

1. **Financial Assistance Small Grants Scheme 241117** (Pages 1 - 7)

## CABINET MEMBERS DELEGATED DECISION

|   |   |   |   |  |
|---|---|---|---|--|
| <b>Open</b>   |   | Would any decisions proposed :                                      |   |  |
| <b>Any especially affected Wards</b>  | Mandatory/                              | Be entirely within Cabinet's powers to decide                       | YES/NO  |  |
|   | Discretionary /                         | Need to be recommendations to Council                               | YES/NO  |  |
|   | Operational                             | Is it a Key Decision  | YES/NO  |  |
| Lead Member:<br>E-mail: <a href="mailto:clr.elizabeth.nockolds@west-norfolk.gov.uk">clr.elizabeth.nockolds@west-norfolk.gov.uk</a>                            |   | Other Cabinet Members consulted: None                               |   |  |
|   |   | Other Members consulted: None                                       |   |  |
| Lead Officer: Lorraine Gore<br>E-mail: <a href="mailto:Lorraine.gore@west-norfolk.gov.uk">Lorraine.gore@west-norfolk.gov.uk</a><br>Direct Dial (01553 616432) |   | Other Officers consulted: Sarah Dennis                              |   |  |
| Financial Implications<br>YES/NO  | Policy/Personnel Implications<br>YES/NO | Statutory Implications<br>YES/NO                                    | Equal Impact Assessment<br>YES/NO<br>If YES: Pre-screening/ Full Assessment | Risk Management Implications<br>YES/NO |
| If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)                    |   |   |   |  |
| Date meeting advertised: 24 <sup>th</sup> November 2017   |   | Date of meeting decision to be taken: 1 <sup>st</sup> December 2017 |   |  |
| Deadline for Call-In: 8 <sup>th</sup> December 2017   |   |   |   |  |

### Financial Assistance Small Grants Scheme

#### Summary

This report details the decisions made in relation to the second round of capital and revenue grant awards for 2017-18.

#### Recommendation

To approve the decisions set out below.

#### Reason for Decision

Determination of applications under the Small Grants Scheme.

A grants panel meeting was held on 23 November to assess applications for capital and revenue grants which fall within the Culture, Heritage and Health Portfolio. This report details the recommendations made at this meeting by the Portfolio Holder.

The recommendations featured in this report are subject to the 'call in' procedure. When the grant decision becomes official the applicants will be notified in writing by the Norfolk Community Foundation on behalf of the Borough Council. All terms and conditions of the grants will be stated in the official offer letter.

### Small Grants Scheme – Revenue grants

| Applicant                        | Summary of request  | Decision      |
|----------------------------------|---|---------------|
| Hanseatic Union                  | Towards a programme of holiday activities during 2018 for children and young people.                  | £910          |
| King's Lynn Literature Festivals | To hold a Fiction Festival comprising of six events during March 2018.                                | £1,000        |
| Musical Keys                     | To support the fortnightly therapeutic music sessions at the Queen Elizabeth Hospital in King's Lynn. | £1,500        |
| <b>TOTAL AWARDED</b>             |   | <b>£3,410</b> |

### Applications declined/ deferred:

| Applicant  | Summary of request  | Decision   |
|--|---|--|
| Little Discoverers West Norfolk School For Parents | To help children with complex disabilities and their families to develop their physical, communication and social skills. | Declined as request for operational costs when the charity has substantial reserves. |
| Open Road West Norfolk                             | To contribute to the salary costs associated with running the charity and its range of motoring industry qualifications.  | Declined as request for salary – invite to reapply for activity/ bursary costs.      |
| The Garden Science Trust                           | To deliver a new course providing practical opportunities for adults with learning disabilities to develop their skills.  | Declined as insufficient evidence of benefit to Borough residents.                   |

### Revenue applications:

Awards over £5,000: None

### Small Grants Scheme – Capital grants

Awards under £5,000:

| Applicant             | Summary of request   | Decision      |
|-----------------------|--|---------------|
| Fincham Memorial Hall | To replace the flat roof on the village hall to stop leaks and damp which is damaging the structure and contents of the building | £2,500        |
| <b>TOTAL AWARDED</b>  |  | <b>£2,500</b> |

### **Applications declined/ deferred:**

None

### **Capital applications:**

Awards over £5,000:

#### **North Wootton Village Hall**

This application requests funding towards the first phase of a programme of works to refurbish the Village Hall and will comprise:

- The refurbishment of both the ladies and gent toilets, including alterations to create a disabled facility.
- Replacement of the current heating system with the supply and installation of gas central heating. The applicant explains that the current system is over 20 years old and comprises 4 air conditioning units, one of which is not working and the others are inefficient.
- Installing insulation, new ceiling and LED Lighting in the main hall

Once refurbished, the Committee aim to have a wide range of social gatherings, coffee mornings and health and fitness activities for older residents. Villagers have expressed an interest in hosting a mobile Cinema, and establishing clubs for children and young people who have limited facilities, particularly during the winter months. The Committee have designed a website and will utilise social media to increase bookings.

The total cost of these refurbishments is £19,930.

**Decision: To award £5,000 to be released when the project has secured the required funding and is in a position to proceed.**

#### **Ripper Memorial Hall**

Funds are requested towards a phased renovation of the hall, and the grant requested will cover the cost of initial works to re-tile a section of roof, which is leaking. These works are part of plans by the hall committee to generally improve the hall over the coming years, which will include replacing windows and a range of smaller maintenance projects. The committee has a goal of increasing the use of the hall - potentially as much as doubling it - with a range of new groups and activities. It is reported that with an ageing local population, there is more emphasis on the hall to provide social opportunities. The repair works will ensure that the hall is an attractive and appealing asset to the community, and the committee is being proactive in asking local people what they would like to see offered at the hall.

The roof tiles to be replaced are reported to be over 50 years old, and failing. The hall roof is split into three sections, allowing phasing of the works as follows: main hall (£28,000), middle section (£16,800) and single storey extension (£5,200). An estimated £1,500 has been budgeted for barge boards.

**Decision: To award £10,000 to be released when the project has secured the required funding and is in a position to proceed.**

### **Wereham Village Hall**

This application is for funding towards the Village Cinema equipment. The Cinema idea was established in response to community consultation and the Committee have researched similar cinema projects to produce a model which will ensure showings are affordable. There will be monthly showings, one for children and families and one for adults – a focus group for each will be set up to lead on the development of ideas.

A range of equipment is needed for the community Cinema, including audio visual equipment - £14,500, acoustic panels - £6,570, black out blinds/curtains - £7,713 and chairs - £1,110.

**Decision: To award £7,713 towards black out blinds/ curtains, to be released when the project is in a position to proceed.**

### **Policy Implications**

None.

### **Financial Implications**

The total Financial Assistance budget is as follows:

| <b>2017/18 – Revenue Fund</b>             | <b>£</b>      |
|---|---------------|
| Budget 2017/18 – Funds Available          | <b>14,200</b> |
| <b>Commitments</b>                        |               |
| Report dated 30 <sup>th</sup> June 2017   | <b>6,000</b>  |
| This report                               | <b>£3,410</b> |
| <b>Balance of Funds Available 2017/18</b> | <b>£4,790</b> |

| <b>2017/18 – Capital Fund</b>  | <b>£</b>       |
|--|----------------|
| Budget   | <b>50,000</b>  |
| Grants Returned  |                |
| <ul style="list-style-type: none"> <li>• Lynn Ladies (2015/16 funds) <span style="float: right;"><b>1,527</b></span></li> <li>• Hockwold Cricket Club (2016/17 funds) – full grant approved not required <span style="float: right;"><b>1,065</b></span></li> <li>• All Saints Wretton (2016/17 funds) – full grant approved not required <span style="float: right;"><b>6,558</b></span></li> </ul> |                |
| <b>Total Funds Available</b>   | <b>59,150</b>  |
| <b>Commitments</b>   |                |
| Report dated 30 <sup>th</sup> June 2017  | <b>8,970</b>   |
| This report  | <b>25,213</b>  |
| <b>Balance of Funds Available 2017/18</b>  | <b>£24,967</b> |

There is sufficient budget provision to cover both revenue and capital recommendations in this report.

**Personnel Implications**

None.

**Statutory Considerations**

None.

**Equality Impact Assessment (EIA)**

None.

**Risk Management Implications**

None.

**Declarations of Interest / Dispensations Granted**

None.

**Background Papers**

Original application forms.

Signed:.....

Cabinet Member for:.....

Date:.....

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



|  |   |   |          |         |        |
|--|---|---|----------|---------|--------|
| Name of policy/service/function  | <b>Financial Assistance – Small Grants Scheme</b>   |   |          |         |        |
| Is this a new or existing policy/ service/function?  | <b>New / Existing</b> (delete as appropriate)   |   |          |         |        |
| Brief summary/description of the main aims of the policy/service/function being screened.<br><br>Please state if this policy/service rigidly constrained by statutory obligations  | <b>A small budget is available for local community and voluntary groups to apply for funding, under the guidance of set criteria, to improve community facilities. The Scheme is administered by Norfolk Community Foundation, with grant award decisions made by Borough Council Officers and Members. It is not a statutory function.</b> |   |          |         |        |
| <b>Question</b>  | <b>Answer</b>   |   |          |         |        |
| <p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> |   | Positive  | Negative | Neutral | Unsure |
|  | Age   |   |          | X       |        |
|  | Disability  |   |          | X       |        |
|  | Gender  |   |          | X       |        |
|  | Gender Re-assignment  |   |          | X       |        |
|  | Marriage/civil partnership  |   |          | X       |        |
|  | Pregnancy & maternity   |   |          | X       |        |
|  | Race  |   |          | X       |        |
|  | Religion or belief  |   |          | X       |        |
|  | Sexual orientation  |   |          | X       |        |
| Other (eg low income)  |   |   | X        |         |        |
| <b>Question</b>  | <b>Answer</b>   | <b>Comments</b>   |          |         |        |
| <p><b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b></p>   | Yes / No  | <b>No- any constituted group can apply for funding. Providing the function for which they are applying for benefits the community, and meets the Scheme criteria, then any group can apply.</b> |          |         |        |
| <p><b>3. Could this policy/service be perceived as impacting on communities differently?</b></p>   | Yes-/ No  | <b>Every application has to demonstrate a clear benefit to the community so grants will only ever improve a community and its facilities.</b>   |          |         |        |
| <p><b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b></p>   | Yes-/ No  | <b>Some projects will do this through their activities, but this is not a specific requirement of the Scheme.</b>   |          |         |        |
| <p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b><br/>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>   | Yes-/ No  | <b>Actions:</b>   |          |         |        |
|  |   | <b>Actions agreed by EWG member:</b><br>.....   |          |         |        |
| <p><b>Assessment completed by:</b><br/><b>Name SARAH DENNIS</b></p>  |   |   |          |         |        |
| <p><b>Job title: PARTNERSHIPS &amp; FUNDING OFFICER</b></p>  | <b>Date: 23<sup>rd</sup> November 2017</b>  |   |          |         |        |
|  |   |   |          |         |        |

