

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

CABINET MEMBERS DELEGATED DECISION

Open		Would any decisions proposed :		
Any especially affected Wards	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 Elizabeth Nockolds E-mail: cldr.elizabeth.nockolds@west-norfolk.gov.uk		Other Cabinet Members consulted: None		
		Other Members consulted: None		
Lead Officer: John Greenhalgh E-mail: john.greenhalgh@west-norfolk.gov.uk Direct Dial (01553) 616423		Other Officers consulted: 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If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				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: 24 th February 2020		Date of meeting decision to be taken: 2 nd March 2020		
Deadline for Call-In: 9 th March 2020				

Financial Assistance Small Grants Scheme

Summary

This report details the decisions made in relation to the Open Spaces Fund, Environmental Fund and Celebrating VE & VJ Day 2020 Fund, which are all part of the Borough Council's Financial Assistance Scheme.

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 20 February to assess applications for 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.

Open Spaces Fund:

Applicant	Summary of request	Decision
Downham Market Town Council	To pay for "The Happy to Chat Seat" plaques as well as insect friendly plants and homes	£320.00
Friends of Hardwick Road Cemetery	To fund visitor leaflets for the cemetery's tree trail which will include history of the cemetery, landscaping and a map of important trees	£250.00
Great Massingham Village Hall and Institute	To contribute towards the cost of two picnic tables to encourage people to socialise around the Village Hall area	£650.00
TOTAL AWARDED		£1,220.00

Applications declined/ deferred:

None.

Environmental Fund:

Applicant	Summary of request	Decision
Constructionarium Limited	To contribute towards the costs of re-usable mugs for staff, students and visitors on their construction site	£250.00
Downham Market Town Council	To purchase environmentally friendly, re-usable water bottles to reduce single use plastics	£200.00
TOTAL AWARDED		£450.00

Applications declined/ deferred:

None.

Celebrating VE & VJ Day 2020 Fund:

Applicant	Summary of request	Decision
Castle Acre Parish Council	To contribute to refreshments for a street party which will include musicians, magicians and a Royal British Legion exhibition	£100.00
Downham Market Town Council	Toward the VE day celebrations over the bank holiday weekend in Downham Market town centre	£100.00
Emneth Parish Council	To cover the refreshment costs of a village street party in Emneth.	£100.00
Feltwell Parish Council	To contribute towards the costs of food and	£100.00

	drink, a town crier, bag pipe player and a bugler for a street party and procession	
Magdalen Village Hall Trustees	To contribute towards an intergenerational talk and wartime tea for local retirees and children from the local school	£100.00
North Wootton Village Hall	To contribute to the refreshment costs of a village hall party in North Wootton	£100.00
Snettisham Parish Council	To replace the Memorial Stone and rededicate the stone either at a Summer fete in July or on VJ Day	£100.00
South Lynn Charitable Trust	Toward food costs for a family friendly indoor street party at a local school	£100.00
Three Holes Village Hall and Playing Field	To contribute towards film licence, refreshments and hall hire costs for a VE Day film show and afternoon tea aimed at older people	£100.00
Upwell & Outwell Age Concern Luncheon Club	To run a special VE Day afternoon tea for the lunch club's members involving the local school	£100.00
West Winch Parish Council	To contribute to the opening ceremony event costs of the Memorial Peace Garden	£100.00
TOTAL AWARDED		£1,100.00

Applications declined/ deferred:

None.

Awards over £5,000:

None.

Policy Implications

None.

Financial Implications

The total Open Spaces Fund budget is as follows:

2019/20 – Open Spaces Fund	£
Budget 2019/20 – Funds Available	9,000
September 2019 report	3,000
November 2019 report	1,183
This report	1,220
Balance of Funds Available 2019/20	3,597

The total Environmental Fund budget is as follows:

2019/20 – Environmental Fund	£
Budget 2019/20 – Funds Available	3,600
This report	450
Balance of Funds Available 2019/20	3,150

The total Celebrating VE & VJ Day 2020 Fund budget is as follows:

2019/20 – Celebrating VE and VJ Day Fund	£
Budget 2019/20 – Funds available	1,820
This report	1,100
Balance of Funds Available 2019/20	720

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		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.				
Question		Answer				
<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 according to their different protected characteristic, 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	
Question		Answer	Comments			
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? 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:			
Assessment completed by: Name SARAH DENNIS						
Job title: PARTNERSHIPS & FUNDING OFFICER		Date: 21 st February 2020				

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.