



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council

30TH September, 2014

Dear Councillor,

A meeting of the Cultural and Community Committee will be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **TUESDAY 7th OCTOBER, 2014 commencing at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors H. Calver, J. Clarke, R. Copping, G. Dulay, S. Ingleby, Y. Moore, Mota Singh and A. Stevens. (A. Morrison substituting for Mota Singh)

Mr J. Mather, Tony Bass (Leamington International Twinning Society)

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.

3. **PUBLIC FORUM**

To receive representations from Members of the public in accordance with Council Standing Orders.

4. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 1st September 2014 (Report No.4)

5. MATTERS ARISING FROM THE MINUTES

To consider any matters arising.

6. COMMUNITY GRANTS

To consider the attached Report (Report No. 6)

7. TREE RENEWAL

To consider a schedule of locations proposed for the planting of trees (Report No. 7)

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 1st SEPTEMBER 2014 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors Sue Ingleby (Chair), Heather Calver, Judith Clarke, Roger Copping, Gurpreet Dulay, David Greenwood (substituting for Cllr Y. Moore), Mota Singh, and Amanda Stevens.

An apology for absence was received from Councillor Yvonne Moore.

Also Present: Mr John Mather and Mr Tony Bass, (Leamington International Twinning Society)

18. DECLARATIONS OF INTERESTS

Councillors Roger Copping and Mota Singh declared non-pecuniary interests in Town Twinning matters as members of Leamington International Twinning Society.

19. TOWN TWINNING MATTERS

Consideration was given to the timetable of events for the visit to Leamington of representatives from Bruhl and Sceaux from 4-7 September 2014, including an updated report from representatives of LITS.

It was noted that Bruhl would be represented by 45 people, including the Mayor, Dieter Freytag and the Chairman of the Bruhl Twinning Association, Michael Wellnitz. There would also be four people attending from Sceaux. The Civic dinner to be held at Warwick School on 6th September would be attended by 109 guests. Several points were raised in relation to the arrangements for welcome packs and escorting the Mayor of Bruhl and his Personal Assistant on the morning of 6th September, prior to the commencement of the guided walk at Jephson Gardens. John Mather confirmed that a video had been commissioned by LITS and copies would be available for purchase in due course.

The Committee suggested that a Press release should be sent to the media after the conclusion of the events over the week-end. Details of the programme would be circulated to a local photographer as the Leamington Courier employed photographers to attend local events.

RESOLVED

- (i) that the arrangements for the anniversary celebrations with Bruhl on 4th-7th September are noted;
- (ii) that the Town Clerk endeavours to arrange for the Mayor of Bruhl and his Personal Assistant to be accompanied to Jephson Gardens on the morning of 6th September.
- (iii) that Councillors Stevens and Copping collaborate on the production of a Press Release

Mr Mather and Mr Bass were thanked for attending and then left the Meeting.

20. MINUTES

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee meeting held on 7TH July 2014 are confirmed and signed as a correct record.

21. MATTERS ARISING FROM THE MINUTES

WORLD WAR 1 COMMEMORATIVE PROPOSAL (Minute 16)

The Town Clerk confirmed that Councillor Western had indicated that the proposal had now been amended following discussion with Warwick District Council; it was believed that a request for funding support would be made to the Town Council and that this would be brought before the next meeting of the Council.

RESOLVED that the Report is noted.

22. LEAMINGTON IN BLOOM

Consideration was given to the notes of the meeting of the Leamington in Bloom Committee dated 11th August which had been circulated with the Agenda (report No.7).

The Town Clerk drew the Committee's attention to the impending retirement of the Chairman of the Committee which, given the already limited resource accessible to the Committee, raised implications for its continued viability. It was acknowledged that the Council may need to review the position and importance of the Town's continued participation in the Heart of England Competition, especially as collaborative working between the Committee and other partners had not been conspicuously successful in recent years.

RESOLVED that a report on the options for continuation of the Leamington in Bloom project is presented to the meeting of the Committee on 5th November.

23. COMMUNITY GRANTS

The Town Clerk reminded the Committee that the closing date for applications to the first bidding round of the Community Grant Fund was 8th September. The number of applications had been unusually small thus far but it was hoped that this would increase in the last few days.

The Committee also considered monitoring forms submitted by the following applicants that had received grant funding in 2013:-

Applicant	Project	Amount awarded
Motionhouse	Weekly dance classes for young people	£1605
Push Projects	Warwickshire Pride Festival	£500
Warwickshire Clubs for Young People	Summer residential training and development	£1500

RESOLVED that the above Monitoring information is received and noted.

The meeting commenced at 6.30 pm and ended at 6.50 pm

Chairman

Date

**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE
TO BE HELD ON 7th OCTOBER 2014**

COMMUNITY GRANT FUND 2014/15

1. **BACKGROUND**

- 1.1. Each year the Council invites local Community and Voluntary Organisations to submit bids for funding under the Community Grant Fund. Each year since its introduction, the Fund has been significantly over subscribed. For a second year applications have been invited in two tranches – September and February - with a view to assisting applicants and making the process of evaluation by the Committee less complex. The budget for the financial year is £43,400.
- 1.2. In the first tranche of bids there are 12 applications which total £17695. This represents 40% of the total available budget. The applications are set out in Appendix 1.
- 1.3. The criteria for awarding grants requires that applications are made for projects that will benefit the whole community or a specific group whose principal objectives are not those of a single individual. Applications are not entertained where the benefit is to a single individual. In addition, the project should benefit significant numbers of people living within Royal Leamington Spa, though it need not necessarily be based within the Parish. The Council is constrained to incurring expenditure on projects which bring commensurate benefit to those living within the Town of Royal Leamington Spa.
- 1.4. Applications should be for projects no greater than £2,000. This stipulation is intended to ensure that applications relate to projects with a capital element or longer term objective rather than simply revenue expenses. However, the Committee does exceptionally also entertain grants above this figure. On-going revenue funding will be considered where an organisation provides a range of services over successive years.
- 1.5. The application conditions are attached at Appendix 2. Applications have been rated according to a criteria previously approved by the Committee. The Committee may wish to use the marking matrix (see Appendix 1) in the report to help it prioritise between the applications. The matrix is a helpful indicator of the relevant merits of applications but should be used in conjunction with the information contained in the relevant application forms.

2. **GRANT APPLICATIONS**

- 2.1 Each application is supported by background papers which includes financial accounts in respect of the applicant organisation in most cases for a period of two years. ***In order to adequately assess the applications, it is important that Members of the Committee familiarise themselves with these papers prior to the Meeting. Please contact the Town Clerk to arrange a time to view these papers.***

Any additional information requested by the Council in support of these applications will be reported at the Meeting.

3. **RECOMMENDATION**

- 3.1 The Committee is recommended to consider the grant applications as detailed in Appendix 1 and approve grants in accordance with the previously approved conditions and compliance with the marking matrix.

No.	Organisation	Project Title	Amount Requested	Previous Awards	Deprivation/Inclusion Max 3)	Public Involvement/Community Benefit Max 3)	Sustainability (Max 2)	Partnership/match funding (max 1)	Total
1	St Peter's Church	Saturday Friendship Group	2,000.00	2009 - £2,000 2010 - £2,000 2011 - £2,000 2012 - £2,000 2013 - £2,000	3	2	0	1	6
2	Myaware	Myaware Warwickshire & Coventry	150.00	1st Application	0	1	0	0	1
3	Warwickshire Rural Community Council	Warwick District Health Transport Services	2,000.00	1st Application	2	2	0	1	5
4	Heritage Matters	Commemoration of bicentenary of battle of Waterloo	996.00	2011 - £2,000 2013 - £1,630 Feb 2014 - £500	1	2	0	1	4
5	New Ideas Advocacy Project (WCAVA)	New Man - Leamington Spa	1,839.00	1st Application	2	1	0	1	4
6	Cruse Bereavement Care: Cov & Warwicks	Helping the Breaved in Leamington Spa - 2014	2,000.00	2010 - £2,000 2011 - £2,000	1	1	0	1	3
7	Sikh Cultural and Sports Committee	Health and Fitness Gym	1,950.00	2007-£1500 2008- £1250 2009 £1000 2010 £1000 2011 £2000 2012 £2000 Mar - 13 - £500	1	1	0	1	3
8	Friends of the Dell	Party in the Dell	550.00	2007 -£300 2008 -£500 2010 £500 2011-£300 2012 £500 Feb 2014 - £227	0	2	1	0	3
9	Jubilee Leamington	Toilet Upgrade	2,000.00	1st Application	2	2	0	0	4
10	Warwick University	Warwick Sexpression	250.00	1st Application	1	1	0	0	2

No.	Organisation	Project Title	Amount Requested	Previous Awards	Deprivation/Inclusion Max 3)	Public Involvement/Community Benefit Max 3)	Sustainability (Max 2)	Partnership/match funding (max 1)	Total
11	BABPA	Diwali Lights Switch on and Celebrations	2,000.00	2012-£1000 2013 - £2000	1	2	0	1	4
12	Brunswick Elderly Asian Mens Group	Fitness sessions, nutritional advice & awareness	1,960.00	2011 - £1362 Oct 2013 - £400	1	1	0	1	3
		Total	17,695.00						
		Budget	43,400.00						

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APPENDIX 2

The Community Grant Fund has been established as a means of helping Community and Voluntary organisations with projects that are of benefit to the wider community. It will contribute to the Town Council's objective of involving community representatives in identifying local needs and facilitate collaboration between the Council and partner organisations.

Applications will need to satisfy the following conditions to be considered for a grant:

- (1) Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be entertained where the benefit is to a single individual.
- (2) The project should be of benefit to a significant number of persons living within the Parish of Royal Leamington Spa.
- (3) Applications should normally be for one-off projects and usually for sums under £2,000. Exceptional grants above this figure will be considered. On-going revenue funding will be considered exceptionally where an organisation offers a range of services over successive years.
- (4) Where a project or scheme is subject to applications to other funding sources (lottery fund, other local authority etc), applications will need to be supported with appropriate details of other potential funding revenue.
- (5) Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional statutory means, unless there is matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of third party funding.
- (6) Applications must be supported with the audited accounts of the relevant organisation for a period of two financial years prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other Public Bodies, if appropriate.
- (7) Applications must be made in the name of the organisation to which financial assistance is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the organisation concerned.
- (8) Applications will be considered only from "not for profit" organisations.
- (9) Applications must be made on the relevant application form and be supported by appropriate documentation.
- (10) Applications will be evaluated according to a number of factors including the following:
 - Social Deprivation/inclusion—projects that address problems of social deprivation, disadvantage etc.
 - Degree of community benefit /public involvement in the project
 - Partnership working/match funding – different agencies/partners working together
 - Sustainability - Impact in terms of environmental considerations

Applications will be assessed according to how they satisfy the above criteria. Very few applications will meet all these but those that are likely to receive favourable consideration will need to demonstrate a commitment to at least some of these factors.

Successful applicants will be expected to provide the Council with an assessment of the project subsequent to its implementation. This can be in the form of a written assessment or the Council welcomes individual feedback at one of its Meetings.

Location	No of trees	Requested by	Notes
St. Margaret's Road 1-25 in the verge.	3	Cllr Jonathan Chilvers	Looking at it there would be space between the telegraph poles, although I know underground wires can be an issue too. There would be room for maybe 3 trees on the stretch. It would have the added bonus of protecting some of the verge from becoming a mud bath from parking in the winter.
Newbold Terrace	1	Peter James	We have another dead tree on Newbold Terrace, immediately outside our building - Regency House - which is in need of replacement. It has struggled on, showing some growth in the past few years, but this year there is none. I would be happy to pay for its replacement if it can be put on the planting list.
Cloister Crofts	5	Cllr Sarah Boad	The trees in Cloister crofts were identified having major structural problems during the survey of North Learnington trees and work was undertaken following the Beauchamp Avenue works. Replacements now needed
St Marks Road	2	Cllr David Greenwood	Replacement for 2 trees removed from central green
Cubbington Road	2	Cllr Amanda Stevens	Opposite nos 135 & 163 Cubbington Road on the long tree lined stretch in the centre of the road there is room for an additional tree in each space.
Briar Close	1	Cllr Amanda Stevens	There is a dead tree on the large green in Briar Close that could do with being removed
The junction of Newnham Rd & Cosford Close, next to no 2	1	Cllr Amanda Stevens	There used to be one tree on the green area next to no 2 Cosford Close which was removed in 2012 due to its being diseased. A replacement is needed.
Learn Terrace	3	Cllr Ann Morrison	o/s No 4 and No 15-23
Guy's Cliffe Avenue	1	Cllr Gifford	opposite Dragon Cottage - one Rowan (Mountain Ash) tree has died
Total	19		

