

1. **Financial Assistance Small Grants Scheme** (Pages 2 - 10)

## CABINET MEMBERS DELEGATED DECISION

<b>Open/Exempt</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 Chris Morley E-mail: <a href="mailto:cllr.chris.morley@west-norfolk.gov.uk">cllr.chris.morley@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Mark Whitmore E-mail: <a href="mailto:mark.whitmore@west-norfolk.gov.uk">mark.whitmore@west-norfolk.gov.uk</a> Direct Dial (01553 616654)		Other Officers consulted: Sarah Dennis		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equality 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If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				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: 15 <sup>th</sup> February 2024		Date of meeting decision to be taken: 22 <sup>nd</sup> February 2024		
Deadline for Call-In: 29 <sup>th</sup> February 2024				

### Financial Assistance Small Grants Scheme

#### Summary

This report details the decisions made in relation to the Small Grants Scheme, both capital and revenue awards, for the 2023/24 financial year.

#### Recommendation

To approve the decisions set out below.

#### Reason for Decision

Determination of applications under the above Scheme.

The Small Grants Scheme Panel met on 29<sup>th</sup> January 2024 to assess revenue grant applications, and on 31<sup>st</sup> January 2024 for capital applications. These grants fall within the Health, Wellbeing and Public Protection Directorate. 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 call-in process has passed, all 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
Denver Cricket Club	To support the running costs of the Club and purchase new and replacement equipment for the Club's youth membership	£2,500
Eating Matters CIO	To expand the provision of counselling services in West Norfolk	£2,500
Emneth Over 60's Friendship Club	To fund 12 months of hall hire for the friendship club's fortnightly meetings	£1,080
Family Action	To run a one-off course of growing, pickling and fermenting at the ESCAPE Discovery Garden in King's Lynn	£2,444
Harpley Community Events	Towards the venue hire of the craft club in 2024, as well as the purchase of a gazebo, printer and outdoor tables and chairs	£1,687
Norfolk and Norwich Association for the Blind (t/a Vision Norfolk)	To deliver cycling and walking physical activity sessions for people with vision impairment in West Norfolk	£2,500
Norfolk and Norwich Festival	To deliver clay workshops in libraries at three locations in West Norfolk including Downham Market, Dersingham and Hunstanton as part of the Norfolk & Norwich Festival 2024	£2,500
The Garage Trust Ltd	Towards the running of Music Foundations for young people facing challenges, and the follow-on activity Rock School, at The Workshop in King's Lynn	£2,500
Wells Community Hospital	To pilot a monthly evening opening of the pop-up affordable food shop in Hunstanton, including budget cookery classes and homework support	£2,416
West Norfolk Deaf Association	To deliver a programme of British Sign Language communication sessions for children who are deaf, and their families	£2,500
West Norfolk Riding for the Disabled Association	To deliver the Learning Through Riding programme to 90 home-educated children and young people living with a disability or mental health condition	£2,250
	<b>TOTAL AWARDED</b>	<b>£24,877</b>

### Applications declined/ deferred:

Applicant	Summary of request	Decision
Caring Together Charity	To provide a theatre trip and educational workshops for young carers	Primarily for a one off visit
Dersingham Choral Society	To provide free weekly music theory workshops to members of the choir	Unclear exactly how many will benefit. Not seen as a necessity or a priority

Exercising People In Communities (EPIC) Norfolk Ltd	To support the delivery of physical activity and adapted sports to patients across the Dementia Wards at QEH Kings Lynn	Project did not fit well with the Fund. A longer term project would have been preferable
Friend In Deed	To run six inter-generational events at King's Lynn Care Home	Provision of services in a care home run for profit with minimal benefit for the wider community
Friends of Walpole St Andrew	To install a portaloos in the church yard	Suggested that the group consider other options
Linnets in the Community	To deliver a programme of activities to older people over a 6-month period	Very little information provided as part of the application and subsequent requests
Norfolk Community Law Service	To run an outreach advice clinic in King's Lynn twice a month, providing specialist immigration advice to migrants and asylum seekers	NCLS will soon be in receipt of a service level agreement from the Borough Council

### Revenue applications:

Awards over £5,000: None

### Small Grants Scheme – Capital grants

#### Awards under £5,000:

Applicant	Summary of request	Decision
Castle Acre Coronation Bowls Club	To replace the windows and doors in the clubhouse	£1,000
Castle Rising Cricket Club	Towards restoring the grass playing surface which has been severely damaged by extreme weather in recent years	£1,000
Docking Playing Fields Association	To fund the refurbishment of the pavilion toilets	£2,176
Feltwell Bowls Club	To purchase a new mower to maintain the green	£1,600
Grimston Cricket Club	To install electricity into their shed	£1,000, in principle, pending checks re owners / lease

		holders and the local community re light impacting at night
King's Lynn Town Band	To upgrade the band's outhouse with new toilet facilities, better storage for music, and a kitchen area	£2,500
Shouldham Bowls and Social Club	To install a set of uPVC entrance double doors at Shouldham Bowls and Social Club	£1,000
South Creake Tennis Club	To refurbish the turf in the autumn, after the grass tennis season, in preparation for the following season	£1,000
Stoke Ferry Community Enterprise Limited	To finish improvements to the men's toilets	£1,000
The PCC of St Margaret with St Nicholas & St Edmund, King's Lynn	Towards the purchase and installation of a new sound system within the Minster, which, in addition to church services, would be used for a number of cultural events and activities throughout the year	£1,467
Wiggenhall St. Germans Memorial Hall & Playing Field	To refurbish the interior of the hall	£1,000
	<b>TOTAL AWARDED</b>	<b>£14,743</b>

**Applications declined/ deferred:**

<b>Applicant</b>	<b>Summary of request</b>	<b>Decision</b>
Downham Stow Cricket Club	To create an all-weather training facility	Such a shortfall in funds for the project that this would tie up Council funds for a substantial period. Planning permission is also not yet in place
Emneth Central Hall Management Committee	To replace the radiators in the hall	Very little information provided as part of the application, with no reference to the Fund criteria. Feedback will be provided around making a better application
Feminenza International	Towards essential fire and security alarm systems for a new delivery premises in Pentney	Unclear how many in West Norfolk will benefit. Most

		customers will come from other countries and elsewhere in the UK
Ingoldisthorpe Sports & Social Club	To carry out architectural drawings of the proposed development to the Sports & Social Club	No response from the group for requests for further information, therefore the project plan could not be assessed sufficiently. Unclear whether the request was for capital

#### **Awards over £5,000:**

##### **Walpole St Peter Parish Hall**

A grant is requested to demolish and rebuild the village hall. The village hall is very well used and the majority of the project funding is already in place. The total cost of the project is £381,000, with £340,000 already having been raised.

The usage and impact of the parish hall is very strong within the community and for many residents is the only opportunity to leave their homes and have access to both hobbies and social interaction. There is little public transport close by, and with many of the older residents not having access to a car, they would be housebound and lonely without their regular visits to the hall.

**Decision: A grant of £10,000 to be awarded towards the demolition and rebuild of the parish hall.**

##### **West Norfolk Lawn Tennis Club**

A grant is requested towards the resurfacing of the Club's two existing hard courts with a new synthetic grass surface.

This project fits well with encouraging healthier and safer lifestyles for the whole community. With the improved facilities there are aspirations to grow the club. A number of the community have supported the application, including a local GP, all highlighting the benefits of playing sports such as tennis.

**Decision: A grant of £10,000 to be awarded towards the new synthetic surfaces.**

#### **Policy Implications**

None.

## Financial Implications

The total Financial Assistance budget is as follows:

### Revenue Fund

	£
Budget 2023/24 – Funds Available	15,000
This report	24,877
<b>Overspend</b>	<b>£9,877</b>

The overspend will be met from the Corporate Reserve.

### Capital Fund

	£
Budget 2023/ 2024 – Funds available	50,000
This report	34,743
<b>Balance of Funds Available 2023/24</b>	<b>£15,257</b>

## 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: 7 <sup>th</sup> February 2024				

**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.**