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Please ask for:
Helen Johnson

24 January 2020

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL GRANTS BOARD to be held on Tuesday 4 February 2020 at 6.30 pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully

Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **SUBSTITUTION OF MEMBERS**

To note any substitution of Board Members made in accordance with Council Procedure Rules.

2. **APOLOGIES**

To note any apologies.

3. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 6 November 2019 (previously circulated).

4. **NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 8**

5. **DECLARATIONS OF INTEREST BY MEMBERS**

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

6. SMALL COMMUNITY GRANT APPLICATIONS - FEBRUARY 2020 (Pages 5 - 10)

Report of the Corporate Director (Housing and Communities) detailing the applications for Small Community Grants.

7. QUEEN'S SAPPHIRE JUBILEE AWARDS - FEBRUARY 2020 (Pages 11 - 14)

Report of the Corporate Director (Housing and Communities) detailing the applications for Queen's Sapphire Jubilee Awards.

8. SUCH OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT IMMEDIATE CONSIDERATION:

9. EXCLUSION OF PRESS AND PUBLIC

The Board is asked to resolve:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Item 10 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II

10. SMALL COMMUNITY GRANTS APPLICATIONS - FEBRUARY 2020 (Pages 15 - 206)

Exempt application forms for Community Grants February 2020.

11. QUEEN'S JUBILEE AWARDS - FEBRUARY 2020 (Pages 207 - 310)

Exempt application forms for Queen's Sapphire Jubilee Awards February 2020.

12. ANY OTHER BUSINESS OF A CONFIDENTIAL OR EXEMPT NATURE AT THE DISCRETION OF THE CHAIRMAN

<u>Circulation:</u>	Councillors	S.Markiewicz (Chairman)	L.Chesterman
		R.Lass (Vice-Chairman)	A.Dennis
		E.Boulton	J.Weston
		J.Caliskan	

D.Bell (Executive Member, Resources)

Head of Community and Housing Strategy (S.Chambers)

Community Partnerships Manager (M.Rayner)
Community Partnership Support Officer (L.Jackson)
Community Partnership Support Officer (N.Dunbar)
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Helen Johnson, Governance Services on 01707 357467 or email – democracy@welhat.gov.uk

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Part I

Main author: Matthew Rayner

Executive Member: Councillor Duncan

Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL GRANTS BOARD – 4 FEBRUARY 2020 REPORT OF THE CORPORATE DIRECTOR, HOUSING AND COMMUNITIES

2019/20 SMALL COMMUNITY GRANTS – ROUND TWO

1 Executive Summary

- 1.1 Fourteen applications have been received for the second and final round of Small Community Grants (Appendix 1) for 2019/20 financial year with a request total of £24,282.
- 1.2 Small community grants are limited to a maximum of £2,000 per application, however the Board is able to increase this should they deem it appropriate on any given application.
- 1.3 There is £44,000 in total available during the financial year 2019/20 to be awarded through the small community grants.
- 1.4 There are two funding rounds for the small community grants. This is the second round of small community grants.
- 1.5 After the first round a total £18,766.90 was granted to community organisations. This leaves £25,233.10 left to be distributed.

2 Recommendation(s)

- 2.1 Members of the Grants Board are asked to consider the second round of applications for the Small Community Grants (Part II) and make a recommendation to Cabinet in accordance with the council's priorities and criteria.

3 Explanation

- 3.1 There are fourteen applications totalling £24,282 for community grants to be reviewed:

Organisations	Amount seeking
Activating ADHD	£ 1,966.00
Welwyn Garden City Army Cadet Force (ACF)	£ 500.00

Crusaders Skater Hockey Club	£ 2,000.00
Cuffley Hall	£ 1,000.00
Friends of St Mary's	£ 2,000.00
Lemsford Football Club	£ 1,000.00
Music24	£2,000.00
Old Hatfield Ladies Running Club	£ 2,000.00
Peartree Wellbeing Project	£ 1,969.00
SPACE	£ 2,000.00
Welwyn Warriors Lacrosse Team	£ 2,000.00
Welwyn Harmony Chorus	£1,947.00
Welwyn Hatfield Women's Refuge & Support Service	£ 1,900.00
Welwyn Wheelers	£2,000.00
TOTAL	£24,282.00

- 3.2 Please see Appendix A for the details regarding each of the small community grant applications.
- 3.3 Welwyn Hatfield Borough Council looks to support projects which help achieve at least one of the following priority areas,
- Maintain a safe and healthy community;
 - Protect and enhance the environment;
 - Meet the borough's housing needs;
 - Help build a strong local economy;
 - Engage with our communities and provide value for money.
- 3.4 The application must come from an organisation that is incorporated or an unincorporated charity or a voluntary/community/not-for-profit group.

- 3.5 At least 50 per cent of the organisation's members/clients/users must live or work in the borough of Welwyn Hatfield (or their target market for this project meets this criteria). The organisation must be able to provide monitoring information on its membership/users.
- 3.6 The organisation must be committed to Equal Opportunities and have an Equalities Policy in place (where applicable). However, organisations may target some or all of its activities at specific groups, where the intention is to address discrimination or disadvantage
- 3.7 The organisation must be sustainable and able to show budgetary information. They also must be able to provide recent audited/independently examined accounts or projected income/expenditure figures (in the case of organisations that are less than a year old) to demonstrate its need for financial assistance.
- 3.8 The project/event for which funding is requested must be planned for the future, as funding will not be given for events/projects that have already taken place at the time when the application form is received by Welwyn Hatfield Borough Council.
- 3.9 Detail costs for the project will be required and it should be noted the council will not normally totally fund a project as applicants are expected to raise some of the costs themselves.
- 3.10 The full criteria for which the council reviews grant applications is set out in the Community Grant Policy (<http://www.welhat.gov.uk/index.aspx?articleid=795>).

Implications

4 Legal Implication(s)

- 4.1 There are no legal implications connected with this report.

5 Financial Implication(s)

- 5.1 The 2019/20 total budget for small Community Grants is £44,000.
- 5.2 After the first round of Small Community Grants £18,766.90 was awarded from the community grants budget.
- 5.3 As such there is a total of £25,233.10 left available to distribute.
- 5.4 In total £24,282.00 has been applied for in this round of funding from fourteen applications.

6 Risk Management Implications

- 6.1 There is a risk related to providing grants to voluntary organisations in that there is the possibility that the organisation could go into administration and as such the funding would be lost. There is also the possibility that organisations do not spend the grant provided on the agreed projects or costs as per their applications.

6.2 The risks are mitigated as much as possible through the application process, where information is provided about the organisation, its governance and financial structures and the reason it has applied for funding.

6.3 Risk Score Likelihood Low; Impact Low to Medium. Overall risk score Low

7 Security & Terrorism Implication(s)

7.1 In complying with the Prevent duty Local Authorities need to ensure that publicly owned resources do not provide a platform for extremists and are not used to disseminate extremist views.

8 Procurement Implication(s)

8.1 There are no procurement implications

9 Climate Change Implication(s)

9.1 There are no climate change implications

10 Human Resources Implication(s)

10.1 There are none arising from this report.

11 Health and Wellbeing Implication(s)

11.1 Providing grants to community organisations for the benefit of Welwyn Hatfield residents assists the council in meeting its objectives to improve the health and wellbeing of the borough.

12 Communication and Engagement Implication(s)

12.1 There is responsibility placed on all recipients of council community grants to ensure that the council is mentioned within all associated publicity and promotion. Part of the organisation's feedback also includes evidence of this.

12.2 The council's communications department are given all associated details to ensure that publicity is given to successful grant applicants.

13 Link to Corporate Priorities

13.1 Welwyn Hatfield Borough Council Grants Board looks to support projects which help achieve Council's Corporate Priorities. Applications for community grants need to contribute to at least one of the following:

1. Our Community
2. Our Environment
3. Our Housing
4. Our Economy
5. Engage with our communities and provide value for money.

14 Equality and Diversity

- 14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.
- 14.2 Those organisations applying for a council grant are required to produce evidence of their commitment to equality and diversity.

Name of author	Matthew Rayner
Title	<i>Community Partnership Manager</i>
Date	<i>16 January 2020</i>

Appendices to be listed

Appendix 1 – list of the applications received

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Part I

Main author: Matthew Rayner

Executive Member: Councillor Duncan

Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
GRANTS BOARD – 4 FEBRUARY 2020
REPORT OF THE EXECUTIVE DIRECTOR, HOUSING AND COMMUNITIES'

2019/20 QUEENS SAPPHIRE JUBILEE AWARDS

1 Executive Summary

- 1.1 A total of 34 applications have been received from young people for the Queen's Sapphire Jubilee Awards (QSJA) in 2019-20, totalling £11,000. These are set out in Appendix A to this report.
- 1.2 There is £6,000 in total available for the Jubilee Awards during the financial year 2019/20 to be awarded through the community grants process.
- 1.3 This is the only round of Jubilee Awards.

2 Recommendation(s)

- 2.1 Members of the Grants Board are asked to consider all Jubilee Award Applications (Part II) and make a recommendation to Cabinet in accordance with the council's priorities and criteria.

3 Explanation

- 3.1 There are 34 applications totalling £11,000 for 2019/20 Queens Sapphire Jubilee Awards to be reviewed:
- 3.2 QSJA enables the awarding of grants to help and encourage talented young people to reach their full potential in pursuit of their chosen vocation in sport, art, craft or dance.
- 3.3 The award can be put towards coaching, training or tuition costs; travelling expenses; competition entry fees; or the purchase of kit and equipment.
- 3.4 All of the applications received in respect of this year's QSJA are set out in Appendix A. All have been checked by Officers to ensure they have completed all the appropriate paper work as agreed by the Grants Board.
- 3.5 The full criteria for which the Council reviews grant applications is set out in the Community Grant Policy (<http://www.welhat.gov.uk/index.aspx?articleid=795>).

Implications

4 Legal Implication(s)

Classification: Restricted

- 4.1 There are no legal implications connected with this report.

5 Financial Implication(s)

- 5.1 The budget available in the current financial year is £6,000. The Grants Board has yet to decide on any awards in this financial year, so the full amount is available for allocation at this time.
- 5.2 The total amount applied for this year is £11,000.
- 5.3 The applications for year 2019/20 comprise of:
- Eight applications at Exemplar level (£500 each)
 - Twenty Two individuals applied for an Improver Grant (£300 each)
 - Four applications from a Starter Grant (£100 each).
- 5.4 Members of the Grants Board have the authority to increase, decrease or reject applications as part of their decision-making process, by adhering to the same eligibility criteria across all applications which are received.

6 Risk Management Implications

- 6.1 There is a risk related to providing grants to individuals in that there is the possibility that they might not be able to fulfil their ambition as outlined in their applications. There is also the possibility that an individual does not spend the grant provided on the agreed costs as per their applications.
- 6.2 The risks are mitigated as much as possible through the application process, where information is provided about the individual, including receiving independent references from each potential award winner asking to detail the reason they should receive a financial grant.
- 6.3 Risk Score Likelihood Low; Impact Low to Medium. Overall risk score Low

7 Security & Terrorism Implication(s)

- 7.1 In complying with the Prevent duty Local Authorities need to ensure that publicly owned resources do not provide a platform for extremists and are not used to disseminate extremist views.

8 Procurement Implication(s)

- 8.1 There are no procurement implications

9 Climate Change Implication(s)

- 9.1 There are no climate change implications

10 Human Resources Implication(s)

10.1 There are none arising from this report.

11 Health and Wellbeing Implication(s)

11.1 Providing grants to young individuals within our community will go toward the council in meeting its objectives to improve the health and wellbeing of the borough.

12 Communication and Engagement Implication(s)

12.1 There is responsibility placed on all recipients of council community grants to ensure that the council is mentioned within all associated publicity and promotion. Part of the agreement of the QSJA is that individuals provide feedback on how the grant was used.

12.2 The council's communications department are given all associated details to ensure that publicity is given to successful grant applicants.

13 Link to Corporate Priorities

13.1 Welwyn Hatfield Borough Council Grants Board looks to support projects which help achieve Council's Corporate Priorities. Applications for community grants need to contribute to at least one of the following:

1. Our Community
2. Our Environment
3. Our Housing
4. Our Economy
5. Engage with our communities and provide value for money.

14 Equality and Diversity

14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

14.2 Those organisations applying for a council grant are required to produce evidence of their commitment to equality and diversity.

Name of author	Matthew Rayner
Title	<i>Community Partnership Manager</i>
Date	<i>16 January 2020</i>

Background papers

Appendix A: Summary of all Queen's Sapphire Jubilee Award applications for 2019/20, note that the names of the individuals have been removed for data protection and safeguarding purposes.

Category	Activity	Amount requesting
Exemplar	Sport - Football	£500
Exemplar	Sport - Basketball & Hockey	£500
Exemplar	Sport - Cycling	£500
Exemplar	Sport - Badminton	£500
Exemplar	Dance	£500
Exemplar	Sport - Swimming	£500
Exemplar	Sport - Golf	£500
Exemplar	Sport - Cycling	£500
Improver	Sport - Tennis	£300
Improver	Sport - Tennis	£300
Improver	Sport - rock climbing	£300
Improver	Sport - Triathlon	£300
Improver	Sport - Netball	£300
Improver	Sport	£300
Improver	Music - Cello, voice, bass & piano	£300
Improver	Sport - Roller hockey	£300
Improver	Sport - Football	£300
Improver	Dance	£300
Improver	Sport - Cycling	£300
Improver	Challenge - Drama	£300
Improver	Sport - Table tennis	£300
Improver	Sport - Roller hockey	£300
Improver	Sport - Basketball	£300
Improver	Dance	£300
Improver	Sport - Pentathlon	£300
Improver	Music - Trumpet	£300
Improver	Sport - Roller hockey	£300
Improver	Sport - Roller hockey	£300
Improver	Dance	£300
Improver	Dance	£300
Starter	Dance	£100
Starter	Dance	£100
Starter	Sport - Motorbiking	£100
Starter	Dance	£100
		£11,000

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