

LCAG LIFT UP TOGETHER AND LITTLE MINIONS – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

The Lakeview Community Action Group (LCAG) is a local Charity which aims to improve the life and opportunities for people living in Lakeview. The activities undertaken include an annual Fun Day, litter picks and other community events. The LCAG operates two groups for the benefit of the local community – Lift Up Together and Little Minions Youth Club. The Council has previously supported Lift Up Together, the mental health support group, for many years with a grant of £6,000. This year the LCAG is additionally applying for funding for the youth club. The aim is to de-stigmatize mental health conditions and be inclusive to those suffering from mental health issues along with their carers and families.

For the 2019/20 financial year, a grant of £10,972 has been requested for Lift Up Together, higher than the current year due to the group incurring rental charges for its meetings since moving to the new Community Centre along with the ongoing costs of running the Group.

A grant of £4,788 has also been applied for the running of the Little Minions youth club, for which there is insufficient funding for the Club’s activities beyond December 2018. The Group also pays a rental charge for its meetings. The aim of the Group is to offer children ongoing opportunities for a safe space to play and explore activities in a positive and supportive environment whilst building positive relationships with people they know and trust.

There is a strong community benefit arising from the work of both groups which meet on a weekly basis for between four and five hours each. Both are well attended by people living in Lakeview, with 93 service users benefitting from Lift Up Together and 15-20 young people each week attending Little Minions. It is therefore proposed that that funding is awarded to both groups at the levels applied for, equating to a total grant of £15,760 for the 2019/20 financial year.

Recommendations

The Executive is requested to:	RESOLVE That a grant of £15,760 be awarded, comprised of £10,972 for Lift Up Together and £4,788 for Little Minions Youth Club.
Reason for Decision	To enable the support of those with mental health issues in Lakeview and the surrounding area in the absence of statutory support.
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</p>

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	<p>the support received from Woking Borough Council, including on all 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>Homelessness Reduction Act 2017. 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>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 the number of meetings held during the past quarter, along with the average number of people attending and a brief list of any other trips or events held.</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	The financial pressure on the Council's budgets is expected to

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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.

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

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1.0 Summary of Application	
1.1 Status and Aims	<p>Lakeview Community Action Group (LCAG) is a registered local charity formed in 1996 which became a registered charity in 2007. Its aim is to improve the life and opportunities for people living on the Lakeview Estate, Horsell in Woking which has always been an area of disadvantage in comparison with surrounding more affluent areas. Community groups and events are organised such as the annual Lakeview Community Summer Fun-day along with litter pics and other community events.</p> <p>One full time member of staff is based at the new Lakeview Community Centre and is responsible for organising community engagement and development work on Lakeview, building positive and purposeful relationships with local people and helping community members achieve their goals in line with its charitable aims. Community members are able to become members and volunteer to run its activities.</p> <p>The main activities being run are the Mental Health Self Support Group “Lift Up Together” and the Youth Club “Little Minions” for children living on Lakeview aged 7 – 11 years.</p>
1.2 Employees	1, a full-time Community Development Worker based at the Lakeview Social Centre.
1.3 Volunteers	<p>12.</p> <p>The Lift Up Together volunteers run the group sessions, set up the activities, prepare the food and talk to new and existing members, signposting where appropriate.</p> <p>The Little Minions volunteers set up the sessions, look after the children, organise activities such as craft activities and supervise the tuck shop. The volunteers also make sure parents are able to pick up their children or walk them home after each session.</p> <p>When taking service users on trips, volunteers keep everyone safe which requires training and sensitivity. Volunteers are also committee members. The LCAG ensure that volunteers are provided with mentoring and training and that their safeguarding and DBS registrations are up to date, with funding included in their annual budget.</p>
1.4 Clients/Users	See below.
1.5 Members	<p>136, comprising:</p> <ul style="list-style-type: none"> 50 male 87 female 63 disabled 16 ethnic minority 133 resident in Woking 35 aged 5-10 3 aged 11-18

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	63 aged 19-65 15 aged 65+																																												
1.6 Sum Requested	£15,760 (Revenue)																																												
1.7 Project	<p><u>Lift Up Together (£10,972)</u></p> <p>As in the previous 13 years the Group will continue to use the funding provided to run the group and activities on behalf of the service users who suffer with health conditions on Lakeview, as economically as possible within the available budget. A large proportion of the budget will need to pay for the accommodation cost at the new Lakeview Community Centre. It will keep a register and up to date records of group numbers and activity attendance so that its progress in serving the Lakeview Mental Health Community can be monitored.</p> <p><u>Little Minions Youth Club (£4,788)</u></p> <p>The Group will use the funding provided to run the activities on behalf of the young people using the Youth Club, as economically as possible within the constraints of the budget. A large proportion of the budget will need to pay for the accommodation cost at the new Lakeview Community Centre.</p> <p>It will keep a register and up to date records of group numbers and activity attendance so it can monitor its progress in serving the young people and parents from the Lakeview Community.</p>																																												
1.8 Cost breakdown:	<p><u>Lift Up Mental Health Support Group Budget</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Telephone</td><td style="text-align: right;">£50</td></tr> <tr><td>Training</td><td style="text-align: right;">£250</td></tr> <tr><td>Postage and Stationery</td><td style="text-align: right;">£100</td></tr> <tr><td>Printing and photocopying</td><td style="text-align: right;">£100</td></tr> <tr><td>Rent for Hall Hire (£13.50 per hour x 4 hours)</td><td style="text-align: right;">£2,862</td></tr> <tr><td>Equipment</td><td style="text-align: right;">£300</td></tr> <tr><td>Travel and subsistence</td><td style="text-align: right;">£200</td></tr> <tr><td>Expense Food & Drinks</td><td style="text-align: right;">£3,840</td></tr> <tr><td>Papers & Magazines</td><td style="text-align: right;">£480</td></tr> <tr><td>Weekly Bingo prizes</td><td style="text-align: right;">£960</td></tr> <tr><td>Christmas party</td><td style="text-align: right;">£200</td></tr> <tr><td>Trips Coach Hire</td><td style="text-align: right;">£900</td></tr> <tr><td>Trips Admittance to event</td><td style="text-align: right;">£1,000</td></tr> <tr><td>Total</td><td style="text-align: right;">£10,972</td></tr> </table> <p><u>Little Minions Youth Club Budget</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Training</td><td style="text-align: right;">£250</td></tr> <tr><td>Printing and photocopying</td><td style="text-align: right;">£100</td></tr> <tr><td>Hall Hire (£13.50 per hour x 3.5 hours x 48 sessions)</td><td style="text-align: right;">£2,268</td></tr> <tr><td>Equipment</td><td style="text-align: right;">£200</td></tr> <tr><td>Activities, Trips and parties</td><td style="text-align: right;">£350</td></tr> <tr><td>Arts and Crafts</td><td style="text-align: right;">£900</td></tr> <tr><td>Expense Food & Sundries</td><td style="text-align: right;">£720</td></tr> <tr><td>Total</td><td style="text-align: right;">£4,788</td></tr> </table> <p>Total grant applied for both groups £15,760</p>	Telephone	£50	Training	£250	Postage and Stationery	£100	Printing and photocopying	£100	Rent for Hall Hire (£13.50 per hour x 4 hours)	£2,862	Equipment	£300	Travel and subsistence	£200	Expense Food & Drinks	£3,840	Papers & Magazines	£480	Weekly Bingo prizes	£960	Christmas party	£200	Trips Coach Hire	£900	Trips Admittance to event	£1,000	Total	£10,972	Training	£250	Printing and photocopying	£100	Hall Hire (£13.50 per hour x 3.5 hours x 48 sessions)	£2,268	Equipment	£200	Activities, Trips and parties	£350	Arts and Crafts	£900	Expense Food & Sundries	£720	Total	£4,788
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1.9 Community Benefit	<p><u>Lift Up Together Mental Health Support Group</u></p> <p>There are 93 service users who are benefitting directly and indirectly their families, friends and workmates. They benefit from increased health and a sense of well-being among group members and this has effects which benefit the wider community.</p> <p><u>Little Minions Youth Club</u></p> <p>There are between 15 – 20 young people aged 7 – 11 benefitting directly each week from the service subject to seasonal and term time variation. The Club provides a benefit to the parents and the wider family also with potential improved health, learning and behaviour outcomes.</p>
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2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £15,157 in the bank. The LCAG is an umbrella charity and has various community projects for which it holds ringfenced funds.</p> <p>In addition to the cost breakdowns for Lift Up Together and Little Minions set out in section 1.8, the Group has reported that it expects a loss of £2,380 by the end of December 2018, and that there is little allocated funding to run the Little Minions Youth Club beyond December 2018.</p>
2.2 Accounts	<p>The Group has submitted accounts to December 2017 which show an income of £49,160 (£41,732 in 2016/17) against expenditure of £43,551 (£41,666 in 2016/17), resulting in a surplus of £5,608 (a surplus of £66 in 2016/17). The sum of £19,020 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	<p>2018/19 – £6,000 towards the costs of the weekly support sessions. 2017/18 – £6,000 towards the costs of the weekly support sessions. 2016/17 – £6,000 towards the costs of the weekly support sessions. 2015/16 – £6,000 towards the costs of the weekly support sessions. 2014/15 – £6,000 towards the costs of the weekly support sessions.</p>

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 	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>

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	<ul style="list-style-type: none"> ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>* Woking Borough Council provides a quarterly grant to employ the Community Development Worker so that the Group can engage in community action, organise events and activities, and make funding applications on behalf of Lakeview residents.</p> <p>In July 2018, both Lift Up Together and Little Minions were able to negotiate a reduction in the accommodation cost for both groups at the Centre in recognition of their benefit to the community.</p>	<p>Yes*</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
<p>3.2 Consultee Comments</p>	<p><u>Stephen Petford, Area Manger, Centres for the Community</u></p> <p>I support this application due the necessity of this type of activity for the community surrounding the Lakeview Community Centre. It provides good youth club provision and support for mental health issues to attendee's of the Lift Up group. The Centre is a very good facility for the public also to hire for activities or private functions and there is a aspiration that it will continue to be fully utilised in the coming years.</p> <p><u>Sylvie Marshall, Community Development Manager</u></p> <p>Lakeview Community Action Group (LCAG) was set up to improve the lives and local opportunities for those living on the Lakeview Estate in Horsell. The group runs two main activities for residents, Lift Up Together a support group for those suffering with Mental Health issues and Little Minions for children aged 7-11 years who live in the area. Little Minions is a new service but Lift Up Together has been supported by the Council in previous years. Both activities are held at the new Lakeview Community Centre, it is good to see this facility being used as a central place for the community.</p> <p>LCAG have requested a total of £15,760 in Revenue funding to continue the delivery of these activities. Both activities appear to be well utilised by the Lakeview community and have an important role to play in the happiness and wellbeing of many residents. With this in mind I would recommend the full requested amount of £15,760 be awarded.</p>	
<p>3.3 Assessment</p>	<p><u>Lift Up Together</u></p> <p>Lift Up Together was originally formed in 2004 to de-stigmatize and be inclusive to those suffering from mental health issues along with their carers and families. It is a social self support group where activities such as bingo, quizzes, discussions and reading can take place in a safe, stigma-free environment. The Group meets every week on Thursdays between midday and 4pm, the day in the week when people suffering depression and mental health issues find there is little other local support. The Group provides a buffet lunch for all those attending and tries to arrange two trips per year, with the venue</p>	

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and activity chosen by its members.

This well supported group has been running for 13 years and is still gaining new membership. It remains as needed and relevant today as it ever has been. Over the past year, the Group has been invigorated last year by the move to the new Community Centre on the Lakeview Estate which provides more space and proper disabled facilities for its users. The location is important to members as one of the most disadvantaged areas within the Borough of Woking and little provision for those with mental health issues. The majority of members have no transport and little money to afford public transport and so being within walking distance of the Centre is greatly valued.

The Council has supported Lift Up Together for many years and it is clear that a valuable and tangible impact is made on the lives of those who make use of the Group. It is recommended that the application be supported for 2019/20. In past years a grant of £6,000 has been awarded in light of the strong community benefit to those suffering with mental health issues. However it is recommended that the award be increased to £10,972 on account of the rental costs payable for its meetings since moving to the new Centre and the overall operating costs of running the Group effectively.

Little Minions Youth Club (ages 7 – 11 years)

Youth clubs have been run by the Lakeview Community Action Group for the benefit of young people for many years. The Little Minions Youth Club was set up during October 2016 and caters for children living on Lakeview Estate who are in school years one to six. Little Minions is run by volunteers with experience in running youth clubs and have completed all the necessary training in child protection (including DBS).

The sessions are held on Fridays from 4pm to 9pm with a variety of activities such as board games, a Wii console, lego, hex bugs, and craft to encourage the children to explore their imagination and creativity. A healthy snack and drink is also provided during the sessions.

The Club offers the children ongoing opportunities for a safe space to play and explore activities in a positive and supportive environment, building positive relationships with people they know and trust. Around 15 – 20 children attend each session. A registration system is in place so that the numbers of young people using the Club each week can be monitored, which varies according to the season and school term dates.

The children all reside in the Lakeview Estate and are aged between 7 – 11 years old. Many are from disadvantaged backgrounds with reduced opportunities to attend youth activities in the wider borough, which could be due in part to economic disadvantage and the expense of local transport services.

The Group notes that there is a shortage of locally based activities for young people in and around Lakeview Estate. Funding applications have been submitted to Comic Relief and Children in Need.

No funding has previously been sought for Little Minions and there is insufficient allocated funding in the LCAG budget to run this Club beyond December 2018. In light of the community benefit to local families, and the Club now incurring a rental cost following the move

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to the new Centre, it is recommended that the grant be approved at the level applied for of £4,788.

It is therefore proposed that that the total funding for the two groups operated by the Lakeview Community Action Group totals £15,760 for the 2019/20 financial year.

REPORT ENDS