

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall on Tuesday 22nd January 2019 at 6.30pm

PRESENT: **A Clegg*** C Bell G Binney C Hampson H Clark
 M Davinson B Nair J Kane C Marshall D Marshall
 J McMahon J Nicholson J Pallas L Timbey D Tully

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (Senior Administration Officer)
 James Harper (Operations Manager)

IN ATTENDANCE: 1 member of the public

ABSENT: Cllrs J Clark & J Stephenson

Before the meeting began, the Town Mayor wished everyone a Happy New Year.

198 **APOLOGIES FOR ABSENCE**

Apologies from Cllrs L Christie, G Wilkinson & J Tully were accepted by Council.

199 **DECLARATIONS OF INTEREST**

None.

200 **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor informed the Council of the appointments he had attended since the last Full Council meeting:

- 6 December - Durham County Council Chairmans Christmas Celebrations
- 8 December - Christmas Market at New Warlands Farm
- 16 December - Stanley Town Council Town Mayor's Carol Concert
- 22 December - Spennymoor Charity Night

The Town Mayor made the following statement:

"In the time since I was given the honour of being the Town Mayor last May, I have done my very best to represent the Council and the Town by attending dozens of events. I have been given fantastic support in this by my Deputy, Cllr Hampson who has accompanied me to many events and deputised for me at many others when I was having health issues.

It was on the centenary of the end of hostilities last November when the town held two important beacon events for residents that I felt it was not right that the Deputy Town Mayor did not have any badge of her office when she was representing the town on such an important occasion.

I took the decision that I would use my Town Mayor's fund to present the Council and the Town with a badge of office for the Deputy Town Mayor. The chain which I am wearing was presented to the town in 1954, 64 years ago and will continue to serve

the town for many years to come. I hope that this new badge of office will serve the town for as long.”

The Town Mayor then presented the Deputy Town Mayor, Carole Hampson, with the badge of office.

The Town Clerk reminded Members to wait until recognised by the Town Mayor and to stand when speaking. He announced that the meeting was being recorded by STC and Mr Rollings, and that mobile phones should be switched off or turned to silent.

201 LEADER’S STATEMENT

Cllr D Marshall said he hoped members and staff enjoyed the festive season and had a good break. He noted that this meeting is where the Council was setting the budget and precept for the next financial year. Members had been asked to make comments and suggestions to the programme of work to allow a budget to be set which is a legal requirement. The coming year will be busy but information sheets will be provided to allow members to monitor and achieve the ambitious plans for Stanley.

202 PUBLIC PARTICIPATION

There were no written questions and no questions from the floor.

203 CONFIRMATION OF MINUTES

It was proposed by Cllr L Timbey, seconded by Cllr M Davinson and **RESOLVED** that the minutes of the Ordinary Council meeting held on 27th November 2018 be approved as a correct record and signed by the Town Mayor.

204 COMMITTEE MINUTES

It was proposed by Cllr J Kane, seconded by Cllr M Davinson and **RESOLVED** that Council **RECEIVE** the minutes of the Finance & General Purposes Committee held on 12th December 2018.

205 RECOMMENDATIONS OF COMMITTEE

It was proposed by Cllr M Davinson, seconded by Cllr C Marshall and **RESOLVED** that:

- (i) The decision of the Finance & General Purposes Committee to permit partners to use the Civic Hall be **APPROVED**; and
- (ii) The Finance & General Purposes Committee be **DELEGATED** to grant community use of Council facilities in exceptional circumstances.

206 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that the payment of accounts for December 2018 be **APPROVED** and the Bank Reconciliation for December 2018 be **NOTED**.

207 STANLEY IN BLOOM

The Operations Manager gave an update on Stanley in Bloom. He advised members that there will be an operational meeting next week to progress the actions required to complete the entry which members are welcome to attend as observers.

It was proposed by Cllr M Davinson, seconded by Cllr G Binney and **RESOLVED** that the team continue to progress the project as outlined in the report and that Council will review the scheme once complete to see how it could be improved for future years.

208 POLICY WORKING GROUP

Following a discussion, it was proposed by Cllr M Davinson, seconded by Cllr D Marshall and **RESOLVED** that the following recommendations from the Working Group be **AGREED**:

- (i) **APPROVE** the terms of reference
- (ii) **APPROVE** the actions and approach
- (iii) **AGREE** the aims and objectives

209 BUDGET AND PRECEPT

The Town Clerk **RECOMMENDED** that members approve the budget so that the precept demand could be signed and submit to Durham County Council.

Councillor D Marshall stated that the Council had a legal obligation to have a fully costed budget. The budget set out will support residents and enhance their lives in Stanley. It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the level of precept be increased by 3% from 2018/19 and that the precept demand be signed and submit to DCC.

Cllr C Marshall requested a named vote:

For: Cllrs C Hampson, G Binney, H Clark, M Davinson, B Nair, J Kane, C Marshall, D Marshall, J McMahon, J Pallas, L Timbey & D Tully

Abstentions: Cllrs J Nicholson & C Bell

210 COUNCIL ACTIONS UPDATE

The Town Clerk provided the following updates:

- (i) **Stanley Fund** - A meeting has been arranged with Michelle Cooper.
- (ii) **Cinema** - Contractors have been instructed and will be up and running by end of February.
- (iii) **War Memorial** - Ideas will be brought to next months Council meeting.
- (iv) **Heritage Plaque** - Progressing with DCC.
- (v) **Media Consultants** - Waiting on Bryn to come back with detailed proposals
- (vi) **Panto Information** - To be discussed by Civic Hall Working Group.
- (vii) **War Memorial Working Group** - To be reconvened

211 EXCLUSION OF PRESS AND PUBLIC *

*Recording of proceedings was stopped at this point.

It was proposed by Cllr M Davinson, seconded by Cllr C Marshall and **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Justification for excluding the public and press from consideration of the following items: Staff Confidentiality (Items 15, 18); Discussion of Personal Information (Item 16); Legal Privilege (Item 17)

212 STAFF RECRUITMENT

(i) Deputy Town Clerk

It was proposed by Cllr M Davinson, seconded by Cllr C Marshall and **RESOLVED** that the post of Deputy Town Clerk be offered to Alan Tubman. Cllr C Marshall thanked all those who took part in the interviews.

(ii) Finance Officer

It was proposed by Cllr M Davinson, seconded by Cllr C Marshall and **RESOLVED** that the Deputy Town Clerk settle into his new role and look into the initiatives that the Finance Officer will need to take part in. The job description of the Finance Officer will be reviewed before advertising the role.

213 TOWN MAYOR'S AWARDS

It was proposed by Cllr J McMahon, seconded by Cllr C Marshall and **RESOLVED** that one nomination be deferred until next year and two extra nominations be approved.

214 GOVERNANCE MATTER

Following a discussion, it was proposed by Cllr C Marshall, seconded by Cllr M Davinson and **RESOLVED** that the issue be forwarded to the Monitoring Officer to bring back a conclusion to Council.

215 STAFFING MATTER UPDATE

Following a discussion, it was proposed by Cllr L Timbey, seconded by Cllr D Marshall and **RESOLVED** that Mr Lee Brannigan be banned from the Civic Hall and all other Town Council buildings for a period of 12 months.

Cllr L Timbey requested a named vote:

For: Cllrs C Hampson, G Binney, H Clark, M Davinson, B Nair, J Kane, C Marshall, D Marshall, J McMahon, J Pallas, L Timbey, J Nicholson & D Tully

Against: Cllr H Clark

Abstention: Cllr C Bell

216

DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 26th February 2019, 6.30pm, Civic Hall, Stanley

MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 13th February 2019 at 6.30pm

PRESENT: Cllr M Davinson* Cllr A Clegg Cllr C Bell Cllr G Binney
Cllr H Clark Cllr C Hampson Cllr J Kane Cllr C Marshall
Cllr D Marshall Cllr J Nicholson Cllr J Pallas Cllr D Tully
Cllr J Tully Cllr G Wilkinson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (Senior Administration Officer)
Alan Tubman (Deputy Town Clerk)

OTHERS IN ATTENDANCE: Ken Rollings & Nancy Ullathorne

ABSENT: Cllrs L Christie, J Clark & J Stephenson

217 APOLOGIES FOR ABSENCE

Apologies from Cllrs B Nair, J McMahon & L Timbey were accepted by Committee.

218 DECLARATIONS OF INTEREST

Cllrs D Tully, J Nicholson, J Tully, M Davinson, C Hampson & C Bell declared interests as Banner Group Members.

219 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Chairman welcomed the Deputy Town Clerk, Alan Tubman to his first meeting since starting at the Council. The DTC provided a brief background to Members and thanked the staff for making him feel welcome and settled.

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Council and Mr Rollings. He also noted that Members had reported receiving spam emails. He advised to delete any emails that looked suspicious.

220 PUBLIC PARTICIPATION

Nancy Ullathorne questioned the role of the Stanley Town Council Neighbourhood Wardens. She said that she had asked one of them to investigate dog fouling in yards in New Kyo and she was told that they were too busy carrying out work in Schools. The Town Clerk advised he would follow up this with the Operations Manager but

that any reports relating to environmental issues should be reported to Durham County Council's core wardens service in the first instance.

221 CONFIRMATION OF MINUTES

It was proposed by Cllr J Kane, seconded by Cllr D Marshall and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 12th December 2018. The Chair signed them as a correct record.

222 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Cllr G Binney requested that information be provided in a simpler format with an additional report highlighting variances.

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Town Clerk meet with the Chairman, Cllr M Davinson, and devise a system of providing financial information in a simpler format before the next Finance and General Purposes meeting on 13th March 2019. The Town Clerk should look at other larger Town Councils and see how they present their information.

It was proposed by Cllr G Binney, seconded by Cllr J Kane and **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for December 2018.

223 BUDGET MONITORING

Members **NOTED** the Year to Date Expenditure Budget Report and the Budget Monitoring Report.

224 STRATEGIC GRANTS POLICY

Cllr C Marshall thanked the Town Clerk for pulling the Strategic Grants Policy together. It allows £35,000 to be provided to grassroots organisations across the Stanley area. It was **RECOMMENDED** that the policy be adopted by Council.

225 STANLEY FUND UPDATE

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RECOMMENDED** that:

- (i) The board should be made up of a majority of people who live in Stanley
- (ii) There should be an open recruitment process that the Town Council is a part of for all positions on the board
- (iii) The Town Council should have 3 places and it should be reviewed annually as part of our AGM.
- (iv) There should be a rolling callout, the board should meet every few months and funding decisions reported to the Town Council

- (v) Funding limits should apply however exceptional projects that make significant contributions to Stanley should be considered
- (vi) Regeneration should be included
- (vii) Play areas should be part of the criteria and they should be 'legally deliverable', 'sustainable' and applicants should have a 'viable plan for longer term maintenance or liabilities'.
- (viii) The Town Council should make a commitment for 3 years and there should be a break clause to safeguard against any failure in performance.

226 FLEXI-TIME POLICY

It was proposed by Cllr D Marshall, seconded by Cllr C Marshall and **RESOLVED** that the adoption of the policy be deferred until other performance management policies have been considered.

227 STC EVENTS PROGRAMME

It was proposed by Cllr C Marshall, seconded by Cllr J Kane and **RESOLVED** that:

- (i) Alternative venues other than Tantobie Cricket Club be considered at the next Events Working Group meeting, and that Cllrs L Christie, J Pallas & G Wilkinson join Cllr M Davinson on the WG.
- (ii) Miner's Sunday Event be approved.
- (iii) A proportion of the budget be allocated to local active banner groups to support their running costs.
- (iv) Funding from the Heritage Fund and Civic Hall be allocated to facilitate the display of the South Moor No 1 banner in the stairwell leading to the Bamburgh suite in the Civic Hall.

228 COMMITTEE ACTIONS UPDATE

The Town Clerk gave the following updates:

- (i) **Medium Term Plan** - A steering group is still to be set up to look at Environmental Projects.
- (ii) **Defibrillator** - This is still being progressed by the Operations Manager.
- (iii) **Police Cars** - They are in the workshop having their decals applied and will be ready soon.

Cllr C Marshall requested that the Town Clerk explore the feasibility of purchasing the PACT House building and report back to Committee.

229 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 13th March 2019, 6.30pm, Stanley Civic Hall.

POLICY DOCUMENT

Name of Policy:	STRATEGIC GRANTS POLICY
Date policy created:	10th January 2019
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	DRAFT
Signed: (Town Mayor)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.
- 1.2** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a

positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.

- 2.3** A beneficiary organisation must be either non-profit making or charitable and be properly constituted with its own bank account and independent audit of its accounts. Grants will not be made to individuals unless there is a demonstrable and compelling benefit to the wider community of the Stanley area by doing so.
- 2.4** Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.

3. STRATEGIC GRANT FUND

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed twice annually (see Application deadlines section below)

QUALIFYING CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally contribute to national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money.

You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies that are not for profit. This usually means that, at a minimum, the organisation should have a constitution, set of rules or memorandum and articles. The organisation should have clear roles and responsibilities and produce annual accounts. All grants will be paid by BACS and paid direct to the organisation's account. Payment will not be made to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, more detailed criteria can be found in paragraph 3.9.

3.5. How much can be applied for?

A single application under the Strategic Grant Fund can be a maximum of **£2,000**. No application for under **£250** will be considered under this process. A single applicant may apply for a grant in each and any round of funding but only one application per applicant will be considered in any single round of funding.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit the following information with your application:

- The organisation's constitution or other governing document.
- The year-end accounts (or in the case of a new organisation, please provide a brief business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show more than 12 month running costs in reserves please give an explanation as to why you require additional funding.
- Proportion/number of beneficiaries living in the Council's designated area;
- An explanation as to why your organisation needs this funding.
- How the provision of the grant supports the Town Council's objectives.

3.7. Conditions of grant

- The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.
- Only one grant per funding round will usually be made to any applicant. Applicants are not precluded from applying for a grant in any round of funding, even if they have received a grant in an earlier round in the same year (provided the grant application meets eligibility criteria).
- Organisations are encouraged to search for sustainable alternative means of funding their activities. Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.
- The Town Council may, at its discretion, fund all or only part of any given application.
- Applicants agree that if they are awarded funding by the Town Council, they will participate in publicity which will as a minimum include a presentation photograph with the Town Mayor and press release.
- A spokesperson for the applicant organisation must be prepared to give a quote which the Town Council can use in any publicity material.
- Funding will not be released to the applicant until the publicity conditions have been met.

3.8. Further conditions

- The Council reserves the right to attach specific conditions to any individual grant above and beyond the conditions in this policy.
- Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.
- The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.
- All decisions regarding applications are final and non-negotiable.

3.9. Additional eligibility criteria

The Council will not consider applications for grant funding in the following circumstances:

- Projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet the additional costs has been secured.
- Projects that do not start within 12 months of the date application.
- Projects that could lead to future operating cost difficulties for the recipient organisation.
- To support profit-making organisations.

- Religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Funding for political activities.
- Funding for the purchase of alcohol
- Projects that should be paid from mainstream budgets of the principal authority or of an external agency UNLESS it can be demonstrated that the project will provide 'additionality'.
- Funding for mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Projects where the applicant has not managed a previous grant satisfactorily.
- Funding for VAT that the recipient organisation can recover.
- Funding loans and interest payments.
- Funding for liability arising out of negligence
- Funding for payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Funding for the purchase of used vehicles.
- Where an officer or key individual within an applicant group has unspent convictions for fraud or dishonesty*
- Grants will not be awarded to organisations for the purpose of facilitating further grants to be made by that organisation. All applications must be related to the direct cost of an initiative being undertaken by the applicant.
- Further grants to an organisation will not be considered where there is outstanding monitoring and/ or feedback from projects previously funded by the Town Council.

*to be dealt with by way of declaration on the application form

3.10.Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Recipients of Town Council grant funding must NOT portray the Town Council in a negative light to the general public or make politically motivated statements to the public.

3.11. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Update the Town Council on progress.
- Account for how the grant money has been spent (with receipts/ other supporting documents)

- Provide to the feedback to the Council detailing how the grant was used.

3.12.Funding Appraisal panel

- The Funding Appraisal Panel will consist of 6 members of Stanley Town Council and will reflect as close as is practicable the political balance of the Council overall.
- The Chair of the panel will be appointed by the Town Council.
- The panel will meet twice yearly, in June and November and its role will be the appraisal of projects for suitability against the councils grant making policy and the Council's Medium Term Plan Objectives and make funding recommendations to the Full Council.
- The panel will also inspect the monitoring and evaluation of all grants made in previous rounds of funding including the impact of these projects on the wider community and highlight projects which were particularly effective (or not) to the Council in its report.

3.13.Application Deadlines

Applications will be accepted in two rounds each year:

Round 1: 1st April to 31st May

Round 2: 1st September to 30th October

Funding decisions will be made at the Full Council meetings in June and November each year and applicants notified of the outcome of their application thereafter.

3.14. Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications will be considered on individual merit and judged against the Council's priorities as published in the Medium Term Plan.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

Stanley Community Fund

Terms of Reference and Grant Guidance

Fund Outline

The Stanley Community Fund (the Fund) aims to unlock potential in local communities, to help groups work with and improve the life of local people within the boundaries of Stanley. The overarching aim of the Fund will be to support groups deliver activities and programmes that:

- Engage with local people, creating a sense of ownership in the Stanley;
- Empower communities to participate;
- Create a place for young people to learn, work and live in;
- Deliver safer, healthier, more resilient and confident communities; and
- Work towards communities creating a prosperous and thriving town.

The Fund will support requests that are charitable, educational, philanthropic and benevolent in purpose. Grants between £2000 and £10,000 will be available to community and voluntary organisations for non-statutory purposes only.

In exceptional circumstance, grants in excess of £10,000 may be considered.

The Fund will consider core and capital costs for eligible organisations as well as multi-year awards where it can be shown that there is a clear strategic benefit. For the avoidance of doubt, multi-year grants would be subject to an annual review.

The following themes will form the basis for the Fund criteria:

i. Regeneration

Regeneration will be considered in its widest sense to include the social regeneration of communities i.e. the Fund will support requests from groups that deliver work schemes, skills development, access to employment, community-led activities, actions to improve the health, wealth and wellbeing of Stanley residents.

ii. Environmental Improvements

To improve local surroundings, biodiversity and habitat conservation, and to include the reuse and/or redevelopment of (non-statutory) areas for community use and benefit, where obligations for planning and landowner permissions have been previously met.

iii. Children and Young People

To improve the opportunities for children and young people, which may include but not be limited to the provision of diversionary activities, improving health and wellbeing, educational and aspirational activities and encouraging youth social action.

iv. Community facilities

To develop and maintain community facilities. All capital projects must have a tangible, lasting benefit; improvements to community buildings, sports clubs, grounds and playgrounds (including MUGA), and facilities must have clear community support and inclusion. Any and all projects must be legally deliverable and sustainable i.e. issues concerning land ownership and planning consent must be resolved prior to an application being submitted. There must also be a viable plan in place for maintenance, insurances, routine inspections etc. for three (3) years after delivery.

Full guidelines are available in Appendix A.

Role of the Grants Panel

The role and remit of the Fund Grants Panel (Panel) is to discuss and consider grant applications for approval or rejection and to promote the Fund within its geographical areas of benefit.

Prior to a Panel meeting all Panel members will be sent a copy of the grant application assessment sheet for all Fund applications to be discussed at the meeting.

The Panel will:

- Declare any conflict of interest and act accordingly
- Consider the grant applications against Fund criteria
- Use local knowledge and draw on experience in voluntary and community organisations
- Be fair and objective
- Not be swayed by others to lobby or persuade, and respect each other's opinions and views
- Ensure that decisions are made in line with Fund requirements

1. Panel Membership

Stanley Town Council will work with the County Durham Community Foundation (the Foundation) on an open recruitment process for the Panel, which will comprise of up to twelve voting members including:

- Residents (predominantly from Stanley)
- Community activists i.e. people active within the VCS networks, education and/or health sectors
- Representatives from 'contributors' to the Fund (PCVC, Stanley Town Council etc.)
- Local business representatives
- Chair - the Chair will be neutral and therefore live outside the geographical beneficiary area

For the Panel to be quorate, at least five voting members should be present. All decisions will be taken by a majority of those present.

The Panel may be required to meet up to four times a year. There may be occasions where the Panel needs to review and make decisions on grant assessments by email.

If a Panel member has been involved with a particular application or with the organisation making the application, that member should declare his or her interest. He or she may make a case for the project in question but will forfeit their right to vote. If a Panel member is unsure whether his or her degree of involvement with a particular organisation is sufficient to require him or her to declare an interest, he or she should seek guidance from the Foundation Fund Manager. Please see Appendix B for declarations of interest.

2. Role of the Chairperson

- Take a lead and steer the Panel through the business of each meeting
- Ensure that conflict of interest is correctly dealt with
- Ensure that each Panel member can make his or her own contribution
- Ensure that decisions are made in line with Fund criteria
- Liaise with the Foundation's Fund Manager as and when necessary
- If required, carry out any urgent business between meetings, reporting to the Panel for ratification at the next meeting

3. Role of the Foundation Fund Manager

- Represent the Foundation
- Take a special interest in ensuring that all decisions comply with Fund criteria
- Act as an advisor to the Panel on correct procedures for grant-making
- Act as note taker and recorder of decision

4. Role of the Foundation

- To manage the finances of the Fund
- To be liaison link between the fund holder and the Panel
- To collect/collate data for statistical analysis
- To collate feedback and photos for case study purposes
- To present records to internal and /or external bodies for audit purposes should the need arise

5. Panel Code of Conduct

5.1. Attributes

Panel members are expected to possess some of the following attributes:

- Good local knowledge of their district and the voluntary and community groups operating within it
- An understanding of the voluntary sector
- An active interest in at least one local community group or a member of a local parish council
- The ability to contribute to an area of special knowledge e.g. environmental issues

All Panel members are required to review and sign the Foundation's 'Declaration of Interest Form' (Appendix B). This form records the interest of Panel members so that potential conflicts of interest can be avoided.

All Panel members are required to review and sign the Foundation's 'Confidentiality Agreement Form' (Appendix C). This form covers the principle of a non-disclosure.

5.2. Commitment

Panel members are required to commit themselves to regular attendance at meetings. If three consecutive meetings are missed, membership is deemed to have lapsed unless there are exceptional circumstances. Commitment also includes:

- Attending presentation events on occasion
- Promoting the Fund and Fund criteria
- Working for the good of the whole of the community within the area of benefit.

Appendix A: Stanley Community Fund Guidelines

Stanley Community Fund (Fund) provides grants to support charities, voluntary-led organisations and projects that have an impact in their community, enabling them to continue their work and make vital improvements to their service. Grants between £2000 and £10,000 will be available to community and voluntary organisations for non-statutory purposes only.

In exceptional circumstance, grants in excess of £10,000 may be considered.

The Fund will consider core and capital costs for eligible organisations as well as multi-year awards where it can be shown that there is a clear strategic benefit. For the avoidance of doubt, multi-year grants would be subject to an annual review.

The Fund will support broad range of projects based around the following themes:

- **Regeneration**

Regeneration will be considered in its widest sense to include the social regeneration of communities i.e. the Fund will support requests from groups that deliver work schemes, skills development, access to employment, community-led activities, actions to improve the health, wealth and wellbeing of Stanley residents.

- **Environmental**

To improve local surroundings, biodiversity and habitat conservation, and to include the reuse and/or redevelopment of (non-statutory) areas for community use and benefit, where obligations for planning and landowner permissions have been previously met.

- **Children and Young People**

To improve the opportunities for children and young people, which may include but not be limited to the provision of diversionary activities, improving health and wellbeing, educational and aspirational activities and encouraging youth social action.

- **Community facilities**

To develop and maintain community facilities. All capital projects must have a tangible, lasting benefit; improvements to community buildings, sports clubs, grounds and playgrounds (including MUGA), and facilities must have clear community support and inclusion. Any and all projects must be legally deliverable and sustainable, i.e. issues concerning land ownership and planning consent must be resolved prior to an application being submitted. There must also be a viable plan in place for maintenance, insurances, routine inspections etc. for three (3) years after delivery.

The Fund will consider core and capital costs for eligible organisations as well as multi-year awards where it can be shown that there is a clear strategic benefit.

What type of funding can you apply for?

Examples of the types of projects and activities the Foundation (the Foundation or 'we') will support are listed below but we will consider funding any activities that have clear community benefits:

- capital items, equipment (except vehicles or mini buses) for use in projects
- coaching or training activity
- project costs
- sessional and/or contributions to salary
- a contribution to core costs where the expenditure of the organisation is less than £100,000 per year
- capacity building activities
- transport costs
- repair costs
- IT equipment limited to maximum £1,500

For any single items or works between £250 and £1,000 we would accept one quote or estimate of works. For single items or works between £1,001 and £50,000 three quotes should be obtained and for single items or works over £50,000, we would expect to see a clear and full procurement process.

The Fund will support:

Typically, the Foundation award grants to:

- Constituted voluntary-led organisations with charitable aims
- Registered charities
- Charitable incorporated organisations (CIO)
- Social enterprises
- Community interest companies (CIC)
- Companies limited by guarantee that have charitable aims

Governance due diligence

Organisations seeking funding must satisfy the following conditions:

Volunteer-led organisations, registered charities and CIOs must:	Social enterprises, Community Interest Companies (CIC) and other companies must:
Have a management committee with a minimum of four unrelated members	Have a management committee with a minimum of three directors, or four directors if two are related
Have a bank or building society account in the name of the organisation/group, with a minimum of two unrelated cheque signatories	Have a bank or building society account in the name of the organisation/company, with a minimum of two unrelated cheque signatories

Volunteer-led organisations, registered charities and CIOs must:	Social enterprises, Community Interest Companies (CIC) and other companies must:
Have charitable aims	Have clear charitable purposes and a defined social benefit
Provide evidence of good governance practices and sound financial management (including registering with the Charity Commission, CASC or other governing body, depending on the size of the organisation)	Have a recognised status (e.g. a company limited by guarantee), and be registered with the necessary relevant body (e.g. Companies House)
Usually, you must register with the Charity Commission if your charity is based in England or Wales and has over £5,000 income per year. We may ask for evidence of this in the form of a letter from the Charity Commission confirming receipt of your application for charitable status.	Have a nominated organisation as an asset lock body.

In addition, social enterprises, CICs and other companies must demonstrate within applications that:

- the company has been registered for a minimum of 12 months
- a reasonable percentage of their income has been earned through trading
- the project they wish to fund is not a tradable asset or service
- sessional costs/salaries are in line with an appropriate pay spine structure

- the application is made for cost to deliver the project not managing the CIC
- the project or activity for which funding is sought is charitable i.e. it must not be part of the trading services for which they would usually have a charge
- there is clear evidence of need (consultation etc.) from the community and the benefit must also be clear

In managing your organisation, the Foundation would expect that the appropriate policies are in place. These should include (if appropriate) but not be restricted to:

- safeguarding policies and procedures for children and vulnerable adults,
- public liability insurance
- employer's liability
- equality and diversity,
- disclosure and barring service (DBS) checks carried out and in place for all paid and unpaid volunteer staff working with children and vulnerable adults
- suitable planning permissions and/or other regulations approval are in place prior to the commencement of any improvements to building or land as required.

While we may not always ask that these are submitted with all applications, we do anticipate that you hold appropriate assurances and that these can be produced upon request.

The Foundation is unable to accept application from groups that:

- have not returned monitoring forms for previous grants
- are subject to an investigation by the Charity Commission, the police or any other organisation in a legal capacity
- are connected to the donor unless a full and independent assessment has taken place to ensure that there is no conflict of interest and the proposed grant offers value for money
- have restricted membership other than that associated with the objects of the group itself i.e. necessary for the safety/wellbeing of disadvantaged users
- fail due diligence or do not comply with Charity Commission guidelines i.e. we would not make grants to organisations that had related bank signatories, several related trustees, income well in excess of the threshold for charitable registration etc.

What the Foundation cannot fund:

- unspecified contributions to general fund-raising appeals or large projects
- for profit or commercial elements of charitable organisations

- capital items for general office or company resourcing (non-project)
- public bodies to carry out their statutory obligations
- direct replacement of statutory or public funding
- party political activity and campaigning
- contingency funding
- refreshments or food
- buying premises or land rights
- projects that solely support animal welfare
- purchase of vehicles (running costs will be considered)
- feasibility studies or initial community consultations
- fundraising activities
- deficit or retrospective funding
- sponsored events, multiple trophies or prizes
- CIC start-ups
- wholly grant-maintained CICs
- profit making or business ventures, including start-up costs
- activities that are primarily about proselytization or supporting worship activities (faith organisations may apply for funding towards a project/activity that is open to the whole community and has wider social benefits)

The Foundation do not normally fund

- national or regional charities, although we can support local branches of national charities if they are financially independent and locally managed.
- organisations whose free reserves include more than 12 months of running costs,
- medical research and equipment,
- organisations that do not have their own bank account (in exceptional circumstances and through prior agreement with the Foundation a group may nominate an organisation to hold the funding on their behalf).

Appendix B: Declaration of Interest Form

Dear Panel member,

We need to ensure that all people associated with the work of the Foundation (permanent and temporary e.g. agency, contractors, volunteers, consultants, board members, grants panel members or co-opted committee members) are not accused of a conflict of interest. This is a condition for many of the partnership grant programmes we administer and is also good working practice.

This form should record your interests, and those of your immediate family, so that potential conflicts can be avoided. Please refer to the help notes when completing the form. We are interested in all interests that you have or have had over the past 5 years connected to any organisations associated within County Durham.

Help Notes

Name of organisation

Please give the name the organisation is officially known by and avoid abbreviations. Include “branch” or region as appropriate. Include organisations able to apply for a grant from County Durham Community Foundation and organisations with whom you (or your immediate family) are connected and who may have a commercial interest in the business.

Whose interest?

You are required to declare interests that refer to yourself and any immediate family e.g. spouse, partner, sibling, parent, child.

Definitions of membership or involvement

Please use the following list to state your ‘interest’. Include interests you may have had in the last five years. If the interest is current, please tick the final column.

Advisor	Provided or providing advice and/or consistency in a paid or unpaid capacity
Advisory Director	Person may/may not be a member of the company but who may influence decisions
Chair	—
Chief Executive	—
Contractor	Responsible for the commissioning of work or services, contracting services or staff
Co-opted member	A member of the company asked to join the Board with/without voting rights
Current salaried employee	Currently working as a paid member of staff for an organisation
Director	—
Donor	Having made or currently making a financial donation of a substantial sum to organisation
Elected member	Local Authority Council or County Council member
Former salaried employee	Previously worked as a paid member of staff within the past five years
Governor	Holding the position of Governor, senior administrator, head of society or Trustee
Honorary officer	Receiving no remuneration
Management Committee member	Or Trustee of an unincorporated association (includes non-elected council members).
Member	An individual who belongs to an organisation, association, company, partnership, firm or corporation.
Non Executive Director	Whilst not necessarily a full time member of the organisation advises other Directors (may be a paid or unpaid position)
Panel member	—
President	—
Professional service provider	Working for or having once worked for an organisation involved in the provision of services or work
Referee	A named referee for an organisation providing assurance and confirmation of character and capability
Shareholder	Holding one or more shares within a company
Trustee	Having the general control, management and legal responsibility of the administration of a charity

Please copy this form if necessary

Name of organisation	Whose interest? (Self or Other)	Membership or involvement	If current, please tick

Please list below any interests of a commercial or business nature:

Item 9 - ATTACHMENT D

I declare that the information above is an accurate reflection of my membership or involvement with organisations able to apply for a grant from the County Durham Community Foundation. I have also listed organisations with which I am connected and who may have a commercial interest in the Foundation's Board's business.

Signed: _____ Address: _____

Name: _____

Position: _____

Date completed: _____

Appendix C: Confidentiality Agreement

1. Confidentiality

All information concerning the Stanley Community Fund, and all grant applicants applying to the Fund which may come to your knowledge during the course of your panel activity, must be treated at all times as strictly confidential.

You will not, during the course of your panel activity (except in the proper performance of your duties), or thereafter, divulge any such confidential information to any third party, nor make use of such information for your own or any other person's benefit. You agree that you will use your best endeavours to prevent disclosure by a third party.

2. Code of Conduct

The Trustees of County Durham Community Foundation have introduced a code of conduct. Part of this code also applies to members of all County Durham Community Foundation's grants panels. The code prohibits panel members benefiting, either direct or indirect benefits - monetary or otherwise, including gifts and hospitality, -from any applications connected to their grants panel activity.

Please complete and return this form to the Foundation's Fund Manager. All grants panel members are required to act with fairness and courtesy to each other and all other connected parties involved with the grants panel.

I accept and agree to the conditions set out as above:

Name.....

Date.....

Signed.....



Case Studies

Lifeline Community Action

A grant of £1,000 to Lifeline Community Action (LCA) provided support over the Christmas period in 2017 to help them supply food hampers to people in need. The grant enabled the charity to buy food, warm clothing, duvets and blankets to help keep people warm over the cold months. With their community connections and a £1,000 Winter Warmth grant, LCA was able to secure c£9k worth of goods to help those in need.

By LCA providing food, vulnerable people were not forced to make the stark choice of either putting food on their table or turning off their heating. People who received help described it as 'life saving'. It meant that when times really did feel bleak for those who may have suffered from an unexpected, unfortunate change in circumstances, help was available.

LCA helped almost 150 individuals over a four-month period, and more than three quarters of those had children. Overwhelmingly, almost all of those people said that by being given this support that their circumstances had improved significantly.

For LCA, the Winter Warmth grant meant that they could continue their work distributing goods to an increased number of struggling families in County Durham.

Jane had recently escaped a violent relationship, settling in the area with her children, having to set up home from scratch. Due to changes in her benefits she had not received any income for several weeks other than a small payment from part-time work. She approached LCA to see if they could help as she didn't have any food in the house, the children had no winter coats or shoes and she had no duvets on the beds other than throws that someone had given her. LCA provided her with a food & household goods hamper that included duvets and bedding for all the beds and a children's package, which included winter clothing for all the family.

Jane was thrilled with the help she received:

"The volunteers at LCA have been amazing, I can't thank everyone enough for what you have done for me. The kids are no longer complaining of being cold during the night and I am no longer lying awake crying from stress and worry.

I don't know what people like me would do if you weren't there to help. You are so good - me and my kids thank you!"

Beyond limits

Beyond Limits is a charity based in Bishop Auckland that helped more than 180 people in crisis with its grant of £1,000, providing families with winter clothing and coats, as well as warm duvets and blankets to combat the cold at home. They also provided heat pads and sleeping bags to local homeless people.

This support ensured that as many people as possible were warmer and felt that they could afford to put their heating on. They also provided additional food hampers and household packages that reportedly made a huge difference to the quality of life for desperate people, putting food on the table so that they had the choice to turn on the heating.



The main challenge for Beyond Limits was coping with the demand; although the Winter Warmth grant made a huge difference to individuals and families, they had more requests for help than they could realistically meet.

To counter this, Beyond Limits worked with another charity to provide food parcels for Christmas and made referrals to them to ensure everyone who asked for help received food and toys at Christmas. The Winter Warmth grant prevented them from turning people away at a time when they needed help most.

Age UK

Reducing loneliness: Gladys is an older lady in her 80s, recently widowed, who did everything with her late husband, including running their own taxi firm. She contacted Age UK County Durham asking for help. She explained that she was feeling very low and that she did not have any friends due to the fact they worked all their lives.

The development worker from Age UK invited Gladys to come along to the 'Keep Warm Keep Well' coffee morning in the village, funded by a grant of £900 from the Winter Warmth fund, and have a chat and to see if there was anything that she was interested in.

Social activities, such as Come Eat Together and information about other activities were provided, and after more discussions and reassurances Gladys decided to join some of the activities, as well as being signposted to other activities in her area.

Gladys said later that it had been very hard to take the initial step of joining the groups, but she is so pleased she did as she now has people she can talk to and interact with. She told the Age UK she had *"a fantastic time"* and felt positive about life for the first time in ages. She said everyone was friendly, and she had seen other people from the village she lived but not spoken to, so she felt like it was the change she needed. She said: *"It feels like a step into giving me my life back."*

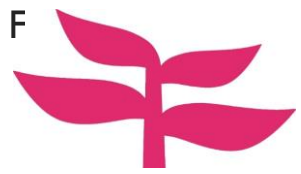
"My family and I have had a bit of a rough time over the last couple of years. I used to own a business and a house, and I was married. A few years on and everything has gone through a sequence of unfortunate events such as betrayal, depression, redundancy and ill health.

At 41, I find myself relying on benefits with 3 children, and with elderly and quite poorly parents to look after. I'm a bit stubborn and don't like to ask for help, I do my best and struggle on.

Anyway, I have today watched my 3-year-old parade around the house wearing the new blanket like a superman cape, and pleased my teenage daughter with Schumann chicken dinner. My 1-year-old loves spicy food so will love it at lunch tomorrow (was in bed when it was cooked).

I was embarrassed to come today but needed the blankets and food desperately, handily you are on the way to my Mum's, so it didn't cost any petrol money. I've learnt to live with what we have but with birthdays and Christmas and an unexpected house move (twice in six months!) we have struggled.

Thanks so much to the wonderful people that run the Beyond Limits and volunteer there - arriving for my blankets today I was still embarrassed but the lady I met was so lovely. I was so surprised by the place and the friendliness. You guys are amazing, and I see you do so much for so many. Thank you from the bottom of my heart."



Keeping County Durham Safe - Fund Impact Report 2017



Introduction

While the overall crime rate is lower in County Durham than other parts of the region and the UK, there are individual neighbourhoods that rank among the very worst in the country for levels of crime, and where the incidents of certain types of crime are growing.

Official figures often reflect a divide between well-off and poorer communities, highlighting the issue of unemployment or rural isolation. They also serve to highlight areas where philanthropy can make have a major impact in communities, especially with on-the-ground interventions. Voluntary organisations have a long history of delivering diversionary and outreach activities for young people to combat antisocial behaviour, but these are under threat as public funding to support them reduces. Charitable giving is likely to be increasingly important to keep them going.

More than £100,000 was made available from donors to tackle crime, which was matched with £50,000 from County Durham Community Foundation (the Foundation), to support the community and voluntary sector of County Durham and Darlington. The intention was to support projects and initiatives across County Durham and Darlington that help keep communities safe and contribute towards inspiring public confidence.

The Fund was promoted across County Durham and Darlington, and criteria were developed to support projects and activities that:

- Encourage diversionary activities
- Tackle anti-social behaviour
- Tackle harm caused by alcohol, drugs, and violence.

This report looks at the level of funding awarded and the number of beneficiaries who have benefited in 2017. It also looks at the contribution that the Fund has made in supporting local people, and at the difference the funding has made to our communities.

Award Profile

In 2017, £142,500 was awarded to 23 organisations that most reflected the aims of the programme to support the delivery of projects in the most deprived areas of County Durham, and in the top 20% most deprived areas nationally. The fund was heavily oversubscribed and a further 19 applications (a request of almost £130,000) were not supported.

Organisations were asked at application stage to identify and self-select the theme that most reflected the aims of their project i.e. the issue that they were mostly trying to address. Anti-social behaviour was the most frequent theme, and more than 70% of funding was awarded under this.

The amount awarded to organisations by theme was:

○ Anti-social behaviour	£ 103,221
○ Counselling/Advice/Mentoring	£ 7,000
○ Crime and safety	£ 3,000
○ Health, wellbeing and serious illness	£ 7,493
○ Offending/At risk of offending	£ 6,787
○ Social inclusion and fairness	£ 7,500
○ Substance abuse and addiction	£ 7,500

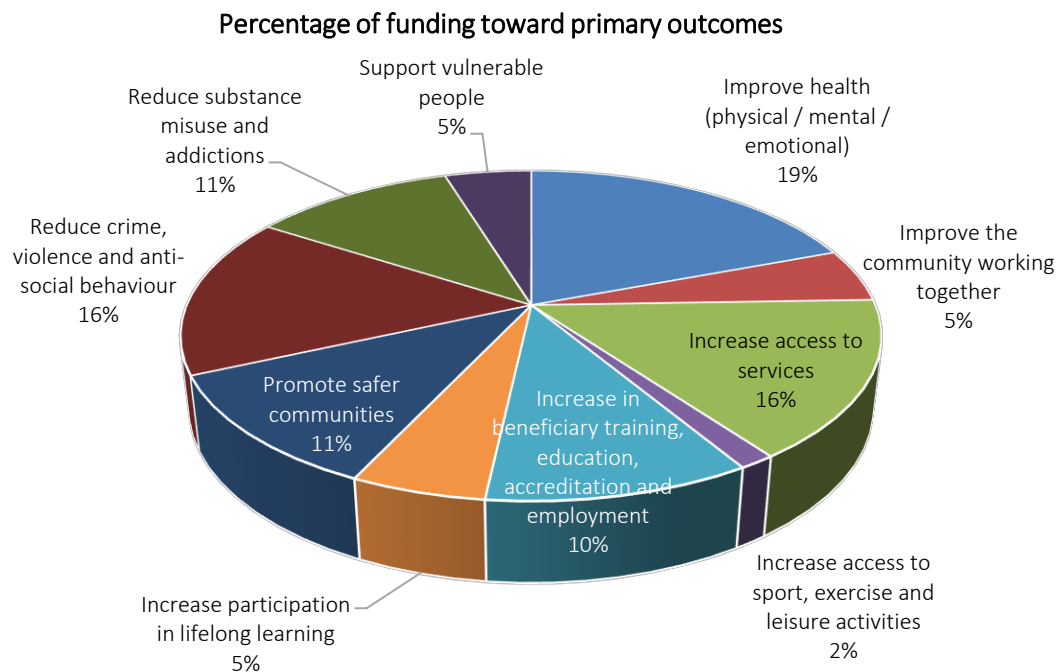
Distribution of the Fund was across County Durham and Darlington – specifically Bishop Auckland, City of Durham, Darlington, Easington, Chester le Street, Stanley and Sedgefield.

Impact

The Fund provided financial support to charities, community organisations and community interest companies to deliver a wide range of projects – from the provision of diversionary activities for young people to an outreach support project to combat begging. More than 2500 people benefited from the Fund.

People living in the most deprived communities are more likely to think that crime levels in their community are higher than they are. Following the project activities over 12 months, monitoring recorded that 690 people reported feeling safer in their communities because of projects they were involved in.

Figure 1 Shows the amount of funding awarded against 10 specific outcomes of the Fund.



The outcomes for the Fund are not insignificant. As part of the monitoring of the Fund, each organisation was asked to quantify and qualify a number of the outcomes they had delivered, providing numbers of beneficiaries and the impact that the funding made to them and to the local community.



Keeping County Durham Safe - Fund Impact Report 2017

More than 70% of funding was made to projects and activities for children and young people aged 5 to 18 years old, with 58% specifically targeting young people between 13 and 18 years old. Each organisation outlined the primary outcomes of their project in their application i.e. the overall change they expected as a result of their project.

The following table shows across the Fund, what change might look like and how much this cost per individual beneficiary.

Project aims to support outcomes	Funding	No. of beneficiaries	Grant award/head
Improve community cohesion	£13,500.00	325	£41.54
Improved community facilities	£5,500.00	60	£91.67
Improve health (physical / mental / emotional)	£27,492.50	267	£102.97
Improve the community working together	£17,880.00	390	£45.85
Increase access to services	£22,033.00	580	£37.99
Increase access to sport, exercise and leisure activities	£16,186.00	570	£28.40
Increase in beneficiary training, education, accreditation and employment	£7,500.00	60	£125.00
Increase participation in lifelong learning	£7,500.00	30	£250.00
Increase qualifications & skills	£6,787.00	25	£271.48
Promote human rights and equality	£3,000.00	300	£10.00
Promote opportunities for creativity	£7,500.00	100	£75.00
Promote safer communities	£48,497.00	875	£55.43
Reduce crime, violence and anti-social behaviour	£88,353.00	1,397	£63.24
Reduce substance misuse and addictions	£14,500.00	57	£254.39
Support vulnerable people	£44,159.50	415	£106.41

The following monitoring data provide evidence from the projects after 12 months of funding. It gives an idea of the scale of the impact on people when projects are delivered at the heart of local communities.

Reducing crime, violence and anti-social behaviour

- Taking part in programmes designed to divert them away from criminal behaviour, 179 young people had not re-offended within a period of 3 months
- 100 older people who took part in projects had not re-offended within a period of 3 months
- 73 perpetrators of domestic abuse took part in a project designed to divert them away from abusive behaviour
- 934 people took part in projects designed to divert them away from anti-social behaviour

Reduce substance misuse and addictions

- 58 people accessed support services for advice about addiction; 41 recorded addicts continued treatment as a result of funding and 17 new recorded addicts started treatment as a result of new projects

Crime and Safety

- 690 people reported feeling safer in their communities as a result of the project. This included encouraging 25 people to access support services after facing discrimination or

unfair treatment. 43 people were supported as victims of anti-social behaviour or crime as a result of the project

Increase access to services

Community activities and training were very important elements of projects. Creating things for people to get involved in meant that 664 hours of community activity were provided through a variety of projects, as well as and 1500 hours of sport, exercise and leisure activities.

Increase social inclusion and fairness

- 164 people achieved independent living, no longer requiring support, requiring less support as a result of the project
- 277 people reported improved physical, mental, emotional health

Improve the community working together

768 people accessed community activities for the first time and 668 people took part in community projects. 4386 hours of education and training were also provided, which resulted in 16 people who started on a path to employability as a result of t project and 6 people who gained accreditation

Overall, the outcomes from the Fund are not insignificant; they show that funding has they helped reduce the potential for crime and has made people local people feel safer and more engaged within their communities.



Stanley Community Fund

Apply for funding from £2,000 to £10,000

Registration

Dear Applicant

The link to access the online application form will be emailed to you once you have completed the registration process below and entered your email address.



Please consider the following before beginning your application.

Your group must:

- be a not-for-profit, voluntary or community group, CIC, CIO or registered charity
- have a governing document
- have a management committee/governance body with at least four independent and unrelated members
- have a bank or building society account in the name of the group, with a minimum of two unrelated cheque signatories
- have satisfactorily returned any previous monitoring where necessary.

In addition, you must have the necessary safeguards in place for the groups or beneficiaries you may work with.

Where necessary your group must have:

- safeguarding policy (child protection policy and / or vulnerable adult policy and procedures)
- landlords/planning permission for any capital works
- public liability insurance
- employer's liability insurance

Reporting Problems

If you receive an error message when submitting it is likely that information may have been omitted from one or more mandatory fields. Please take time to review the information you have provided and complete the empty fields to ensure every question has been answered. Also check that size of documents you are attaching does not exceed 2MB.

If the screen has frozen or you are asked for a password this may be due to high demand or system maintenance and the system may become unresponsive. Please try again in a few hours.

Addressing these issues should resolve the problem but if you are still experiencing difficulties submitting your application, please email info@cdf.org.uk quoting your registration reference, the programme you are applying to, and give a brief description of the problem. We will refer to our technical team and get back to you as soon as possible. Please note that we cannot deal with technical issues on the phone.

How your data is held

You agree to allow County Durham Community Foundation (CDCF) to retain your details on our database in order to process your application.

We may give copies of this information to individuals and organisations we consult with when assessing applications, and when monitoring and evaluating our programmes. We will use the information you give us to help assess your application and administer any grant we award you. We may also share information with other donors who may have provided matched funding.

Please contact info@cdf.org.uk if you want to know what data is being held or to request a copy of our privacy policy.

Eligibility and criteria

To make sure you are eligible to apply for funding, please read the Stanley Community Fund guidelines.

DECLARATION

☐ Yes I have read and agree to the above.

Enter your e-mail address
We strongly recommend that you add info@cdf.org.uk to your personal contacts to ensure that you receive the application form.

Please enter your e-mail address here

Registration confirmation



Dear Applicant

An e-mail has been sent to: {Online_Grant_Application__c.Registration_Email__c} that contains instructions on what to do next to begin the application process. This should arrive in the next few minutes.

Important

Please note that the e-mail will come from CDCF: info@cdf.org.uk. Please check your SPAM/junk e-mail folder if you do not receive this e-mail in the next few minutes. If after checking your SPAM/junk e-mail folder the e-mail has not arrived within 30 minutes then please go back to the delivery agent's website and try again.

If after attempting a second time the e-mail still does not arrive then please contact contact the Grants Team on **0191 378 6340** or email us at **info@cdf.org.uk**

Section 1 - About your organisation

Organisation name and address details



Name of your organisation



Address of your organisation

Street



Town/City

County

Postcode

Website



Office telephone

General/office email

Main contact person

These are the details that will be used for correspondence purposes.

Title

Forename(s)

Mr

Surname

Job title

Daytime telephone number

Home phone

Mobile phone

Email

☒ Use organisation's address for correspondence

Organisation start date
If before 1950, please select 1950.

Month

Year

What type of organisation are you?

☐ A registered charity

☐ Company limited by guarantees

☐ Unincorporated club or association

☐ Community interest company

☐ Charitable Incorporated Organisation

☐ Other

About your governance

Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides

In no more than 250 words please tell us about your group's aims and objectives and give a short description of what your group's main activities are (usually found in your governing documents).

What does your membership clause state as shown in your governing document?

Please copy and paste if necessary what your governing document says about members and membership of your organisation

What does your dissolution clause state as shown in your governing document?

Please state the terms of your dissolution clause. If your organisation is a CIC please provide details of your asset lock

Please list the names of your trustees/management committee showing their roles and confirm if any of your trustees are related.

Are any of the signatories on your organisation's banking arrangements related?
☐ Yes

Please list the names of all signatories below:

0 word of 250

Are you part of a larger regional or national organisation?



☐ Are you part of a larger regional or national organisation?

☒ Yes

Staffing and volunteers: we need to know more about how your group is managed i.e. the structure



How many of each of the following are involved in the organisation?

Full time staff / workers

Part time staff / workers

Management committee

Volunteers (excluding management committee)



Average income over the last 3 accounting years

e.g. £35,577.00



Average expenditure over the last 3 accounting years

What are your current unrestricted reserves?

Why can these unrestricted reserves not be used for this project?



0 word of 200

How many hours (per week) on average is your organisation available to the public? If None state "0".



Section 2 - About your grant application

Project details



Project name



Project / funding start date

Project / funding end date



Which area (estate, town, village borough) do most of the people who benefit come from?



Which local authority will the activity take place in?

County Durham

Please provide the postcode where most of your beneficiaries reside



Please give us a summary of what you would intend to spend the grant on.

This should include **WHAT** the money will be spent on, **WHY** the project is needed, **WHEN** you need the funding for and **WHERE** the project will take place.



0 word of 300

Please tell us what needs and disadvantage your project will address (this should relate to the Fund themes as stated in the guidelines)

Please **tell us about the need** for the project, how you know there is a need e.g. surveys, feedback from current users, identified a gap in provision etc. Is it because there is nothing else in the area? Has it been set up in response to local demand?



0 word of 400

Please tell us how you will engage beneficiaries where the beneficiaries will come from.



How will you recruit people to this project? This should include referrals – by whom and why – as well as details of partnerships or other agencies you are working with on this project

0 word of 300

Please describe what positive changes this grant would make to the lives of people who use your project/service

This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. Describe the benefits or outcomes of your project as a result of your work i.e. the impact your work is having.

0 word of 300

Please explain how you will measure and report on the positive changes made?

This should include the ways that you will capture what difference has been made

0 word of 300

Please tell us about your organisation's experience of helping people and the impact of your previous work.

This may include the impact of any previous work or you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.

0 word of 300

How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?

0 word of 300

Does your project involve improvements to buildings or land? If yes, please complete this question.

You will need to provide evidence of landlords permission, lease agreements, planning permission etc

0 word of 500

Please list any other ethnic groups who will benefit from your grant:

Age Groups

Please indicate the primary age group that will benefit from this grant

Please list any other applicable age groups for your grant.

Section 4 - Project budget

Project budget

What is the total cost of the project?

How much has been raised so far?

How much money are you applying to us for?

Breakdown of costs you are applying for
Provide an itemised list of the costs under each section below.

Capital costs (Equipment)

Requested amount
e.g. 123.45

Total cost
e.g. 123.45

Breakdown

0 word of 1000

Volunteer costs

Requested amount
e.g. 123.45

Breakdown

Total cost
e.g. 123.45

0 word of 1000



Publicity costs

Requested amount
e.g. 123.45
Total cost
e.g. 123.45

0 word of 1000

Office, overhead, premises costs

Requested amount
e.g. 123.45
Total cost
e.g. 123.45

0 word of 1000

Operational/activity costs

Requested amount
e.g. 123.45
Total cost
e.g. 123.45

0 word of 1000

Other costs

Requested amount
e.g. 123.45
Total cost
e.g. 123.45

0 word of 1000

Other funding for this project



Are you seeking other funding for this project?

Please provide details of the other funding you are seeking for this project

Who have you approached / Amount / Outcome?



Bank details



Please provide the details of your organisation's bank (These will be used to make any grant payments if you are successful)

Name of bank

Account holders name

Bank account number

Bank sort code

Independent referee details



This must be someone who knows you and your organisation, and can support your application. They cannot be a member of your management committee, a volunteer or user of your group. You must receive their permission.

Referee title

Referee forename

Referee surname

Referee company name

Referee street

Referee town

Referee County

Referee postcode

Referee phone

Referee email

Relationship to your organisation

Supporting documents

+

×

Please make sure you upload the requested documents and information before submitting your application. This will speed up the application process as we won't be able to process your application without these.

Each document should be in a PDF format. Please do not send photographic images of your documents.

Supporting Documents

Please click on the **attachments** button at the bottom of the form to upload your supporting documents.

You will need to upload:

- a signed copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- a signed copy of your most recent annual accounts
- if your organisation is less than 12 months old, you must send an income and expenditure forecast for your current year
- a photocopy of a bank statement no more than 3 months old
- a list of the names and addresses of your management committee
- For any single items or works between £250 and £1,000 we would accept one quote or estimate of works. For single items or works between £1,001 and £50,000 three quotes should be obtained.

Please clearly label each document with a name and a short description of what it is. If you are unable to attach some or all of the documents, don't worry! We will accept supporting documents by email within 5 days of submitting your application. Our application process is automated we therefore can't accept any documents sent to us by post.

Our email address is: info@ccdf.org.uk

We must receive all supporting documents within 5 working days.

☐ I am having trouble uploading and I will email the documents instead
☐ Yes

[Add document](#)

Declaration

+

×

This section must be completed by the person submitting the application form and must be a serving officer of the management committee (the Chair, Vice Chair, Secretary or Treasurer).

Declaration name

Authorised full name

Declaration position

Position

STANDARD CONDITIONS

STATUS OF ORGANISATION

We confirm that our group

- does not have a political affiliation
- has a governing document (constitution/set of rules)
- holds a bank/building society account in the name of the charity/group with a minimum of two unrelated cheque signatories
- have a management committee with at least four independent and unrelated members.

CDCF will be notified immediately if the organisation ceases to exist, and any equipment purchased with this award will be given to another group with similar aims within County Durham and Darlington. Any underspend will be returned to the Foundation.

LEGISLATION

You must be able to evidence upon request that all current legislation is in place (where necessary), relating to:

- public and employer's liability,
- equality and diversity,
- safeguarding of children and vulnerable adults
- disclosure and barring service (DBS) checks carried out and in place for all paid and unpaid volunteer staff working with children and vulnerable adults
- suitable planning permissions and/or other regulations approval are in place prior to the commencement of any improvements to building or land as required.

MONITORING & REPORTING

You must evidence grant expenditure and complete a monitoring form at the end of your project outlining the project outcomes, objectives met, and benefits achieved. While we may not request receipts for evidence of spend, you will be expected to complete and return a schedule of expenditure detailing how funding has been spent. We will also expect that you will keep receipts as we routinely select organisations for audit and so request sight of all the evidence of expenditure.

Any underspend must be returned to CDCF.

Satisfactory completion of the monitoring report is prerequisite for any future application for a grant. The Foundation reserves the right to withhold approval if the proposed expenditure falls outside the criteria of the programme from which the grant was funded, outside the grant-making policy of CDCF, or does not clearly contribute to the core aims of the organisation to which the money was granted. Steps will be taken to recover unspent money upon non-compliance.

The Foundation would like to follow up on successful applicants and potentially feature them in publicity activities.

DECLARATION

Please note that by ticking the declaration box you are confirming that you agree to and comply with the above requirements regarding status, legislation and monitoring. We may contact you to provide evidence of compliance with regard to policies and procedures.

- ☐ I agree to the above conditions, legislation and monitoring requirements.
- ☐ I would like to opt-in to receive CDCF's monthly e-newsletters and updates on new funding opportunities
- ☐ Yes

Submit confirmation



Thank you for your application.

These awards are made up of donations from the many different funds we distribute on behalf of companies, individuals and charitable trusts. We match the applications we receive to the criteria of the various funds we have available at any time.

Please be aware that you should receive a decision from us within the next 12 weeks.



Standard Final Impact Report

Final Monitoring Report

Introduction

The information you provide us in your monitoring helps us to shape and inform our funding programmes. Knowledge gained from this is vital to support our organisational learning and to feed back to our donors and funders. We also use the information provided within this form to highlight achievements and good practice, and to effectively shape our future work. We very much appreciate your time and commitment to this task.

Organisation and contact details

Organisation

Name

Address

Phone

Primary email

Website

Contact

Name

Email address

Role at Organisation

Person completing this form

Above is the name of the main contact associated with the grant application - if this person has changed please enter the name of the new contact completing the form below

Provide Alternate Contact Details?

No

Grant Details

Grant Local Application Number

Monitoring Due Date

Local Application Number

Amount Awarded

£7,500

Programme Name

Round Name

Project Name

Project Description

To support a project reducing anti social behavior across the Stanley area workers funded through Stanley Town Council. The monies will be used for engagement and social activities from any other source over the summer and winter months.

How the grant was spent

What activities did you carry out with the funding?

The funding was used as set out within the budget with very little variation. Youth work sessions every Friday for 40 weeks. These continue to run as a direct result from outcomes achieved running the project. Youth work sessions were carried out as well as physical activities at the sport center, and issue based subjects to help young people emotionally. Equipment was also purchased through the funding

Breakdown of the agreed project/activity budget

Project Budget

Staff Costs

Requested: £2868.00

Breakdown: 2 x sessional youth workers @ £11.95 per hour (National careers service) this will allow for 40, 3 hour sessions at a cost of £2,868

Volunteer Costs

Requested: £500.00

Breakdown: £500 to cover travel and other out of pocket expenses of volunteers

Operational Costs

Requested: £2395.00

Breakdown: £2,395 camps and outward bound activities

Office Costs

Requested: £600.00

Breakdown: 20 centre based sessions @ £30 per session £600

Capital Costs

Requested: £1137.00

Breakdown: 60 fitness water bottles £396, 25 printed tee shirts £141.60, 25 fitness trackers £600

Publicity Costs

Requested: £0.00

Breakdown: All publicity costs will be covered through the organisation and its volunteers who raise small amounts over the months through donations received from local residents they have helped.

Totals

Requested: £7500.00

Item Category	Item Description	Budgeted Amount	Actual Amount
Other	Youth work sessions	2868	2868
Office/Overhead/Premises	Sessions at youth centre	600	600
Operational/Activity	Sports center based activities	2395	3450
Capital	water bottles T shirts etc	1137	421.99
Volunteer	youth work training costs level 1 & 2	500	160.01
		7500.00	7500.00

Please explain why this is the case and when you expect it to be fully spent

Has the grant been fully spent?

Yes

Did the grant from us help you to lever in any other funding for your activity/project or organisation?

☒ Yes

If the project cost more than the funding you received from us, how much (if any) did you raise to complete your project?

1000

Impact and Outcomes

IMPACT Category from your application form. YOU MUST COMPLETE THIS SECTION. Do not leave any question blank.

Maximise ability to strengthen community cohesion and build social capacity

The primary outcome selected for your project/activity

Reduce crime, violence and anti-social behaviour

Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour

Actual value 10

Comments / evidence There were around 10 participants who were under a supervision order or warning from police

Number of new recorded addicts in treatment as a result of the project

Actual value 0

Comments / evidence While no young persons were identified within the programme as at risk of becoming as addicts, many young people were exposed drugs in their everyday lives. We feel that their openness about this means that our interventions have worked. One of the outcomes was to reduce alcohol intake among young people and this was hugely successful across many areas

Number of people taking part in a project/programme designed to divert them away from anti-social behaviour

Actual value 85

Comments / evidence 85 individuals were registered during the life time of the project all from Stanley area. with around 80% of these who were known to be involved with anti social behavior complaints across the town centers on a weekend.

Number of people who took part in a project/programme and had not re-offended within a period of 3 months

Actual value 85

Comments / evidence None of the young people we have worked with on this project have re -offended or went on to offend, with a large proportion of the 85 still engaging in our activities

Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them away from abusive behaviour

Actual value 0

Comments / evidence n/a

Number of recorded addicts in treatment as a result of the project

Actual value 0

Comments / evidence n/a

Number of young people who took part in a project/programme and had not re-offended within a period of 3 months

Actual value 85

Comments / evidence 85

The second outcome selected for your project/activity

Promote safer communities

Number of people who reported that they felt safer in their communities as a result of the project

Actual value 30

Comments / evidence Regular updates of actions and outcomes have been reported through the AAP regarding this project and many people have made comments of how better it feels in the area on a weekend. We also note this is working due to the reduced numbers of anti social reports made by the general public into the police.

Number of people who reported feeling safer in their communities as a result of the project

Actual value 30

Comments / evidence As above

Number of people being supported as victims of anti-social behaviour or crime as a result of the project

Actual value 0

Comments / evidence n/a

The third outcome selected for your project/activity

Promote opportunities for creativity

Number of projects that promote creativity

Actual value 5

Comments / evidence Youth work, sports programme, DCC well being teams, skills training, counselling

Number of people participating in projects that promote creativity as part of the project

Actual value 10

Comments / evidence Two youth workers and 8 volunteers took ownership of the project, 6 of the volunteers used the project as a placement to gain level one and level two youth work qualifications

Number of people taking part in arts activities for the first time as part of the project

Actual value 0

Comments / evidence n/a

Number of new people participating in projects that promote creativity as part of the project

Actual value 85

Comments / evidence 85 all individuals still accessing the programme

Number of new people taking part in arts activities for the first time as part of the project

Actual value 0

Comments / evidence N/A

From the list below please select the theme that most represents your project

Strong Communities

What difference has this grant made to beneficiaries and/or the wider community?

- 1) It has been well documented across local residents AAP members police and local shop keepers that the braking bad project has been a huge success with a number of additional benefits which have come out of the pilot.
- 2) Reduced anti social behavior across the area.(backed up through police reporting)
- 3) Increased health outputs of young people who have been involved in the program
- 4) Increased friendships and social groupings.
- 5) Increased a whole range of volunteer opportunities which have been taken up by young people.
- 6) Given young people more of a direction with many of them taking things into their own hands and creating other social groups and clubs.

Were there any challenges during the period of this grant and if so how did you resolve them?

There are always going to be a challenge regrading engagement, but the level of youth work was of such a good level that in nearly every case this was resolved.The biggest single thing which made the programme work was that it was designed by local people and ran by local people who fully understood the needs of the local young people

What (if any) other impact has the fund had on your organisation?

The project has been such a success that further funding has been secured through the town council and AAP to maintain such projects

Did you meet all of your objectives?

Yes

How many volunteers have been involved in the project?

8

How many of these volunteers were new to your organisation as a result of this funding?

8

Will the work continue beyond the life of this grant?

Yes

Beneficiaries

How many people have benefited from the project?

93

Which area (town, village, borough) did most of the beneficiaries come from?

Stanley town center

Primary beneficiary

Children and young people

Please list any other beneficiary groups who will benefit from your grant

- | | |
|---|--|
| <input type="checkbox"/> Black, Asian and minority ethnic | <input type="checkbox"/> Carers |
| <input checked="" type="checkbox"/> Ex-offenders/offenders/At risk of offending | <input checked="" type="checkbox"/> Families/Parents/Lone parents |
| <input type="checkbox"/> Homeless people | <input checked="" type="checkbox"/> Lesbian, gay, bisexual and transgendered groups |
| <input checked="" type="checkbox"/> Local residents | <input type="checkbox"/> Long-term unemployed |
| <input type="checkbox"/> Men | <input checked="" type="checkbox"/> Not in education, employment and training (NEET 16 |
| <input type="checkbox"/> Older people | <input type="checkbox"/> People in care or suffering serious illness |
| <input checked="" type="checkbox"/> People living in poverty | <input checked="" type="checkbox"/> People with alcohol/drug addictions |
| <input checked="" type="checkbox"/> People with learning difficulties | <input type="checkbox"/> People with low skill levels |
| <input checked="" type="checkbox"/> People with mental health issues | <input type="checkbox"/> People with multiple disabilities |
| <input checked="" type="checkbox"/> People with physical difficulties | <input type="checkbox"/> Refugees/asylum seekers /immigrants |
| <input checked="" type="checkbox"/> Victims of crime/violence/abuse | <input type="checkbox"/> Women |

Gender

Gender

Both

What percentage of the beneficiaries were male?

50

What percentage of the beneficiaries were female?

50

Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

Other White

Please list any other ethnic groups who will benefit from your grant:

- | | |
|--|---|
| <input type="checkbox"/> African | <input type="checkbox"/> All ethnicities |
| <input type="checkbox"/> Any other | <input type="checkbox"/> Asian and Asian British |
| <input type="checkbox"/> Asian and White | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black African and White | <input type="checkbox"/> Black Caribbean and White |
| <input type="checkbox"/> Black and Black British | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Chinese or other group |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Black |
| <input type="checkbox"/> Other Mixed Ethnicity | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> White | <input type="checkbox"/> White British |
| <input type="checkbox"/> White East European | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish | |

Age Groups

Primary age group

Young people (13-18)

Please list any other applicable age groups for your grant.

- | | |
|--|---|
| <input type="checkbox"/> Early years (0-4) | <input checked="" type="checkbox"/> Children (5-12) |
| <input checked="" type="checkbox"/> Young adults (19-25) | <input type="checkbox"/> Adults (26-65) |
| <input type="checkbox"/> Seniors (65+) | <input type="checkbox"/> All ages |

Case study

Please tell us the difference the funding has made to your beneficiaries.

This can be via testimonial, case study or quote and how this relates to the theme you have chosen.

XXXX is a young single mother who suffered horrendous abuse began the programme as a participant to help with isolation and make new friends. She very quickly became a young volunteer and went onto completing level one and two youth work. She has continued to volunteer with the youth programs we run from our programme. She was also given 'most inspirational' award from the council. Mel along with other young people and volunteers were also awarded the High Sheriffs award for volunteering and more recently won the local Town Council award also for volunteering.

Feedback

Comments

Please rate the service you received from CDCF

5/5

We welcome your comments (positive or negative) about your experience so that we can improve our service to you.

On line reporting is by far the best way to complete monitoring reports and the ability to upload evidence and financial information such as receipts is brill

Supporting Documentation

Supporting Documentation

Use the [Attachments](#) button at the bottom of the form to attach any additional information such as project feedback, case studies, photographs etc.

Please clearly label each document with a name and a short description of what it is.

Please note that we do not wish to receive any receipts at this time however we strongly advise that all evidence related to the spending of the grant is kept by your organisation, and be made available should you be selected for audit by CDCF.

If you experience problems uploading your documents please send via email to info@cdcf.org.uk, or post them to us - no more than two weeks after submitting this form - thank you.

Confirmation

Declaration

Please tick to confirm you have read and understood the information contained in the end of grant report.

☒ Yes

Please tick this box to give permission for this supporting evidence to be used by our Community Foundation for marketing purposes (if appropriate).

☒ Yes



Stanley
Town
Council

Annual Town Meeting

Proposed Outline Agenda

1. Format

- Meeting to be convened in the main hall at the Venue.
- Bar area to be used as exhibition space for local groups.
- Teas and Coffees to be served from the bar
- Main hall to be set up theatre style with top table of speakers

2. Outline Main Agenda

- Welcome address from Town Mayor
- Apologies
- Minutes of Town Meeting 17-4-18
- Report of the Leader - Review of 2018/19
- Launch of Funding Strategy - Speakers Kevan Jones MP; Michelle Cooper
- Business Plan 2019/20 - Other initiatives for the coming year, Speaker TBA
- Clerks Report - Overview of the Financial position
- Open Forum - Questions and answers from the public
- Close of Meeting

Optional Items

- County Council update (subject to agreement from relevant County Member)
- Policing update (subject to agreement from local Police Inspector)

Additional Optional Speakers

Extra speakers who have benefitted from STC support could be invited; e.g.

- Just for Women
- Stanley Learning Partnership
- Woodcraft Folk
- Stars Youth & Community

3. Recommendation

- (i) Council is requested to **CONSIDER** the report and give direction to the Town Clerk in respect of the final format of the meeting.

Report Author

Alan Shaw
Town Clerk
Stanley Town Council

alan.shaw@stanley-tc.gov.uk
01207 299109

Events Working Group

Minutes

15th February 2019

Present: Cllr M Davinson
Cllr J Pallas
Cllr G Wilkinson
S Hillary

Officers: A Shaw (Town Clerk)
A Tubman (Deputy Town Clerk)
J Harper (Operations Manager)

1. Miners Sunday

The Clerk advised the group that the Finance Committee had approved the core elements of the event (budget allocations for the display of the banner are subject to Full Council ratification)

Scott Hillary presented ideas for the event which the group discussed. The group decided that the event would be focused on the areas adjacent to the Civic Hall/ Louisa Centre and the top end of Front Street and would comprise:

- Musical performances from Bang On!, The Alka-Seltzer sisters and Craghead Colliery band in the 'performance area' outside the Louisa Centre,
- Retro Fairground rides - Helter Skelter; Carousel; Shuggy boats
- Sir Foxley - Entertainer/ magician
- We will rock you - attraction
- Food concessions/ Ice Cream
- Parade and Miner's Heritage display in Civic Hall

Traffic Management on both Scott Street and the access to the Louisa Centre would be required.

It was agreed that having rides at £1 would be reasonable and would help to subsidise the event to keep it in budget.

Cllr Davinson will lead on the work around what takes place inside the hall with officer support; Scott Hillary will make other arrangements.

Outline Budget

Element	Cost Estimate
Entertainment	
Craghead Colliery Band	£500
Bang On!	£845
We Will Rock You - Curiosity Show - Minerals	£900
Sir Foxley	£845
Alka Seltzer sisters	£250

Element	Cost Estimate
Traditional toys and games	£300
Fairground Package	
Hook a duck	£350
Hoopla	£350
Coconut Shy	£350
Helter Skelter	£1,500
Carousel	£1,000
Shuggy Boats	£500
Parade	
Local Banner Groups	£2,000
Vintage Tractors	£200
Other	
Accommodation (Civic Hall)	£0
Lost Children (Civic Hall)	£0
Management Fee	£1,400
First Aid	£168
Traffic Management	£200
Income	
Food Concessions/ Ice Cream	-£500
Ride Fees	-£600
TOTAL	£10,358

Note: Scott is fully aware of the overall budget and this offer may be tweaked slightly to get it in on budget.

Core elements for the event:

- (i) Event to be held on August Bank Holiday Weekend
- (ii) Event at the Civic Hall (Main Hall) to include stalls and displays from 'heritage' traders and relevant organisations e.g
 - Beamish Museum
 - War Memorials Trust
 - Local History/ Banner groups
- (ii) Invite local banner groups (Durham area) to bring banners to the event - borrow some from the DMA if necessary.
- (iii) Parade to be held down the Front Street with the banners as part of the event
- (iv) Funfair and other activities to be held in Front Street
- (v) Consider a heritage theme to activities in Front Street

- (vi) Craghead Colliery Band to march with banners and to perform outside (possibly in outdoor performance area by Louisa Centre)
- (vii) Contribution to be made to local banner groups, i.e. Tanfield Lea, Morrison Busty, Craghead, South Moor.
- (viii) Display case to be considered to display STC's South Moor No1 Lodge Banner on the stairwell in the Civic Hall to be unveiled on the day.

2. Play in the Park

The Town Clerk informed the Working Group that Committee did not consider Tantobie a suitable alternative venue and had instructed officers to find an alternative in the East Stanley/ Shield Row catchment area.

Cllr Davinson advised he would make enquiries at NDA as he has contacts thereabout holding the event on NDA playing fields and seeing if they will make other facilities available.

3. Armed Forces Day - Update 20/2/19

Scott Hillary and James met on 19/2/19 to discuss. James has learned that 101st Royal Artillery who have been the primary Armed Forces partner for the event for the last 3 years will be on deployment on the date of the event and therefore will be unable to participate in the event.

Scott and James are trying to find alternative Armed Forces Representatives as a matter of urgency. Further update to follow.

4. Actions

Event	Action	Who by	When	Update
Miners Sunday	Consider ideas for the package for the Miners Sunday Event	AH Events	w/c 11th Feb	Done and considered
Miners Sunday	Soundings to be taken with local banner groups to gauge support	M Davinson	w/c 11th Feb	TBA
Miners Sunday	Report to Council to gain approval for elements of Miners Sunday which will tap into other budget areas (Civic Hall Capital and Heritage for display of S Moor Banner)	A Shaw	For Finance Agenda on 12th Feb and Full Council on 26th Feb	Done
Play in the Park	Identification of suitable alternate venue in Tanfield area for event in consultation with local ward members	A Tubman	w/c 11th Feb	Finance Cttee want alternative venue in Shield Row/ East Stanley to be identified to replace View Lane
Play in the Park	Preparation of posters/ flyers/ banners and sharing dates of events on social media etc	A Shaw N James	w/c 11th Feb	Poster artwork done but cannot be promoted until full programme agreed by Council

Event	Action	Who by	When	Update
Play in the Park	Proposals for the offer for each event for 2019 to be developed and presented	AH Events	w/c 11th Feb	To be discussed at March meeting
Armed Forces Day	AH Events to meet with J Harper to hand over contacts and make introductions with relevant Armed Forces Partners	AH Events J Harper	asap	Meeting took place on 19/2/19. See separate update
Christmas	AH Events to develop an alternative proposal for Christmas 2019 to present to members for consideration	AH Events	March 2019	not due

5. Budgets

The budget allocations for 2019/20 are as follows:

External Events: **£45,000**
 Miner's Sunday: **£10,000***

*Note: £2000 of this allocation is earmarked for supporting local banner groups so the available budget for the event will be **£8,000**.

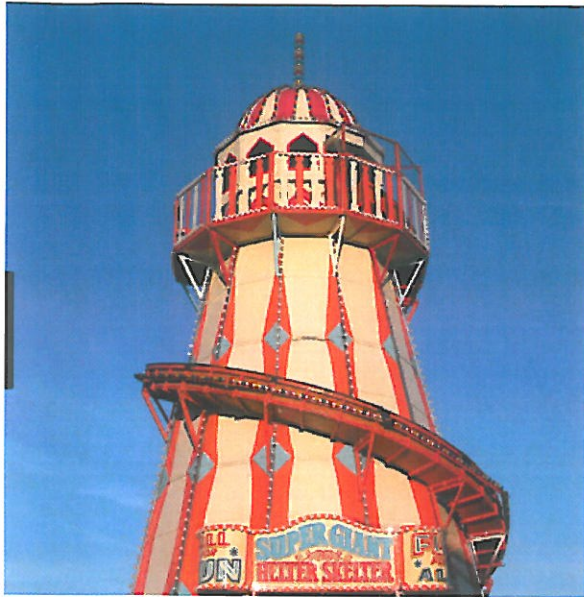
The approximate split in the external events part of the budget between the three events funded has been in previous years as follows:

Play in the Park **50% (£22,500)**
 Christmas **35% (£15,750)**
 Armed Forces Day **15% (£6,750)**

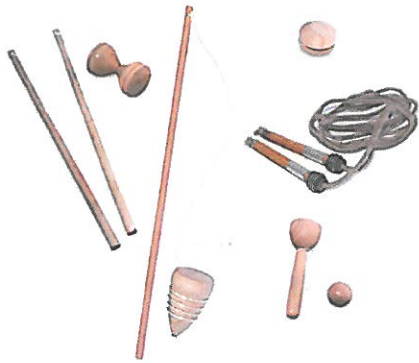
Promotion and marketing for the events will be met from a separate budget.

This is a guide only - as long as proposals are within the overall funding envelope they will be considered.

Fairground (Traditional)



Victorian Toy Activities



Bang On



Bang On! are a junk percussion duo who create funky beats and rhythmic treats using a huge homemade drum kit which is made from recycled objects.

During this high energy 20 minute street show they will have the audience jumping to the rhythms, building up to a grand finale involving all sorts of instruments and mass audience participation.

This is a great act for adding an atmosphere of excitement and joyous rhythms to the day. They can also offer junk percussion workshops if required.

Sir Foxly



Travel back in time on a mystical journey full of laughter and amazement with Sir Foxley, the Victorian magician.

Armed with over 100 years worth of magic up his cuff Sir Foxley will charm and baffle you with his extraordinary conjuring methods. Loved by audiences of all ages with his glorious penny farthing attracting almost as much attention as his magic!

FULL COUNCIL ACTION LOG - Updated 19-2-19

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
22.01.19	212	Alan Tubman	Staff Recruitment	Review JD and job role of Finance Officer		DTC has been gaining understanding of the existing role and will prepare a report for Finance Cttee in March 2019
27.11.18	178	Alan Shaw	Grant Funding	Establish a Stanley Fund in partnership with CDCF		Initial meeting with Michelle Cooper to be arranged. Terms of Reference on Agenda for 26/2/19
27.11.18	180	James Harper	Civic Hall Cinema	Re-instate Cinema capability in Civic Hall		Supplier has been instructed, install scheduled to be completed by end of Feb 19. Screen and Projector Installed, Civic Working Group to consider programme at next meeting on March 15th
27.11.18	180	Alan Shaw	Free use of Civic Hall	Waive fees to local theatre groups, establish budget within STC budgets to allow CH Hall to recharge free hires granted by Council, make sure budget exists in future years	10.1.19	All the required changes are reflected in the budget presented for approval at the meeting on 22.1.19
27.11.18	183	Alan Shaw	Strategic Grant Fund	Update STC Grant policy to reflect change to Strategic Grant Fund		Meeting held with Cllr C Marhsall on 9/1/19; draft policy has been prepared for consideration by Finance Cttee in Feb 19
27.11.18	184	Alan Shaw	War Memorials/ Remembrance Events	Review to be done of memorials and remembrance events in the Town and recommendations brought back to Council for consideration.		Council decision was to bring this back for Jan 19 but initial meeting to scope have not yet been held - needs to be progressed. Meeting held with Cllr D Marshall to develop scope for project - DTC to bring report to Finance in March
23.10.18	148	Alan Shaw	Staffing Matter	Task the internal auditor to review all Town Council policies	13/12/18	Internal Auditor has been tasked and has examined existing policies and interviewed staff as appropriate. A report from the auditor will be submitted initially to the Policy Working Group. Report has been submitted and examined by Policy Group - Recommendations of the Group are on the agenda for 22/1/19
23.10.18	144	Alan Shaw	Heritage Plaque	Recognise Matthew Kirtley under the heritage plaque scheme.		Suitable site to be identified for the location of the heritage plaque and reported to Committee for approval. Site meeting held on 3/12/18 and request sent to Highways concerning Land Ownership. Needs to be chased - however May is a significant anniversary for Kirtly so this might be the optimum time to install the plaque.
25.09.18	112	Alan Shaw/ James Harper	Beacons of Light	Implement the Beacons of Light proposal and come back to Council with siting recommendations	1/11/18	The Beacon Brasier is being fabricated and ground works required carried out. Meeting has been held with AH Events and Creo and the programme for the event is being finalised. Done. Event held on 11.11.18
25.09.18	110	Alan Shaw	Fireworks	Arrange payment of funding for Stanley Events Fireworks event	17/10/18	Done
25.09.18	107	Alan Shaw	CLLD Update	Written report to be circulated	12/12/18	Needs to be followed up. Gemma Dobson has been invited to Finance Cttee in December and has stated she will attend. CLLD Officer gave a report to Finance Cttee on 12/12/18
13.08.18	84	Alan Shaw	Staffing Matters	Implement the staffing structure and advertise for the Deputy Town Clerk at the earliest available opportunity	1/10/18	Structure in place - DTC Job out to advert
24.07.18	76	Alan Shaw	Civic Hall	Media Consultants to be engaged to produce marketing material for weddings and corporate events		Meeting has been held with Creo and initial ideas discussed - follow up meeting with draft artwork has been arranged for w/c 22.10.18. Meeting scheduled with CREO on 16/1/19. Further meeting to be arranged with members of CH Working Group
24.07.18	76	Alan Shaw	Civic Hall	Pantomime details and costs to be brought to budget setting process for 2019/20.		This needs to be fed into the Civic Hall Working Group process. No budgets have been allocated internally for pantomime. Inviting a third party to host a pantomime may be the only option in the short term
27.03.18	301	Alan Shaw	12 - Civic Hall Fees and Charges	Implement new fees and charges for 2018/19		New fees agreed by Council on 27/3/18 and implemented
27.03.18	300	Alan Shaw	11 - Draft SLA for Warden Service	Negotiate service with DCC		Meeting held with DCC, Spec is agreed and rollout of service is planned for Mid July
27.03.18	299	Alan Shaw	10 - Events Specification	Move forward and advertise for partners to bring bids to Council		Uploaded to Contract Finder website. Deadline for submissions is 19th May 2018. Submissions received, report and decision pending
27.03.18	296	Nicola James & Alan Shaw	7 - Recommendations of Committee Meetings	Inform grant applicants of decisions, send offer letter and arrange for payment		Nicola informed applicants 29.03.18 Offer letters to follow
13.03.18	265	James Harper	12 - Louisa Morrison Memorial	Apply for faculty to have the memorial stone moved to the Louisa site in Stanley		Consultation period for faculty application expires on 26/4/18 and will be submitted. Awaiting the outcome of the faculty application

Item 13 - ATTACHMENT K

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
13.03.18	263	Alan Tubman	10 - War Memorial	Working Group to be convened to identify whether there is public support.		Request for meeting with working group sent on 18-3-18, no meeting yet arranged, to be re-sent. This has been re-allocated to the DTC, who will pick this up with the other war memorial project from November 2018
13.03.18	261	James Harper	8 - Events Specification	Assessment criteria to be added to and revised spec submitted to Council on 27.03.18		Spec agreed on 27/3/18
23.01.18	252	Alan Shaw	13 - Budget and Precept (Part B)	Implement staffing structure (including wardens service and TUPE of GWNE staff)	01.10.18	Staff meetings held between 24.01.18 and 29.01.18. Initial meetings held with HR advisor on 31.01.18. Outline of the restructure process circulated to members on 9.2.18. Initial drafts of new JDs done 6.2.18. Discussions with HR re: JDs on-going. Context statement and JDs on Agenda for 24th April for approval. Coffee shop staff given notice and due to finish on 10th May 2018. GWNE staff have been transferred. Staff consultation due to begin for implementation. Restructure to be implemented on 1st October 2018 and advert for Deputy Town Clerk published
23.01.18	250	Alan Shaw	10 - Budget and Precept (Part A)	Submit precept demand	24.01.18	Done
23.01.18	249	James Harper	9 - Stanley in Bloom	Jointly manage the Stanley In Bloom campaign with DCC		Meeting held with DCC on 16.2.18. Report to be brought to P&I Committee for 13.3.18. Report to be submitted to P&I in May. Decision taken to defer to 2019/20
23.01.18	248	Alan Shaw/ James Harper	8 - Recommendations of Committee Meetings	Environmental Cleanup team to be brought in house		Meeting held with Groundwork and notice given. Work underway to secure lease vehicles and uniform and to agree inventory of equipment for transfer. Premises and storage issue outstanding. Staff TUPEd across on 23rd April
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Police Cars - to be forward funded over three years	16.03.18	Invoice received and process for lease of vehicles
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Stars YC - Detailed plan to be submitted before the end of the financial year	25/9/18	Requested update on 16-3-18 and chased on 18-4-18. Further request sent on 19th September.This was reported to Council on 25/9/18
28.11.17	187	Alan Shaw	8 - Recommendations of Committee Meetings	Dying to work Policy. Implement Policy and contact TUC to publicise	7.11.18	Initial contact made with TUC date to be arranged for publicity. Emails sent to Beth Farhat on 11/9 and 18/9 to try and get date organised. Several attempts have been made to arrange a date with the TUC Regional secretary. Completed in November 2018
07.11.17	154	Alan Shaw	5 - Request from the Just for Women Centre	The Town Council will seek to purchase the property at no more than the maximum price agreed		Building purchased. JFW have occupied
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Notify DCC that the Town Council intends to withdraw from the purchase of the building on the current terms	30.10.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Liaise with DCC and express our desire to see the building restored in the medium term, with a focus on the use of the building as a heritage asset for the town		To be actioned following restructure (13.03.18)
24.10.17	148		11 - Stanley Council Offices	Research into possible sources of funding, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding		To be actioned following restructure (13.03.18)
24.10.17	145	Alan Shaw	8 - Medium Term Plan	In consultation with the Chairman of Finance, prepare an outline 3 year delivery timeline and indicative budget estimates for the delivery of the plan	28.11.17	Done
24.10.17	144	Alan Shaw	7 - Recommendations of Finance & Governance	Adapt the Cirencester Standing Orders and amend our own SO's accordingly	24.10.17	Done
24.10.17	140	Nicola James	3 - Town Mayors Announcements	Date for OAP Christmas Dinner to be emailed to Members	10.11.17	Done
26.09.17	120	Alan Shaw	11 - Civic Regalia	The Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report findings to FC	28.08.18	Quotes have been obtained for Civic Regalia and passed to the Leader/ Mayor for consideration.
26.09.17	118	James Harper	9 - Recommendations of Projects & Initiatives	Christmas - Officers be instructed to deliver the event in line with that outlined in the draft specification	6.12.17	Event delivered in accordance with spec
26.09.17	118	Alan Shaw	9 - Recommendations of Finance & Governance	MIF Policy - A working group be established to review the current policy and bring recommendations to FC	24.10.17	Policy reviewed and amended

Item 13 - ATTACHMENT K

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
26.09.17	118	James Harper	9 - Recommendations of Finance & Governance	DBS Checks - Council should implement a policy of compulsory DBS checks for elected members in line with DCC policy and ID cards be purchased for members and staff	23.10.18	Outstanding - Tasked J Harper with delivery 12.2.18. Since the Council meeting on 25/9/18, The Clerk has contacted an umbrella organisation, taken advice from DCC Legal Services and asked other Durham TCs in the network if they have had checks. It is not permissible for STC members to have enhanced DBS checks in their capacity as elected members. The role is ineligible. Standard checks could be requested for members. Matter discontinued after report to Council in October
26.09.17	118	Nicola James	9 - Recommendations of Finance & Governance	ID Cards to be purchased for members and staff		Done
25.07.17	76	Alan Shaw/ James Harper	7 - Recommendations of Projects & Initiatives	Louisa Memorial - DCC should be asked for a licence to have the stone relocated to Annfield Plain Park		Permissions have been obtained for both locations, however the matter is still not resolved. On agenda for 27.2.18
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Armed Forces Day - 2018 planning should begin immediately		Ongoing.
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Christmas - A specification should be produced for the Christmas Light switch on event and that bids are invited from outside providers		Draft spec on agenda for 27.2.18
27.06.17	45	James Harper	7 - Recommendations of Projects & Initiatives	The two surplus tractors be donated to Beamish FC and Annfield Plain FC	23.11.17	Both tractors handed over.
27.06.17	45	Alan Shaw	7 - Recommendations of Projects & Initiatives	An extra-ordinary meeting of Council be scheduled to consider medium term planning in detail		Meeting was not held , MTP was completed through P&I process in November 2017.