

# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>									
<b>Date:</b>	<b>Monday 4 September 2017</b>									
<b>Time:</b>	<b>5.00 pm</b>									
<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU									
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> To be elected</p> <p style="text-align: center;"><b>Vice Chairman</b> To be appointed</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>Conservative Members (6)</u></td> <td style="width: 33%;">Sarah Broughton Ian Houlder Margaret Marks</td> <td style="width: 33%;">Clive Pollington Jim Thorndyke VACANCY</td> </tr> <tr> <td><u>UKIP Group Member (1)</u></td> <td>John Burns</td> <td></td> </tr> <tr> <td><u>Charter Group Member (1)</u></td> <td>Diane Hind</td> <td></td> </tr> </table>	<u>Conservative Members (6)</u>	Sarah Broughton Ian Houlder Margaret Marks	Clive Pollington Jim Thorndyke VACANCY	<u>UKIP Group Member (1)</u>	John Burns		<u>Charter Group Member (1)</u>	Diane Hind	
<u>Conservative Members (6)</u>	Sarah Broughton Ian Houlder Margaret Marks	Clive Pollington Jim Thorndyke VACANCY								
<u>UKIP Group Member (1)</u>	John Burns									
<u>Charter Group Member (1)</u>	Diane Hind									
<b>Substitutes:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>Conservative Members (2)</u></td> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Sara Mildmay-White</td> </tr> <tr> <td><u>UKIP Group Member (1)</u></td> <td>Tony Brown</td> <td></td> </tr> <tr> <td><u>Charter Group Member (1)</u></td> <td>Julia Wakelam</td> <td></td> </tr> </table>	<u>Conservative Members (2)</u>	Simon Brown	Sara Mildmay-White	<u>UKIP Group Member (1)</u>	Tony Brown		<u>Charter Group Member (1)</u>	Julia Wakelam	
<u>Conservative Members (2)</u>	Simon Brown	Sara Mildmay-White								
<u>UKIP Group Member (1)</u>	Tony Brown									
<u>Charter Group Member (1)</u>	Julia Wakelam									
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.									
<b>Quorum:</b>	Three Members									
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>									

---

# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	There is no provision for members of the public to ask questions or make statements during Grant Working Party meetings.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber and some other meeting rooms.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

---

# Agenda

## Procedural Matters

1. **Substitutes**
2. **Election of Chairman: 2017/2018**
3. **Appointment of Vice-Chairman: 2017/2018**
4. **Apologies for Absence**
5. **Minutes** **1 - 10**  
To confirm the minutes of the meeting held on 7 November 2016 (copy attached).

## Part 1 - Public

6. **Community Chest: 2017/2018 Monitoring and Evaluation** **11 - 28**  
Report No: **GWP/SE/17/001**
7. **Date of Future Meeting**  
The Working Party is requested to **NOTE** the following date for a future meeting in 2017:
  - **Monday 6 November:** to consider applications submitted for 2018/19 Community Chest funding

The meeting will commence at 5pm, in GFR14 at West Suffolk House.

## Part 2 – Exempt

**NONE**

This page is intentionally left blank

# Grant Working Party



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Grant Working Party** held on **Monday 7 November 2016** at **5.00 pm** in **GFR14, West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** Angela Rushen  
**Vice Chairman** Jim Thorndyke

Sarah Broughton      Diane Hind  
John Burns             Margaret Marks

**Substitutes attending:**  
Susan Glossop

**By Invitation:**  
Robert Everitt

45. **Apologies for Absence**

Apologies for absence were received from Councillors Ian Houlder and Clive Pollington.

46. **Substitutes**

The following substitution was declared:

Councillor Susan Glossop substituting for Councillor Clive Pollington.

Members were advised that Councillor Glossop had been appointed as a substitute on a temporary basis only and that the substitution applied to this meeting only.

47. **Minutes**

The minutes of the meeting held on 5 September 2016 were confirmed as a correct record and signed by the Chairman.

48. **Dates of Future Meetings**

No further meetings had been arranged for the 2016/2017 civic year. Subject to the agreement of the outgoing Chairman, meetings would be

arranged for 2017/2018 in due course and the Grant Working Party would be duly notified of confirmed dates and times accordingly.

49. **Consideration of Community Chest Funding 2017/2018**

*(Councillor Sarah Broughton declared a local non-pecuniary interest in Appendix 31: Application from 'Our Special Friends' as she was an acquaintance of the applicant. Councillor John Burns declared a local non-pecuniary interest in Appendix 41: Application from 'Haverhill Community Trust' , as a trustee of this organisation in his capacity as a Haverhill Town Councillor. In respect of Appendix 38: Application from 'Creative Arts East (Rural Touring Scheme)', in the interests of openness and transparency, Councillor Jim Thorndyke wished it to be recorded that he was involved with the operation of Stanton Village Cinema; however, he considered the applicant was not connected to this initiative, as stated in the application. All three Members remained in the meeting for the consideration of these items.)*

The Working Party considered Report No: GWP/SE/16/003, which sought approval for a number of applications submitted for Community Chest funding in the 2017/2018 financial year. The recommendations of the Grant Working Party would be considered by Cabinet on 8 December 2016 for approval.

Applications for Community Chest funding for 2017/2018 closed on 30 September 2016. A total of 39 applications were received from a wide variety of organisations as detailed in Appendix 1 attached to the report. Applicants could apply for a maximum of three years, and if applicable, this was also summarised in Appendix 1.

The Community Chest budget for 2017/2018 was £332,147, as follows:

Community Chest Budget :	£281,483
Public Health Funding:	£95,498
	<b>£376,981</b>
Funds already allocated	£44,834
<b>Remaining Budget</b>	<b>£332,147</b>

As indicated above, £44,834 had previously been allocated in 2016/2017 for 2017/2018, as part of two-year funding agreements, as follows:

(a)	Gatehouse Caring in East Anglia (home furnishings):	£5,000
(b)	HomeStart (borough wide):	£9,800
(c)	REACH Community Projects:	£5,000
(d)	Relate Norfolk and Suffolk:	£5,000
(e)	The Voluntary Network (Befriending Scheme):	£10,800
(f)	The Voluntary Network (Community Cars):	£4,434
(g)	Suffolk Rape Crisis	£4,800

These allocations were noted by the Working Party and no further discussion was held on these grants.

There were a number of potential synergies between the applications and as such they were grouped in the following categories for consideration by the Working Party:

- Health
- Young People
- Counselling
- Advice, Advocacy and Support
- Arts
- Events

Each application had been summarised in Appendix 1 within the appropriate category listed above, with the full applications attached as appendices to the report. Members confirmed that they had received copies of the following appendices, which had been slightly amended due some minor factual or formatting errors since their circulation with the agenda and papers. In each case, no changes had been made to the amount of funding applied for by the relevant organisation:

- (a) HomeStart (Honington)
- (b) Creative Arts East (Rural Touring Scheme)
- (c) Creative Arts East (Our Day Out)

Each application was required to be evaluated in accordance with the eligibility and selection criteria set out in Appendix 2, and was considered in turn.

Following due consideration, the following was agreed:

The Working Party considered the following applications fully met the eligibility and selection criteria and supported the allocation of the full amount for each project in 2017/2018, as applied for:

- (a) Gatehouse Caring in East Anglia;
- (b) Suffolk Cruse Bereavement Care;
- (c) Bury St Edmunds Women's Aid Centre Ltd;
- (d) HomeStart (Mildenhall Road Estate);
- (e) HomeStart (Acorn House);
- (f) HomeStart (Coupals Court); and
- (g) Suffolk West Citizens Advice Bureau (Operations).

The Working Party considered that the following applications met the eligibility and selection criteria; however as the Council had not previously granted Community Chest funding to these organisations before, Members felt that the allocation should be granted for one year only and not for two/three years, as applied for, in order that these organisations could firstly be given the opportunity to adequately demonstrate the benefits and success of their individual projects:

- (a) Millenium Farm Trust;
- (b) Upbeat Heart Support;
- (c) Survivors in Transition (SiT); and
- (d) Our Special Friends.

Whilst it was felt that no organisation should be granted for a three year period, as this was considered to be excessive at the present time, the Working Party considered that the following applications met the eligibility and selection criteria and were satisfied that funding should be recommended to be allocated for 2017/2018 and 2018/2019, as applied for:

- (a) Suffolk Accident and Rescue Service (SARS); and
- (b) Theatre Royal (Bury St Edmunds), but with a reduced amount.

In respect of the above two organisations, they would be asked to submit an evidence-based report detailing the benefits and success of their individual project in 2017/2018 so a re-assessment could be made before releasing funding for 2018/2019.

Regarding the application submitted by the Theatre Royal in Bury St Edmunds, as referred to above, for support towards funding their outreach programme, the Working Party noted that Bury St Edmunds Town Council had only very recently allocated a significant amount of its own grant funding towards this scheme, which due to timing, was not reported in the application. Members also noted that the Borough Council also allocated approximately £60,000 per year in core funding to the Theatre Royal.

The Working Party recognised the benefits of the project and considered it met the eligibility and selection criteria; however, it felt that an allocation of £5,000 in 2017/2018 and 2018/2019 instead of the £15,000 that had been applied for in 2017/2018 and 2018/2019, was a more appropriate amount for the reasons given above.

Members were minded to support the following applications; however some clarification and/or further information was required from the applicants, for the reasons given below:



- (a) Suffolk Mind;
- (b) Catch 22, Suffolk Positive Futures;
- (c) HomeStart (Honington); and
- (d) Unit Twenty Three ('Freefall' production).

### **Suffolk Mind**

Clarification was sought on whether the funding requested would be allocated in St Edmundsbury and specifically to one project.

### **Catch 22, Suffolk Positive Futures**

Clarification was sought on whether the funding requested would be allocated to a project in St Edmundsbury or Forest Heath.

### **HomeStart (Honington)**

Information was sought on whether other specific local sources of funding had been approached to support their project.

### **Unit Twenty Three ('Freefall' production)**

Information was sought regarding the specific locations of the schools and communities the organisation intended to deliver their project and whether these were in St Edmundsbury.

Once this information was gathered, it was agreed that the Working Party would be consulted by email to ascertain whether it wished to confirm its intention to recommend grant funding to the above four organisations.

The following applications were not supported on this occasion and were therefore not recommended for funding:

- (a) ActivLives;
- (b) Cancer Campaign in Suffolk;
- (c) Rural Coffee Caravan;
- (d) Suffolk Academy;
- (e) FamilyCarersNet;
- (f) Suffolk West Citizens Advice Bureau (Health);
- (g) AMP and DECK;
- (h) Unit Twenty Three (Bury Youth Forum);
- (i) YOPEY Befriender;
- (j) Spinning Wheel;
- (k) COMPASSION;
- (l) Fresh Start New Beginnings;
- (m) Junction 10;
- (n) Community Action Suffolk (Volunteering);
- (o) Community Action Suffolk (Locality);
- (p) Suffolk Coalition of Disabled People (SCODP);
- (q) Suffolk West Citizens Advice Bureau (MoneySmart);
- (r) The Matthew Project;
- (s) Multicultural Women's Group Bury St Edmunds;
- (t) Creative Arts East (Rural Touring Scheme);

- (u) Creative Arts East (Our Day Out); and
- (v) Haverhill Community Trust.

Reasons for this included:

- not meeting the eligibility and selection criteria;
- the quality of the application;
- lack of justification for the amount of funding requested and the amount of match funding achieved;
- similar projects already existed in St Edmundsbury, therefore some projects could be consolidated with other existing organisations through effective collaborative working; and
- projects could be funded by alternative funding sources.

If the Working Party's recommendations were approved by the Cabinet, the officers would provide individual feedback to those applicants that had been unsuccessful.

Again, subject to approval, a total of £26,725.70 would remain available in the Community Chest Fund for 2017/2018, which if left unallocated in the 2017/2018 year, this balance could be carried forward to the 2018/2019 financial year. Members also noted that the Public Health proportion of the total Community Chest funding allocation would not be forthcoming in future years, therefore the total allocation in 2018/2019 was likely to be much less than 2017/2018.

RESOLVED That:

- (1) although minded to support an allocation of funding in 2017/2018, consideration of the following applications be deferred to enable further information/clarification to be sought on the relevant application, namely:
  - (a) Suffolk Mind: £4,970.30;
  - (b) Catch 22, Suffolk Positive Futures: £8,189;
  - (c) HomeStart (Honington): £12,294; and
  - (d) Unit Twenty Three ('Freefall' production): £5,000.
- (2) Having obtained the further information/clarification required on each of the four applications above, further discussion be undertaken on them with the Grant Working Party by email, following which delegated authority be given to the Head of Families and Communities, in consultation with the Chairman and Vice-Chairman of the Working Party to determine the level of grant (if any) to be recommended to Cabinet for approval.

**RECOMMENDED That:**

- (1) the allocation of Community Chest funding for 2017/2018, as previously approved in 2016/2017 as part of two-year funding agreements, be noted, namely:**

(a)	<b>Gatehouse Caring in East Anglia (home furnishings):</b>	<b>£5,000</b>
(b)	<b>HomeStart (borough wide):</b>	<b>£9,800</b>
(c)	<b>REACH Community Projects:</b>	<b>£5,000</b>
(d)	<b>Relate Norfolk and Suffolk:</b>	<b>£5,000</b>
(e)	<b>The Voluntary Network (Befriending Scheme):</b>	<b>£10,800</b>
(f)	<b>The Voluntary Network (Community Cars):</b>	<b>£4,434</b>
(g)	<b>Suffolk Rape Crisis</b>	<b>£4,800</b>

**(2) the allocation of Community Chest funding for 2017/2018, as detailed in Report No: GWP/SE/16/003, be approved, namely:**

(a)	<b>Gatehouse Caring in East Anglia (towards Dementia Hub):</b>	<b>£10,000</b>
(b)	<b>Millennium Farm Trust:</b>	<b>£10,000</b>
(c)	<b>Upbeat Heart Support:</b>	<b>£7,875</b>
(d)	<b>Suffolk Cruse Bereavement Care:</b>	<b>£9,458</b>
(e)	<b>Survivors in Transition (SiT):</b>	<b>£11,560</b>
(f)	<b>Bury St Edmunds Women's Aid Centre Ltd:</b>	<b>£5,400</b>
(g)	<b>HomeStart (Mildenhall Road Estate):</b>	<b>£10,767</b>
(h)	<b>HomeStart (Acorn House):</b>	<b>£7,454</b>
(i)	<b>HomeStart (Coupals Court):</b>	<b>£7,454</b>
(j)	<b>Our Special Friends:</b>	<b>£6,000</b>
(k)	<b>Suffolk West Citizens Advice Bureau (Operations):</b>	<b>£182,000</b>

- (3) subject to the budget setting process for 2018/2019, and subject to the satisfactory submission of evidence-based reports detailing the benefits and success of each individual project in 2017/2018, the allocation of Community Chest funding for 2017/2018 and 2018/2019, be approved, namely:

	<u>2017/18</u>	<u>2018/19</u>
(a) Suffolk Accident Rescue Service (SARS):	£2,000	£2,000
(b) Theatre Royal (Bury St Edmunds):	£5,000	£5,000

- (4) No Community Chest funding for 2017/2018 be awarded to:

- (a) ActivLives;
- (b) Cancer Campaign in Suffolk;
- (c) Rural Coffee Caravan;
- (d) Suffolk Academy;
- (e) FamilyCarersNet;
- (f) Suffolk West Citizens Advice Bureau (Health);
- (g) AMP and DECK;
- (h) Unit Twenty Three (Bury Youth Forum);
- (i) YOPEY Befriender;
- (j) Spinning Wheel;
- (k) COMPASSION;
- (l) Fresh Start New Beginnings;
- (m) Junction 10;
- (n) Community Action Suffolk (Volunteering);
- (o) Community Action Suffolk (Locality);
- (p) Suffolk Coalition of Disabled People (SCODP);
- (q) Suffolk West Citizens Advice Bureau (MoneySmart);
- (r) The Matthew Project;
- (s) Multicultural Women's Group Bury St Edmunds;
- (t) Creative Arts East (Rural Touring Scheme);
- (u) Creative Arts East (Our Day Out); and
- (v) Haverhill Community Trust.

- (5) No allocation of Community Chest funding for 2019/2020 be approved at this present time.

*(Councillor Robert Everitt left the meeting during the consideration of Appendix 13: Application from Upbeat Heart Support.)*

The meeting concluded at 8.08 pm

**Signed by:**

**Chairman**

---

This page is intentionally left blank

# Grant Working Party



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Community Chest: 2017/2018 Monitoring and Evaluation</b>	
<b>Report No:</b>	<b>GWP/SE/17/001</b>	
<b>Report to and date:</b>	<b>Grant Working Party</b>	4 September 2017
<b>Portfolio holder:</b>	Robert Everitt Portfolio Holder for Families and Communities <b>Tel:</b> 01284 769000 <b>Email:</b> <a href="mailto:robert.everitt@stedsbc.gov.uk">robert.everitt@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Davina Howes Assistant Director (Families and Communities) <b>Tel:</b> 01284 757070 <b>Email:</b> <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	The report updates the Grant Working Party on the progress of projects supported with funding through the Community Chest 2017/2018.	
<b>Recommendation:</b>	<p><b>It is <u>RECOMMENDED</u> that:</b></p> <p><b>(1) the content of Sections 1 and 2 of Report No: GWP/SE/17/001 be noted; and</b></p> <p><b>(2) consideration be given to the suggestion provided in Section 3 regarding future arrangements for assessment of applications to Community Chest.</b></p>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
<b>Alternative option:</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
<b>Implications:</b>		
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	

Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Grant money awarded and outcomes not being met	Medium	Ensure effective and ongoing monitoring which is proportionate to the value of the grant awarded	Low
Applications for funding not subject to robust assessment process	Medium	Assessment process put in place to ensure relevance and value for money	Low
<b>Wards affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Report No: <a href="#">GWP/SE/16/003</a>	
<b>Documents attached:</b>		<b>Appendix A</b> – Proposed Evaluation Process	



## 1. Community Chest 2017/2018

1.1 On 7 November 2016, the Grant Working Party recommended approval of grants totalling £298,127.30 from the 2017/2018 Community Chest. A wide range of voluntary, community and social enterprise organisations were supported.

1.1.1 Funds were paid in April 2017 with projects now getting under way. This report updates the Working Party on the first quarter monitoring of these projects from April 2017 to June 2017 and on the first quarter monitoring of year two of funding allocations made in 2015 (see Section 2). The report also seeks clarity on how Members would like to carry out evaluation of applications received for the 2018/2019 Community Chest.

1.1.2 It is worth noting that for some of these projects, it is early days and outcomes may not be seen until later on in the financial year.

1.1.3 The table below shows which projects were supported:

<b>Organisation</b>	<b>Project</b>	<b>2017/18</b>
Gatehouse Caring in East Anglia	Funding towards Dementia Hub	£10,000.00
Millennium Farm Trust	Learning disabilities support group	£10,000.00
Suffolk Accident Rescue Service (SARS)	Specialist medical care equipment	£2,000.00
Suffolk Mind	Community allotment	£4,970.30
Upbeat Heart Support	Health support group	£7,875.00
Catch 22, Suffolk Positive Futures	Free weekly sports project for young people	£8,189.00
Suffolk Cruse Bereavement Care	Community Support project	£9,458.00
Survivors in Transition (SiT)	Support for adult survivors of childhood sexual abuse	£11,560.00
Bury St Edmunds Women's Aid Centre Ltd	Family support project	£5,400.00
Home-Start (Mildenhall Estate)	Family support groups	£10,767.00
Home-Start (Acorn House)	Family support groups	£7,454.00
Home-Start (Coupal Court)	Family support groups	£7,454.00
Home-Start (Honington)	Family support groups	£10,000.00
Our Special Friends	Support services for vulnerable adults	£6,000.00
Suffolk West Citizens Advice Bureau (Operations)	Operational costs	£182,000.00
Theatre Royal (Bury St Edmunds)	Arts Wellbeing	£5,000.00

- Suffolk Accident Rescue Service (SARS) was also allocated £2,000.00 from 2018/2019 Community Chest

- Theatre Royal (Bury St Edmunds) was allocated £5,000.00 from 2018/2019 Community Chest.
- Both allocations were for the above described projects on the provision that grant agreement expectations are reached during the first year of funding.

1.1.4 Organisations are asked to provide a quarterly update on the progress of the projects supported with funds from Community Chest. The responsibility for liaising with each organisation is shared amongst the Families and Communities Team where the projects are linked to the officer's specialist lead area.

1.1.5 The information below has been provided directly by the organisations.

1.2 **Gatehouse Caring  
Funding towards Dementia Hub  
£10,000**

1.2.1 Gatehouse Caring were funded to deliver lunch clubs, music therapy sessions, exercise classes, chiropody services and carer support groups.

1.2.2 Agreed provision:

- 25 Carers will have a weekly support group
- 190 hours of respite per week to carers of those living with Dementia
- 25 people over a 12 week period will have created a personal disc of music and memories
- Up to 60 people per week, living with Dementia will have an opportunity to partake in activity

1.2.3 4,980 hours of respite care were provided between April-June 2017.

1.2.4 40 separate carers of people with dementia have attended regular support sessions, gaining knowledge, comfort and confidence.

1.2.5 Activities enjoyed by attendees have included:

- Crafting
- A tea party at Nowton Park
- A trip to the Abbey Gardens; and
- A Felixstowe beach trip

1.2.6 Progress against grant agreement: Exceeding targets

1.3 **Millennium Farm Trust  
Learning disabilities support group  
£10,000**

1.3.1 Funding was provided to deliver training and experience of farm working delivered to young people with learning disabilities.

1.3.2 Agreed provision:

- 960 hours of training and experience of farm working delivered to 320 young people.

- 1.3.3 13 young people received training during May 2017 half term.
- 1.3.4 The main programme is due to commence in the summer holidays, continuing to Easter 2018 if targets are outstanding.
- 1.3.5 The below pre-programme promotion has taken place:
- 1,000 leaflets have been distributed to all schools catering for young people with additional needs in the target area
  - The programme has been promoted via social media
  - Online bookings are being taken via website and Eventbrite ticket service
- 1.3.6 58 places were booked for the summer programme at end June 2017.
- 1.3.7 Progress against grant agreement: Promising
- 1.4 **Suffolk Accident Rescue Service (SARS)  
Specialist medical care equipment  
£2,000**
- 1.4.1 SARS was funded towards the costs of equipment, drugs and vehicle maintenance for SARS volunteers.
- 1.4.2 Agreed provision:
- For the benefit of up to 300 people per annum
- 1.4.3 Over 100 call outs have been responded to during Quarter 1 of 2017/18.
- 1.4.4 Around 30% of call outs were undertaken by volunteers based in or around St Edmundsbury.
- 1.4.5 Six SARS solo responders have been active in the borough during this quarter, as well as the team vehicle.
- 1.4.6 13 SARS volunteers, including five from St Edmundsbury, completed a Major Incident Training course.
- 1.4.7 One new volunteer doctor resident in St Edmundsbury was inducted during the period and has started training towards being a solo responder.
- 1.4.8 Progress against grant agreement: On target
- 1.5 **Suffolk Mind  
Community allotment  
£4,970.30**
- 1.5.1 Funding was provided towards delivery of the Get Up and Grow Haverhill Ecotherapy community allotment project for people with mental health difficulties.

- 1.5.2 Agreed provision:
- 8 participants a week per plot, one volunteer, and one sessional facilitator.
- 1.5.3 The group meets each week and currently has seven participants, two volunteers and one facilitator.
- 1.5.4 Two participants have gained part time, temporary employment during this quarter.
- 1.5.5 The group is progressing the installation of a disability accessible pathway and raised beds.
- 1.5.6 Participants and volunteers attended the Community Engagement event in Haverhill in May to raise awareness of the project.
- 1.5.7 In June, participants and volunteers completed a Safeguarding and Boundaries training course at Haverhill library.
- 1.5.8 Progress against grant agreement: Exceeding targets
- 1.6 **Upbeat Heart Support  
Health support group  
£7,875**
- 1.6.1 Upbeat Heart Support were funded towards the costs of an on-site Cardiac Nurse who provides confidential medical assessments and advice to improve members' health and wellbeing, including referrals to additional support.
- 1.6.2 Agreed provision:
- 4,200 Cardiac Nurse consultations delivered each year.
- 1.6.3 20 new members joined Upbeat during this quarter.
- 1.6.4 1,456 Cardiac Nurse consultations delivered this quarter.
- 1.6.5 Q1 Case study:
- Janet, 62 years, joined Upbeat after having a heart attack and completing the six week West Suffolk Hospital Rehab programme. She was seen by one of our members who attend the rehabilitation exhibition every six weeks at the hospital.
- She came to see us, rather nervous and anxious about her condition. Her husband John, who is her carer, also joined the group. He himself is wheelchair bound with a wasting disease and was very anxious. Janet joined the exercise class and soon started to regain her confidence and enjoy friendships made.
- She says both herself and her husband have gained a huge amount of confidence and a better outlook on life through attending the classes and being able to have the Cardiac Nurse on hand when needed. She has now joined the social group and is 'meeting and greeting' new members. Her husband John is helping out on the desk on the door taking money etc. one or

two days per week. She says "Upbeat have done more for both of us than any antidepressants could have done"  
They are a much respected couple in the group and have completely grown in confidence since joining.

1.6.6 Progress against grant agreement: Exceeding targets

1.7 **Catch 22, Suffolk Positive Futures  
Free weekly sports project for young people  
£8,189**

1.7.1 Funding was provided towards delivery of a free-at-source weekly sports project targeting the Haverhill area of St Edmundsbury.

1.7.2 Agreed provision:

- A minimum of 100 individual young people from Haverhill and surrounding area will have access to and attend the project
- The project will generate at least 1700 attendances over the year
- 2 newly qualified coaches will be trained and actively volunteering in the project

1.7.3 81 individual young people accessed the project during this quarter.

1.7.4 462 attendances were recorded during this quarter.

1.7.5 Two young people are currently volunteering with the project. Over the next quarter this arrangement should be formalised and local coach training sourced for them.

1.7.6 A football tournament was held in May with representatives from Ipswich, Haverhill, Bury St Edmunds and Lowestoft. This gave the young people a chance to represent their area, visit a new area of the county and mix with new young people. The Haverhill representatives made it through to the final.

1.7.7 Informal drug education, including literature, is provided during sessions.

1.7.8 Progress against grant agreement: Exceeding targets

1.8 **Suffolk Cruse Bereavement Care  
Community support project  
£9,458**

1.8.1 Funding was awarded towards volunteer expenses in the St Edmundsbury area.

1.8.2 Agreed provision:

- Increase in the number of enquiries which are received and the number of bereaved people supported, in comparison to the over 14,000 hours delivered last year.

1.8.3 225 bereaved people were supported this quarter. Of these, 17 were children and young people.

- 1.8.4 The most recorded cause of bereavement is cancer, followed by heart attack. 12 bereaved people received support around death by suicide.
- 1.8.5 There are currently 64 volunteers and 5 management volunteers across Suffolk.
- 1.8.6 Volunteer hours have not been provided this quarter as we have been advised these are normally collected annually. The organisation have been requested to provide these figures in their Q2 report as set out in their signed grant agreement.
- 1.8.7 Progress against grant agreement: Not possible to state, but no reason to believe there are issues for concern.
- 1.9 **Survivors in Transition (SiT)**  
**Support for adult survivors of childhood sexual abuse**  
**£11,560**
- 1.9.1 Funding provided towards support for adult survivors of child sexual abuse in the St Edmundsbury area.
- 1.9.2 Agreed provision:
  - To deliver outreach, 1:1 and group therapeutic services for adult survivors of childhood sexual abuse in St Edmundsbury, benefiting 60-100 service users per year.
- 1.9.3 34 clients on existing waiting list in Bury St Edmunds are being assessed according to priority/need.
- 1.9.4 A therapist has been positioned one full day per week to deliver trauma-focused therapy.
- 1.9.5 Eight initial assessment sessions have been carried out this quarter and six clients have begun 1:1 counselling. Of these, two have completed their sessions.
- 1.9.6 A drop in and peer support consultation session was held this quarter which was attended by 13 individuals.
- 1.9.7 Progress against grant agreement: Slow start, but new service being established in the area so no cause for concern at the present time.
- 1.10 **Bury St Edmunds Women's Aid Centre**  
**Family support project**  
**£5,400**
- 1.10.1 Funding provided towards support programmes for survivors of domestic violence.
- 1.10.2 Agreed provision:
  - To cover the training of 10 'Stronger Families' Facilitators.

1.10.3 Unforeseen delay in securing lease on suitable town centre property has led to the facilitator training programme being put back from May/June 2017 to January/February 2018.

1.10.4 Progress against grant agreement: Delayed. The organisation has kept in regular contact with the grants monitoring officer at all points and has made assurances the grant monies will be spent on the agreed training by April 2018. No cause for concern at present. The situation will be closely monitored.

1.11 **Home-Start**  
**Family support groups**  
**Mildenhall Road Estate           £10,767**  
**Acorn House                         £7,454**  
**Coupal Court                         £7,454**  
**Honington                            £10,000**

1.11.1 Funding awarded towards delivering family support in the above locations.

1.11.2 Agreed provision:

- Acorn House – Continuation of the Home-Start support once young people have moved in to their new accommodation in the community. Seven families on a weekly basis / more within group.
- Coupal Court - Continuation of the Home-Start support once young people have moved in to their new accommodation in the community. Seven families on a weekly basis / more within group. Minimum five families on a weekly basis.
- Mildenhall Road Estate – Delivery of a weekly drop in Family Group at on the Mildenhall Road Estate in Bury St Edmunds. 40 families annually.
- Honington - Delivery of a weekly drop in Family Group in Honington. 40 families annually.

1.11.3 Acorn House – two families have been supported through home visiting this quarter. Further referrals are being discussed. Three families attending Mildenhall Road Estate support group.

1.11.4 Coupal Court – new family coordinator recently appointed. Project in development. Workshops being planned and six newly trained volunteers preparing to offer support to families.

1.11.5 Mildenhall Road Estate – 38 families registered with support group. Dedicated worker in place. Two regular trained volunteers.

1.11.6 Testimonial:

*"When I heard of the family group I had not long moved to the area. I didn't know anyone around but felt the children would benefit from a local group. I arrived at the Home-Start group and was greeted by a friendly face, the room was full of toys and activities, my children were happy to go and play. The group volunteer came to say hello and introduced me to some other parents, little did I know they too were in a similar position to me. It wasn't long before we all got chatting. Week by week I would arrive at group and be*

*greeted by my new group of friends, as new parents came they joined us in a chat and our children played side by side. It wasn't long before we swapped phone numbers and made friends on Facebook. One week in the summer a few of us decided to meet up outside of the group at the local park, this became a regular thing throughout the summer.*

*We still attend the group week in week out and we remember what it was like to walk through those doors the first time, now we can greet others and make them feel welcome. This group has helped my confidence and I now have a best friend who I can share any problems with. We all need someone to talk to once in a while and that's what group has done for me."*

1.11.7 Honington – 26 families supported through this group during the quarter.

1.11.8 Additional holiday-time provision put in place for groups in St Edmundsbury as it is recognised that school holidays can be a stressful and difficult time.

1.11.9 Progress against grant agreement: On target on the whole. Monitoring officer is working closely with HomeStart to support and guide the projects through her specialism remit.

1.12 **Our Special Friends (OSF)**  
**Support services for vulnerable adults**  
**£6,000**

1.12.1 Funding provided towards administration to enable delivery of companion animal support services and animal-assisted activity in the St Edmundsbury area.

1.12.2 Agreed provision:

- Paid admin to support activities as outlined in Our Special Friends Community Chest application forms.

1.12.3 Administration costs to date have been £4,954.10. 50% of these costs are covered by Forest Heath District Council's (FHDC) Community Chest.

1.12.4 Administration duties and outcomes have included:

- Volunteer handbooks and badges created and distributed
- Regular volunteer hub meetings attended
- Three major public events attended
- Volunteer recruitment process refined
- Funding and awareness raising opportunities identified
- New processes and systems put in place, including database, to enable OSF to work more efficiently and safely

1.12.5 Over 50 cases live and receiving support through OSF services in St Edmundsbury.

1.12.6 Testimonials:

*"As an elderly and disabled lady I was getting really sad and depressed with pain and loss of mobility. I was encouraged to have a dog, I thought that I wouldn't be able to cope with one. But after a chat with Our Special Friends*



*(Belinda) and a visit from Karen with Purdy, I eventually got a puppy and it has really helped me to cope with all the pain and depression. I owe this change in my life to this Charity. A huge thank you to Our Special Friends."*

*"I did get a dog 7 weeks ago after 4 years of agonising! This was down to "Our Special Friends", and they were so right, my life and health is improving daily."*

1.12.7 Progress against grant agreement: Exceeding targets

1.13 **Suffolk West Citizens Advice Bureau (SWCAB)**  
**Operational costs**  
**£182,000**

1.13.1 Funding provided towards operational costs for the provision of free information, advice and advocacy services in the St Edmundsbury area.

1.13.2 Agreed provision:  
Free advice, information and advocacy to residents of St Edmundsbury, to include:

- Casework in welfare benefits, money advice, employment, housing, consumer issues, child support and level 1 immigration
- Disability benefit form filling by a group of trained and experienced advisers within the welfare benefits team
- Form completion and advice on power of attorney by a trained adviser
- Financial capability team providing group training in money management
- 1:1 budgeting interviews
- Awareness and training in reducing energy costs, saving energy, switching providers and the availability of help, financial and otherwise, to the vulnerable
- Core support for project work: with people affected by Multiple Sclerosis, the provision of advice in GP surgeries and community work across rural areas
- Supported volunteering and work experience, to develop confidence and skills, and prepare for further education or employment

Beneficiaries - Approximately 6,250 directly, with another 1,000+ due to projects reliant to an extent on the core service.

Number of volunteers to be trained during year: 35-40

1.13.3 New clients/enquiries during Q1 2017/18 – 1,793. Down 0.3% on Q1 2016/17 (1,846).

1.13.4 Client contacts during Q1 2017/18 – 5,305. Up 0.6% on Q1 2016/17 (4,975)

1.13.5 Unique clients:

- Haverhill 440
- Bury St Edmunds 1094

- 1.13.6 Contacts:
- Haverhill 1378
  - Bury St Edmunds 2741
- 1.13.7 Financial Outcomes (Bury St Edmunds and Haverhill):
- Debt written off £153,416
  - Financial gains £286,346
  - Re-imbursments £4,063
- 1.13.8 Enquiry areas by percentage of total enquiries:
- |                       |                 |     |
|-----------------------|-----------------|-----|
| • Benefits            | Haverhill       | 30% |
|                       | Bury St Edmunds | 31% |
| • Debt                | Haverhill       | 33% |
|                       | Bury St Edmunds | 11% |
| • Employment          | Haverhill       | 4%  |
|                       | Bury St Edmunds | 10% |
| • Housing             | Haverhill       | 7%  |
|                       | Bury St Edmunds | 8%  |
| • Relationship/family | Haverhill       | 6%  |
|                       | Bury St Edmunds | 8%  |
- 1.13.9 Suffolk West CAB joined the Suffolk Adviceline in June, which provides one number across the county for advice.
- 1.13.10 The Rural Energy project began in Clare this quarter. This project provides help to save money on energy costs and provides additional help to people requiring assistance with managing their energy use and costs. There are monthly Energy Clinics held in Clare, with plans to extend this to Stanton.
- 1.13.11 SWCAB have linked into the Haverhill LifeLink social prescribing project and have spent time with the coordinators learning how the services can work together. SWCAB have also been asked to join ONE Haverhill.
- 1.13.12 SWCAB are on the steering group looking at the roll out of Universal Credit and are looking to provide a financial capability officer in Bury St Edmunds and Haverhill Job Centres for four mornings each week to assist clients.
- 1.13.13 Staff have joined West Suffolk Councils' staff in training about homelessness and housing allocations.
- 1.13.14 Case studies:

Universal Credit (UC) client: One of our recent clients encompasses many of the issues that we are concerned about with the rollout of this benefit. He has mental health problems, and has had a chaotic time this year, in institutions as well as homeless, and made his claim about 3½ months ago in a UC full service area.

He could not retain the 12 digit number he was given, and therefore cannot access his online journal which is the only channel of communication regarding Universal Credit. He now no longer has access to his verification documents either. The Jobcentre is unable to access his account, and are therefore unable to explain why he has had no money from the time of his

claim until he received a small amount last week. They cannot give him a new number without sight of his documents.

He has asked for help with budgeting because he knows he will struggle to manage, having told the adviser he is planning to ask to be paid weekly (which we know will be refused since the benefit is monthly by design).

Consumer client: we have again had one of our cases taken up by Trading Standards, who visited the client with the caseworker to take a statement, and are looking for evidence particularly on problems around alternative energy firms. It is clear that vulnerable people then become targets to be sold randomly different but expensive equipment, as was the case with this client and Trading Standards are keen both to protect the consumers but also to expose the firms.

1.13. 15 Progress against grant agreement: Exceeding targets

1.14 **Theatre Royal (Bury St Edmunds) (TRBSE)**  
**Arts wellbeing**  
**£5,000.00**

1.14.1 Funding provided towards delivery of the Associate Artists programme.

1.14.2 Agreed provision:  
Bringing local people with additional needs together through theatrical work and performances

- YMCA – minimum 20 residents
- Women’s Refuge – minimum 20 residents
- Suffolk Age UK – minimum 20 residents
- Song writing project with young people with physical disabilities – 30
- Four productions throughout the year made available to charity users free of charge – 120 each production

1.14.3 TRBSE is working with 20 homeless people through Bury Drop In and the YMCA on a cross arts project documenting their lives. They are recording stories about objects that are important to them and working with a photographer and war journalist producing images documenting their daily lives and challenges.

1.14.4 A series of workshops have been delivered during this quarter in collaboration with Bury St Edmunds Women’s Aid refuge. The workshops culminated in an onstage performance using stories from the survivors presented in a range of art forms. Eight women took part in the workshops and performance.

1.14.5 Residents from North Court Care Home have been encouraged to attend monthly lunchtime concerts free of charge, as Suffolk Age UK BSE branch has closed.

1.14.6 In collaboration with Focus 12, TRBSE has delivered three workshops and guided tours of the theatre for a total of 24 users, with a focus on exploring creative expression.

- 1.14.7 32 women and their children from Bury St Edmunds Women’s Aid refuge were hosted free of charge for a performance of The Elves and The Shoemaker. TRBSE also hosted 30 representatives from partner charities to a show of Stand Up, Stand Up.
- 1.14.8 Progress against grant agreement: Exceeding targets

**2. Community Chest 2017/2018: Allocations made in 2015 – second year reporting**

2.1 On 16 November 2015, the Grant Working Party recommended approval of grants totalling £44,834.00 from the 2017/2018 Community Chest as the second year of two year funding allocations.

2.1.1 Funds were paid in April 2016 with projects now commencing their second year of funding. This report updates the Working Party on the first quarter monitoring of second year of these projects from April 2017 to June 2017.

2.1.2 The table below shows which projects were supported:

<b><u>Organisation</u></b>	<b><u>Project</u></b>	<b><u>2017/18</u></b>
Gatehouse Caring	Home Furnishings for disadvantaged families	£5,000.00
HomeStart	Parental and Family Support	£9,800.00
REACH	Foodbank and Supported Volunteering	£5,000.00
Relate	Relationship Counselling services	£5,000.00
The Voluntary Network (Befriending Scheme)	Befriending Scheme	£10,800.00
The Voluntary Network (Community Cars)	Community Car Service	£4,434.00
Suffolk Rape Crisis	Counselling Services	£4,800.00

2.1.3 Organisations are asked to provide a quarterly update on the progress of the projects supported with funds from Community Chest. The responsibility for liaising with each organisation is shared amongst the Families and Communities Team where the projects are linked to the officer’s specialist lead area.

2.1.4 The information below has been provided directly by the organisations. All organisations continue to adhere to their grant agreement terms.

**2.2 Gatehouse Caring  
Home furnishings for disadvantaged families  
£5,000**

2.2.1 Funding was provided towards provision of the Gatehouse Furniture Project

2.2.2 During this quarter, 1,129 customers visited the store.

2.2.3 240 collections of furniture were carried out.

2.2.4 641 items of furniture were sold or donated

2.3 **Home-Start  
Parental and family support  
£9,800**

2.3.1 Funding was provided to provide 1:1 and group support to families.

2.3.2 30 families have been supported with a variety of challenges through 1:1 support in their homes provided by a volunteer or family coordinator.

2.3.3 87% of families reported an increase in play and engagement with their children.

2.3.4 Workshops have been carried out with parents wishing to increase positive interactions with their children in Honington focusing on preparing children for school.

2.3.5 Eight volunteers have undertaken the six week preparation course for volunteers during the quarter.

2.3.6 88% of families report a reduction in isolation and 83% report an improvement in coping with their mental health.

2.4 **REACH  
Food bank and supported volunteering  
£5,000**

2.4.1 Funding was provided towards the supported volunteer programme and the food bank.

2.4.2 During this quarter, 51 new cases were opened and 479 client visits received. 37% of the visits were for the food bank, 6% for debt advice, 12% for computer use and 10% are benefit related.

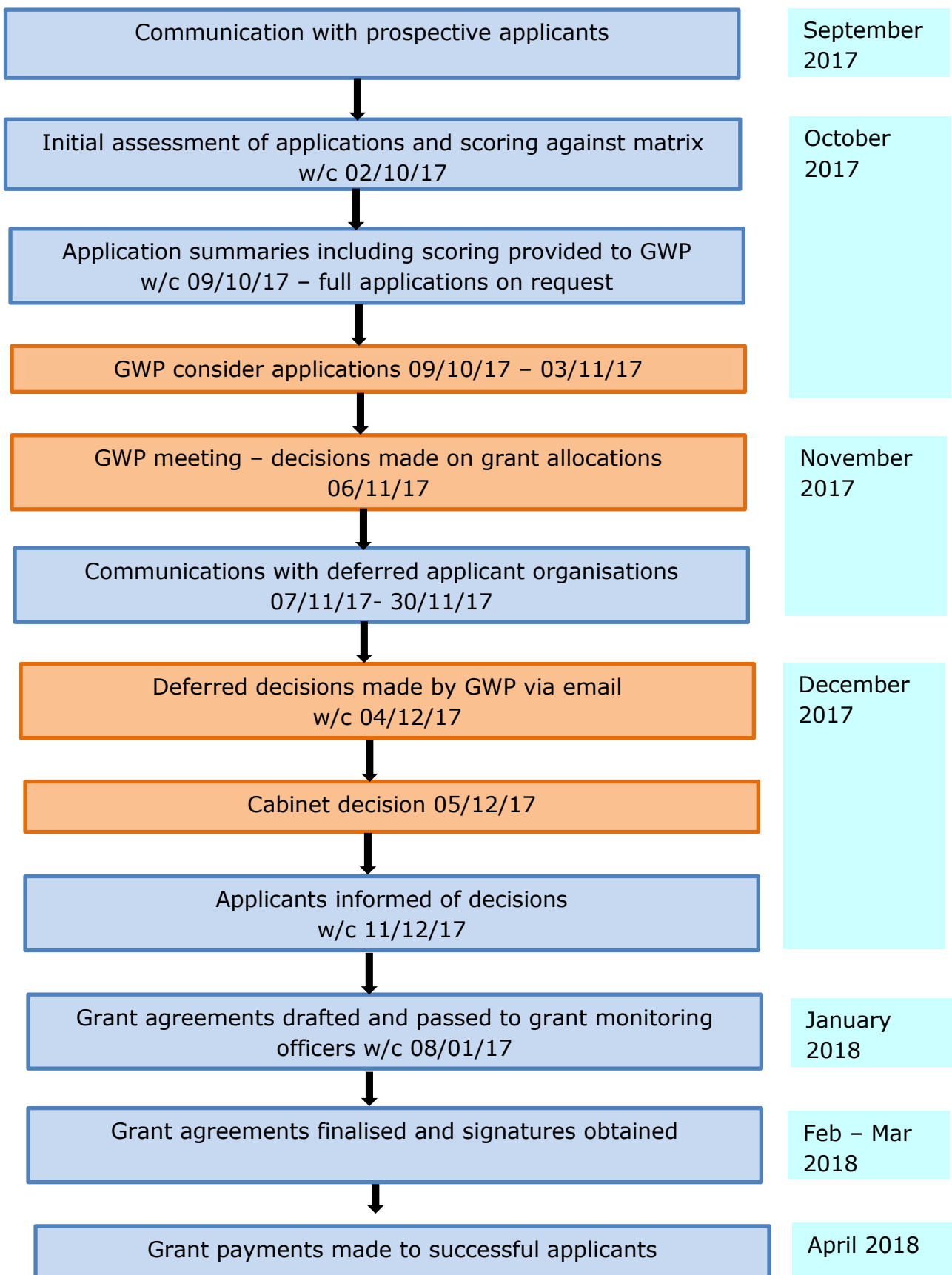
2.4.3 Debt Advice – 14 new clients advised and 1 Debt Relief Order processed.

2.4.4 Food Bank – 193 food boxes given out, feeding 332 people. 3335.5kg of food was given away. There has been an increase in the number of single people food boxes given out.

2.4.5 Nine starter packs of bedding and kitchenware kits were given out this quarter. A total of 120 items.

- 2.5      **Relate  
Relationship counselling services  
£5,000**
- 2.5.1     Funding was provided towards subsidising the cost of counselling for residents of St Edmundsbury that cannot afford a fee.
- 2.5.2     19 adults and seven children were supported to access subsidised counselling during this quarter
- 2.5.3     Both bursary supported clients who have started and finished their counselling this quarter reported significant improvements in their levels of stress and anxiety.
- 2.6      **The Voluntary Network  
Befriending scheme  
£10,800**
- 2.6.1     No report has been received. The grants monitoring officer is working with the organisation to secure this for the final report. It is not thought there are causes for concern over delivery against the grant agreement at this time.
- 2.7      **The Voluntary Network  
Community Cars  
£4,434**
- 2.7.1     Please see 2.6.1.
- 2.8      **Suffolk Rape Crisis  
Counselling services  
£4,800**
- 2.8.1     Funding was provided towards continuation and expansion of specialist counselling services for survivors of rape and sexual abuse in St Edmundsbury.
- 2.8.2     During this quarter 17 women and girls contacted the service and received initial assessments.
- 2.8.3     A new premises has had to be found during this quarter so new clients have not commenced counselling as it is important to provide consistency and security once counselling commences. Counselling will commence as soon as a premises is found.
- 2.8.4     11 additional counsellors have been recruited and trained for specialist sexual violence roles. Three will be working in Bury St Edmunds.
- 3.      Evaluation of Community Chest Applications: 2018/2019**
- 3.1      A proposed evaluation process for applications for the 2018/2019 Community Chest funding round is attached at Appendix A.
- 3.2      It is requested that the Grant Working Party considers and accepts this process, subject to any amendments it proposes and agrees.

**Appendix A Proposed Evaluation Process**  
**Community Chest applications 2018/2019**



This page is intentionally left blank