

# Community Chest Application Summary 2019/2020

Forest Heath & St Edmundsbury councils



Local Authority	SEBC
Organisation	Haverhill Community Trust
Amount Requested	<b>£24,371</b> (2019-2020) <b>£25,168</b> (2020-2021)
Total Project Cost	£98,959
Match Funding	Haverhill Community Trust - £5,000 per annum Generated Income (estimate) - £3,000 per annum Haverhill Town Council - £15,000 – pending In kind contributions equating to £18,420
Partnerships	REACH, Weightwatchers, Slimming World, Youth Groups, U3A, West Suffolk College, Haverhill Town Council, LifeLink, Jubilee Allotments, local supermarkets.

## Overview

Haverhill Community Trust promotes charitable purposes for the benefit of the inhabitants of Haverhill as the trustees 'think fit', and in particular, by the provision of premises for the benefit of the public. The Trust also holds funds on behalf of small informal groups to relieve them from the administration of charity matters.

Haverhill Community Trust is seeking funding to run workshops and courses at the Haverhill Community Kitchen. The main purposes of the kitchen is to reduce health inequalities through cookery education, increase community resilience through sharing cooking together and reducing food waste through improved skills. Community Chest funding would be used to support a two year programme of learning opportunities directed to a wide range of demographics.

The kitchen requires suitably qualified staff, back office support and resources in order to deliver the courses which will be a mix of free courses, paid for courses (sustainability) and voluntary contribution courses.

## Outputs

- Family workshops – 6x4 week workshops x 12 people – 72 people
- Adult education workshops – 12x6 week workshops x 6 people – 72 people
- Young People Activities – 24 x drop in sessions x 6 people – 144 people
- Health/Weight loss programmes – 50 people
- Coffee Mornings/Soup a Lunch Group/U3A 3 groups weekly x 30 – 30 people
- Private booking courses – 15x10 people – 150 people
- Open days – 300 people
- Open cooking courses - 60

## Outcomes

- Raising confidence and self-esteem
- Practical advice to vulnerable groups and those on a low income
- Re-engage local residents with a love for cooking to make a positive change in their lifestyles

- Develop new skills and build community capacity to ensure sustainability

**Finances**

Income for last financial year – £102,292

Expenditure for last financial year – £89,111

**Reserves**

£72,965\*

\*As at 31 March 2018. Current projects has reduced figure significantly

**Request breakdown**

Staff and Volunteers (cooking tutor, administration staff, volunteer travel expenses) - £33,436 p.a

Overheads (utilities, insurance, back office) - £1,800 p.a

Equipment and Resources - £2,280 p.a

Other (marketing, website, DBS) - £2,355 p.a

**Previous Community Chest funding**

SEBC community chest 2018/19 - £6,030 for the Signpost Mental Health Project

Have received locality grants from SEBC councillors

**Officer comments**

None



*St Edmundsbury*  
BOROUGH COUNCIL

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

## **St Edmundsbury Borough Council Community Chest Grant Application Form Part A**

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01284 757077. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:  
[families.communities@westsuffolk.gov.uk](mailto:families.communities@westsuffolk.gov.uk).

**Please Note:** This form is for applications to the St Edmundsbury Borough Council Community Chest grants scheme. If you wish to apply to Forest Heath District Council the Forest Heath form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

### **Privacy Notice**

West Suffolk councils is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data Protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in relation to an application for a grant supplied by West Suffolk councils. The councils administer these grants as a legitimate interest in strengthening, empowering and building resilient communities.

Your data will not be shared with third parties unless to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application or used for Council publicity purposes (i.e. media outlets) in relation to a successful grant, or where we are required or permitted to share data under other legislation (for example the detection and prevention of fraud).

Your data will be kept for six (6) years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and

processing is not used during this application. Please contact the Data Protection Officer for further Information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

For further information on our Data Protection Policies please go to our website: [How we use your information](#) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

## 1. Contact Details

Organisation/lead partner name	Haverhill Community Trust
Organisation address	Haverhill Arts Centre High Street Haverhill Suffolk
Postcode	CB9 8AR

Organisation main email	colin.poole@haverhill-tc.gov.uk
Organisation main tel.	01440 712858
Organisation website	
Organisation Twitter	
Organisation Facebook	

Contact Person 1 (main contact)		Contact person 2	
Name	Colin Poole	Name	Nick Keeble
Position in organisation	Clerk to the Trustee	Position in organisation	Art & Leisure Manager
Daytime tel.no	01440-712858	Daytime tel.no	
Mobile		Mobile	07908 078825
email	colin.poole@haverhill-tc.gov.uk	email	nick.keeble@haverhillartscentre.co.uk
Address if different to organisation's		Address If different to organisation's	
Postcode		Postcode	

## 2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

St Edmundsbury Borough Council

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input checked="" type="checkbox"/>	Charity number:	
Applying for charitable status	<input type="checkbox"/>	288092	
Company limited by guarantee	<input type="checkbox"/>	Company number:	
Community Interest Company	<input type="checkbox"/>		
Part of a larger regional or national charity (Please state which one)	<input type="checkbox"/>		
Constituted Community Group	<input type="checkbox"/>		
Social Enterprise	<input type="checkbox"/>	What type?:	
Other (Please specify)	<input type="checkbox"/>		

2.3. How many people are currently involved in your organisation?

Trustees	1	Management Board	16
Management team	Haverhill Town Council provides management	Service users	
Full Time paid staff / workers		Volunteers and helpers (non-management)	
Part Time paid staff / workers			

When did your organisation start? Year

2.4. What is the purpose of your organisation?

Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

The charity promotes such charitable purposes for the benefit of the inhabitants of Haverhill as the trustee think fit, and in particular, by the provision of premises for the benefit of the public.

Haverhill Community Trust grew from the Haverhill Town Hall Charity. It holds in trust for the people of the town the Town Hall, which it rents to the Town Council to use as an Arts Centre, plus the Local History Group for their museum. The Trust also holds the Leiston Community Centre and leases land from the Borough on the Clements Estate to enable a BMX track to be built. It is currently negotiating a lease from the County Council to create a Community Open Space on the Chalkstone Estate. Haverhill In Bloom is part of the Community Trust. The Trust also holds funds on behalf of small informal groups such as the local Dementia Club, to relieve them from the administration of charity matters.

The conversion of a room at the Leiston Community Centre to create a new provision for the benefit of the people of Haverhill is consistent with the Trust's aims.

- 2.5. What was your organisation's total income for last financial year? £102,292  
(your branch if part of a larger organisation)
- 2.6. What was your organisation's total expenditure for last financial year? £89,111  
(your branch if part of a larger organisation)
- 2.7. Does your organisation have more than six months running costs? Yes\*  
(your branch if part of a larger organisation)
- 2.8. What are your organisation's current unrestricted reserves or savings? £72,965\*  
(your branch if part of a larger organisation)

\*As at 31<sup>st</sup> March 2018 unrestricted reserves were £72,965. However, the capital contribution made to the construction of the Community Kitchen and expenditure on the frontage at the Arts Centre has reduced that figure significantly, so as at 28<sup>th</sup> September 2018 unrestricted reserves would be less than £45k, i.e. under 6 months' running costs.

### 3. About Your Project

- 3.1. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation. Please include outputs (what you will deliver).

Haverhill Community Trust is seeking funding to run workshops and courses at The Haverhill Community Kitchen

In July 2018, Haverhill was chosen as one of two Community kitchens funded by Hubbub, a charity set up to promote sustainable living, with support from Neff and B&Q who provided the appliances and kitchen fittings. With support from Haverhill Town Council and local Borough and County Councillor locality budgets, a £65,000 makeover of one of the rooms at The Leiston Community Centre in the South ward of Haverhill has created a 'Masterchef' style teaching kitchen with seven workstations, including one adapted for use by wheelchair users. The funding included an initial course to deliver an intergenerational cooking course for grandparents and grandchildren. Subsequent pilot course are being planned for the October to March 2018 period.

The main purposes of the kitchen are to reduce health inequalities through cookery education, increase community resilience through sharing cooking together and reducing food waste through improved skills. This application is to support a two-year programme of learning opportunities directed to a wide range of demographics.

Haverhill was identified by the Borough Council and Public Health as having the worst adult obesity in the region. A main objective of the programme is to contribute towards tackling obesity and poverty caused by reliance on junk food and poor food management leading to waste; also to promote healthier choices and confidence in the kitchen for people who have not got basic cooking skills.

The kitchen requires suitably qualified staff, back office support and resources in order to deliver the courses which will be a mix of free courses, paid for courses (sustainability) and voluntary contribution courses.

Outputs will be delivered across the range of users but will include: lessening reliance on junk food and takeaways, improved diet and food education, improved Mental Health, less Isolation, gaining qualifications and greater access to employment

Maximum 300 words

3.2. How does your project contribute towards the Council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

In terms of a sense of place, the Kitchen will be welcoming and comfortable. Safe use of the kitchen is at the centre of the way in which it will operate. Workshops will be staffed to make sure that individual needs are catered for within groups. Cultural identity will be embraced within the programme and respected within the classes on offer.

There is great potential for participants to go on to volunteer in the kitchen assisting others and for the delivery of other courses leading to a qualification.

Basic Cooking skills are often all about quick wins and can produce instant (and tasty) results. Raising self confidence and self-esteem will be an integral ingredient of what the kitchen is all about.

By sharing knowledge about the benefits of healthy eating, the opportunity to save money and the enjoyment of cooking and eating together, the project will offer practical advice to vulnerable groups and those on a low income.

Another important part of the project is about eating together. The Kitchen has a large dining area and the rituals around setting the table, eating with others without the interruption of phones/TV and jointly cleaning up will be a key message thus embedding social skills.

The project in Haverhill and St Edmundsbury will be a pioneering flagship project to lead the way in imaginative Community Kitchen Activities and to re-engage local residents with a love for cooking to make a positive change in their lifestyles.

Existing groups who use the Centre will be able to develop new skills as well as build community capacity to ensure sustainability.

Users of the Kitchen will be surveyed regarding their experiences and future intentions.

A steering group of users and reps from Community organisations will be formed to ensure the project content remains responsive and relevant.

Maximum 300 words

3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

The project will look to develop accessible courses and workshops to prevent ill-health and intervene. Working with low-income communities will break down barriers to participation. The programme will be innovative in its approach by developing opportunities that are fun, fresh and engaging. Examples of courses include:

**Family Workshops:**

Intergenerational cooking. Sharing recipes, gaining new skills. 6 x 4-week workshops x 12 people – 72 people in family groups

**Adult education workshops:**

12 x 6 week workshops x 6 people -72 adults

**Young Peoples Activities:**

Basic Life skills –cooking, budgeting, health. Improved diet  
24 x drop in sessions x 6 people – 144 young people

**Health/ Weight loss:**

Targeted programmes for specific reasons – 50 people

**Social clubs and groups:**

Coffee Mornings,  
Soup a Lunch Group  
U3A  
3 groups weekly x 30 – 30 people

**Private bookers:**

Team building, social skills 15 x 10 people – 150 people

**Open event users:**

Open days to engender interest. 300 people per year

**Open cooking courses – free to participants**

Kitchen skills for catering staff – aimed at NEET/Unemployed – 12 people  
Junk Food escape – How to save money and learn to cook your own food – 18 people  
How to cook cornflakes - basic cooking skills for people who have to fend for themselves 18 people  
Free Course Meals – healthy budget fine dining – 12 people

Each course/session will have a register, aim and objectives and a feedback form to be completed at the end of the course/session.

Total 878 people per year on the above course



3.4. Are you working with any other organisations/groups on this project? Yes

If yes, please state the names of these organisations/groups and the nature of the relationship.

**Work with other groups to offer sessions**

REACH/Foodbank – referring clients  
Weightwatchers and Slimming World – learning to cook recipes  
Youth Groups – developing course content for life skills  
U3A – Specific interest group

**Third-Party Usage – With our Cookery tutor or usage agreement**

West Suffolk College – courses  
Reach Christmas Dinner – Christmas Dinner for those who would not otherwise have a celebration  
Monday Coffee Morning – Baking for coffee morning attenders  
Old People's Soup-A-Lunch – Making fresh soups to eat rather than purchasing tins  
Youth Worker Cooking Skills – offering basic cookery skills to young people  
Signpost Mental Health Project – food based activities as part of their programme

**Community Engagement**

Haverhill South People's Forum – Engagement and consultation  
One Haverhill Partnership - How the kitchen fits into the bigger picture

**Volunteering**

Lifeline – referring volunteers to work on the project

**Other**

Haverhill Town Council – Project Management  
Jubilee Allotments – Provision of foodstuffs  
Local Supermarkets - Provision of excess foodstuffs  
Maximum 150 words

3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user /community consultation and research you have carried out.

Haverhill is a relatively deprived area of West Suffolk, particularly the Chalkstone and Clements estates.

Background Data used by West Suffolk Joint Cabinet in the Report CAB/SE/16/033 on Promoting Physical Activity compared the health of Haverhill residents to the rest of Suffolk. The data indicated that all four wards in Haverhill have a higher percentage of obese adults and children are more obese in Haverhill South and Haverhill East. Haverhill North and Haverhill South have a higher percentage of residents in in bad or very bad general health. Three of the four wards also have very high unemployment statistics.

One Haverhill Partnership has recognised Health and Wellbeing as a key theme.

Public Consultation by the Haverhill South Peoples Forum, funded by The Health Lottery and Community

Action Suffolk, identified classes/community café facilities as a popular choice of additional amenities on the Clements Estate. Anecdotal evidence from the group identified many teenagers choosing this option over the provision of a dedicated youth facility.

A report by Community Food and Health (Scotland) on the impact of Community Cookery courses reported that 68% of adults who took part made steps to improve their diet while there was also considerable impact on improved cooking skills, budget planning, engaging in social and improved food and health knowledge. ... <https://www.communityfoodandhealth.org.uk/wp-content/uploads/2018/03/Community-cooking-skills-report-English-Mar-2018.pdf>

Letters of support from Reach Foodbank, One Haverhill Signpost Mental Health Project and Haverhill South People's Forum are attached.

Maximum 200 words

3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Examples of user / community development include:

Current users of the Centre are limited to using microwaves for food-related activities thus limiting their choice of ingredients and options. The Soup-a-Lunch Club have expressed an interest in creating healthy nutritious soups for themselves rather than heating up tinned soups.

The Signpost Mental Health Project wish to include food preparation and healthy lifestyle/healthy mind activities as a key part of their delivery strategy.

Youth Workers in the town have previously delivered Basic Cookery Skills sessions but do not currently has a space to work from. The Community Kitchen will be used for these sessions.

OneLife Suffolk, who deliver Adult and Weight Management programmes, will be involved in referring potential 'customers' from their courses to further develop their message.

WeightWatchers/Slimming World have expressed an interest in working with the kitchen on practical cookery sessions for those attending their sessions.

We have had discussions with Reach Community Projects, who run the local foodbank and offer advice and support to low income families, about a food education programme to run alongside the work that they do as well as the provision of occasional lunches.

Maximum 200 words

#### 4. Timescales and sustainability

4.1. When will your project start and end? (the period for which you are asking the Council for funding)

Start date  End date

4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

We believe the 2-year pilot & development project will grow in popularity and attract more participants and broaden in range of cookery training being sought out. This will give valuable evidence to underpin further grant applications to a range of external funders and support the case for base budget funding from the Town Council for the Community Trust project.

Long term we will look to establish links with other organisations and businesses which are looking to reduce food waste including the Suffolk County Council backed programme Food Savvy and initiatives such as Fair Share. [www.foodsavvy.org.uk](http://www.foodsavvy.org.uk) [www.fairshare.org.uk](http://www.fairshare.org.uk)

We will produce case studies in order to back up future applications with real-life stories of how the Kitchen makes a difference to individual lives.

Haverhill Community Trust work closely with Haverhill Town Council who have a long and respected track record in developing and delivering effective and sustainable projects in Haverhill

Maximum 150 words

#### 5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

\*Includes in-kind contributions

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

	<b>Amount</b>
<b>Staff and volunteers</b> (including roles, hourly rates, NI/tax contributions and expenses where applicable) <b>Cooking Tutor</b> To lead delivering broad range of courses. F/T role including working evenings and some weekends @ £12.35ph (SCP17) <b>Administration</b> 3 hours per week of administration time to support operation of the kitchen. £9.00ph <b>Volunteer expenses</b> based on £10 per week travel expenses	£23,386 Salary £ 5,600 Pension £ 2,000 NI £ 1,404 Salary £ 351 Pension £ 175 NI £ 520 £33,436
<b>Overheads</b> (including items such as venue/office costs, utilities, back office services, insurance)  Utilities contribution Additional insurances for kitchen project Back Office Resources (stationery, postage, printing etc)	£ 1,000 £ 300 £ 500      £1,800
<b>Equipment and resources</b> Replacement of Kitchen utensils and equipment (allowance for breakages & loss) Purchase of new equipment (allowance for purchase of additional equipment as kitchen evolves) <b>Training</b> Food & Hygiene Online (City & Guilds Level 2) 4x£25 First Aid 4x£95 Fire Marshal 4x£75	£ 500 £ 1,000 £ 100 £ 380 £ 300 £2,280
<b>Other</b> Marketing Contribution towards marketing costs for promotion of courses Annual course brochure  Website – Facebook Page Maintenance and Upkeep DBS Checks 4x£55	£ 1,875 £ 260 £ 220 £2,355
<b>Total Y1</b> <b>Total Y2 (2% inflation)</b> <b>Total</b>	£39,871 £40,668 <b>£80,539</b>

5.4. Please provide a full breakdown of all other funding you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Funding already secured</b> (please detail funders, amounts and funding periods individually)	
Haverhill Community Trust (own funds) £5,000pa	£10,000
Generated income from project (estimate) £3,000 pa	£ 6,000
<b>Total</b>	<b>£16,000</b>

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
Haverhill Town Council	£15,000	April 2019
Other funders	TBA	Not yet submitted

5.6. Please provide a full breakdown of all in-kind support\* you have secured for this project.

<b>Item</b>	<b>Amount</b>
<b>Volunteer contributions</b> (including estimated hours given and roles)	
Assistant course leaders x 10hrs x 50 weeks x 2 years @£8.75 (National Living Wage)	£8,750
<b>Equipment and resources</b> (please itemise)	
Town Council Governance 4hrs x 50 weeks x 2 years @ £16.00	£6,400
Venue Overheads (cleaning, Broadband) 50% of £6,300 +£240	£3,270
<b>Other</b>	
<b>Total</b>	<b>£18,420</b>

\*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.6. How much funding are you applying to us for?

**2019/20**    £24,371    **2020/21**    £25,168

5.7. What other grants and contracts has your organisation received over the past three years from either Forest Heath District Council or St Edmundsbury Borough Council?

<b>Funding Source</b>	<b>Amount (£)</b>	<b>Reason for funding</b>
We have received locality funding from SEBC Councillors in the past		Leiston Community Centre Arts Centre furniture
St Edmundsbury Community Chest 18/19	£6,030	Signpost Mental Health Project
<b>Total:</b>	<b>£6030</b>	

Thank you for completing Part A of the form. Please continue to part B.