Grant Allocations 2023/24: Voluntary Sector and Tandridge Together Community Lottery

Community Services Committee Tuesday, 19 September 2023

Report of:	Head of Communities and Partnerships
Purpose:	For decision
Publication status:	Open
Wards affected:	All

Executive summary:

- In 2023/24 the Council committed to spend £249,143 on community and voluntary organisations from its grants budget (£221,348 from Community grants & £27,795 from Community Lottery Fund). This report is brought to Committee to note the level of funding for 2023/24.
- It is also asked to consider the timescales, process and criteria for the allocations for the Tandridge Together community fund for 2023/2024.
- It outlines the grants currently provided to local organisations from the Committee's budget and highlights the contributions these voluntary sector organisations play in delivering services to residents.
- The report also summaries the Member/Officer Panel which was established to manage and administer the grants budget and scoring matrix that was introduced in December 2022 to assess the suitability of the grants.
- It is proposed that the current process for allocating the Tandridge Lottery Community grants continues and that the Tandridge Health & Wellbeing Board assess applications and recommend funding allocations. It is felt that this Board is best placed to provide a robust and objective assessment process for applications.
- The small grants are allocated from the Tandridge Together Community Fund (TTCF) which is, in turn, funded by sales of tickets in the Tandridge

Together Lottery. It is therefore important for the Committee to also monitor the progress of the lottery to ensure that there are adequate funds in the TTCF for future small grant allocations.

This report supports the Council's priority of: Building a better Council

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Recommendation to Committee:

For the allocation of voluntary grants in 2023/24:

A. The current levels of funding allocations for the grants for 2023/24 be noted.

For the allocation of Tandridge Lottery Community grants 2023/24 the following recommendations be approved:

- B. the application process to follow the timetable set out in paragraph 19.
- C. the overall total budget for small grants to be determined in December 2023 based on the money in the Tandridge Together Community Fund. This will be a minimum of £20,000, with any shortfall being met from the Council's future budgets.
- D. the criteria for assessing grant applications for the 2023/2024 process be as per Appendix B; and
- E. the award of grants to be considered by a sub-group of the Tandridge Health & Wellbeing Board before being taken to the full Board in January 2024 to agree a formal recommendation. The recommendations will be submitted to the Deputy Chief Executive for formal agreement.

Reason for recommendation:

The approach for the allocation of voluntary grants worked well this year with the introduction of the panel and the scoring matrix. Officers believe the voluntary organisations provide a vital role in delivering services to residents, but the Committee is invited to consider whether:

• the allocations from the budget remain appropriate.

• If existing funding steams are reduced or withdrawn, should some recipients be considered for reduction over others.

In terms of the lottery related community grants:

- The recommended approach for the allocation of the Tandridge lottery community grants is similar to previous years. Officers believe the Tandridge Health & Wellbeing Board is well positioned to carry out an objective and thorough review of applications and to provide the Deputy Chief Executive with a clear recommendation.
- The proposed criteria have not significantly changed in the last few years; however, the addition of a youth focused project has been added to the criteria. Each year the Council receives a good number of applications from a wide range of local organisations supporting all sections of the community. This year we received applications from several new applicants and some repeat applicants.

Introduction and background

- The Council has historically provided grant funding to several voluntary sector organisations. A report on funding was last taken to this Committee on the 18th October 2022 and a separate report for the Tandridge Together Community fund on the 16th June 2022.
- Given the financial pressures facing the Council and the increase in demand for voluntary sector services, it is important to ensure Members are aware of the current funding provisions. This report will help inform any future review by Members and whether current funding streams should be maintained beyond the current financial year. The level of funding available for these grants will need to be considered and approved as part of the budget setting process for 2024/25.

Agreed grant allocations for 2023/24

Outlined in the table below is a summary of the current provisions for voluntary grant related expenditure within this Committee's budget for 2023/24.

	Organisation / initiative	23/24	22/23	21/22	Comments
1	East Surrey	£58,000	£58,000	£58,000	A service level Agreement (SLA)
	Rural				with ESRTP is in place. This
	Transport				includes:

	Organisation / initiative	23/24	22/23	21/22	Comments
	Partnership (ESRTP)				 £20,000 for the provision of a dial-a-ride service £38,000 for the provision of a community transport advice line Further information is provided in section 4.
2	Tandridge Citizens Advice Bureau	£122,198	£119,820	£119,820	Previously individual annual service level agreements were in place for both Caterham & Warlingham Citizens Advice and Oxted Citizens Advice. They have now merged into 'Tandridge District Citizens Advice' However, the new organisation continues to operate from the SCC owned library sites in Caterham Valley and Oxted. These annual revenue grants have been paid for many years and had not been adjusted for inflation since 2016/17. The panel agree to increase the amount due to the increase in demand for this service. Further information is provided in section 5.
3.	Tandridge Voluntary Action	£30,000 (£22,892 +£7108)	£24,608 (17,500 +£7,108)	23,928 £17,500 £6,428	Grant funding has been provided to TVA since 2009/10. Funding is provided as part of an annual partnership agreement with together with contributions from Surrey County Council and Surrey Heartlands NHS. The Oxted Community Hub is the name for the office and meeting room space above the Oxted library building. It is currently utilised by Citizens Advice Tandridge (for its Oxted base) and TVA. TDC has been paying this charge (uprated each year for inflation) since the Community Hub was established in 2010 as part of an agreement with Surrey County Council (the freeholder) and

	Organisation / initiative	23/24	22/23	21/22	Comments
	/ initiative				following approval by this Committee on 27th Jan 2009. SCC does not charge the voluntary sector tenants for rent and made a significant capital contribution to the original conversion of the
					premises, including the installation of a lift to ensure the CAB services are accessible to clients with disabilities.
					TVA receive this annual payment as the Head Lessee of the Community Hub, although the CAB also benefits from the arrangement as they become exempt from the service charge liability. The same could be said for any other voluntary organisation which might rent space in the Community Hub.
					Further information is provided in section 6.
4.	Subscription to Surrey Community Action's village hall advisory service	£0	£2,000	£2,000	This was an annual subscription to Surrey Community Action for access to its 'Community Buildings Advice and Guidance Service'. It helps to fund the cost of a Surrey Community Buildings Advisor.
	Service				This service offers information, advice and guidance to community building managers. Topics include governance issues; health & safety; safeguarding; other regulatory compliance matters; access to funding; and sharing best.
					The Community Buildings Advisor also provides an 'in person' consultancy service
					TDC previously supported this subscription in lieu of direct grants to village halls which TDC made available until 2017/18 when the County-wide Community Buildings Grants Scheme was withdrawn by SCC.

	Organisation / initiative	23/24	22/23	21/22	Comments
	, militario				Take up of this service had been minimal across the District and All Community Buildings in Surrey receive free access to the Tier 1 service as this is funded by Surrey County Council. The Tier 1 service provides the following: • Free access to ACRE village hall information sheets and template documents • Advice & guidance provided via email, phone and website • Quarterly newsletter
5	East Surrey Museum	£4,400	£4,400	£4,400	No funding was awarded this year. The building is owned by the District Council and is accounted for via the 'Housing Revenue Account' (HRA) as opposed to the 'General Fund'. The Museum has been occupying the ground floor rent free. However, on 11.01.22 the S&R Committee agreed a new 15-year lease with stepped rent of £1,500 from Year 3; £3,000 from Year 4 and rent reviews in years 5 and 10. The first floor is used as Temporary (Housing) Accommodation.
6	Surrey Museums Consultative Committee subscription	£0	£2,987	£2,987	51% of the Museums Partnership routine funding comes from SCC. The remainder comes from the District and Boroughs each paying an annual £2987. This sum has stayed the same for eight years. The Partnership applies for grants for one off projects. Museums are able to apply for small grants (up to £1000) from the Partnership. And the Partnership offers museums advice on other sources of funding. Benefits included central ordering, volunteer recruitment and training, 'learning and engagement' projects, collection maintenance advice, support with emergency

	Organisation / initiative	23/24	22/23	21/22	Comments
	,				disaster planning and support with safeguarding.
					No funding was awarded this year.
7	Surrey Youth Games Awards	£0	£6,000 (+ £3500 to Active Surrey)	£6,000	The games model involves offering 6 weeks of free activity in all of 7 selected sports for 6-8 weeks in the lead up to the festival and celebration at the Surrey Sports Park in Guildford.
					The Games are open to all children and young people aged 6 to 16 who live or go to school in each district. On event day they represent their district by wearing a different coloured T-shirt with the name of their Borough on. For the last two years they have delivered a more targeted approach towards children from lower socio-economic groups who have less opportunities.
					£3,500 is paid annually to Active Surrey to take part and £6,000 is paid to Freedom Leisure to organise and coach a team of young athletes.
					In 2022 Tandridge engaged 42 children in the 6-weeks session and 25 Children represented the District at the event at the Surrey Sports Park.
					No funding was awarded this year Tandridge was the only District and Borough who did not participate in the programme. This decision was taken because the cost of running the programme was deemed disproportionate to the number of young people that were being reached.
8	High Sheriff Awards	£750	£500	£500	Every year the High Sheriff Youth Awards (HSYA) provides grants (totalling over £50,000 pa) to youth charities in Surrey. This is only possible through the support provided by the Borough/District Councils, Surrey County Council

	Organisation / initiative	23/24	22/23	21/22	Comments
					and the Police and Crime Commissioner (PCC)
					Projects include East Surrey YMCA supporting young people who are homeless, 'Emerge' who work with young people attending A&E in East Surrey and the Tandridge Friday Night project
9	Lingfield & Dormansland Meals on Wheels	£6,000	Not funded from this budget in previous years	Not funded from this budget	Lingfield & Dormansland Meals on Wheels has been providing meals to elderly and disabled residents of the 3 parishes of Lingfield, Dormansland and Crowhurst for a period of over 30 years.
					Grants were stopped to Meals on Wheels groups in 2017 where there were extensive catering costs.
					TDC have continued to fund the mileage costs for volunteers to enable the charity to maintain the service. The Service provides meals to approx. 40 elderly and disabled people in Lingfield & Dormansland. It is run using volunteer chefs.
	Total	£221,348	£221,815	£217,635	

Updates from each Organisation

- 4 <u>East Surrey Rural Transport Partnership (ESRTP)</u>
- 4.1 East Surrey Rural Transport Partnership is a charity dedicated to providing transport for people who are elderly, poor or disabled, people with young children or those living in isolated areas where there is no adequate public transport.
- 4.2 A service level agreement is in place between the Council and ESRTP to run the following services in Tandridge:
 - a Buses 4U demand responsive bus service funded by SCC
 - a dial a ride service in the north of the district
 - the North Tandridge Voluntary Car Scheme
 - a Taxi scheme where ESRTP cannot deliver what is requested.
- 4.3 The community transport booking and advice line is operational on weekdays from 08:30 to 17:00 and enables residents to book services or

- be signposted to alternative providers if appropriate. In 2022/23 11,709 call were taken on average, 975 calls are taken per month.
- 4.4 In 2022-23 ESRT provided 9,622 journeys to residents of Tandridge by either Tandridge Buses 4U or our North Tandridge Dial a Ride service as well as additional journeys listed below:
 - 2022-23 journeys for Tandridge Buses 4U or dial a ride 7,257
 - 2022-23 Group bookings 2,145
 - Tandridge Wellbeing service 220
 - 2022 23 Voluntary Car journeys 142
- 4.5 Surrey County Council provide Tandridge District Council with a grant of £20,000 per annum towards the provision of community transport services. This is agreed for 2023/24 but is subject to an annual review by Surrey County Council.
- 4.6 ESRT have acquired funding from SCC to buy up to 6 electric minibuses for use in and around the District.

5. Citizens Advice Tandridge District

- 5.1 The Council provides funding for the CAB which is a local independent charity and works as part of a network of local citizens' advice with the national organisation.
- 5.2 The organisations' objective is to provide free, impartial, good quality, independent advice and support that is tailored to the person's circumstances and needs.
- 5.3 They deliver this through trained generalist and specialist volunteer advisers and paid staff in many areas including, benefits, disability rights, debt, housing, relationship breakdown, employment, immigration, consumer issues and on emerging issues such as the cost of living crisis and charitable schemes and support.
- 5.4 Performance is monitored by Officers on a quarterly basis and performance measures are in place which follow the standards of service set out in the National Association of Citizens Advice Bureau (NACAB) Membership Agreement and Advice Quality Standard.
- 5.5 There are two offices covering the District (Caterham and Oxted) and through outreach projects, they work closely with some of the most vulnerable people in the community offering them face to face, phone, remote or email advice.

5.6 **Dashboard**

- 5.7 The number of clients supported has increased by 14.2% from the same period in 2022.
- 5.8 As food and energy prices have escalated, the organisation has seen a shift to becoming a primary outlet of vouchers, grants, tokens and emergency support, with charitable support rising to number 3 in the top advice issues as opposed to number 5 last year.
- 5.9 The cost-of-living crisis has seen more clients needing help with debt problems with increases in priority debts such as fuel and council tax arrears and forecasts of more and more people being driven into negative budgets.

5.10 **Summary**

April – August 2022 - 683 clients were supported totalling 2681 issues.

April – August 2023 - 780 clients were supported with 3456 issues.

The top issues were as follows:-

- Benefits and Tax Credits
- Benefits Universal Credit
- Charitable support and food banks
- Debt
- Housing
- 6. <u>Tandridge Voluntary Action</u>
- 6.1 Tandridge Voluntary Action is the Council for Voluntary Service (CVS) for the Tandridge area. This organisation acts as the 'umbrella body' for the Tandridge voluntary sector and operates from the Oxted Community Hub. It offers various services to local voluntary groups, including matching volunteers to charity groups, funding / governance advice; training; DBS checking; networking opportunities; a monthly publication; and use of its meeting room and copying facilities. It also represents the local voluntary sector in responding to relevant consultations and attending meetings.
- 6.2 TVA also provides the Tandridge Befriending Scheme. This supports lonely or isolated people within the District by matching them with a volunteer friend.
- 6.3 A tri-partite Partnership Grant Funding Agreement is in place and renewed each April. Performance is monitored through an agreed performance scorecard and performance management system. Surrey County Council leads on collating and disseminating performance information to all partners. An annual review meeting is held with all parties.

7.0 East Surrey Museum

- 7.1 The museum was originally created to house finds from local archaeological digs, and has developed via thousands of generously donated artefacts, to present a broad view to local residents of the history and background of Tandridge area.
- 7.2 In 2022 the Museum had 2400 visitors and provided online support to individuals researching particular subjects, from their own homes to family history, from WW1 and WW2 to different occupations.
- 7.3 The charity supports work experience students, schools and retirement homes and encourages local schools to visit and receive handling boxes.
- 7.4 All staff are volunteers with no paid staff (including the Curator). There are approx. 50 volunteers of diverse ages. The roles are varied and include running activities workshops for children during the school holiday. A Newsletter is produced and circulated three times a year.
- 7.5 Talks are given to different age groups in the community on their collection. These include cubs/scouts/brownies/guides, U3A, social groups etc.
- 8 <u>Lingfield and Dormansland Meals on Wheels</u>
- 8.1 The service provides hot, freshly cooked meals, delivered every weekday to the vulnerable and elderly in the parishes of Lingfield, Dormansland and Crowhurst. It is run by a team of 110 volunteers who work at least once every four weeks. The service has been running for a period of over 30 years.
- 8.2 The charity has evolved and offers more than just a hot meal each day. The volunteers help with social isolation and help keep residents to live independently in their own home. Vulnerable residents have daily contact with a volunteer, many of which would otherwise have not social contact at all. It also offers meals to residents leaving hospital and in need of short-term support regardless of age, while they convalesce.
- 8.3 Tandridge has continued to support the charity by providing a grant every year. This contributes to the mileage costs for volunteers who carry out 15-20 miles per round twice a day.

9. <u>High Sheriff Awards</u>

9.1 The Charity was established in 1993 with the aim of making a difference to the lives of young people within the County. It receives donations from several sponsors across the County including Surrey County Council, the Police and Crime Commissioner and all 11 District and Boroughs.

- 9.2 SYA is administered and managed by a small group of volunteers who either act as Assessors to assess the applications as they are received and Trustees who, in addition to their responsibilities to maintain the objectives of the charity, form a Panel to consider the recommendations made by Assessors and, where appropriate, decide on the level of award to be made.
- 9.3 Local projects include East Surrey YMCA supporting young people who are homeless, 'Emerge' who work with young people attending A&E in East Surrey and the Tandridge Friday Night project.

10. Member Panel

- 10.1 At its meeting in October 2022 Members proposed that a Member/Officer Panel should be set up to consider the management and administration of the community grants budget with delegated authority given to the Deputy Chief Executive.
- 10.2 The panel met in November 2022 and produced a scoring matrix to assess suitability of the grants and allow transparency, similar to the rental grant subsidy policy which was agreed at the Strategy and Resources Committee in January 2022.
- 10.3 The panel met again in February 2023 to review the grant applications and score each one following the agreed matrix. These were then authorised and awarded to the organisations in February 2023.
- 10.4 It is envisaged that a similar process will take place this year, if agreed.

Tandridge Together Community Fund Grant Allocations

- 11.1 The Council historically provided small grants to local organisations to carry out activities which supported residents throughout the District. The total value of the small grants provided was on average £20,000 per year.
- 11.2 The Tandridge Together Lottery was launched on 22 February 2018. It was agreed at this Committee in 2018 that, as part of the Council's Medium Term Financial Strategy (MTFS), a gradual reduction in grant funding provided by the Council would be replaced by funds raised from the lottery.
- 11.3 10 pence from every ticket sale in the Tandridge Together Lottery goes into the Tandridge Together Community Fund to be allocated as small grants. People purchasing tickets for the lottery have the option to nominate a good cause to receive another 50 pence. If no good cause is chosen, then 60 pence from the £1 ticket goes into the Community Fund. Approximately one third of people do not choose a good cause.

- 11.4 The amount within the Community Fund is constantly changing and increasing as people purchase tickets. Due to this uncertainty, it was agreed at the Community Services Committee in June 2019 that the minimum amount allocated in small grants should be £20,000 with the Council making up any shortfall, if necessary, from future budgets.
- 11.5 The Tandridge Health & Wellbeing Board (THWB) began assessing applications for small grants on behalf of the Council in 2018 and at the Committee in 2018 it was agreed that the THWB should continue to assess and recommend funding allocations on an annual basis.
- 11.6 The THWB membership consists of a wide range of partners including Surrey County Council, Health, Education, the voluntary sector and leisure organisations. The Board is currently chaired by Cllr Montogomery.

Agreed grant allocations for 2022/2023

- The applications for small grants opened between September and November 2022. A total of 37 applications were received from local voluntary and community organisations with applications requesting grants ranging from £300 to the maximum £2,000. The total amount requested was £65,005. This was a similar amount to the previous year.
- A subgroup of the Tandridge Health & Wellbeing Board met in December 2022 to review the applications and propose grant allocations. These were subsequently reviewed and agreed at the Health & Wellbeing Board meeting in January 2023.
- Whilst assessing the grant applications, consideration was given to ensure grants were given to organisations supporting residents throughout all parts of the District. This year the focus was on initiatives which supported young people and residents with disabilities and mental health challenges.
- 15 The following 20 organisations were awarded a full or partial grant. A complete list with additional information is included in Appendix A.
 - Citizens Advice Tandridge District
 - Café Milk (feeding support in East Surrey)
 - Bletchingley Skills Centre
 - Tatsfield Not So Young Club
 - 1st Warlingham Scout Group
 - Stripey Stork
 - College of St Barnabas
 - Active Prospects Charity
 - Limpsfield Grange School
 - The Woodhouse Centre
 - Delight
 - The Orpheus Centre
 - The Hygiene Bank Godstone project
 - Prospero Theatre

- Head2Head Sensory Theatre
- Bloomin' Arts limited
- Make a Scene
- Sight for Surrey
- YMCA East Surrey
- East Surrey Dial-a Ride

Proposal for 2023/2024 small grant process

- The criteria for the allocation of small grants was reviewed by the Tandridge Health & Wellbeing Board at their meeting on 12th July 2023. It was agreed that the current criteria (with the addition of youth provision) included in Appendix B, was comprehensive and should continue to be used.
- As in previous years, it is recommended that local organisations who have been successful in previous rounds of funding will be eligible to apply again in 2023/2024 if they meet the criteria.
- It is also recommended that a maximum cap of £2,000 per application continues to apply.
- The timescales of previous years have worked well and so the proposed timescales for the 2023/2024 process are:
 - Application forms to be made available from the end of September 2023
 - Deadline for the submission of applications end November 2023
 - Review of applications by sub-committee of Health & Wellbeing Board in December 2023
 - Recommendations referred to the Health & Wellbeing Board January 2024
 - Applications determined by Deputy Chief Executive in February 2024
 - Decisions communicated to Community Services Committee in September 2024

Update on the Tandridge Together Lottery

- The Tandridge Together Lottery was launched in 2018. Tickets are £1 and there are weekly draws with a top prize of £25,000. To date there have been 2,852 winners of cash prizes including 1,277 winners of £25, 133 winners of £250, 15 winners of £2,000 and 1 winner of the £25,000 top prize.
- 21 There are currently 171 good causes signed up which is a slight decrease since the same time last year. The good causes range from school associations, Scout groups and local sports clubs to animal charities and those organisations supporting vulnerable residents.

- Ticket sales remain fairly constant for the year with a slight dip around January time. We currently have just under 1,000 players purchasing over 2,000 of tickets per week.
- 23 Ticket sales have a direct correlation with the money received in the Community Fund and the number of small grants that the Council can provide.

Financial Year	Contribution to Community Fund
2018/2019	£33,643
2019/2020	£30,102
2020/2021	£26,418
2021/2022	£25,872
2022/2023	£27,795

We are confident that at least £20,000 will be available in small grants for 2023/2024. The Council keeps a minimum amount of reserves in the Community Fund account to accommodate any in year funding shortfalls. Also, if the Council decided to cease operating the Tandridge Together Lottery there would be sufficient funds to balance off, and close down, the lottery.

Other options considered

- If a sub-group of the Health & Wellbeing Board did not assess the applications, then either a group of Officers or a sub-group of the Community Services Committee would need to be established. The number of applicants, the time required to review the applications and the potential sensitive nature of the requests would make it impossible for them to be reviewed during a formal Committee Meeting.
- It was felt that the Tandridge Health & Wellbeing Board was best positioned to carry out the initial review and that District Members are represented to present their views.

Key implications

Comments of the Chief Finance Officer

It should be noted that the grants noted in this report are discretionary and any reduction in the grants could contribute towards delivering a balanced budget in future. This should be set against the benefits provided by the grants and any financial and non-financial implications of reducing them. Consideration to the

level of grant funding available in future will form part of the 2024/25 budget process.

Comments of the Head of Legal Services

Although there are no legal implications arising from this report, the Council still must have regard to the Conditions and Codes of Practice which are published by the Gambling Commission.

Equality

By continuing to provide financial support to voluntary sector organisations, we are able to support the elderly and most vulnerable residents within the district. There are no proposals within this report to reduce the levels of grants provided, however this will be reviewed in the 2024/25 budget process.

Climate change

ESRTP have the main environmental impact. They have an environmental policy which states:

"East Surrey Rural Transport Partnership is committed to the reduction of pollution and will work to minimise the impact of its operations through a continuous improvement program. In particular, we will:

- Comply with all relevant existing environmental legislation and other requirements
- Reduce harmful emissions wherever practicable
- Seek to reduce consumption of materials in our operations and promote recycling and the use of recycled goods
- Manage energy and water usage wisely in all our operations
- Incorporate environmental considerations into the procurement of goods and services"

Appendices

Appendix 'A' - Tandridge Together Community Grants allocations for 2022/23

Appendix 'B' - Tandridge Together Community Grant Criteria 23/24

Background papers			
None.			
	end of report		