



**WATFORD
BOROUGH
COUNCIL**

NEIGHBOURHOOD FORUM TASK GROUP

Wednesday, 7th September, 2016

6.00 pm

Publication date: 2 September 2016

Agenda

Councillor S Cavinder (Chair)

Councillors K Hastrick, A Joynes, R Martins and M Mills

1. Apologies for absence

2. Disclosures of interest

3. Minutes of the previous meeting

The minutes of the last meeting held on 19 July 2016 to be submitted and signed.

4. Historic review of previous spend (Pages 5 - 32)

A historic review of Watford Borough Council's allocation of Neighbourhood Forum funds since 2011/12 is attached.

5. Review of other funding schemes (Pages 33 - 62)

A comparative review of Watford's neighbourhood forum funding scheme with similar schemes in other local authorities is attached.

The full findings are also attached alongside Guidance Notes for Watford Borough Council's Small Grants Fund April 2016 - March 2017.

6. Survey of members' views

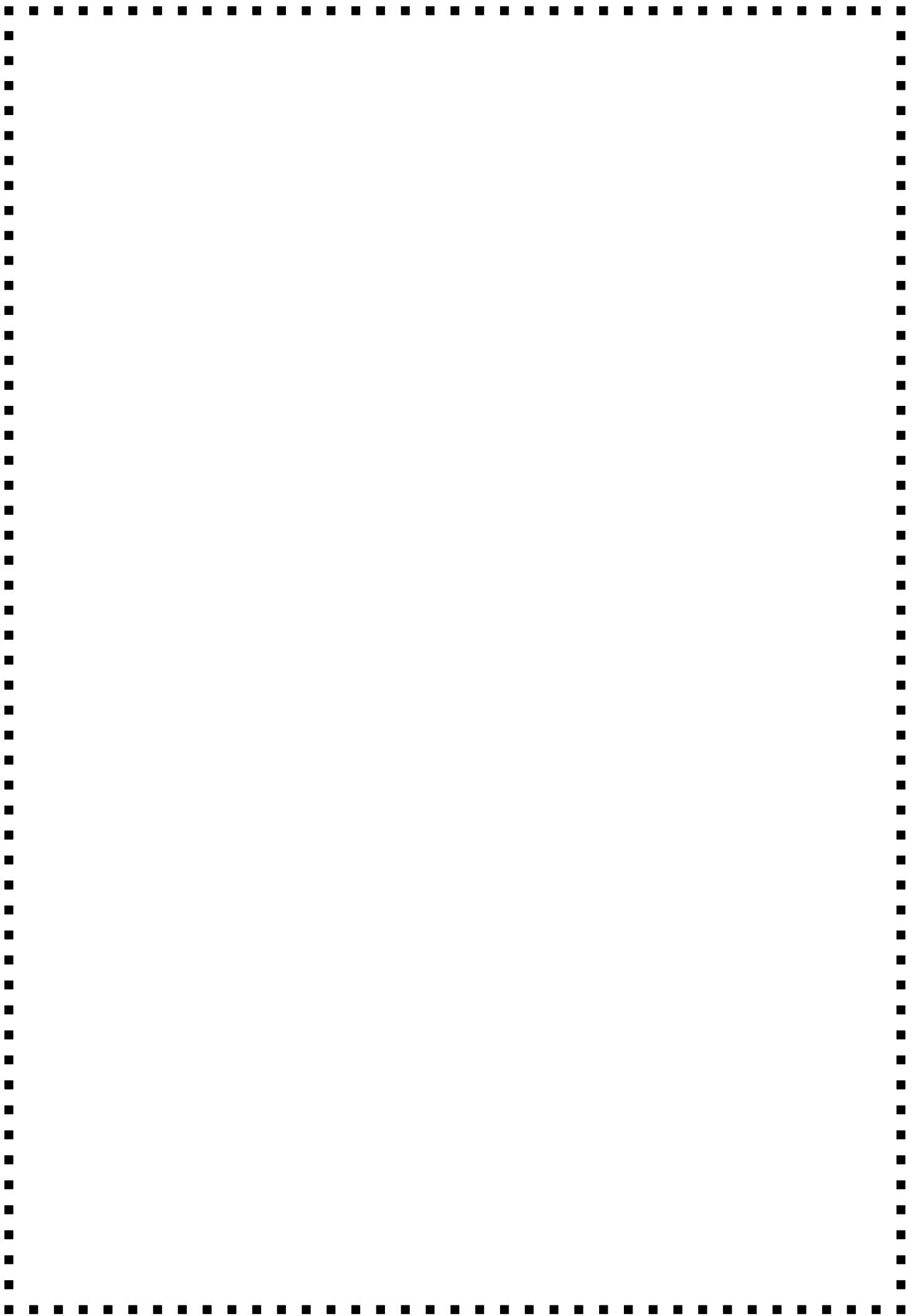
The link to this survey was sent to all members on Wednesday 31 August. The deadline for responses is Monday 12 September.

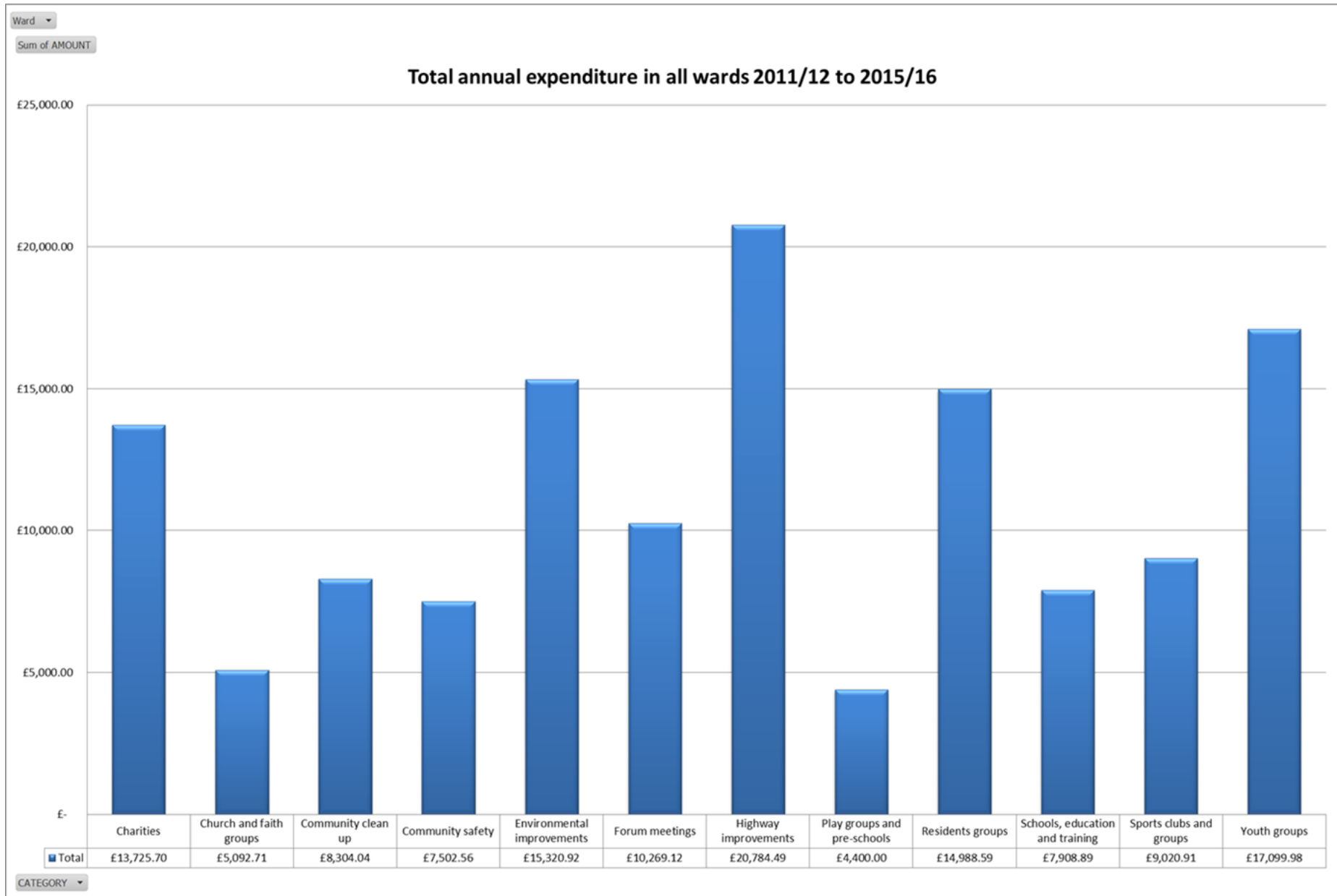
7. Next steps

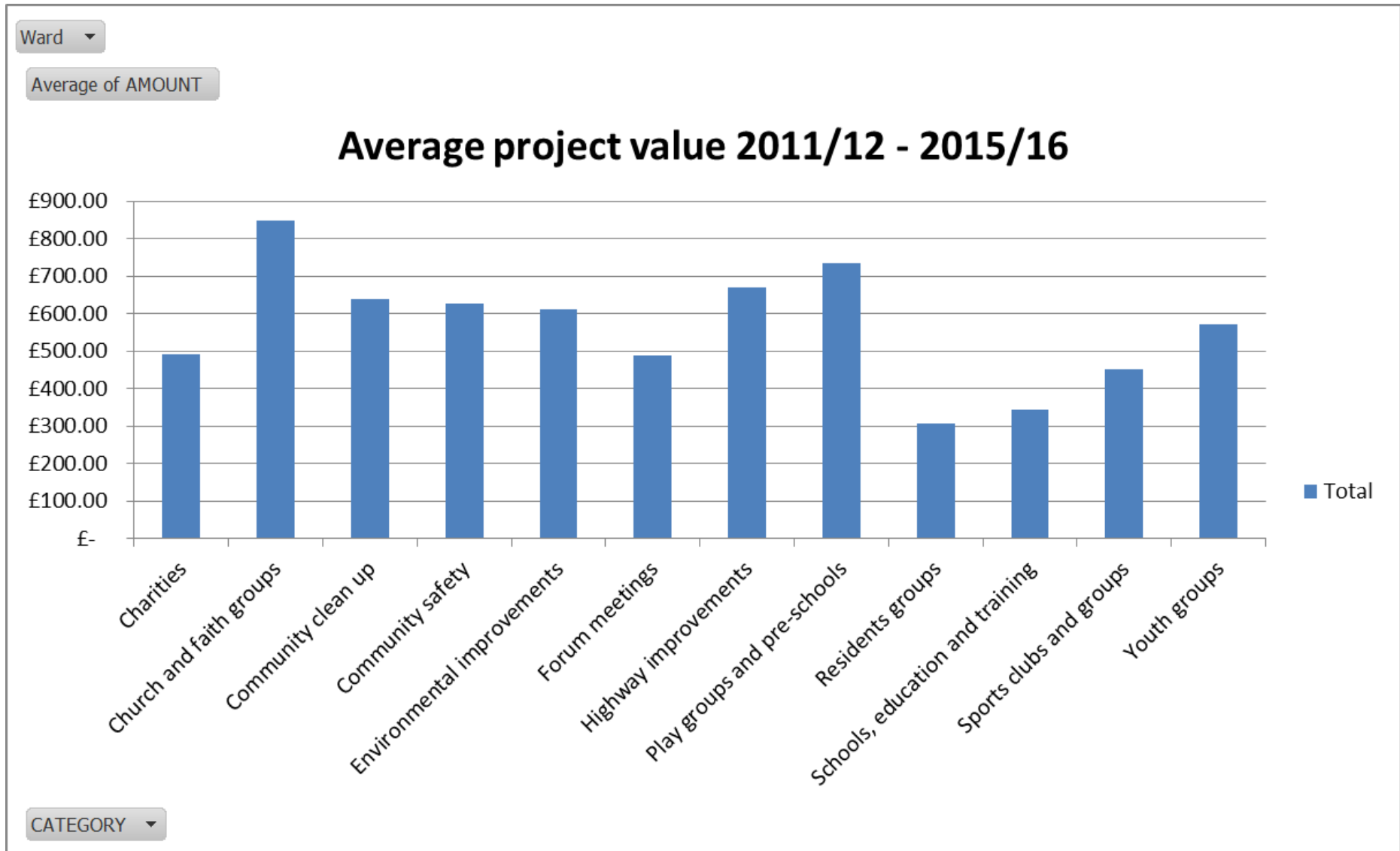
Task Group members are asked to consider what additional work they would like to undertake in order to make their recommendations.

8. Date of next meetings

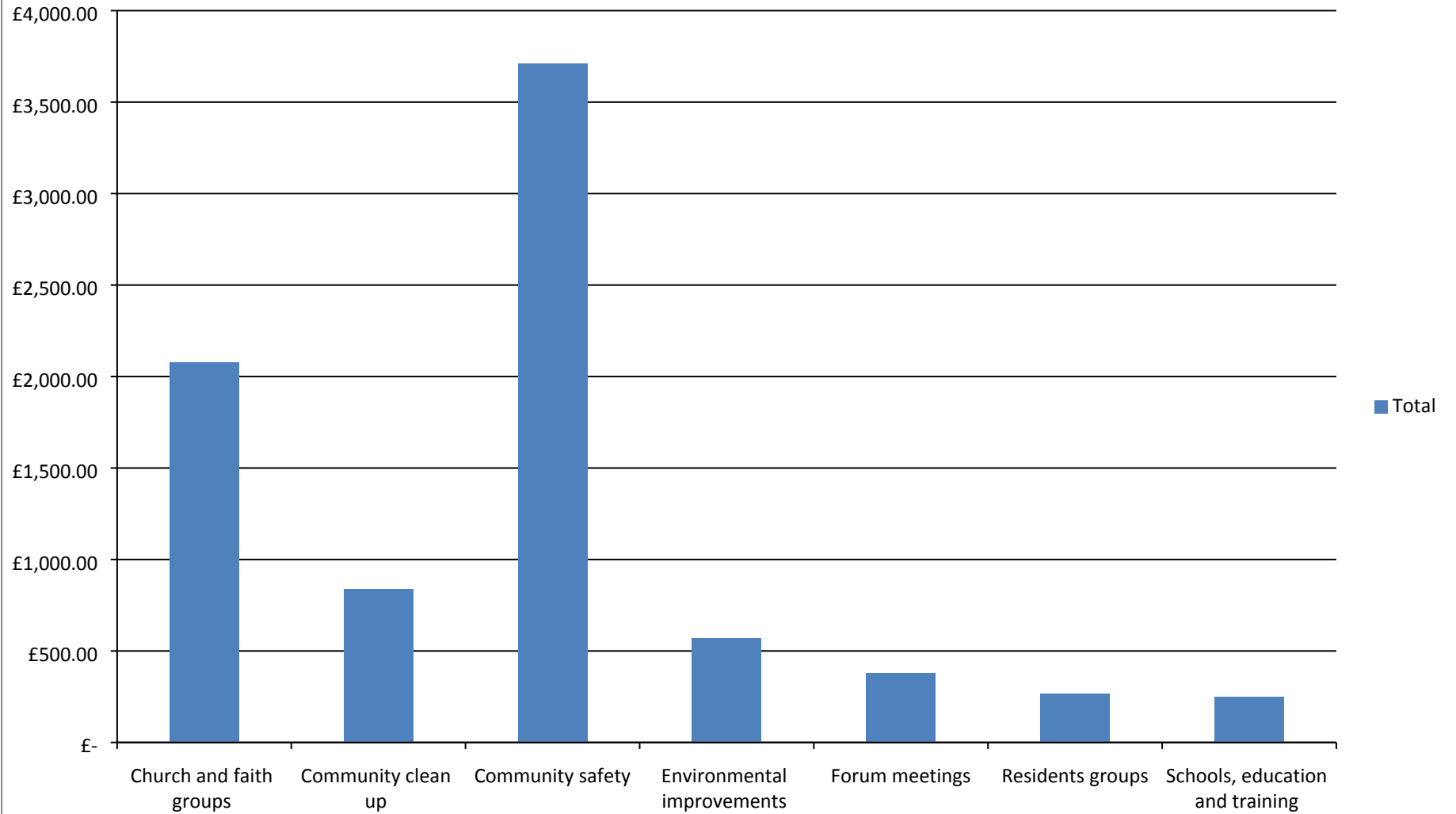
- Monday 26 September at 6.00 pm
- Either Tuesday 11 October at 10.30 am or Wednesday 12 October at 10.30 am

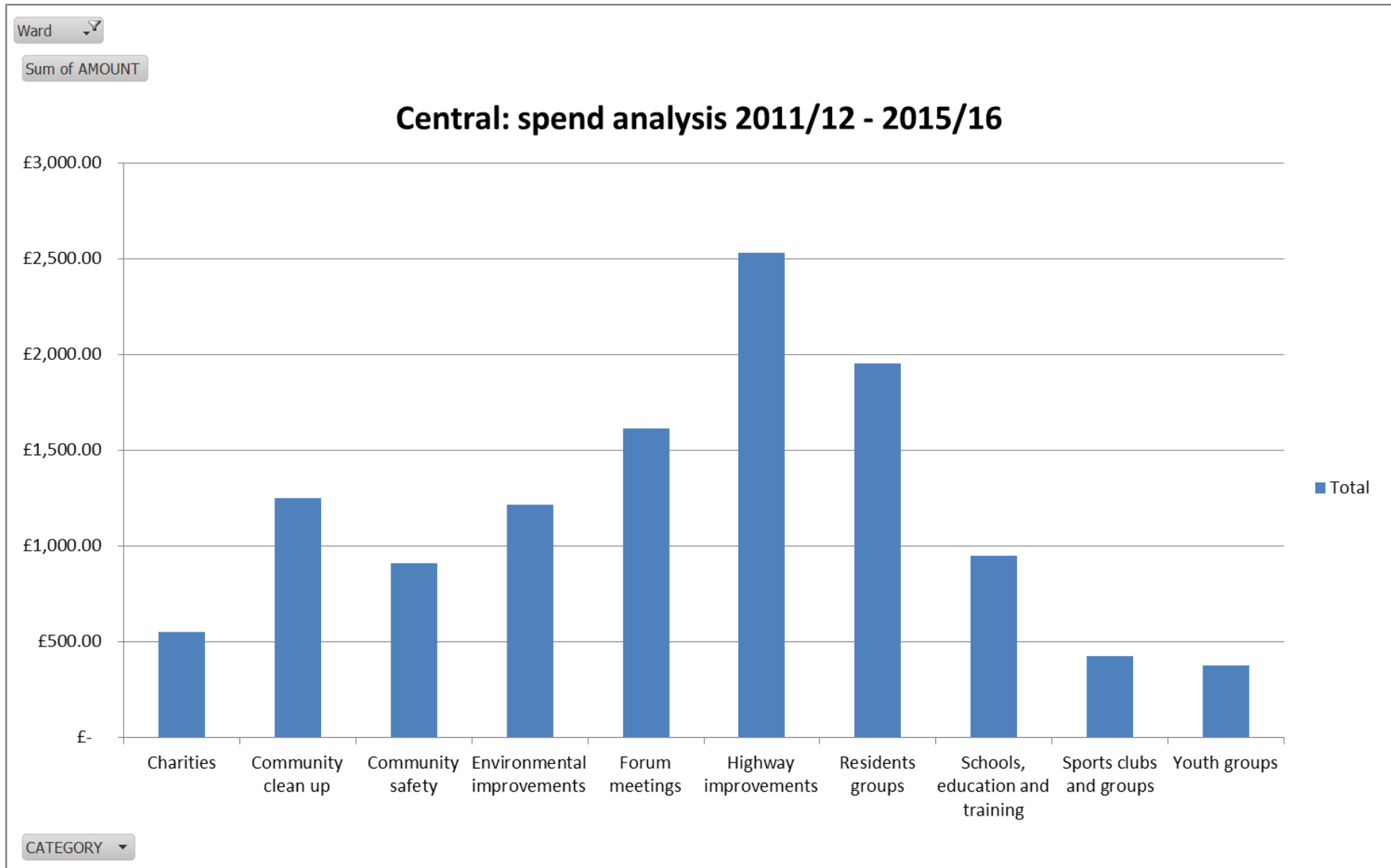


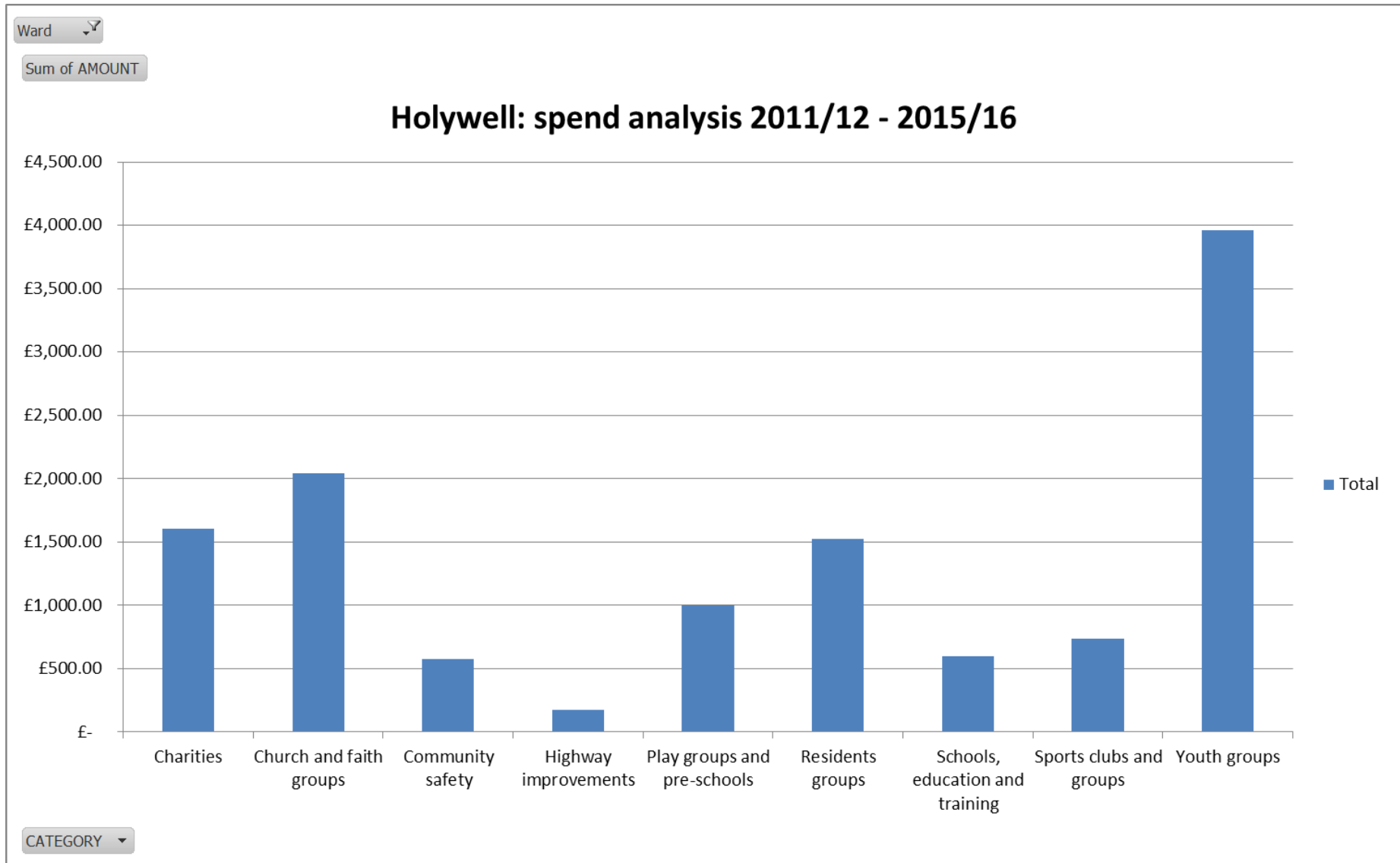


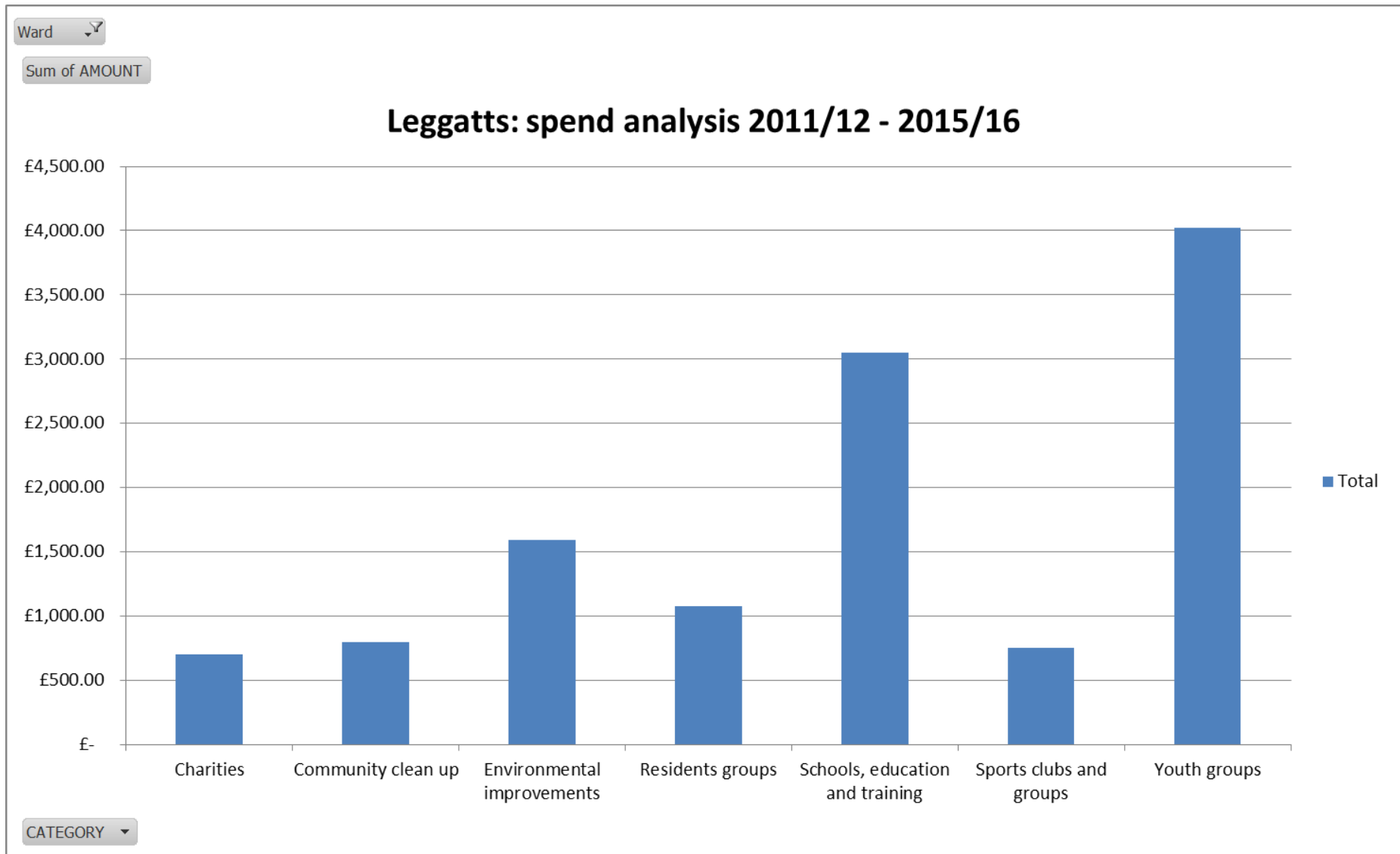


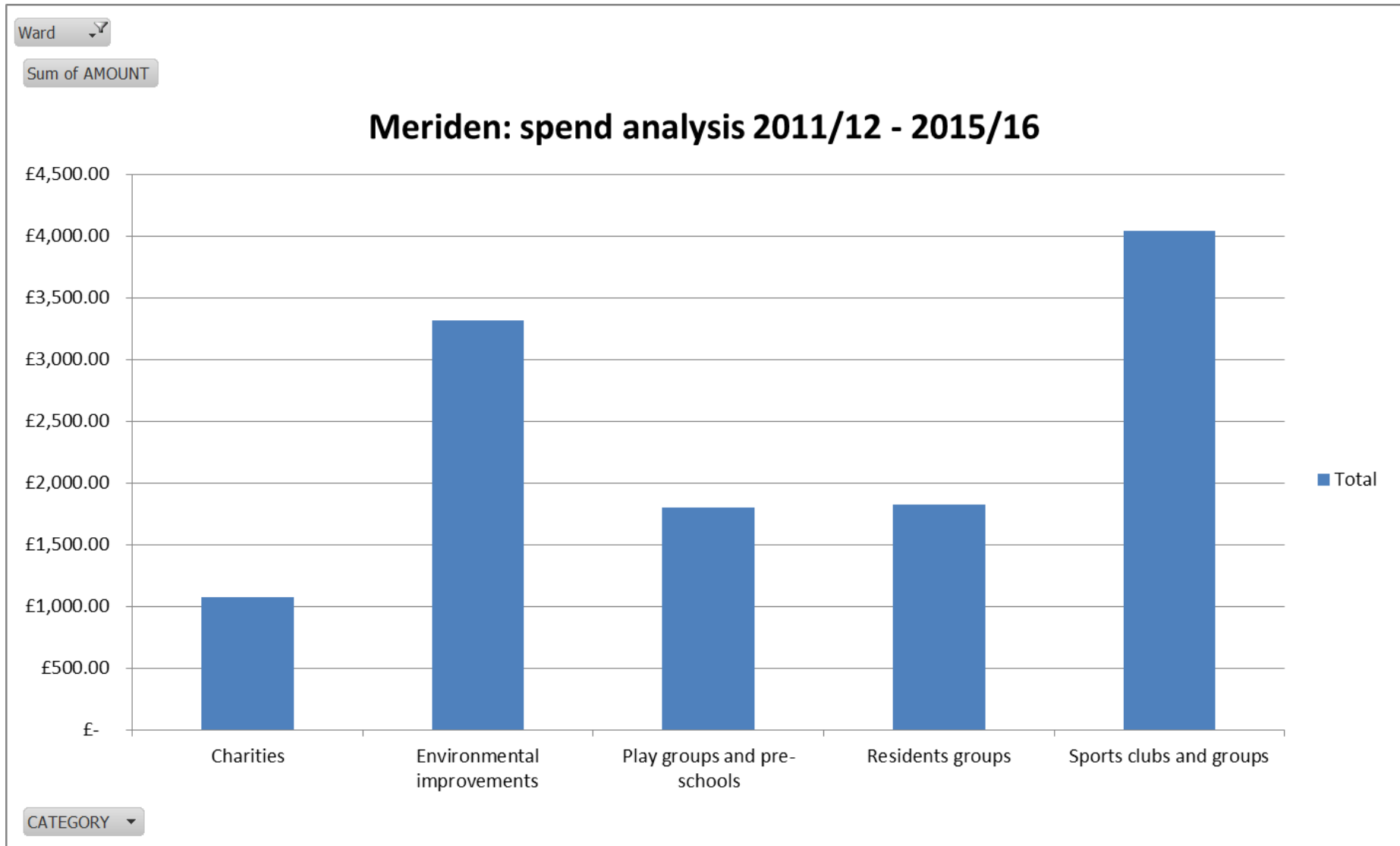
Callowland: spend analysis 2011/12 - 2015/16

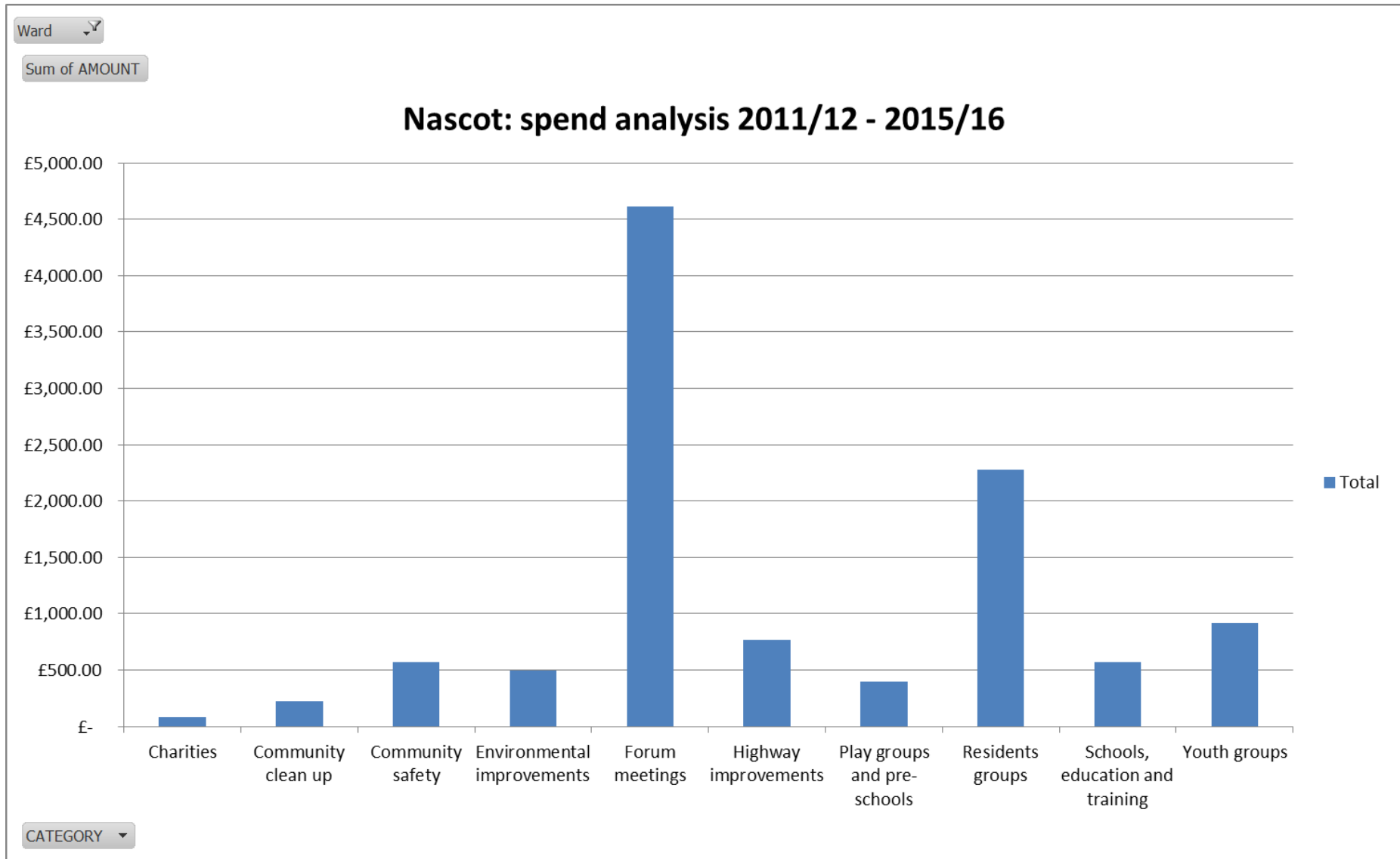


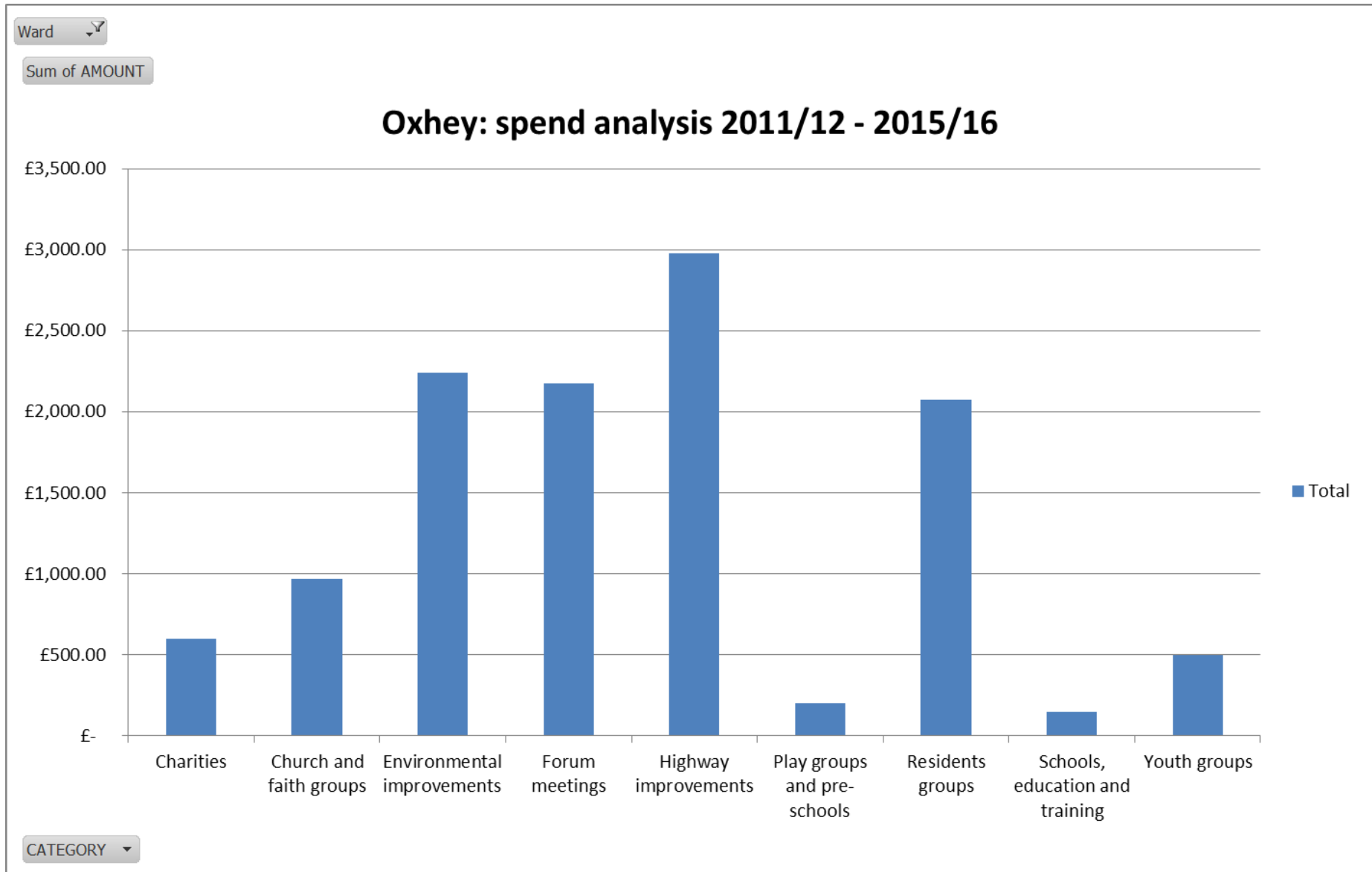


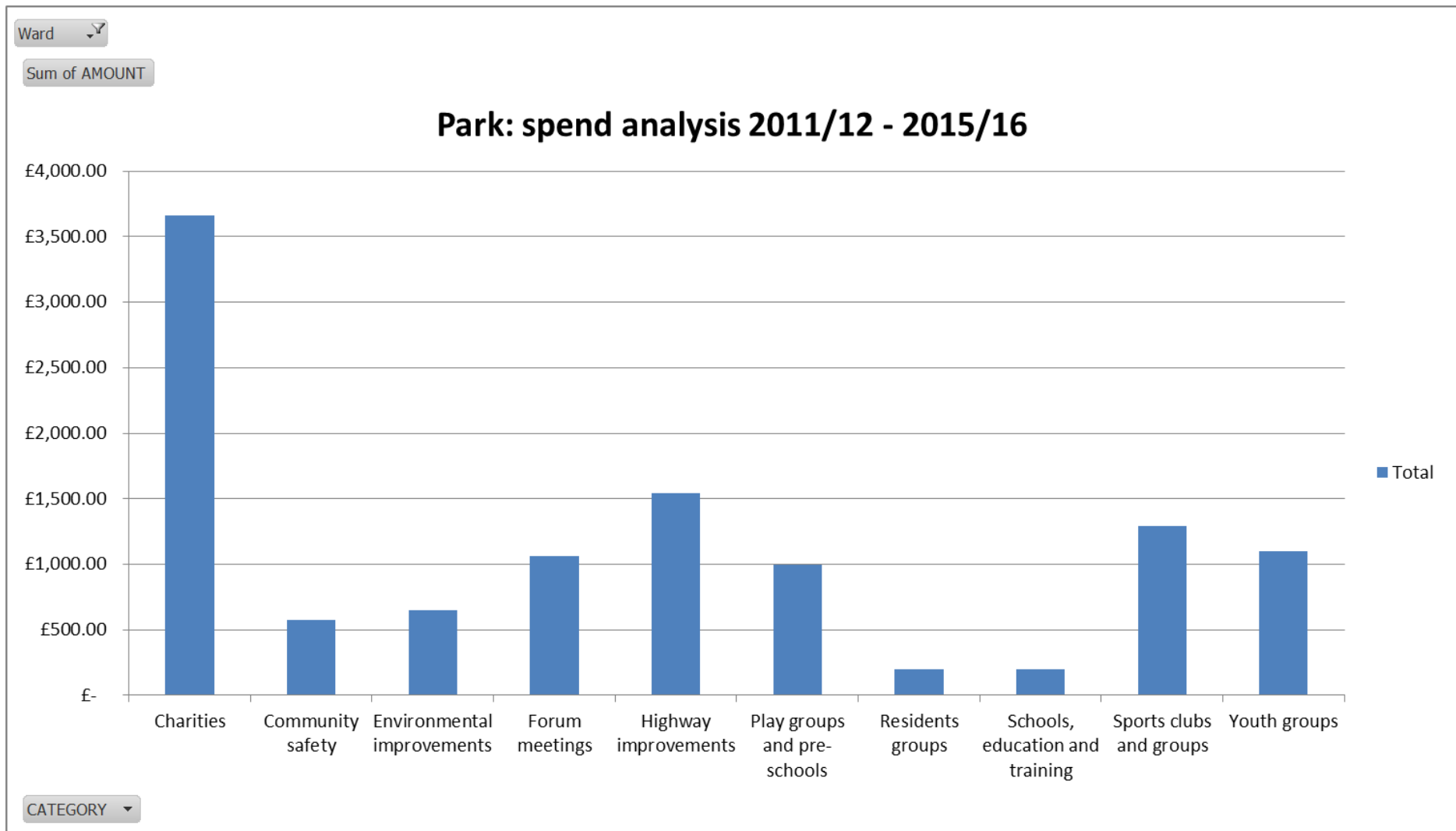


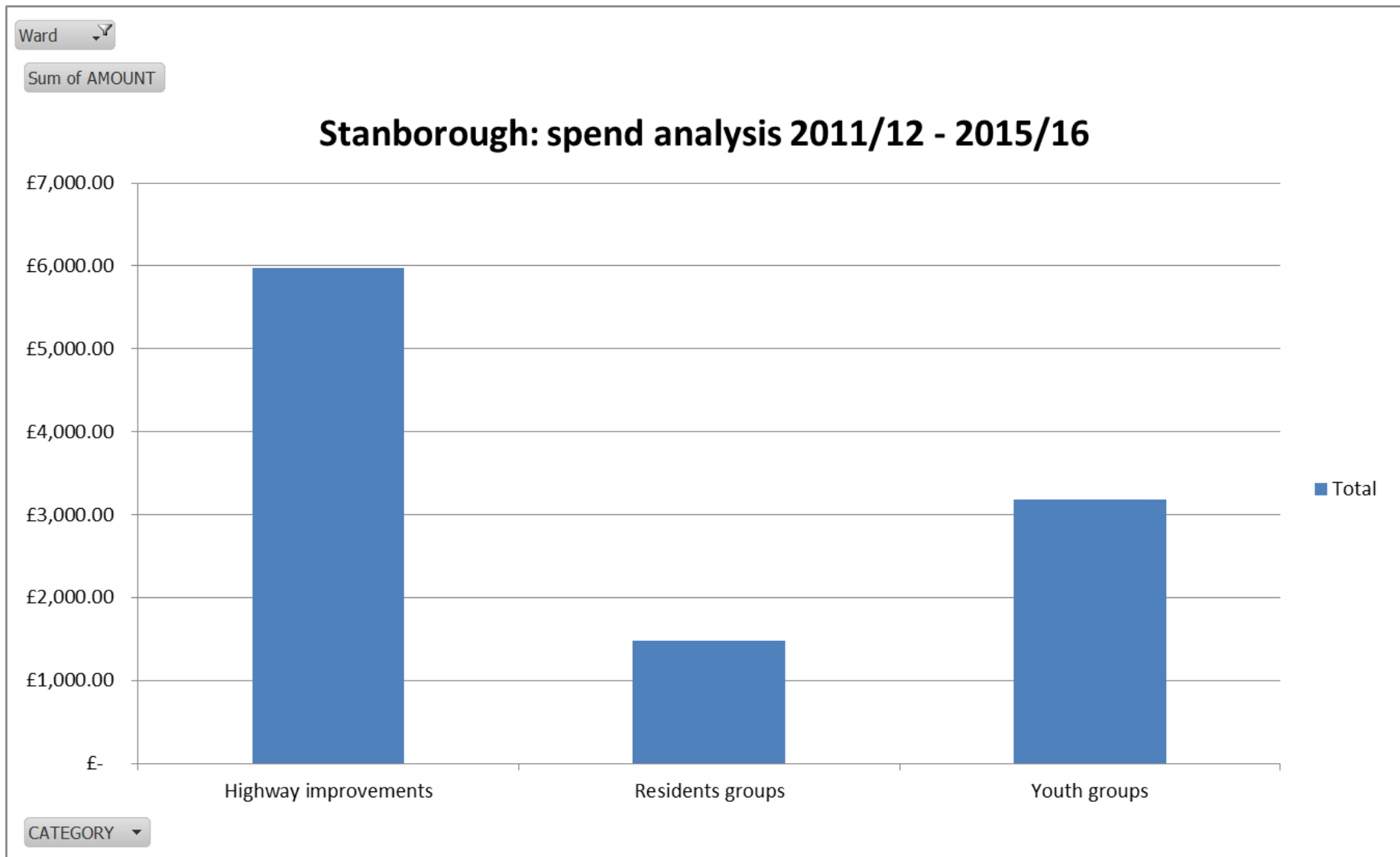


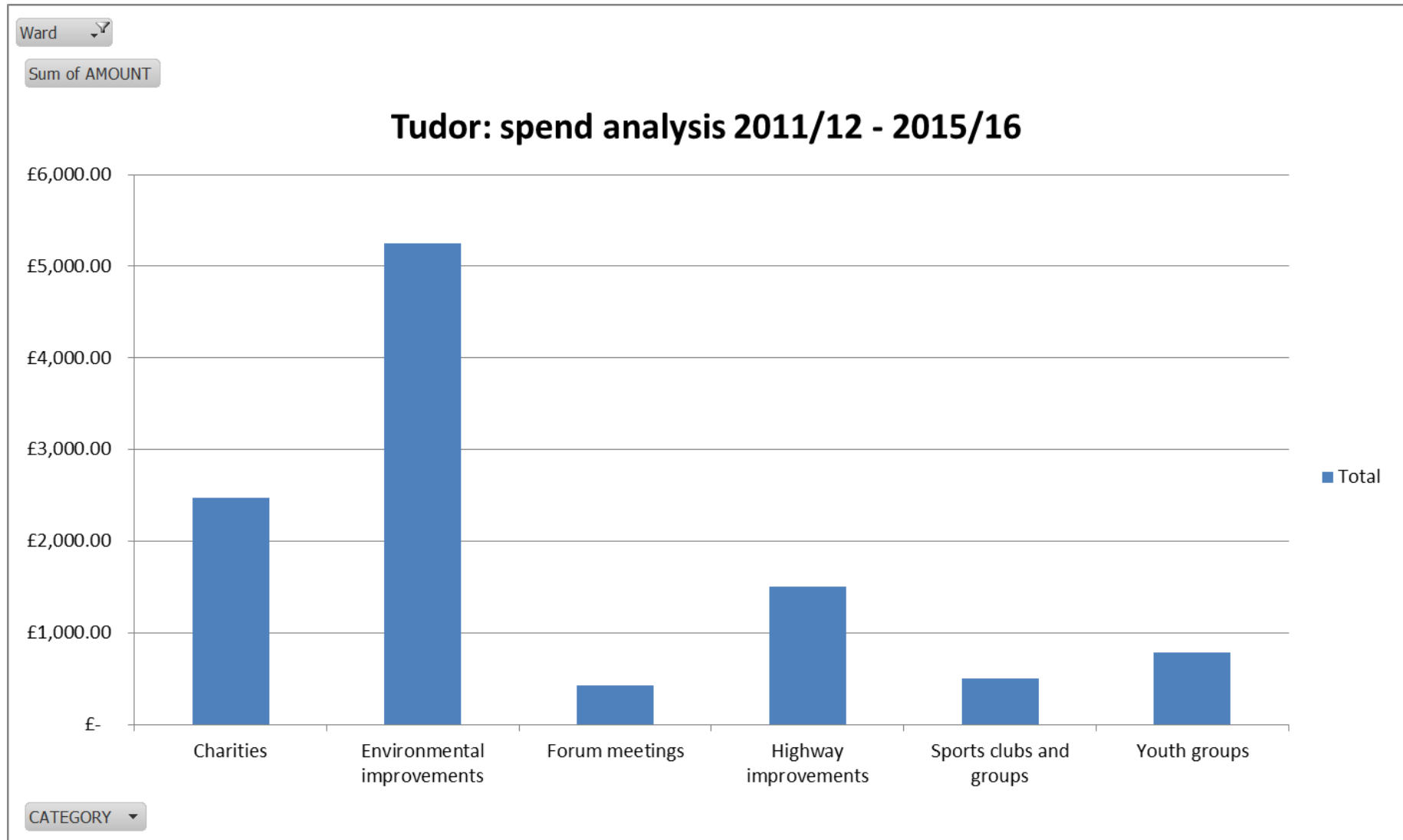


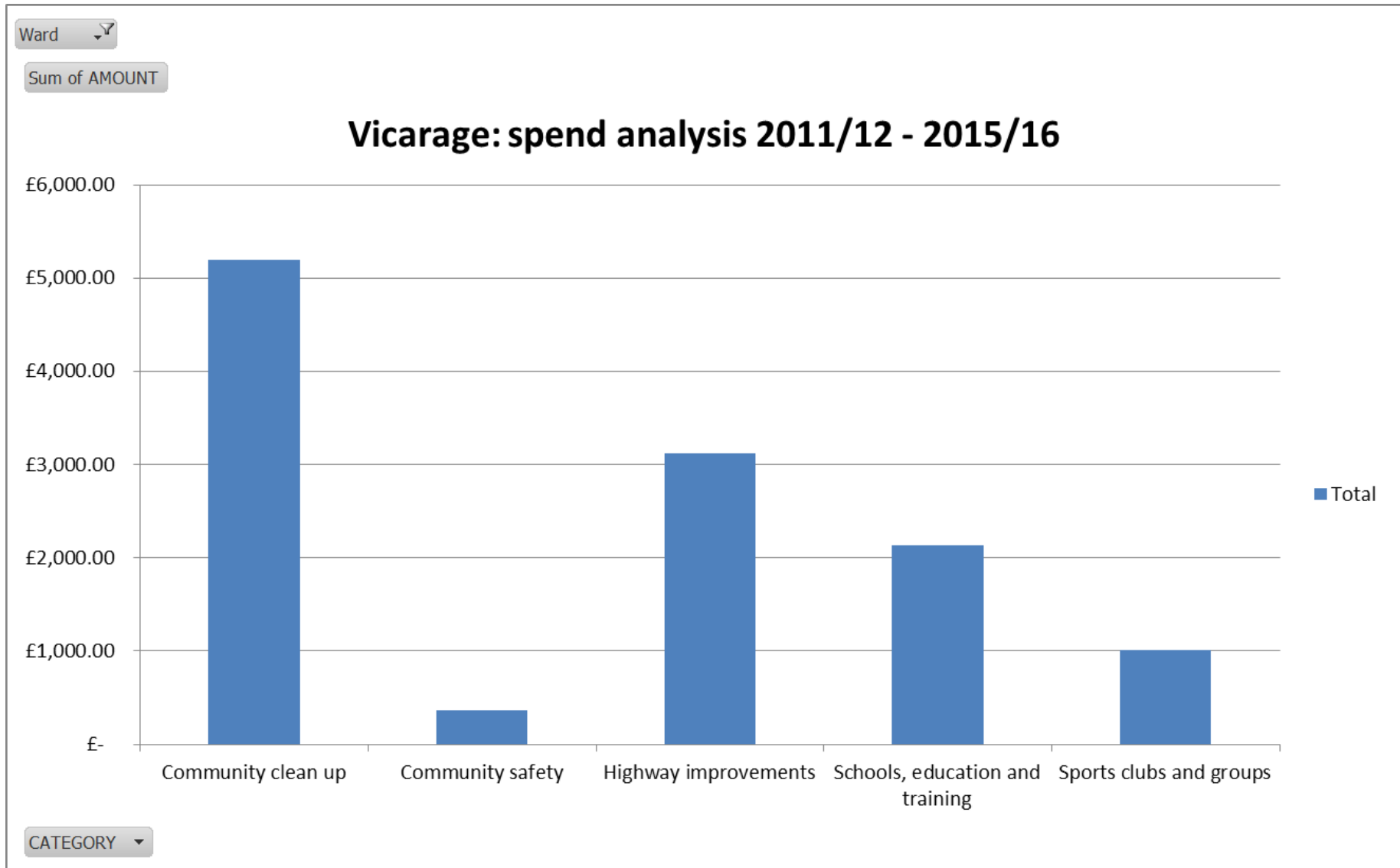








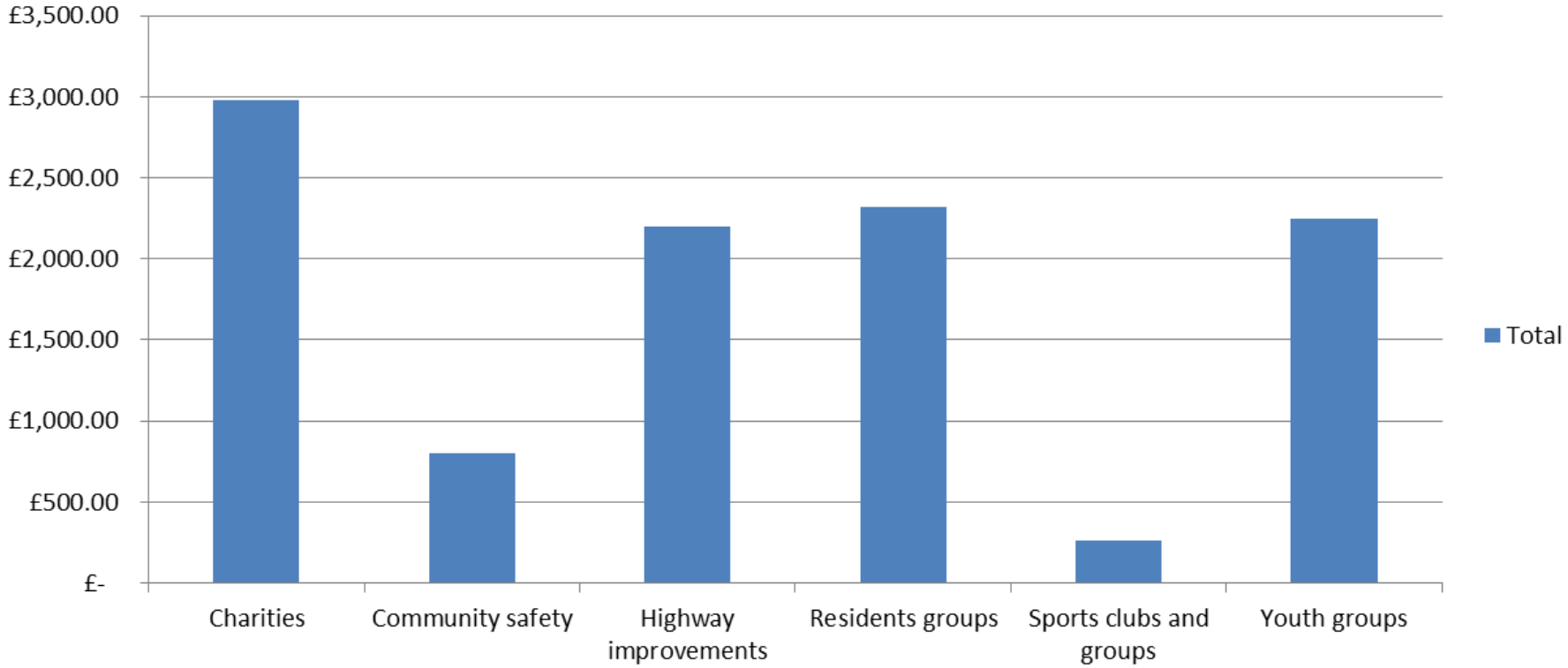




Ward

Sum of AMOUNT

Woodside: spend analysis 2011/12 - 2015/16



CATEGORY

CALLOWLAND

YEAR	RECIPIENT	DESCRIPTION	AMOUNT	TOTAL ANNUAL EXPENDITURE	CATEGORY
2015/16	Beechfield School	Costs associated with the production of a school song at Beechfield School	£250.00	£1,924.94	Schools, education and training
	Community Garden Association	Skip hire for clearing space for the new community garden	£265.00		Residents groups
	Community Garden Association	Purchase of garden equipment for the Community Garden Association	£569.94		Environmental improvement
	Local community	Skip hire (3 skips) for community clean-up	£840.00		Community clean up
2014/15	Local community	Installation of alleyway gate to prevent anti-social behaviour and improve community safety	£420.00	£2,499.20	Community safety
	Christ Church	Installation of four bike hoops and new noticeboard at Christ Church	£2,079.20		Church and faith groups
2013/14	Local community	Neighbourhood Forum meetings	£240.00	£240.00	Forum meetings
2012/13	Local community	Neighbourhood Forum meetings	£90.00	£1,379.00	Forum meetings
	Local community	Supply and fit gates at various sites in Callowland	£1,289.00		Community safety
2011/12	Local community	Neighbourhood Forum meetings	£49.90	£2,049.90	Forum meetings
	Local community	Supply and fit gates at various sites in Callowland	£2,000.00		Community safety

YEAR	RECIPIENT	DESCRIPTION	AMOUNT	TOTAL ANNUAL EXPENDITURE	CATEGORY
2015/16	Local community	Neighbourhood Forum meeting	£132.34	£2,447.34	Forum meetings
	Local community	Improvements to Escourt Road	£750.00		Highway improvements
	Watford Fields Residents Association	Establishing association	£375.00		Residents groups
	Watford Girls Grammar School	Contribution towards 2 students attending National Science and Engineering competition	£150.00		Schools, education and training
	Central Residents Association	Administration and newsletter production costs	£200.00		Forum meetings
	Local community	Environmental improvements in Watford Fields	£840.00		Environmental improvements
2014/15	Holy Rood Community Hall	Neighbourhood Forum meetings	£214.00	£2,460.00	Forum meetings
	Queens Community Action Group	Support for promotion of events	£107.00		Residents groups
	Woodfield residents	Purchase of a television for residents at Woodlands House	£449.00		Residents groups
	Jose Andrade	Support for charity art exhibition in aid of Macmillan Nurses	£150.00		Charities
	Radlett Road Table Tennis Club	Donation to Radlett Road Table Tennis Club Christmas party	£125.00		Sports clubs and groups
	Small of Acts of Kindness	Contribution towards providing winter warmer packs for elderly residents	£400.00		Charities
	St Johns Community Club	Contribution towards the costs of a Community Notice Board	£500.00		Highways improvements
	Centre Point Knitting Club	Donation to help start up a knitting club for Central Ward residents	£140.00		Residents groups
	Local community	Tree planting	£375.00		Environmental improvements
2013/14	Local community	Neighbourhood Forum meetings	£295.75	£2,299.75	Forum meetings
	Radlett Road Football Club	Donation towards costs of shirts for Radlett Road Football Club	£300.00		Sports clubs and groups
	Local community	Installation of community notice board in Queens Road	£100.00		Highways improvements
	Central Primary School	Donation to Central Primary School towards cost of tank, turtles and accessories	£500.00		Schools, education and training
	St John's Church Community Club	Contribution towards set up of St John's Church youth club and purchase of equipment	£375.00		Youth groups
	Local community	Skip hire (2 skips) for community clean-up	£540.00		Community clean-ups
Local community	Installation of tree guards for saplings in the ward	£189.00	Highways improvements		
2012/13	Local community	Neighbourhood Forum meetings	£238.04	£2,281.54	Forum meetings
	Radlett Road Residents Assoc	Donation towards the cost of the Jubilee celebration community event at Monica Close car park	£150.00		Residents groups
	Local community	Donations towards the cost of the Jubilee celebration event in Gladstone Road and Stanley Road	£150.00		Residents groups
	Local community	Purchase and fitting of two wall mounted mirrors in Crescent subway	£309.50		Community safety
	Radlett Road Residents Assoc	Payment for 2 skips for community clean up day on Radlett Road Estate on 12 January 2013	£444.00		Community clean-ups
Local community	Purchase and installation of new notice board for Queens Road	£990.00	Highways improvements		
2011/12	Local community	Tee shirts and flyers for Queens Road Market	£284.00	£2,282.56	Residents groups
	Local community	Neighbourhood Forum meetings	£533.56		Forum meetings
	Local community	Contribution towards cost of Radlett Road Residents Association event - to cover PA system	£200.00		Residents groups
	Radlett Road Community Association	Contribution towards local community Halloween disco	£100.00		Residents groups
	Central Primary School	Donation to Central Primary School for new play area	£300.00		Schools, education and training
	Local community	Contribution towards the supply and installation of security gate in Water Lane	£600.00		Community safety
	Radlett Road Community Association	Skip hire (1 skip) for community clean up day	£265.00		Community clean-ups

HOLYWELL

YEAR	RECIPIENT	DESCRIPTION	AMOUNT	TOTAL	CATEGORY
				ANNUAL EXPENDITURE	
2015/16	Kodokan Kendo Club	Contribution towards travel costs to a competition in Germany by Kodokan Kendo Club	£200.00	£2,338.92	Sports clubs and groups
	Holywell Youth Club	Donation for meeting and play equipment for Holywell Youth Club	£538.92		Sports clubs and groups
	Westfield Childrens' Centre	Donation to cover the costs of an adult learning course for food hygiene at Westfield Children's Centre	£600.00		Schools, education and training
	16th Watford South Scouts	Donation towards the costs of purchasing new tents for 16th Watford South Scouts	£1,000.00		Youth groups
2014/15	Café West at West Watford Free Church	Purchase of crockery for Café West at West Watford Free Church	£525.00	£2,500.00	Church and faith groups
	Westfield Children's Centre	Contribution towards stories and tea sessions at Westfield Children's Centre	£1,000.00		Play groups and pre-schools
	Holywell Youth Club	Purchase of materials and funding of activities at Holywell Youth Club	£800.00		Youth groups
	Local community	Decluttering pavements of redundant street clutter	£175.00		Highway improvements
2013/14	Watford and Three Rivers Trust	Donation to cover the cost of the animal display for the Holywell Fun Day	£250.00	£2,500.00	Residents groups
	West Watford Free Church	Donation towards cost of drainage works and maintenance on the West Watford Free Church's grounds	£750.00		Church and faith groups
	Meet and Greet Social Club	Donation towards the rent paid to W3RT for use of Holywell Community Centre for Meet and Greet Social Club	£400.00		Residents groups
	Herts Police	Part funding for purchase of mobile CCTV unit	£573.02		Community safety
	Homestart Watford and Three Rivers	Donation to Homestart Watford and Three Rivers charity	£526.98		Charities
2012/13	Holywell Residents	Punch and Judy and Body Zorbing balls for Holywell Fun Day	£860.00	£2,500.00	Residents groups
	Kodokan Kendo Club	Donation to Kodokan Kendo Club towards the cost of an AED (defibrillator)	£400.00		Youth groups
	Westfield Children's Centre	Donation to Westfield Children's Centre towards the cost of a pilot outreach project at Harwoods Recreation Ground	£960.00		Youth groups
	Hospital Radio	Donation to Hospital Radio for outside broadcasting equipment	£280.00		Charities
2011/12	Holywell Action Group	Printer purchase for Holywell Action Group	£15.00	£2,383.00	Residents group
	Homestart Watford and Three Rivers	Donation to HomeStart	£800.00		Charities
	West Watford Free Church	Donation to West Watford Free Church towards cost of works to bring premises in line with Fire Regulations.	£768.00		Church and faith groups
	Youth Connexions Hertfordshire	Donation to Youth Connexions Hertfordshire towards the cost of football kit and transport	£800.00		Youth groups

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	Courtlands Residents' Association	Contribution towards cost of a flag to advertise Courtlands Residents Association's activities	£200.00	£2,500.00	Residents groups
	Courtlands Residents' Association	Contribution towards cost of treat boxes for vulnerable residents organised by the Courtlands Residents Association	£250.00		Residents groups
	1st Watford Guides	Donation towards cost of new uniforms to create a uniform bank for 1st Watford Guides	£500.00		Youth groups
	1st North Watford Scouts	Donation towards activities of 1st North Watford Scouts	£571.00		Youth groups
	Orchard School	Donation for materials for early years classes at Orchard School	£200.00		Schools, education and training
	Beechfield School	Donation for materials for early years classes at Beechfield School	£200.00		Schools, education and training
	Cherry Tree School	Donation for materials for early years classes at Cherry Tree School	£200.00		Schools, education and training
	St Mark's Church	Funding for a tv for the Tuesday circle and other groups using St Mark's Church	£379.00	Residents groups	
2014/15	Orchard School	Donation towards purchase of a new shed at Orchard School	£500.00	£2,400.00	Schools, education and training
	1st North Watford Scouts	Donation to help with the costs of new flooring for 1st North Watford Scouts	£1,900.00		Youth groups
2013/14	Courtlands Residents' Association	Donation towards the shared purchase of a marquee for fun day (part funded with Nascot)	£250.00	£2,095.86	Residents groups
	Beechfield School	Donation to early years play equipment at Beechfield School	£200.00		Schools, education and training
	Cherry Tree School	Donation to early years play equipment at Cherry Tree School	£200.00		Schools, education and training
	Orchard School	Donation to early years play equipment at Orchard School	£200.00		Schools, education and training
	North Watford FC	Purchase of safety equipment at North Watford Football Club	£250.00		Sports clubs and groups
	Hollytree House Local community	Contribution to the cost of flowers at Hollytree House Skip hire (3 skips) and advertising for local clean-up	£200.00 £795.86		Residents groups Community clean-ups
2012/13	2nd North Watford Scout Group	Donation to 2nd North Watford Scout Group towards the cost of fire safety equipment for scout hut	£400.00	£2,495.35	Youth groups
	Herons Youth FC	Donation to Herons Youth FC towards the cost of 1st aid equipment and other equipment for Herons Tot football	£250.00		Sports clubs and groups
	North Watford Allotment Society	Purchase of gardening tools, seeds etc for school visits by North Watford Allotment Society	£300.00		Environmental improvements
	1st North Watford Scouts	Purchase of gardening equipment for 1st North Watford Scouts	£250.00		Youth groups
	Friends of Harebreaks Wood	Donation to Friends of Harebreaks Wood for survey of butterfly population	£300.00		Environmental improvements
	Beechfield Children's Centre	Donation to Beechfield Children's Centre towards the cost of a nature garden	£995.35		Environmental improvements
2011/12	1st North Watford Scouts	Payment to 1st North Watford Scouts for cost of events shelter	£200.00	£2,500.00	Youth groups
	LeMarie Centre	Donation for Le Marie Centre towards the cost of building a pergola on the premises	£500.00		Charities
	Herons Youth Football Club	Purchase of equipment by Herons Youth Football Club	£150.00		Sports clubs and groups
	1st North Watford Scouts	Donation to 1st North Watford Scout Group towards cost of new lighting equipment	£200.00		Youth groups
	Cherry Tree Primary School	Donation to Cherry Tree Primary School for equipment for early years class	£100.00		Schools, education and training
	Herons Youth Football Club	Purchase of equipment by Herons Youth Football Club for Herons Tots Football Club	£100.00		Sports clubs and groups
	Cherry Tree Primary School	Donation to Cherry Tree Primary School towards the cost of artificial grass for tpyre park	£500.00		Schools, education and training
	Beechfield School	Donation to Beechfield School for equipment for early years class	£100.00		Schools, education and training
	Arabic School	Laptop, books, posters and stationery purchase at Arabic School	£650.00		Schools, education and training

MERIDEN

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		
			AMOUNT	EXPENDITURE	CATEGORY
2015/16	Meriden FC	Donation to cover pitch fees at Garston Park and to purchase football kit	£1,232.79	£2,458.75	Sports clubs and groups
	Watford FC Sport and Education Trust	Purchase of gardening equipment for Meriden Community Centre	£425.96		Environmental improvements
	Local community	Re-planting local flower bed	£500.00		Environmental improvements
	Meriden Residents Association	Donation of Asda gift cards for local pensioners	£300.00		Residents groups
2014/15	Meriden Ballers FC	Pitch fees at Garston Park and football kit for Meriden Ballers Football Club	£576.00	£2,500.00	Sports clubs and groups
	Meriden Residents Association	Hire of an inflatable slide for Meriden fun day	£200.00		Residents groups
	Green Canteen	Purchase of equipment for Green Canteen local group	£725.76		Residents groups
	Local community	Landscape enhancements including new trees	£998.24		Environmental improvements
2013/14	Watford FC Sport and Education Trust	Donation towards staffing costs for Extra Time project for the over 55s	£760.00	£2,232.20	Sports clubs and groups
	Watford FC Sport and Education Trust	Watford Unite, football and other sports equipment	£715.67		Sports clubs and groups
	Meriden Residents Association	Purchase of football equipment for newly formed Meriden football team	£756.53		Sports clubs and groups
2012/13	Le Marie Centre	Purchase of plasma TV for Le Marie Centre	570.08	£2,370.08	Charities
	Local community	Donation to replant Berrygrove Children's Centre garden	£1,800		Play groups and pre-schools
2011/12	Le Marie Centre	Donation for Le Marie Centre towards the cost of building a pergola on the premises	£500.00	£2,488.00	Charities
	Berrygrove Children's Centre	Hire of animal farm for Berrygrove Children's Centre family information day	£600		Play groups and pre-schools
	Local community	Installation of benches in Garston Park, Meriden Park and Lea Farm Rec	£1,388.00		Environmental improvements

NASCOT

YEAR	RECIPIENT	DESCRIPTION	AMOUNT	TOTAL ANNUAL	
				EXPENDITURE	CATEGORY
2015/16	Courtlands Residents Association	Purchase of Christmas 'treat boxes' for vulnerable residents	£250.00	£2,499.68	Residents groups
	Local Community	Neighbourhood Forum meeting	£614.29		Forum meetings
	Cassio pre-school	Purchase of maths materials for Cassio pre-school	£283.91		School, education and training
	Courtlands Residents Association	Purchase of gazebos for Courtlands Residents Association annual fun day	£466.48		Residents groups
	Local Community	Purchase of a cooker for Nascot Lunch Club	£358.00		Residents groups
	11th North Watford Cubs	Purchase of camping equipment for 11th North Watford Cubs	£316.00		Youth groups
	Holly Tree House	Purchase of shrubs and plants to restock the community flower bed at Holly Tree House Home for the Elderly	£211.00		Environmental improvements
2014/15	Local Community	Neighbourhood Forum meeting	£702.25	£2,385.25	Forum meetings
	Local Community	Hire of Cheslyn House for Nascot Lunch Club	£432.00		Residents groups
	Local Community	Donation towards planting costs in Dell Woods	£56.00		Environmental improvements
	Local Community	Repair of Nascot Grange sculpture	£225.00		Environmental improvements
	Local Community	Purchase and installation of a community noticeboard	£500.00		Highway improvements
	Local Community	Installation of new cycle parking hoops for community destinations:	£270.00		Highway improvements
	Courtlands Residents Association	Advertising flags for Courtlands Residents Association	£200.00		Residents groups
2013/14	Local Community	Neighbourhood Forum meeting	£683.85	£2,300.00	Forum meetings
	Nascot Wood Schools	Purchase of radios for emergency evacuation procedures at Nascot Wood Schools	£170.00		Schools, education and training
	Holy Rood School	Purchase of radios for emergency evacuation procedures at Holyrood School	£119.98		Schools, education and training
	St Thomas's Pre-School	Purchase of a storage shed for St Thomas' Pre-School	£200.00		Play groups and pre-schools
	Courtlands Residents Association	Donation towards the shared purchase of a marquee for fun day	£250.00		Residents groups
	Ridge Residents Association	Skip hire for North Watford playing fields clear up	£220.00		Community clean-ups
	Herts Police	Part funding for purchase of mobile CCTV unit	£573.02		Community safety
Chairman's charities	Donation towards WBC's chairman's charities for the year	£83.15	Charities		
2012/13	Local Community	Neighbourhood Forum meetings (x2)	£1,598.29	£2,416.29	Forum meetings
	Courtlands Residents Association	Donation to Courtlands Residents Association Fun Day	£200		Residents groups
	Ridge Residents Association	Cost of venue hire for Ridge Residents Association	£18		Residents groups
	Brownies	Contribution to Brownies storage unit	£600		Youth groups
2011/12	Local Community	Neighbourhood Forum meeting	£1,010.54	£1,310.54	Forum meetings
	Cassio pre-school	Funding of 'living eggs' project for Cassio pre-school	£200		Play groups and pre-schools
	Ridge Residents Association	Costs associated with Ridge Residents AGM	£100		Residents groups

OXHEY

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	Local community	Replacement tree planting procured by WBC	£140.00	£2,499.42	Highways improvements
	Oxhey Methodist Church	Play equipment for the local playgroup	£200.00		Play groups and pre-schools
	29th Bushey and Oxhey Scouts	Donation towards building refurbishment appeal	£500.00		Youth groups
	St Matthews Church	Donation towards purchase of bookshelves for local book swap	£626.52		Church and faith groups
	Watford Girls Grammar School	Funding for students to attend a competition	£150.00		Schools, education and training
	Local community	Plants for Oxhey Park procured by WBC	£467.00		Environmental improvements
	Friends of Oxhey Park	Purchase of litter pickers, hoops and wacker plate	£415.90		Environmental improvements
2014/15	Local community	Insurance for wassailing event	£221.40	£2,500.00	Residents groups
	Local community	Donation for cycle path resurfacing procured by WBC	£1,778.60		Highway improvement
	Local community	Replacement tree planting procured by WBC	£300.00		Highway improvement
	OVEG	Donation to Oxhey Village Environment Group	£200.00		Residents groups
2013/14	Local community	Neighbourhood Forum meeting	£70.00	£2,489.99	Forum meetings
	Friends of Attenborough Fields	Donation to Friends of Attenborough Fields to purchase a banner	£100.00		Residents groups
	Friends of Attenborough Fields	Donation towards purchase of a second-hand tractor by Friends of Attenborough Fields	£700.00		Residents groups
	Local community	Purchase of bird and bat boxes at Oxhey Grange allotments	£500.00		Environmental improvements
	Local community	Purchase of bird and bat boxes at Oxhey Park	£176.00		Environmental improvements
	Bushey and Oxhey Methodist Church	Donation towards the cost of kitchen renovation	£343.99		Church and faith groups
	Signpost	Donation to Signpost counselling charity for young people	£600.00		Charities
2012/13	St Matthews Church	Neighbourhood Forum meeting (x2)	£687.13	£1,894.27	Forum meetings
	Local community	Replacement tree planting procured by WBC	£42.15		Highways improvements
	Local community	Replacement tree planting procured by WBC	£315.00		Highways improvements
	Local community	Skip hire (3 skips) for allotment holders	£849.99		Residents groups
2011/12	Local community	Neighbourhood Forum meeting (x2)	£1,419.97	£2,500.00	Forum meetings
	Local community	Contribution towards signage costs to promote local shops in Oxhey	£400.00		Highways improvements
	Local community	Oxhey Green improvements in conjunction with Oxhey Village Environment Group	£680.03		Environmental improvements

PARK

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	Watford and Three Rivers Refugee Partnership	Purchase of pop up banners for use in talks by Watford and Three Rivers Refugee Partnership	£350.00	£1,317.46	Charities
	West Herts Hockey Club	Purchase of goalkeepers kit for West Herts Hockey Club	£590.00		Sports clubs and groups
	Friends of Cassiobury Park	Donation to Friends of Cassiobury Park to purchase bird feeders	£197.96		Residents groups
	Local Community	Purchase of grit bin for Grove Mill Lane	£79.50		Highways improvements
	Cassiobury Rangers Football Club	Purchase of equipment for Cassiobury Rangers Football Club	£100.00		Youth groups
2014/15	Herts Police	Donation towards costs of linking CCTV in Cassiobury Park to police station	£573.02	£2,499.02	Community safety
	Local community	Replacement tree replanting procured by WBC	£150.00		Highways improvements
	Fullerians RFC	Donation towards kitchen equipment	£200.00		Sports clubs and groups
	Local community	Replacement tree replanting procured by WBC	£1,310.00		Highways improvements
	Vibe radio Gujurati School	Replacement headphones Purchase of a printer and photocopier for Watford Hindu Group Gujurati School	£66.00 £200.00		Miscellaneous Schools, education and training
2013/14	Local community	Neighbourhood Forum meeting	£472.92	£2,500.00	Forum meetings
	West Herts Cricket Club	Purchase of equipment for West Herts Cricket Club	£500.00		Sports clubs and groups
	Peace Hospice	Donation towards purchase of plants for Peace Hospice gardens	£250.00		Charities
	Peace Hospice GROW - homeless charity	Donation to Peace Hospice to purchase iPad for patients Donation to Grow for the Rootless of Watford charity	£499.00 £778.08		Charities Charities
2012/13	Local community	Cassiobury Forum meeting	354.63	£2,510.00	Forum meetings
	Local community	Cassiobury Triangle Forum meeting	£233.96		Forum meetings
	Peace Hospice	Donation to Peace Hospice	£450.00		Charities
	Watford District Woodcraft Folk GROW - homeless charity	Donation to Woodcraft Folk for cooking tent Donation to Grow for the Rootless of Watford charity	£1,000.00 £471.41		Youth groups Charities
2011/12	Local community	Installation of park bench in Cassiobury Park	£650.00	£2,450.00	Environmental improvements
	St Luke's Church	Contribution of £1,000 to St Luke's to provide outdoor facilities for Cassio Pre-School	£1,000.00		Playgroups and pre-schools
	Peace Hospice GROW - homeless charity	Donation to Peace Hospice for gardens Donation to Grow for the Rootless of Watford charity	£400.00 £400.00		Charities Charities

STANBOROUGH

Year	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	Kingswood Residents Association	Entertainer for Kingswood Residents Association's children's Christmas party	£200.00	£2,499.24	Residents groups
	Kingswood Residents Association	Donation to help provide activites for elderly and vulnerable residents	£250.00		Residents groups
	North Watford District Scouts	Pop-up gazebo for Watford North District Scouts to promote scouting and increase adult volunteers	£985.00		Youth groups
	WBC for Local community	Installation of a traffic bollard on St Albans Rd to prevent through traffic procured by WBC	£224.24		Highways improvements
	Local community	Replacement tree planting procured by WBC	£840.00		Highways improvements
2014/15	Local community	Replacement tree planting procured by WBC	£300.00	£2,484.98	Highways improvements
	Local community	Post and rail fencing procured by WBC	£995.00		Highways improvements
	23rd Watford Guides	Hot plates purchase for local guide group to enable wider cooking activities	£74.98		Youth groups
	Local community	Underpass resurfacing procured by WBC	£1,115.00		Highways improvements
2013/14	Local community	Replacement tree planting procured by WBC	£560.00	£2,500.00	Highways improvements
	Local community	Post and rail fencing procured by WBC	£1,940.00		Highways improvements
2012/13	Local community	Bouncy castle hire (from 'Big Bounce, Little Bounce') for local community Jubilee celebrations	£115.00	£1,820.00	Residents groups
	WBC for Local community	Map search and plan to determine land ownership	£6.00		Highways improvements
	Leavesden Green Community Centre	Leavesden Green - rent for Leavesden Green Youth Club	£979.00		Youth groups
	Kingswood Baptist Church	Maple Leaf Café - relocation costs during Leavesden Green Community Centre refurbishment	£720.00		Residents groups
2011/12	Leavesden Green Community Centre	Freezer purchase for Leavesden Green Community Centre - for Maple Leaf Café	£190.00	£1,340.00	Residents groups
	Leavesden Green Community Centre	Rent at Leavesden Green Community Centre for new Leavesden Green Youth Club	£650.00		Youth groups
	Leavesden Green Community Centre	Start up equipment costs for Leavesden Green Youth Club	£500.00		Youth groups

TUDOR

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	53rd Watford South Scout Group	Purchase of replacement tents	£300.00	£2,500.00	Youth groups
	21 st Watford Brownies	Purchase of the Brownie Adventure Book	£200.00		Youth groups
	Peace Hospice shop	Donation towards charity shop refurbishment	£500.00		Charities
	Local community	Improved street furniture 170-180 Bushey Mill Lane procured by WBC	£1,500.00		Highway improvements
2014/15	Peace Hospice	Installation and later removal of Peace Hospice Christmas lights at Tudor shops	£375.00	£2,302.50	Charities
	Local community	Supply and installation of a Christmas tree at Tudor shops in conjunction with Peace Hospice procured by WBC	£531.00		Environmental improvements
	Knutsford Park	Donation towards supply and installation of a wildlife sign	£865.50		Environmental improvements
	Local community	New hedging and shrubs planting procured by WBC	£531.00		Environmental improvements
2013/14	Local community	Supply and installation of Christmas lights at Tudor Parade in conjunction with Peace Hospice	£1,500.00	£2,480.00	Environmental improvements
	Local community	Replacement bench	£980.00		Environmental improvements
2012/13	St Peter's Church	Purchase of equipment for St Peter's Church Youth Club	£289.00	£1,389.00	Youth groups
	DRUM disability charity	Purchase of chairs for DRUM activities	£1,100.00		Charities
2011/12	Local community	Thinning hedges in Timberland Lake/Allotment car park procured by WBC	£840.00	£2,267.70	Environmental improvements
	Lemarie Centre	Contribution to Le Marie Centre for building a pergola on the premises	£500.00		Charities
	Local community	Local Q&A session with the Mayor	£427.70		Forum meetings
	Rugby club	Donation to Rugby Club for furnishing the community room	£500.00		Sports clubs and groups

VICARAGE

YEAR	RECIPIENT	DESCRIPTION	AMOUNT	TOTAL ANNUAL EXPENDITURE	CATEGORY
2015/16	Local community	Repair to hinges and replacement security lock on gate in Pretoria Road	£65.00	£2,500.00	Community safety
	Local community	Repositioning an existing alley gate on Southsea Avenue	£300.00		Community safety
	Chater Infant School	Donation towards equipment and pathing for Chater Infant School's redesigned playground	£1,100.00		Schools, education and training
	Chater Junior School	Purchase of new playground equipment	£1,035.00		Schools, education and training
2014/15	Local community	Donation towards improvements to Square Conservation Area procured by WBC	£2,500.00	£2,500.00	Highway improvements
2013/14	Local community	Purchase of pocket ashtrays and mini bins for cigarette ends and used chewing gum	£415.00	£2,208.74	Highway improvements
	Local community	Skip hire (5 skips) for alleyway clean up in Vicarage ward	£1,250.00		Community clean up
	Local community	Printing costs to notify residents of clean up in local alleyways	£43.74		Community clean up
	West Herts Sports Club	Purchase of equipment for West Herts Junior Cricket Club	£500.00		Sports clubs and groups
2012/13	West Herts Sports Club	Purchase of equipment for West Herts Youth Football Club	£516.00	£2,352.37	Sports clubs and groups
	West Watford Community Association	Donation towards the restoration of War Memorial in West Watford	£200.00		Highway improvements
	Local community	Skip hire (6 skips) for alleyway clean up in Vicarage ward	£1,599.00		Community clean up
	Local community	Printing costs to notify residents of clean up of local alleyways	£37.37		Community clean up
2011/12	Local community	Skip hire (6 skips) for alleyway clean up in Vicarage ward	£1,686.00	£2,269.07	Community clean up
	Local community	Skip hire (2 skips) for alleyway clean up in Vicarage ward	£562.00		Community clean up
	Local community	Printing costs to notify residents of clean up of local alleyways	£21.07		Community clean up

WOODSIDE

YEAR	RECIPIENT	DESCRIPTION	TOTAL ANNUAL		CATEGORY
			AMOUNT	EXPENDITURE	
2015/16	Leavesden Community Group	Entertainer for Leavesden Community Group's Children's Christmas party	£150.00	£2,500.00	Residents groups
	Leavesden Community Group	Tea urn and microwave oven purchased for Leavesden Community Group	£100.00		Residents groups
	Orbital Community Centre youth club	Donation towards Orbital Community Centre Youth Club's activities	£388.34		Youth groups
	9 th North Watford Scouts	Repairs to the hut roof for 9th North Watford Scouts	£661.66		Youth groups
	Le Marie Centre	Donation for Le Marie Centre	£1,200.00		Charities
2014/15	Watford and District YMCA Community Centre	Cooking utensils purchased for Watford and District YMCA Community Centre	£500.00	£2,850.00	Residents groups
	Leavesden Community Group	Entertainer for Leavesden Community Group's Children's Christmas party	£150.00		Residents groups
	Local community	Grasscrete verge works procured by WBC	£700.00		Highway improvements
	Local community	Underpass resurfacing works procured by WBC	£1,500.00		Highway improvements
2013/14	Le Marie Centre	Updated hot water pipes for Le Marie Centre	£800.00	£2,480.00	Charities
	Woodside Leisure Centre	Table tennis table purchase for Woodside Leisure Centre	£260.00		Sports clubs and groups
	Church of the Nazarene	New lighting for sports hall and purchase of sports equipment for Church of Nazarene Youth Club	£700.00		Youth groups
	Herts Police	Part funding for purchase of mobile CCTV unit	£300.00		Community safety
	Leavesden Children and Family Centre	Toys, books and activities for families	£420.00		Residents groups
2012/13	Woodside Action Group	Donation towards Jubilee celebrations	£500.00	£1,976.00	Residents groups
	Watford and District YMCA	Purchase of items for art project	£500.00		Youth groups
	Peace Hospice	Provision of electricity for Lights of Love ceremony	£476.00		Charities
	Church of the Nazarene	Part funding for CCTV project at Church of Nazarene to combat local crime and anti-social behaviour	£500.00		Community safety
2011/12	Le Marie centre	Donation for Le Marie Centre towards the cost of building a pergola on the premises	£500.00	£1,000.00	Charities
	Leavesden Community Group	Leavesden Community Group - improvements to the pond at Dale Court	£500.00		Residents groups

Report to: Neighbourhood Forum Task Group
Date of meeting: 7 September 2016
Report of: Committee and Scrutiny Support Officer
Title: Comparisons with other local authorities' funding schemes

1.0 Summary

- 1.1 At the meeting of the task group on 19 July 2016, it was agreed that officers would undertake a review to compare Watford's neighbourhood forum funding scheme with similar schemes in other local authorities.
- 1.2 A piece of research has been undertaken following the meeting. Information has been collected from approximately 25 councils including district councils, county councils, London Boroughs, other Hertfordshire authorities and other Mayoral authorities. The information was gathered from websites and direct contact with officers. The findings are set out in full in Appendix A.
- 1.3 In addition, the Small Grants team at Watford Borough Council have provided the Guidance Notes for the Small Grants Fund April 2016 - March 2017. This document is available at Appendix B.
- 1.4 This report summarises the emerging themes from the research and the Small Grants Fund provided by Watford Borough Council. It focuses on the criteria for funding, how other councils ensure value for money and the trends for the future of the grants.

2.0 Recommendations

- 2.1 That the task group considers the implications of this research for their recommendations about Watford's neighbourhood forum scheme.

Contact Officer:

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Report approved by: Carol Chen, Head of Democracy and Governance

3.0 **Funding criteria**

- 3.1 There are a number of criteria which councils use to determine whether applications for grant funding are acceptable. Some are already covered in the Watford Borough Council Neighbourhood Forum scheme. Criteria which could be considered for the guidelines are listed below for the task group's consideration.
- 3.2 Retrospective applications; many of the councils do not permit applications for projects which have already taken place. Along with funding for catering, this is already excluded in the current guidelines.
- 3.3 The status of the groups to benefit from the grant: some councils only accept applications from formally constituted groups with a bank account. Most also exclude individuals and profit-making companies from benefiting from grants. Some do not permit organisations with outstanding debts to the Council to be considered for funding. Statutory organisations, including the Police, do not receive funding in some areas.
- 3.4 A theme among the criteria is that applications should meet the respective council's priorities. Should the task group wish to consider adding this criteria, the priorities for Watford Borough Council are:
- Identify ways to manage the Borough's housing needs
 - Champion smart growth and economic prosperity
 - Provide for our vulnerable and disadvantaged communities
 - Deliver a digital Watford to empower our community and secure our own financial future.
- 3.5 Many schemes do not permit grants to political or religious organisations unless the project demonstrates a wider community benefit.
- 3.6 A strong link between the project/organisation and the councillors' ward is often required.
- 3.7 A number of the schemes do not permit contributions to the core funding of organisations. This means that money cannot be used for administration/running costs/salaries or for unspecified purposes.
- 3.8 Preference is given in some cases to new applications over repeat funding. The Watford Small Grants Fund will not fund the same project for 2 years after a successful application.
- 3.9 There are some examples of capital works and refurbishments to buildings be excluded from the remit of the grant budgets.

4.0 **Budgets and value for money**

- 4.1 The Head of Democracy and Governance underlined that ensuring value for money was a key area for the task group. The research undertaken has highlighted some areas for consideration.
- 4.2 Where available, appendix A includes details of the grant budgets at the other councils. These vary significantly; from £200 per councillor (at both North Tyneside and Tunbridge Wells) to £18K per ward (Leicester City Council).
- 4.3 There are some other restrictions on what the funding can be used for. These include debts, loans and recoverable VAT.
- 4.4 Grants which benefit individuals in particular are often restricted. This excludes gifts and prizes being eligible for funding.
- 4.5 In order to ensure that a variety of projects can receive funding, some schemes limit the maximum value of each individual grant within the budget.
- 4.6 To maximise value for money, one area for consideration is follow up of grants. Councils can require organisations to provide proof of purchase and evidence of benefit following the completion of funded projects. In some cases, any unspent monies must be returned to the council. Details of the monitoring requirements for Watford's Small Grants Fund can be found on page 3 of Appendix B.

5.0 **Future of the grant funds**

- 5.1 The review demonstrated the wide variety in how councils provide resources for councillors to engage with their local communities. At a number of the councils, there was no evidence of neighbourhood budgets; rather area committees remain in operation instead.
- 5.2 Several councils had discontinued their schemes in the last few years or had changed the criteria or focus of the budgets.
- 5.3 Other options are available for the operation of the funds. For example, there could be a deadline earlier in the financial year, after which any remaining funds could be pooled and available to councillors from any ward. Alternatively, decisions are sometimes taken by a panel which meets at regular intervals to streamline the administration of applications and apply the funding criteria.
- 5.4 The task group is invited to consider how the operation of the fund could be strengthened to maximise value for money.

Appendices

- Appendix A - Neighbourhood Forum Comparisons research
- Appendix B - Watford Borough Council Small Grants Fund April 2016-March 2017 Guidance Notes

Neighbourhood Forum Comparisons

Council	Overview	Criteria for expenditure	Budget	Any other information
Bedford (Mayoral authority)	Ward fund	<p>When this application is received, and before accepting the application, the applicant/s will be contacted to verify the following details:</p> <p>The applicant/s must have all relevant policies in place regarding the proposed activity or spend</p> <p>Two quotes must be submitted for each item of intended purchase</p> <p>The applicant/s must have a relevant bank account applicable to a group/organisation, this cannot have an individual person's name on the account.</p> <p>The applicant/s cannot spend the money retrospectively.</p>	No information available	<p>Any resident or community group who wish to apply for funding should contact their local ward councillor either by phone or e-mail requesting a donation giving a brief outline of what they intend the money to be used for.</p> <p>If the Councillor wishes to support the scheme then they complete a form which is submitted to Neighbourhood Support/Members Services at Bedford Borough Council, applying to use their allocated fund for a project within their ward.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Broxbourne	Neighbourhood Projects – the 6 police areas share the budget based on a specific formula. The projects are connected to community safety matters. Projects over £1,500 have to be approved by the Crime and Disorder Co-ordinating Group.	The Council has set very wide parameters to the types of projects that could be considered, provided there is evidence to show the proposal will potentially improve community safety or quality of life in that area.	£100,000 split between the 6 Police areas in the Borough	Projects could include fencing, lighting improvements or additional targeted actions by the Council or the Police to address an identified problem of anti-social behaviour. Capital Projects – e.g. school requiring additional funding for a project can apply.

Council	Overview	Criteria for expenditure	Budget	Any other information
Cornwall	<p>Each Cornwall Councillor has a small grant allocation to assist projects run by voluntary and community groups in the Cornwall Council area they represent.</p> <p>The grants can be used for a wide range of groups and activities including helping vulnerable children or adults, helping young people, providing facilities for older people, supporting community facilities, local environment projects and projects to tackle community safety issues.</p>	<p>Applications should be for projects which deliver a demonstrable benefit to the community within the electoral division. Here are some examples: Improvements to a community centre, publishing a new parish newsletter, Projects involving the wellbeing of older or younger people, purchase of community play equipment, projects that help tackle unemployment and public events</p>	No information available	<p>Grants range between a minimum of £100 and a maximum of £1,000.</p> <p>Projects not eligible: Retrospective funding to fill funding gaps, salary or routine administration costs, political activities, exclusively religious activities (although faith groups may receive funding for projects with wider community benefit where the primary purpose is not religious), projects which show actual/potential unlawful discrimination within the terms of the Equality Act 2010, statutory activities/requirements, hospitality, applications from private sector organisations, clothing for the sole use of an individual, funding for national or regional projects (except those delivering specific benefits within the councillor's electoral division)</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Dacorum	Their scheme ended about 4 years ago – where each councillor had £2K to spend annually. A scheme is no longer in existence.			

Council	Overview	Criteria for expenditure	Budget	Any other information
Doncaster (Mayoral authority)	<p>No Area Committees are currently established.</p> <p>They used to operate a 'Flexible Ward Members Budget' several years ago, however this has since ceased. Each Ward was allocated £10k to fund Ward Member and Neighbourhood priorities.</p> <p>Doncaster Council is currently in the process of looking to develop a proposal to create an Environmental Flexible Fund Programme which, if approved, will be designed to provide funding for environmental improvements and projects.</p>	<p>Proposed Environmental Flexible Fund:</p> <ul style="list-style-type: none"> • Improve the environment and open spaces leading to increased use of green space • Support projects that divert waste from landfill and encourage recycling • Improving local wildlife habitats • Support participation in environmental activities • Increased community involvement in green spaces to reduce vandalism and littering • Help educate people to take more pride in their environment • Help get people active – physically, socially and economically. 	£2,500 per ward is proposed for the Environmental Flexible Fund	There will also be clear guidance on what will not be funded and this criteria is currently being developed. Likely to be included are: Capital contingencies, projects outside Doncaster Borough, retrospective costs and outstanding debts.

Council	Overview	Criteria for expenditure	Budget	Any other information
East Herts	<p>Had a similar funding system that ended about 4 years ago. Cllrs had £500 (reduced to £250) to spend annually. Stopped as grants were not meeting corporate priorities and routinely awarded to the same beneficiaries. Now have a system of 'community grants' where the public (and councillors) can apply for funding.</p>			

Council	Overview	Criteria for expenditure	Budget	Any other information
LB Hackney (Mayoral authority)	<p>The Council has 21 Wards. The Councillors in these Wards will form bodies known as Ward Forums to represent and promote the needs of the ward within the Council.</p> <p>They meet three times a year at venues within the ward and look at issues relating to the residents within the ward. They cannot make decisions.</p>			<p>The meetings are led by the Councillors and supported by Council officers. Ward Councillors will determine whether there will be specific roles for residents in managing the business of the Forum.</p> <p>Councillors can opt to hold joint ward meetings if they so wish.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Hertfordshire	<p>There are two fundamental principles:</p> <p>The funding from the Locality Budgets scheme must be used for purposes which promote the social, economic or environmental wellbeing of Hertfordshire and in particular the Member's Division</p> <p>Locality Budgets cannot be used for purposes which would be contrary to the county council's prevailing policies or be used for any purposes prohibited by law</p>	<p>Grants can be given to something that is already happening if there are still activities which require funding, but something cannot be funded retrospectively.</p> <p>There are no limits to the size of grant within the £10,000.</p> <p>A grant may be given to a business if it can be demonstrated that the grant will benefit the environment, social or economic wellbeing of the community.</p> <p>A grant may be given to fully or partly support a request. However if a grant does not fully fund a request, it is expected that alternative funding is sought.</p> <p>An organisation is a limited company, registered charity or other organisation with a recognised legal status; or an un-incorporated association with a bank account in their own name.</p>	<p>There will be an allocation of £10,000 per Member Division.</p>	<p>Grants can be made for either capital or revenue projects or both.</p> <p>Funding can be awarded to an activity outside of the Member's division if it can be demonstrated that people from within the division can benefit from the activity.</p> <p>Pooling of budgets between Members can occur when an activity covers more than one division, or be of benefit to people from more than one division.</p> <p>Payments to benefit individuals can be made, but only through an organisation which is able to support individuals.</p> <p>Members are encouraged to seek additional or matched funding.</p> <p>It is expected that each Member will use their total allocation each year. If a portion of the allocation for the year is not committed, it cannot be carried forward into the next year's allocation.</p> <p>Organisations will need to obtain and retain (for a period of 3 years) evidence of expenditure for audit purposes.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Hertsmere	Ward Improvement Initiative Scheme, where each member is allocated £500 to spend on worthwhile projects in their ward that support Hertsmere's corporate goals.	<p>WIIS cannot be used to fund projects in any single ward which require further capital or revenue expenditure or create any form of ongoing year-on-year financial commitment by the council.</p> <p>Some typical improvement projects which would be eligible for consideration under WIIS are:</p> <p>Improvements to public areas, such as chairs, benches, children's play equipment, adult outdoor fitness equipment and improved signage.</p> <p>New or replacement equipment for either a community hall or meeting place which promotes greater levels of use by the local community.</p> <p>New or replacement equipment for a not-for-profit organisation whose activities support our corporate goal(s). Local events which promote our corporate goal(s) such as organised sport, physical activity, heritage or cultural life.</p>	Each of the 39 councillors has £500.	<p>Other improvement ideas not covered here may also be eligible for consideration under WIIS if they are consistent with our current corporate goals. Please note, this list is not exhaustive.</p> <p>Some typical improvement projects which would not be eligible for consideration include:</p> <p>Paying employees or other people engaged in local community work on a long-term basis. Large capital works which lead to ongoing financial commitments for the council. Projects which benefit only a few select people. Please note, this list is not exhaustive.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Leicester City Council (Mayoral Authority)	Each of Leicester's 21 wards has allocated a yearly budget of £18k which can be used to support projects that bring benefits to that ward. Applications can be made that cover a maximum of three wards and need to demonstrate benefits spanning across all of the wards. Applications can be made by individuals living, working or having any other interest in the ward as well as community groups, voluntary organisations, statutory agencies and partners.	<p>Ward community funding cannot be used for:</p> <ul style="list-style-type: none"> • Staffing • Full costs of infrastructure, running costs or capital investment. • Recoverable VAT. • Any liability arising out of illegality or negligence. • Any form of gambling. • Exclusively religious activity. • Political activity. • An event or activity that had already taken place. <p>New applications and activities are given priority over repeat funding. Applicants can apply for funding for more than one activity/project in the same or concurrent financial year; provided that the activity/project is different.</p>	£18K per ward annually	Applications for over £500 are considered at a ward budget meeting by the relevant ward councillors 3 times a year. For those up to £500, ward councillors may agree to support outside of the scheduled meetings.

Council	Overview	Criteria for expenditure	Budget	Any other information
Mansfield (Mayoral authority)	<p>The Council has a Member Ward Allowance scheme in which each member has an annual ward allowance of £1,000 to be spent in their ward on community projects.</p> <p>The objective of the initiative is to enable citizens and communities through their local Councillor to have the opportunity to impact on neighbourhood issues with the ability to respond to the different needs of different communities.</p>	<p>Expenditure will only be approved if the following criteria are met:</p> <p>It is within the Council's statutory powers to make such a payment.</p> <p>It is for lawful purposes.</p> <p>It is in line with the Council's stated priorities.</p> <p>It is in line with the Council's policies.</p> <p>Should not be used for political purposes</p> <p>Payment will not be made leading up to a local government election e.g. 1st April–Xth May.</p> <p>Payment will not be made in the period during which notice is given of a local authority by-election.</p> <p>Payments cannot be considered to a person or organisation with debts outstanding to the Council.</p>	<p>The Council will approve an appropriate amount per ward member (currently £1,000) for each financial year.</p>	<p>(Criteria continued...)</p> <p>It is in compliance with the Council's Constitution, Financial Regulations, Contract Procedures or Codes of Practice.</p> <p>Where possible agreement should be obtained from other ward members. Expenditure is for one financial year only.</p> <p>It is not a payment for hospitality.</p> <p>Unspent allowances may be carried forward only if a commitment can be demonstrated and with the prior approval of the Head of Finance</p> <p>Unspent allocation may not be carried forward into the year of a local government election.</p> <p>Where larger projects are proposed, two or more elected ward members can pool their annual allocation subject to each of those members signing the approved form.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
Middlesbrough (mayoral authority)	<p>The scheme allows Councillors to bid for capital funding for small projects within their ward.</p> <p>Councillors can only submit one bid per ward in a bidding round. A bid must be for £5,000 or more to qualify as capital funding and a maximum bid of £15,000. With a limited funding pot it is likely that bids will be prioritised and in some cases the level of funding scaled back to meet demand.</p>	<p>Capital funding is to create, improve or maintain and existing or new Council asset. It is not available to invest in an asset which is not in the Council's ownership.</p> <p>The applications are scored by a panel of officers against the following criteria:</p> <ol style="list-style-type: none"> 1. Strength of link with political priorities. 2. Outputs, benefits and social value. 3. Savings, payback achieved and value for money. 4. Project risks. 	The scheme currently has £60,000 per annum for financial years 2015/16 and 2016/17.	<p>Councillors are required to complete and sign the form. However, Assistant Director support will be required to deliver the project and provide technical assistance.</p> <p>Typical schemes:</p> <ul style="list-style-type: none"> • Road safety measures • Fencing • Footpaths • CCTV • Environmental improvements

Council	Overview	Criteria for expenditure	Budget	Any other information
LB Newham (Mayoral authority)	There are no Area Committees. The authority does not have Councillor's Ward funds. There was something called a 'Walkabout Fund'; however, since March 2014 there have not been any funds available for Councillors at the neighbourhood level to allocate.			

Council	Overview	Criteria for expenditure	Budget	Any other information
North Herts	<p>There are five Area Committees which are delegated discretionary budgets by the Council – managed by Community Services Team, each has a Community Development Officer to act as the Community Champion. The Area Committees are based on the main towns in the District.</p> <p>Grants over £500 from the funds are agreed by the Area Committee. Fast track for grants under £500, signed off by Chair and Head of Service</p>	<p>The Council is pleased to consider applications from:- Registered Charities, Bona-fide community organisations, i.e. having a constitution & elected officers, Youth Groups, Children's groups, Elderly persons' organisations, Residents Associations, Faith / cultural organisations, Village Hall Management Committees, Community / Social Enterprises,</p> <p>The Council will NOT fund Private clubs/organisations (with restricted membership) Private individuals (except for certain sporting or artistic activities), businesses/groups who operate for profit</p> <p>We do not provide funds for food, fund-raising, charitable donations, trophies, prizes or gifts, nor for events which have already taken place, or projects which have already begun.</p>	<p>Amounts vary – based on the population e.g. Baldock Area Committee - Baldock Town (3 councillors) - £8,400 Baldock East (1 councillor) - £2,900</p>	<p>“NHDC Grants Policy and Criteria is currently under review. The new grants process and eligibility to apply for support funding will be updated shortly.”</p> <p>There is an online grant application form.</p>

Council	Overview	Criteria for expenditure	Budget	Any other information
St Albans	The City Neighbourhood Committees have oversight of budgets for the unparished wards.	The spend needs to relate to Council owned assets in the unparished wards.		All ward councillors must approve the project by signing 'the form' or e-mailing approval to the Head of Community Services. If there is disagreement concerning projects the councillor submitting 'the form' should indicate on 'the form' that there is disagreement and the project will then be presented to CNC and a vote taken to decide.

Council	Overview	Criteria for expenditure	Budget	Any other information
Salford (mayoral authority)	<p>The council may appoint Community Committees as it sees fit, if it is satisfied that do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision-making.</p> <p>All of the councillors who have been elected in the wards covered by the Community Committees are appointed as voting members of their Community Committee. In addition each of Salford's Community Committees has appointed representatives of community groups as non-voting co-opted members who are entitled to make recommendations to their Community Committee.</p>			<p>Community Committees are intended to:</p> <ul style="list-style-type: none"> -provide a focus for the interests and concerns of local people -contribute towards the strategic development of an area, reflecting local views and to agree annual priorities: -Decide upon the use of local Devolved Budgets within criteria set by the Council, other funders and in support of priorities in the Community Action Plan. -Monitor the delivery of local services. - Support partnership working and promote community involvement in the delivery of services. - Inform the Neighbourhood Partnership Board (NPB) of the priorities from the perspective of the community. - Ensure that the Committee is broadly representative of its community and promote engagement of unrepresented groups.

Council	Overview	Criteria for expenditure	Budget	Any other information
Spelthorne	The Better Neighbourhood Grant Scheme aims to help the Council work better with the community and improve well-being for residents. It funds small projects such as improvements to the local environment or support for community groups.		£1000 per councillor	There is no direct application process since the scheme is designed to promote the role of councillors in the community and they will decide how to allocate their budgets based on their local knowledge. However, councillors would be pleased to discuss the needs of any small projects that would benefit from the scheme.
Stevenage	Local Community Budget 70 th Anniversary Grant set up as of 2016	Contact local ward to apply for the grant Applications must be between £100-£500 Ward based applications only "First come first served" basis.	Each councillor gets a budget of £2,500 The Youth Mayor gets £3,300	Total of £100,800 is allocated to support initiatives across the borough.
Three Rivers	Local Area Forums which meet two or three times per year.			Until 2010 there was a scheme which provided each Area Forum with £2000 to spend a year. This was abolished as part of cost-cutting measures.

Council	Overview	Criteria for expenditure	Budget	Any other information
Torbay (mayoral authority)	Used to have a similar system to Watford but no longer use it.			
LB Tower Hamlets (mayoral authority)	Currently reviewing their ward/area based activities/forums but at this time do not have any ward purses or similar schemes for Members to use.			
Tunbridge Wells	The Member Community Grants programme is intended to provide help for small community groups or organisations with projects or events in their local area or neighbourhood, and give Council Members an opportunity to support specific organisations or projects in their wards.	Projects should be based in a specific ward of the Borough and must have support from at least one Borough Council Member for that ward. Applicants may request support from more than one Member in that ward if required.	Each Member is allocated £200	

Council	Overview	Criteria for expenditure	Budget	Any other information
North Tyneside (Mayoral authority)	Following feedback from elected members and in line with some national examples of best practice the Cabinet have allocated £200 annually to each Ward Councillor to spend in their Ward with community or voluntary sector groups. The intention is to help Ward Councillors make a small investment in local community capacity.	This is money that has been allocated to the Ward Councillor to provide small investments aimed at developing community capacity. The funding will help deliver at least one of the priorities set out in the “Our North Tyneside” plan of: Our People, Our Places, Our Economy	Each Councillor has £200. In some wards they pool this.	The Young Mayor has a small pot of money that is available for young people to apply for projects that they are leading on and that have a community benefit. Young people’s applications are usually around the amount of £250. They have been for higher amounts in the past, but because of spending restraints the amount has been reduced.

Council	Overview	Criteria for expenditure	Budget	Any other information
North Warwickshire / Warwickshire CC	The Grant Fund is mainly aimed at community and voluntary organisations, and each County Councillor is allocated £5,000 to support small-scale community-run projects that meet local needs. This could be through running a project or event, improving a facility, or purchasing equipment.	<p>We will not fund...</p> <ul style="list-style-type: none"> • Private businesses or profit-making organisations. • Statutory organisations such as County and Borough Council, Police, and NHS agencies. The exception to this is Town and Parish Councils. • Contributions towards major refurbishment, building work costing over £5K. • Groups that have failed to account for the expenditure of any previous grants. • A contribution to for an unspecified purpose. • Projects that promote religious or party political beliefs. • Projects which have already taken place before the grant has been agreed. • Prizes • Loan or debt repayments <p>WCC may choose not to fund a project that is politically sensitive or contains politically sensitive elements.</p>	£5000 for each county councillor	

Council	Overview	Criteria for expenditure	Budget	Any other information
Welwyn Hatfield	Their scheme ended 2 years ago. Each of the authorities 48 councillors had £2k to spend annually. Scheme ended as authority wanted funds allocated elsewhere.			

Council	Overview	Criteria for expenditure	Budget	Any other information
Wigan	The Brighter Borough initiative provides a fund for councillors to propose and support schemes that improve the environment and benefit the community within their Wards.	<p>Any proposal which aims to achieve Council objectives by improving the environment, enhancing community facilities or helping to develop the community spirit of an area could be eligible including: Contributions to community events, improvements to community facilities, support for school initiatives (outside the national curriculum), support for festive celebrations, improvements to open spaces.</p> <p>There should be no expectation of future funding. Funding is intended to support specific projects and not to contribute to the annual running costs of an organisation.</p>	No information available	<p>What cannot be funded? Activities that have already taken place or purchases that have already been made (retrospective funding) Political or religious causes or campaigns Funding can be awarded to religious groups where the funding is for projects to benefit and involve the wider community.</p> <p>Brighter Borough funding may only be used to assist individuals where it forms a contribution to the cost of representing the borough at an event of regional or national importance. In this instance the funding must be paid via a properly constituted body and not to the individual by personal cheque.</p>



Small Grants Fund April 2016 – March 2017 Guidance Notes

What is the Small Grants Fund?

This fund offers not-for-profit Voluntary & Community Sector (VCS) organisations and charities the opportunity to apply for a grant to help towards a community initiative, project and/or item(s) of equipment.

Who can apply for funding?

Any not-for-profit VCS organisation or charity whose services benefit Watford residents. We would particularly encourage grass roots groups to apply to enable them to engage with their communities.

What are the criteria for funding?

Watford Borough Council (WBC) is committed to supporting a vibrant and engaged voluntary sector which can deliver quality and value for money services that benefit those who live, work and visit Watford.

Applications to the Small Grants Fund must:

- Demonstrate a need for a community initiative, project and/or item(s) of equipment; and
- Demonstrate future benefits for the people of Watford

How much can we apply for?

A maximum of £2,000 per application

When can we apply?

- The fund is open from April 2016 to January 2017, but final applications must be received by Friday 27th January 2017. Applications beyond this date will not be considered.
- **Please note that your application must be submitted at least 6 weeks before the start of your project/before your equipment is required.**
Applications that are not submitted at least 6 weeks before the start of your project and/or before your equipment is required will not be considered.

How do we apply?

- Your completed application form and accompanying documents can be emailed to commissioning.officer@watford.gov.uk or you can post your application to: Commissioning Officer, Corporate Strategy & Client Services, Watford Borough Council, Town Hall, Watford, Herts, WD17 3EX.
- **You must** complete **ALL** sections of the application form. Incomplete applications will be returned and organisations will be responsible for resubmitting a completed version of the application before it can be reassessed.

What documents do we need to submit with our application?

- Constitution or governing document (signed and dated)
- Equality & Diversity Policy
- Public Liability Insurance (if applicable)
- 3 x quotes for equipment purchases (if applicable)

When will we know if we have been successful?

- Funding decisions are made on a monthly basis and organisations are informed of the decision by email.
- Successful applicants will be required to complete a Declaration of Funding Form and agree any individual conditions of funding before your funding award is paid.
- If successful, the payment of the award will be made within two weeks of the decision, subject to

the return of the completed Declaration of Funding Form and any additional pre-payment conditions attached to the award.

- Award payments are made by BACS only.
- Successful applicants must ensure the award is in the organisation's bank account before making payments against it.

Who cannot apply for funding?

- Individuals
- Statutory Organisations (Councils, schools, NHS, Police etc)
- Private businesses

What items will not be funded?

- Core funding including but not limited to an organisation's baseline service delivery and/or activities, on-going hall hire costs, salaries, utilities, rates, rent, insurance etc.
- Energy efficiency initiatives.
- Sports coaching qualifications, first aid and equality workshops.
- Sports equipment.
- Any initiative, project and/or piece of equipment that in the opinion of WBC would be perceived as being for a singular religious aim or political purpose.
- The purchase of land, buildings and vehicles.
- Capital works to buildings including but not limited to structural work that requires planning permission.
- Improvements to buildings/premises (i.e. refurbishments/replacements etc)
- The costs incurred in applying for external funding.
- Loans of any description.
- Projects or initiatives that have already taken place.
- Item(s) of equipment that have already been purchased.

What are the conditions of funding?

- Constituted organisations must provide a signed and dated copy of their constitution or governing document and their Equality and Diversity Policy at the time of application.
- Non-constituted organisations must provide a letter of endorsement (e.g. from a constituted organisation, funder, Councillor, local Police Community Support Officer or other similar body/representative) on the organisation's letter headed stationery at the time of application. This is required to verify and reduce fraudulent applications.
- Non-constituted organisations who are successful with their application will have their award paid to the intermediary organisation Watford & Three Rivers Trust (W3RT), and must sign up to their Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the volunteer partner/s to deliver their activities. For further information on W3RT including the services they provide, please visit their website at www.w3rt.org
- It is the responsibility of the organisation to arrange and pay for public liability insurance. If your project requires this insurance, a copy of the insurance certificate must be provided at the time of application. The council will not accept responsibility for the consequences, financial or otherwise, should the organisation fail to uphold their responsibilities to obtain adequate public liability insurance.
- Requests for equipment must be supported by 3 quotes, for each item, at the time of application.
- Any equipment purchased through this fund must remain within the organisation and must not be loaned out to external parties without the prior permission of WBC.
- Where services or equipment is purchased from persons that are known to the organisation, this must be declared to the council in your application.
- Be aware that if your organisation provides services to residents outside of Watford, we may only fund the proportion that relates to the number of Watford residents benefiting from your project or equipment request.
- The funding will be used wholly and exclusively for the purpose agreed with WBC.
- Unspent awards or those not used for purpose must be repaid to the council.
- WBC must be informed of any changes your organisation wishes to make in the purpose for which the funding has been awarded.
- The Organisation must acknowledge the council's support in any publicity material by using the council's logo.
- Repeat applications for the same project will not be accepted for 2 years following a successful

grant award.

What are the monitoring requirements:

All successful applicants should take photographs and keep evidence of the success of the project.

Organisations will be required to:

- Provide receipts against spend. Following consideration of these by WBC, please note that **unspent awards or those not used for purpose must be repaid to the council** within one month of WBC's notification so as to avoid further action.
- Provide a short report within 12 months of receiving the grant payment or as advised otherwise by WBC.

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