

1. **Financial Assistance Small Grants Scheme** (Pages 2 - 13)

## 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: Cllr Sam Sandell E-mail: <a href="mailto:cldr.sam.sandell@west-norfolk.gov.uk">cldr.sam.sandell@west-norfolk.gov.uk</a>		Other Cabinet Members consulted: Cllr Stuart Dark		
		Other Members consulted: None		
Lead Officer: John Greenhalgh E-mail: <a href="mailto:john.greenhalgh@west-norfolk.gov.uk">john.greenhalgh@west-norfolk.gov.uk</a> Direct Dial (01553 616423)		Other Officers consulted: Lorraine Gore Sarah Dennis		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications 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If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				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: 20 <sup>th</sup> April 2022		Date of meeting decision to be taken: 27 <sup>th</sup> April 2022		
Deadline for Call-In: 5 <sup>th</sup> May 2022				

### Financial Assistance Small Grants Scheme

#### Summary

This report details the decisions made in relation to the Small Grants Scheme capital and revenue grants awards for 2022-23, and the grant awards for the Queen's Platinum Jubilee Fund.

#### Recommendation

To approve the decisions set out below.

#### Reason for Decision

Determination of applications under the above Funds.

A grants panel meeting was held on 7<sup>th</sup> April to review applications for capital and revenue grants which fall within the Culture, Heritage and Health Portfolio. Applications to the Queen's Platinum Jubilee Fund were also reviewed. This report details the recommendations made 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
Age UK Norfolk	To provide four coffee mornings in West Norfolk to support over 65's to use digital devices to help them connect to their community	£500
Dersingham Choral Society	To support the set-up costs of a new community choir in Dersingham	£2,500
Eagles Gymnastics Club	Towards coach training to maintain and grow capacity at the club following the impact of the pandemic	£2,500
Hanseatic Union	To increase the number of weekly ESOL classes for migrant communities	£2,459
Norfolk & Norwich Association for the Blind (t/a Vision Norfolk)	To deliver a programme of physical exercise activities for visually impaired people in West Norfolk	£2,497
Norfolk Lowland Search and Rescue	To support the transport costs of callouts to West Norfolk, and volunteer training in First Response Emergency Care	£2,500
Sedgeford Historical Archaeological Research Project (S.H.A.R.P)	To support the running costs of the 2022 summer excavation season	£1,000
The Hygiene Bank King's Lynn	To purchase hygiene products and marketing materials to raise awareness of their support and help people to access it	£2,500
Volunteering Matters	To subsidise weekly social activities to people with learning difficulties and their friends and family to support their mental health and wellbeing	£1,000
Walpole Good Companions Club	To contribute towards the club's activity costs	£1,420
<b>TOTAL AWARDED</b>		<b>£18,876</b>

### Applications declined/ deferred:

Applicant	Summary of request	Decision
Big Heart & Soul Choir	To support a programme of singing activities.	Refuse – previous grant still active for this activity
Downham Market Arts	To deliver a programme of arts events and workshops in Downham Market during 2022.	Refuse – activities not confirmed, and costings may change
Slow Theatre Company	Towards the running of Deepdale Haunted; an outdoor theatre performance based on myths and legends local to Norfolk.	Refuse – safeguarding policy out of date and activities not confirmed

**Revenue applications:**

Awards over £5,000: None

**Small Grants Scheme – Capital grants****Awards under £5,000:**

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
1st Snettisham Scout Group	To recommission and install a second hand wheelchair lift at the scout hall	£1,600
Burnham Thorpe Playing Field Committee	To carry out essential tree maintenance at the playing field	£500
Fincham Memorial Hall	To purchase equipment to establish a Film Club at the hall	£3,400
Hockwold Cricket Club	To fund an AED defibrillator and roller	£2,109
Middleton Village Hall Management Committee	To renovate the toilet facilities at the village hall	£2,819
Rudhams Multi Use Games Area (MUGA)	To buy and install seating to enable people who use the MUGA to rest and watch participants	£1,000
South Creake Tennis Club	Towards replacing the court fencing and gates	£3,800
Stoke Ferry Community Enterprise Limited	To purchase equipment for an over-60s lunch club which will operate from the community owned pub and café	£1,000
Terrington St Clement Scout and Guide Hall Committee	To install an all-weather surface and wood chip area on the hall's grounds	£3,000
Welney Residents Rec and Green Spaces User Group	To re-surface the wheelchair accessible path at Sandgate Meadow Park	£875
Wereham Village Hall	To purchase and install security equipment, including CCTV, at the Village Hall	£1,776
<b>TOTAL AWARDED</b>		<b>£21,879</b>

**Applications declined/ deferred:**

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Barroway Drove Village Hall	To replace all the curtains in the main hall with good quality blackout curtains and blinds	Not prioritised at this time
Burnham Overy Village Hall	To replace single-glazed windows and external doors to improve the energy efficiency of the village hall	Re-apply when more funding is in place
Docking Playing Fields Association	To replace the existing tennis court/MUGA which is over thirty years old with a more modern and user friendly facility	Not prioritised at this time. Major funder has rejected bid
Friends of Burnham	To purchase an automated external defibrillator	Primary

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Market Primary School	which will be positioned at the Burnham Market Primary School, accessible 24 hours a day	beneficiary is a school, therefore ineligible
Sedgeford Historical Archaeological Research Project (S.H.A.R.P)	To install a septic tank at the archaeological dig site at Boneyard Field, Sedgeford.	Planning permission nor written permission from site owner obtained

### **Awards over £5,000:**

#### **Great Massingham Village Hall and Institute**

Funds are requested to resurface two existing tarmac courts at the Village Hall for the continuing use of the Great Massingham Tennis and Multi-Sports Club. The courts have not been resurfaced since originally put down and whilst they have been repainted and repaired several times they are starting to degrade, there is some subsidence to one court. The resurfacing will provide a safe playing surface, one that is level and will drain more quickly.

The Club has a membership of 256 players with membership ranging from 4 to seventy-eight years of age. Racquets and balls are left at the courts to encourage children to use them free of charge. The membership fee is also kept to a minimum (£35/annum).

A grant of £10,000 is requested towards the total project cost of £30,840. £20,840 has been raised through the Tennis Club.

**Decision: To award £10,000.00, utilising a previous grant award of £3,000 for a project that will no longer proceed.**

#### **St Mary's Church, Feltwell**

Funds are requested to re-purpose the North Aisle of the church for the community by installing toilet and kitchen facilities and levelling the floor to create a larger space. The PCC wish to secure the building's longevity as a community space for all by making these changes. Currently there is no running water, toilets or kitchen facilities at the Church. By installing these, it will create an accessible space for wider use by a variety of community groups and community events including Feltwell Food Pantry, support and befriending groups, exhibitions for local artists, exercise classes, a quilting group. It will also provide a base for refreshments for village wide events such as the annual music festival and vintage car show.

Planned works include installation of accessible toilet and small kitchen facilities on the west side of the North Aisle, removal of the raised pew platform to create a level floor, filling in of a redundant boiler pit, and potential installation of a larger kitchen and servery facilities if funds allow.

A grant of £10,000 is requested towards a total project cost of £176,250. A sum of £108,593 has been raised so far and the project has been phased

enabling the group to go ahead with elements of the project as funds are raised.

**Decision: To award £10,000.00**

**The Garage Trust Ltd**

Funds are requested to purchase a number of items to improve the group's venue 'The Workshop' on New Conduit Street, King's Lynn. This includes sound and lighting equipment, branded 'cladding' to make the interior more aesthetically pleasing, dynamic and engaging, drapes, studio flooring, studio mirrors, digital signage for windows and some performance props.

The applicant explains that the current building, being an old bank, presents challenges for the delivery team to execute a dynamic programme of activities. Feedback from participants has shown a need to improve the space and equipment, for instance the flooring is not level.

The current programme includes 55 weekly sessions. It seeks out people of all ages who face barriers and nurtures vulnerable young people, helping to provide a foundation of self-esteem that strengthens their ability or resilience to cope with life's challenges. The application reports that 79% of people in deprived communities ate more healthily after engaging in the arts, 77% engaged in more physical activity and 82% enjoyed greater wellbeing.

A grant of £9,950 is requested towards a total project cost of £35,543 of which £25,593 has already been raised.

**Decision: To award £9,950.00**

**Queen's Platinum Jubilee Fund:**

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Barroway Drove Village Hall	To hold a Jubilee/ Coronation themed celebration on the 4th June, which will include a horse drawn carriage procession, BBQ and a range of entertainment open to the whole village	£200
Bircham Social and Recreational Club	To purchase refreshments that will be distributed at a Jubilee Fun Day in Bircham	£200
Burnham Overy P.C.	To contribute towards the cost of a music group that will play at a "Big Lunch" to celebrate the Queen's Platinum Jubilee in Burnham	£200
Castle Acre P.C.	To purchase food, refreshments, table decoration and paper cups and plates to be used at Castle Acre's Jubilee celebrations	£200
Clenchwarton Neighbourhood Watch	To hold a celebration in the Jubilee Garden	£200
Denver V C Primary	To hold a school street party to celebrate the Queen's Platinum Jubilee in Denver	£200
Dersingham Village Centre	To hold a 1950's themed Jubilee celebration	£200

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Association	with street party style food, live music and an entertainer	
Docking Heritage Group	To produce a commemorative leaflet that will be used on free heritage walks of Docking to celebrate the Queen's Platinum Jubilee	£200
Docking Parish Council	To contribute towards the cost of the Docking Jubilee Festival	£200
Downham Dementia Support Association	To contribute towards the cost of a 1950's themed tea party to celebrate the Queen's Platinum Jubilee	£200
Downham Market Arts	To hold a poetry event as part of a week-long Jubilee festival in Downham	£200
East Rudham Parish Council	To hold a series of Jubilee events over the Bank Holiday weekend, which include; an open air cinema, beacon lighting and community picnic	£180
Emneth Central Hall Management Committee	To contribute towards a street party in Emneth to celebrate the Queen's Platinum Jubilee	£200
Emneth Parish Council	To plant trees in Emneth playing field to commemorate the Queen's Platinum Jubilee	£200
Fincham Memorial Hall	To hold an outdoor fete with live music in Fincham on Saturday 4 <sup>th</sup> June to celebrate the Queen's Platinum Jubilee	£180
Flitcham Primary Academy	To hold a street party for the school and wider community	£200
Heacham In Bloom	To create a Jubilee themed flower display in Heacham	£200
Heacham St Mary's PCC	To purchase trees and a plaque to commemorate the Jubilee and decorating the church with flowers for the celebration	£200
Holme-next-the-Sea Village Hall	To hold a tea party in the village hall for the Platinum Jubilee	£200
Hunstanton Friendship Group	To hold a Jubilee Vintage Tea Party at the town hall, with a number of events being held throughout the day including a Royal Quiz, Afternoon Tea and Tea Dance	£200
Ingoldisthorpe Primary School	To contribute towards an afternoon celebration at Ingoldisthorpe Primary School to celebrate the Queen's Platinum Jubilee	£200
King's Lynn Roller Hockey Club	To hold a roller hockey fun day to celebrate the Queen's Platinum Jubilee	£200
King's Lynn Winter Night shelter	To plant a memorial garden and hold a public service to celebrate the Queen's life and also reflect upon the lives of the homeless in the Kings Lynn area	£200
Middleton Parish Council	To hold a Jubilee event for the village of Middleton, which will include the lighting of the Beacon, a Hog Roast and other refreshments	£200
Nordelph Parish Council	To purchase and plant commemorative trees to celebrate the Queen's Jubilee	£200
Norfolk & Norwich Association for the Blind	To hold a Jubilee celebration event for staff, volunteers and those who access Vision	£200

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
(t/a Vision Norfolk)	Norfolk's services. The celebration will include afternoon tea, a display /descriptions of the Queen's reign with the music of each decade	
North Runcton Parish Council	To hold a Jubilee Tea Party, to showcase local history from past royal celebrations and enjoy tea, cakes and outdoors games	£150
Pentney Parish Council	To purchase and plant a commemorative Jubilee tree and Royal Legion plaque for the village, the tree planting celebration will include refreshments at the village hall	£200
Pentney Parish Rooms (known as Pentney Village Hall)	To organise a fifties / Jubilee themed afternoon tea at Pentney Village Hall	£200
Runcton Holme P.C.	To hold a Jubilee BBQ and Disco at the local social club, the event will also include a children's party / fancy dress competition and a Jubilee display from the local primary school	£200
Sandringham & West Newton Primary Academy	To hold a school street party to celebrate the Queen's Platinum Jubilee	£200
Sedgeford Village Hall & Recreation Ground	To hold a beacon lighting celebration in Sedgeford to commemorate the Queen's Platinum Jubilee	£200
Shouldham Bowls and Social Club	To purchase a bench and plaque that will commemorate the Queen's Platinum Jubilee	£200
Shouldham Parish Council	To hold a series of Jubilee themed events in the village across the Platinum Jubilee Weekend, including a Big Jubilee Lunch, Beacon Lighting and Village Orchard opening (etc.)	£200
St Margaret's Church	To hold a series of Jubilee events including a silver band performance, big Jubilee lunch and afternoon tea celebration. Events are open to the whole village	£200
Syderstone P.C.	To hold a village street party in Syderstone for the Queen's Platinum Jubilee with food, refreshments and bunting making	£200
The Gaywood Community Centre Management Committee	To hold a Jubilee Funday and picnic party to celebrate the Queen's Platinum Jubilee	£200
The Management Committee of the Jephson Village Hall	To hold a series of Jubilee events from the 4th - 6th of June which will include BBQ and Beacon lighting, Queen's Jubilee Quiz and Afternoon Tea	£200
Thornham Cricket Club	To hold a cricket match and BBQ to celebrate the Jubilee at Thornham Cricket Club.	£200
Thornham P.C.	To help finance a range of village events in Thornham that will celebrate the Queen's Platinum Jubilee.	£200
Three Holes Village Hall & Playing Field	To host a film event to celebrate the Queen's Platinum Jubilee	£200
Tilney All Saints P.C.	To fund cost of a time capsule which will be buried in this Jubilee year and dug up at the next Jubilee celebrations	£200



<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Tilney St Lawrence Village Committee	To hold a Jubilee Picnic and Fun Day on the 5 <sup>th</sup> of June at the TSL village hall and playing field, with a treasure hunt, quiz and afternoon tea packages	£200
Upwell Playing Field	To hold a picnic and games on Upwell Playing Field to celebrate the Queen's Platinum Jubilee	£200
Walpole Good Companions Club	To hold a Jubilee party with a local music group, decorate the parish hall and have refreshments to celebrate the Queen's Platinum Jubilee	£200
Watlington Parish Council	To purchase two rainbow coloured recycled picnic benches for the Recreation Field and install a commemorative Platinum Jubilee plaque for one of these	£200
Wereham Parish Council	To plant a tree to celebrate the Queen's Platinum Jubilee in Wereham	£200
Wereham Parish Council	To host a Big Lunch to celebrate the Queen's Platinum Jubilee in Wereham and provide attendees with special jubilee packs	£200
Wereham Parish Council	To purchase a memorial bench to commemorate the Platinum Jubilee in Wereham.	£200
Wereham Village Hall	To hold a Big Fun Day on Saturday 4 <sup>th</sup> June at Wereham Village to celebrate the Queen's Platinum Jubilee	£200
West Norfolk Befriending	The host a tea party for clients and volunteers	£200
West Rudham P.C.	To hold a series of Jubilee activities from the 2 <sup>nd</sup> – 5 <sup>th</sup> June which includes a beacon lighting ceremony, open air cinemas, community picnic (and many more). Looking for funding to pay for the printing of colour programme which will be distributed to all local households	£180
Wimbotsham P.C.	To hold a community picnic in Wimbotsham to celebrate the Queen's Platinum Jubilee	£200
Windsor Park Residents Club	To hold a Jubilee celebration at Windsor Park Communal Hall which will include a buffet lunch and raffle/tombola	£200
Wootton Park Association	To hold a Jubilee picnic on the park with live music, amusements and a dog show	£200
Wormegay P.C.	To hold a community picnic on the village green in Wormegay to celebrate the Queen's Platinum Jubilee	£123
<b>TOTAL AWARDED</b>		<b>£11,013</b>

### Applications declined/deferred:

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Friends of Snettisham Primary School	To hold outside party lunch for the children of Snettisham Primary to celebrate the Queens Platinum Jubilee.	Refuse – due diligence checks not met
Snettisham Events Committee	To put on a village event involving all community groups in Snettisham to celebrate the Queens Platinum Jubilee.	Refuse – due diligence checks not met
Southery Women's Institute (WI)	To hold a tea party at the village hall.	Refuse – due diligence checks not met

### Policy Implications

None.

### Financial Implications

The total Financial Assistance budget is as follows:

#### Revenue

	<b>£</b>
Budget 2022/23 – Funds Available	<b>13,030</b>
This report	<b>18,876</b>
<b>Overspend</b>	<b>5,846</b>

The overspend will be met from the Financial Assistance reserve to ensure all approved bids can be met.

#### Capital

	<b>£</b>
Budget 2022/ 2023 – Funds available	<b>50,000</b>
Great Massingham Village Hall – grant no longer required – project will not proceed	<b>3,000</b>
<b>Total funds available</b>	<b>53,000</b>
This report	<b>51,829</b>
<b>Balance of Funds Available 2022/23</b>	<b>1,171</b>

## Queen's Platinum Jubilee Fund

	£
Budget 2020/2021 – not utilised	4,000
Budget 2021/2022	4,000
<b>Total funds available</b>	<b>8,000</b>
This report	11,013
<b>Overspend</b>	<b>3,013</b>

The overspend will be met from the underspend on the Members Community Grants Scheme to ensure all approved bids can be met.

### 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	Financial Assistance – Small Grants Scheme				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations	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>Question</b>	<b>Answer</b>				
<p>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?</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>			
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?	Yes / No	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.			
3. Could this policy/service be perceived as impacting on communities differently?	Yes-/ No	Every application has to demonstrate a clear benefit to the community so grants will only ever improve a community and its facilities.			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes-/ No	Some projects will do this through their activities, but this is not a specific requirement of the Scheme.			
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>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	Actions:			
		Actions agreed by EWG member: .....			
<b>Assessment completed by:</b> Name SARAH DENNIS					
<b>Job title: PARTNERSHIPS &amp; FUNDING OFFICER</b>	Date: 20 <sup>th</sup> April 2022				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**