63	
Printer - £291.03	Phone/Internet - £423.00												
Waste Management - £190.05	Insurance - £520.02												
Website subscription - £55.88	Water - £96.60												
Electricity - £736.09	General costs - £660.56												
Training - £700	Salary/pension - £24,218.40												
Total - £27,891.63													
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 local access to borough wide information (leaflets, information posters, etc.). Where visitors are struggling to access information the organisation will aim to guide them to the correct organisation or resource.</p> <p>People will also benefit in the longer term because they will have access to support that can change their circumstances by teaching 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 extent of community benefit in the short term will reflect the number of visitors to the Hub in general. MASCOT will aim to help fifty people during the funding period with the long term objective of helping improve or change their circumstances.</p>												

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £43,407 in the bank. The sum of £14,949 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 2019/20 which shows an anticipated income of £29,880 against an anticipated expenditure of £28,707, resulting in an anticipated surplus of £1,173.</p> <p>Anticipated income includes WBC Grant (£28,700), seated dance class income (£880) and donations (£300). Items of expenditure include salaries and related costs (£24,945), training (£700) and general supplies (£680).</p>
2.2 Accounts	The Group has submitted accounts for 2017/18 which show an income of £35,357 (£28,196 in 2016/17) against expenditure of £28,811 (£31,332 in 2016/17), resulting in a surplus of £6,546 (a

Maybury and Sheerwater Community Trust – Application For Financial Assistance

	deficit of £3,136 in 2016/17). The sum of £49,953 was carried forward at the end of the 2017/18 year.
2.3 Support over the past five years	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.

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>* mandatory rate relief, discretionary rate relief, concessionary rent</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes *</p> <p>No</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Adam Thomas, Family Support Programme Team Manager</u></p> <p>Mascot are requesting £28,700 to keep the general running of the Hub running for, presumably, one year. Mascot supports residents in Sheerwater and Maybury which is a 'Lower Layer Super Output Area' of high deprivation and undergoing a regeneration programme. I note that Mascot are working closely with the Borough Sheerwater Regeneration Team as well as other local partners and I have visited the Hub and witnessed clients coming as a drop-in facility and requesting support with essential skills such as applying for jobs. Many of these residents need support that takes time (time that many Services do not have), from staff who are responsive to their individual needs. Therefore, to have a Hub that is accessible to residents, right in the heart of the community where it is needed is a positive asset for Woking. I also note that this has been created by local residents, for local residents.</p> <p>I am aware of the conversation café that is run from the local church and as a Family Support Team we have directed residents there to better their English skills and increase their social connections. This resource is high quality and has inspired other similar activities across the Borough from other groups.</p> <p>I am in support of this application and consider that now is a critical time for the Hub to continue to run in Sheerwater especially during this</p>	

Maybury and Sheerwater Community Trust – Application For Financial Assistance

	<p>period of change.</p> <p><u>Zafar Iqbal, Senior Community Engagement Officer</u></p> <p>As per last year an organisation worth supporting for their work in Sheerwater. 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, for which they have held ringfenced funding on behalf of Sheerwater Together group. It is important that we do not penalise them for such support and I would strongly support their application to continue to deliver their core activities as per application.</p> <p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Maybury and Sheerwater Community Trust (MASCOT) support the residents of Maybury and Sheerwater from their Hub in the heart of Sheerwater and from St Pauls Church Hall in Maybury.</p> <p>The Trust operates a satellite foodbank, internet cafe, signposting service, career advice, English (ESOL) and computer skills sessions and seated dance classes to name a few, and is a place which offers volunteering opportunities and non-professional mentoring. This variety of support services offers immediate support for those in need but also sets about to help residents achieve long-term goals such as improving skills and planning for a positive future.</p> <p>The Trust has requested £28,700 in revenue funding to cover the operational costs of the trust. Given the evidence of positive partnership working with WBC and other local organisations as well as their own efforts to assist residents during a time of change, I would recommend that this application be approved.</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 and 2017/18, 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 them to continue to serve local people with the services provided and with volunteering opportunities.</p> <p>Due to previous funding being available they have allocated funds to support people with elements such as travel costs to training, work wear, food hygiene certificates and art club materials, giving them the ability to invest in people and their interests.</p> <p>Through contact with the Trust, local people have benefitted from assistance offered by volunteers from five local churches with matters like electricity bill and social security enquiries and finding school places for their children. The funding will enable the Trust to give consistent ongoing support to partner agencies and local individuals.</p> <p>The organisations which MASCOT currently works 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</p>

Maybury and Sheerwater Community Trust – Application For Financial Assistance

collections from local schools and churches which go towards making up Christmas parcels for families in need, served by the local Children's Centre.

Philotes Friendship Club

A local resident has started the initiative of a friendship club for residents with monthly sessions held at the Mascot Hub. The aim is to help with loneliness by opening the club to everyone whether they are elderly, alone or a new parent feeling isolated, or struggling to cope. Friendship is offered from a cup of tea and a chat to wider possibilities of getting involved in helping others locally.

Citizen's Advice Woking

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.

Sheerwater Regeneration Housing Team

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 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.

Surrey Community Action

SCA is an independent charity set up to support voluntary and not-for-profit organisations with advice and services, as well as running a range of local community projects. SCA uses Hub space to meet clients who are looking to improve their circumstances in relation to confidence building, interview preparation and receiving advice on life skills.

Catalyst

Catalyst offers drug and alcohol users access to support, and advice on reducing the harm to themselves, their families and the community. Recently, a Catalyst worker has 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.

In addition to being a resource for agencies and the local community,

Maybury and Sheerwater Community Trust – Application For Financial Assistance

MASCOT also operates as a free internet café, with printing, photocopying and scanning facilities, a signposting service and a listening and general advice service.

Following meetings with Surrey County Council and other relevant agency representatives to discuss and promote the Asset Based Community Development approach, Mascot was awarded £50,000 to the People's Health Trust in order to initiate Sheerwater Together projects only. The successful bid has facilitated further community building activities with representatives of both the Borough and County Councils, local organisations and local residents. Partner organisations continue to use the hub and facilities to meet their clients needing support.

Prior to MASCOT beginning its work, a survey was carried out amongst local people. The response showed that a community space would be beneficial and would strengthen the community. At the present time visits remain very consistent with many of the visitors being from Maybury and Sheerwater areas, proving the need for local assistance. The Group's involvement in the North West Surrey Early Help Network meetings have shown that social prescribing is an area which which it can support. The Asset Based Community Development approach adopted by the Council is in line with MASCOT's objective of working alongside the community and enabling local people to actively transform the area.

Without the grant applied for, MASCOT states that it would not be able to extend itself further by taking on new activities which Sheerwater and Maybury residents are in need of, as there are a relatively large number of people with no access to a computer or internet. Nearly all job applications, Hometrak bidding and much information needed can only be accessed online so the availability of these facilities and one to one support at the Hub will continue to be vital. Recent contact with Citizens Advice Woking has led to drop-in sessions at the Hub being trialled from late September to provide relevant information and support for local people.

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 support MASCOT through grant funding and that a grant of £28,700 be awarded for 2019/20.

REPORT ENDS