



TO COUNCILLOR:

E R Barr
L A Bentley
G A Boulter (Chair)
Mrs L M Broadley

F S Broadley
Mrs K M Chalk
Miss M V Chamberlain
M H Charlesworth

R F Eaton
Mrs L Eaton JP
Mrs H E Loydall
K J Loydall JP

Dear Councillors and the Residents of Wigston *et al*

I hereby **INVITE** you to attend a meeting of the **WIGSTON RESIDENTS' FORUM** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **MONDAY, 11 SEPTEMBER 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

If residents wish to discuss in confidence other issues that affect them and, or, the locality there is a surgery session with Councillors, Council Officers and the Police between **6:30 PM** and **7.00 PM**.

Yours faithfully

Council Offices
Wigston
01 September 2017

Mark Hall
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Apologies for Absence	
2.	Local Policing Issues	
3.	Minutes of the Previous Meeting held on 12 July 2017	1 - 6
4.	Review of the Residents' Forums Consultation	7 - 14
	a) Capital Project Guidelines & Application Form	15 - 26
5.	Pride of the Borough	
6.	Chair's Updates	
	a) Council Budget Options 2018/19 and 2019/20	
	b) Capital Projects Update	
	c) Forum Budget Update	
	d) Spending Requests	



7. Items Raised by Residents and Suggestions for Future Items

8. Date of the Next Meeting

For more information, please contact:

Community Engagement Officer

Oadby and Wigston Borough Council

Council Offices

Station Road, Wigston

Leicestershire

LE18 2DR

t: (0116) 257 2648

e: veronika.quintyne@oadby-wigston.gov.uk

MINUTES OF THE MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 12 JULY 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

E R Barr
L A Bentley
Mrs L M Broadley
F S Broadley
Miss M V Chamberlain
R F Eaton
Mrs L Eaton JP
Mrs H E Loydall
K J Loydall JP

OFFICERS IN ATTENDANCE

T Cawthorne (Environmental Health Officer)
Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

1 Borough Councillor (Oadby)
1 Police Representative
24 Residents

1. APOLOGIES FOR ABSENCE

Four apologies were received from residents.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 13 MARCH 2017

RESOLVED THAT:

The minutes were accepted as a true and accurate record noting the following three amendments.

- (i) Mr M Harrington attended the meeting held 13 March 2017.
- (ii) The Premier Drum building application was for Lidl and Wickes stores, not solely Lidl.
- (iii) Regarding the award of £500 to the Civic Orchestra, a request was made for a check to be made with the Finance Department as to whether this was allocated.

3. LOCAL POLICING ISSUES

The Police crime statistics were shared with residents.

Four burglaries - these were to dwellings and sheds and 18 push bikes were stolen. The Police advised residents to security mark their bikes and place locks on all shed doors. Two robberies took place. Thirty eight vehicles were damaged. This damage related slashed tyres and break-ins.

The break-ins mainly related to vans. Residents were reminded to take tools out of the back of vans.

Anti-social behaviour of children playing on the top of the roofs of premises was reported. This was in the areas of Long Street and Bell Street. Children were seen on the roof top of the Sainsbury store in Bell Street.

Young people were reported smoking cannabis and drinking alcohol on the Little Hill Estate.

It is planned for plain clothed Police Officers to carry out searches on the Little Hill estate. The Polices informed residents they would be looking into anti-social behaviour issues on the green area.

4. DEFRA AIR QUALITY ANNUAL STATUS REPORT UPDATE

A slide presentation entitled Air Quality Status Report 2017 was received by residents. Hard copies of the presentation were circulated at the meeting.

Key points were made; observations noted and answers to resident questions given as follows:

DEFRA directed the report be shared with residents. It required the Council to involve and advise residents on the findings of the report.

The data set shared was complete and cannot be changed. It referred to 2016 statistics. Any issues raised could affect the report. All reports could be accessed from the Council's website. The data layout followed DEFRA's guidance.

The meaning of the term air quality was outlined, in relation to pollutants and the measurement and the effects on peoples' health.

Nitrous Oxide sampling was measured borough wide using diffusion tubes. A photo of a Nox diffusion tube was shown. An example of one can be seen placed on the Tesco roundabout in South Wigston.

Previous collection sites were highlighted. These have now been removed from monitoring as results were low.

51.58 was the raw data measurement in South Wigston. Canal Street facade had an exposure limit of 39.72. Passive data tubes are being used to measure pollution levels.

Additional monitoring was being done on Aylestone Lane, Shakerdale Road and Blaby Road, South Wigston. An air quality station is to be put in place by Canal Street. There were now 10 tubes down on Blaby Road.

All Nox samples were sent to Government laboratories to be tested for accuracy. At the end of the year they receive a factor. The factor adjusts the raw data number.

Residents were informed that South Wigston residents had already provided comments and suggestions which would be added to the report and shared. The next reporting period would be the end of July 2018.

At the end of 2013, it was noted that with the building of South Leicester College, the pollution level was above 40 milligrams. The result meant extra monitoring took place.

Suggestions made by residents of South Wigston were incorporated into the feedback report to DEFRA.

To conclude the presentation, the Officer said the Council had received £25,000 for monitoring equipment. This would help to buy the air quality monitoring in South Wigston, near to the Health Centre. There is monitoring in South Wigston of Magna Road to Blaby Road. The Officer would be requesting monitoring from further up Saffron Road.

Residents were requested to send comments and observations by email to: enviromental.health@oadby-wigston.gov.uk

Action:

Circulate the presentation to residents electronically.

5. WASTE SURVEY CONSULTATION FEEDBACK (INFORMATION ONLY)

The resident's attention was drawn to the paper circulated electronically and as a hard copy at the meeting. It was marked "for information only".

The survey results were also shared by post to residents who did not have an email address listed on the Wigston Resident's Forum database and it was unknown whether they would be attending the Forum meeting.

Overall residents wanted to keep weekly bin collections.

On the third question regarding green waste, the recycling rate was less important.

On the question of introducing wheelie bins, the strongly agree and agrees and the strongly disagree and disagree views were almost the same.

A report was out today which addressed the Council's budgetary position and the potential changes to be made. The Chair said once a plan was in place residents would be consulted again.

- Over 2300 residents responded to the consultation survey.
- A resident asked about the use of wheelie bins for the collection of normal waste. The response received for their introduction was fifty- fifty.
- There was a forty percent response by paper and the remainder by email.
- 37% of residents strongly agreed that a fortnightly waste collection would cause them hardship.
- As a priority residents valued the frequency of collection for household and recycling waste.

From the Waste Survey feedback, options were being addressed as to what residents suggested should be done. Some residents want a waste garden collection and some do not.

Some residents said they were willing to pay for garden waste to be collected and some do not wish to pay.

If the Town goes for wheelie bins the Council will pay for them. Charging for the collection of garden waste was an option to consider.

On the practicalities of recycling, the Chair said if residents were in doubt whether to put

in a specific item it was better to put it in than to leave it out. For clarity on what could be recycled, a resident could ring Customer Services for confirmation.

6. CHANGING THE FORUM - TELL US WHAT YOU THINK

The Chair invited residents to complete a paper copy of a three question survey brought to tonight's meeting. Residents were requested to return their replies no later than 4 September 2017. All responses were to be sent to the Community Engagement Officer by the following email address: veronika.quintyne@oadby-wigston.gov.uk

Residents were invited to take a card, containing the three questions which they did. Replies could also be returned by post.

The survey was instigated by this Council not the County Council. It provides a mechanism to hear the views and suggestions of residents on how best residents wanted the Forum to run.

The Chair added that there was now no means for residents to raise petitions to the County Council unless there were ten thousand signatories.

7. PRIDE OF THE BOROUGH

A representative for Pride of the Borough was unable to attend this evening's meeting. The Chair gave a brief update on their behalf.

Britain in Bloom came to visit the Borough last week. It was hoped their judging would lead to an award. Another inspection is planned for this August. The Chair will report the outcome to residents in due course.

Green Flag inspection took place for this year. The result will be shared soon.

Pride of the Borough was in the process of installing marble planter containers. One will be placed near the pet shop on Leicester Road. These have been paid for by Pride of the Borough and sponsorship received.

8. WIGSTON TRADERS' UPDATE

It was reported that the Oadby and Wigston Lions were taking on the Christmas lights switch on. Richard Darlaston, the present Treasurer of the Wigston Lions will be talking to schools for a contribution of festive songs for this event. The event takes place on 2 November 2017.

9. CHAIR'S UPDATES

The Chair's Update paper was presented to residents.

9a. CAPITAL PROJECTS UPDATE

The following capital projects were endorsed by the Council's Policy, Finance and Development Committee.

The Community First Responders award of £180. This sum was for the purchase of two fluorescent jackets, one of which should fit a female.

A request for the purchase of a cooker for Friends of Peace Park was agreed. Clarification

on the type and dimensions of the cooker was yet to be agreed.

A defibrillator will be bought and fitted to the wall of the Sainsbury's store in Bell Street. Permission for the fitting was given by the Manager of Sainsbury's store.

The Council agreed to provide a top up of funds to the three forums for the new financial year. Wigston was allocated £29,000, Oadby £29,000 and South Wigston £15,000. Allocations were based on the populations within each area.

9b. FORUM BUDGET UPDATE

The Forum update budget was received by the residents the balance currently stands at £23,603.

9c. SPENDING REQUESTS

Proposal for the Purchase of a Gazebo by Oadby & Wigston Lion's Group

The Lions pitched a written proposal for funding to purchase a Gazebo. Each pound the Lions raised must go to charity; therefore there were no funds available for a gazebo. Administrative costs were also paid by fundraising. A payment also had to be paid to the Lions international.

The Gazebo will help raise the profile of the Lions and would serve to recruit new members.

Last year funding was raised for Motor Neurone Disease, Parkinson's, the Gateway Clubs, Friends of Peace Park and Mapplethorpe Children's Home. The Lions reported that they were working with the Town Centre Manager to organise this year's Christmas event.

The cost of the Gazebo was stated to be £1000. It would be used to raise funds for the benefit of all. The Gazebo measured some 3 metres squared. It came with side panels, in colours of blue and yellow.

The Chair outlined the procedure for requests for funding to be brought to the Forum. He also emphasised that checks and balances were in place for approving or not approving funding proposals.

Residents suggested the Lions approach Oadby Residents Forum for a contribution, consider Crowd Funding and approach Voluntary Action Leicestershire for funding.

Action:

A written proposal for the Gazebo, with all the attendant costs will be brought to the next Resident Forum meeting in September.

Oadby Memorial Seat

Oadby were successful in getting a memorial seat. They cost £1400 including fitting. It was proposed the Forum consider if a similar seat bid could be made. This was discussed at the Armed Forces Group. The proposal is to purchase such a seat for each of the Town Centres. This should happen 2018.

Pinfold Trough Seat

A funding grant was requested for Pinfold. Pride of the Borough (PoB) were said to be putting forward a design for a trough seat with an explanation board.

PoB will bring a written proposal for consideration to the next Forum meeting in September.

Two Bins for Stanhope Road

Two bins were proposed for Stanhope Road. The bins cost £350.

This proposal will be considered at the September Forum.

The County Council charges a sum of money for any item fixed to the Highway. Oadby and Wigston Council will dispute some of the costs. The Council will require the exact location where the item will be placed.

10. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Bus Service 49a Stoppage

The stoppage of the bus service 49a will be addressed through the County Council. It was stated that the stoppage was causing disadvantage to residents who must catch two buses.

Falling Leaves on Trees in Bell Street

It was noted that the leaves on trees in Bell Street were falling off. A maintenance period was included in purchase of the trees. The trees have been watered and this should rectify the issue.

The question was raised as to how much Harborough Car Parking officers are paid for ticketing vehicles. The Harborough Council charge over £35. Monitoring was done on one and a half days a week. There was also an extra charge for coming out at weekends. The whole system of car parking is under review.

11. DATE OF THE NEXT MEETING

Monday, 11 September 2017, 7:00 pm at Council Offices, Station Road, Wigston.

THE MEETING CLOSED AT 8.00 PM



.....
Chair
.....

Monday, 11 September 2017
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*



Wigston Residents' Forum	Monday, 11 September 2017	Matter for Consultation
---------------------------------	----------------------------------	--------------------------------

Title: **Review of the Residents' Forums Consultation**

Author(s): **Martin Hone (Interim Chief Finance Officer / Section 151 Officer)**

1. Introduction

- 1.1 In order to give local residents a greater say in Council affairs, it has appointed a Residents' Forum for each of the town centres within the Borough: Oadby, Wigston and South Wigston.
- 1.2. At its meeting on 28 March 2017, the Council's Policy, Finance and Development Committee requested that a review of the regulations governing grant allocations, including the funding of voluntary organisations and 'on the night' grants allocation at Forum meetings without supporting paperwork, be undertaken. This supports the wider commitments of the Council's transformation agenda.
- 1.3. At its meeting on 5 September 2017, Council considered a report from the Chief Finance Officer setting out various options for changes to the administration of the Forums. This is attached to this report as an *Appendix*.
- 1.4. Members were asked to provide policy guidance on the proposals contained in the report. Their comments are set out below. The original report and the comments of Members are now being sent to the three Residents' Forums for consultation at the September cycle of meetings. The final results of the consultation will be reported back to the Council's Policy, Finance & Development Committee on 31 October 2017.

2. Recommendation(s)

Members of the Forum are asked to comment on the proposals contained in this report and Appendix 1, which will then be consolidated into a report to the Council's Policy, Finance & Development Committee meeting on 31 October 2017.

3. Information

- 3.1 The Council's constitution includes three Residents' Forums. The purpose of each of these is included in their general terms of reference:
 1. To increase public involvement in public services;
 2. To help shape the Council's policies for public services;
 3. To challenge and give feedback on the performance of public services;
 4. To promote community cohesion; and
 5. To report to the relevant Committees.

At its meeting on 5 September 2017, Council considered the report on possible changes to the administration of the three Residents' Forums (see Appendix).

- 3.2 In summary, the views expressed by Members of the Council were as follows:
 1. Members would not support the merger of Wigston and South Wigston Forums.

2. Members were happy with the clarification of 'one-off' grants and financing in general, but felt that the pro forma application forms (**agenda item 4a**) were too complex for the relatively small sums of money that the Forums distributed to local groups and individuals.
 3. It was suggested that small grants (say up to £200) could be awarded by Forums without the need to complete too much paperwork.
 4. As regards chairing of the Forums, there was a general view that this should continue to be by an elected councillor rather than a local resident given the need for the Chair to understand the operations of the Council and to have easy access to officers and politicians.
 5. It was proposed that the Chair of a Residents' Forum could in future be any councillor, not necessarily one whose ward was within the geographical area of the Forum.
 6. Members were happy that the financing of the Forums should be included in the Council's annual budget setting exercise.
 7. Members were happy that the agenda for Forums should continue to be set by either agreeing at the conclusion of a meeting what should appear on the next meeting's agenda and/or by residents contacting the Chair of the Forum to agree an item.
 8. Members were keen to stress that the Forum meetings were non-political, and that agenda items should not touch on political matters.
 9. It was felt that the current Terms of Reference for the Forums as contained in the Council's Constitution should be redrafted.
 10. As part of the review of the administration of the Forums, Members asked that thought be given as to how to increase participation from local residents.
 11. It was felt that any changes agreed must be consistent across all three Forums.
- 3.3. It has also been expressed by Members outside the meeting of 5 September that the minutes of forum meetings are too close to a verbatim record and should be condensed either by adopting best practice minute-taking guidance as used at formal committee meetings or shifting towards a note-style/action-based format.
- 3.4. Forums are invited to make any further comments and/or recommendations.

Background Documents:

Report to Council on 5 September 2017 entitled 'Review of the Oadby, Wigston and South Wigston Residents' Forums' (Appendix)
 Capital Project Guidance, Application & Evaluation Forms (Agenda Item 4a)

E-mail: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Review of the Residents' Forums Consultation	
Finance	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Legal	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3) <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) <input checked="" type="checkbox"/> Effective Service Provision (CP2)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Customer Focus (V5)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
	<input checked="" type="checkbox"/> Not Applicable (EA)



Council	Tuesday, 05 September 2017	Matter for Information and Decision
----------------	---------------------------------------	--

Title: **Review of the Oadby, Wigston and South
Wigston Residents' Forums**

Author(s): **Martin Hone (Interim Chief Finance Officer / Section 151 Officer)**

1. Introduction

- 1.1. In order to give local residents a greater say in Council affairs, it has appointed a Residents' Forum for each of the town centres within the Borough: Oadby, Wigston and South Wigston.
- 1.2. At its meeting on 28 March 2017, the Council's Policy, Finance and Development Committee requested that a review of the regulations governing grant allocations, including the funding of voluntary organisations and 'on the night' grants allocation at Forum meetings without supporting paperwork, be undertaken. This supports the wider commitments of the Council's transformation agenda.
- 1.3. The purpose of this report is to seek Members' views to inform any additional changes to the purposes of the Forums.

2. Recommendation(s)

Members are asked to provide policy guidance on the proposals contained in this report, which will then be sent to the three Residents' Forums for consultation.

3. Information

The Council's constitution includes three Residents' Forums. The purpose of each of these is included in their general terms of reference:

- 1.** To increase public involvement in public services;
- 2.** To help shape the Council's policies for public services;
- 3.** To challenge and give feedback on the performance of public services;
- 4.** To promote community cohesion; and
- 5.** To report to the relevant Committees.

Residents' Forums have budgets delegated by Council to enable local groups, organisations and individuals to apply to their local forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough. Prior approval for the spending of each Resident Forum budget is subject to the approval of the Policy Finance and Development Committee.

The review has examined the following areas:

4. Grants to Local Organisations

At present, there appears to be a lack of clarity about the types of grants that Forums can consider. Going forwards the following guidance is proposed:

- (i) The grants must only be for one-off, non-recurrent expenditure. This could be for the purchase, say, of a piece of street furniture (provided any ongoing maintenance would be de minimis) or for a one-off event, such as a street party.
- (ii) The grant must only be spent within the geographical boundaries covered by the relevant Forum. Where an organisation seeks funds for activities that go outside the boundaries covered by the Forum, they should instead apply for a Council 'Grant to Voluntary Organisations', which is administered centrally and not as part of the Forums' remit.
- (iii) Applications for grants must only be submitted by local residents. Elected Members should not submit applications to Forums.
- (iv) All applications for grants must be submitted at least ten working days before the meeting of the Forum at which the matter is to be considered. This will provide sufficient time for the application to be included with the agenda papers that are made available ahead of each Forum meeting.
- (v) Applications must be submitted using the pro forma attached as **Appendix 1** to this report and available on the Council's website.¹
- (vi) If, at its meeting, the relevant Forum is minded to support the grant application, this must be minuted so that Officers can make arrangements for the Forum's recommendation to be included in a report to the next meeting of Policy, Finance and Development Committee.
- (vii) Funds will not be released to the organisation applying for the grant until and unless the Forum's recommendation has been agreed by Policy, Finance and Development Committee. If the Forum considers the funding to be too urgent to delay until the next meeting of Policy, Finance and Development Committee, the Chair of the Forum must submit a request to the Council's Director of Finance & Transformation, who will liaise with the Chair of Policy, Finance and Development Committee to agree what action to take.
- (viii) Any organisation that receives a grant from the Forum must complete a brief report on how the funds were spent, using the pro forma attached at **Appendix 2**. This should be sent to the relevant Forum no later than three months after the expenditure has been incurred and included on the agenda for the next meeting of the forum.

5. Chairing the Forums

The Council's Constitution does not specify how the Resident Forum meetings should be chaired, although it has always been the case that all three are chaired by elected Members. The review has considered the following options:

- (i) Allowing the Forums to be chaired by any local resident. The usual process of election of chairman would be required: nomination of candidates, seconding by another resident (or elected Member) and then a vote in open session. The election of the chairman should take place annually at the first meeting of the relevant Forum after the start of the municipal year. Any resident undertaking this role would receive the standard remuneration for chairing which at the date of writing is £1,000 per municipal year.
- (ii) Allowing the Forums to be chaired by any Councillor (i.e. not necessarily a ward Councillor for the area).
- (iii) Given the specific issues at South Wigston Residents' Forum (where there are only three ward Members), to consider merging this Forum with Wigston Town Forum to provide additional resilience in terms of input from elected Members. This would also have the advantage of reducing the costs of administering the Forums which is funded by the Council. Any saving would be a contribution to balancing the Council's budget over the medium term.

- (iv) To consider the potential for administrative support (e.g., taking minutes, coordinating agendas, distributing reports, etc.) to be undertaken by local residents instead of the Council.
- (v) That at the option of the chairman the meeting may be recorded to ensure the accuracy of minutes and agreed actions

6. Constitution and Funding the Residents' Forums

The review has considered the current constitution of the Forums and also the way in which they are funded. As stated above, the costs of administering the Forums is met by the Council's General Fund Revenue Account (and ultimately local Council Tax). The grants allocated by the Forums to local organisations are provided from one-off funding from the Council undertaken periodically and making use of Council reserves. The current levels of funds held by the Forums is as follows:

Oadby	£49,561
Wigston	£53,203
South Wigston	£23,081
Total	£125,845

It would be possible to provide more certainty about the funds available for local organisations by including an allocation to the Forums as part of the Council's annual budget setting exercise which is agreed in February ahead of the start of each financial year. This would also be consistent with the overall review of other reserves and balances which is conducted by the Council as part of the budget setting process.

7. Setting the Agenda for Meetings of the Residents' Forums

In the future, it is proposed that the management of Forum agendas is brought into line with the ways these are managed for other Council Committees:

- (i) The agenda and supporting papers for meetings will be circulated electronically at least five clear days before the date of the meeting. In addition, hard copies of the papers will be made available in local libraries, at Customer Services at Bell Street and at the Council's leisure centres.
- (ii) The agenda and supporting papers will be accessible via modern.gov through the Council's website.
- (iii) The minutes of the meeting will be provided to the chairman of the Resident Forum in a timely manner.
- (iv) An action list will be drawn up following the meeting and provided to the chairman with the minutes.
- (v) Suggestions for the agenda for the next meeting of each Forum can be put forward by any resident of the relevant Forum, either at a meeting of the Forum, or by written request (including email) to the Council's Community Engagement Officer. The agenda will be decided by the chairman of the relevant Forum. Where a requested item is agreed for the agenda, the resident who has proposed the item will be contacted and invited to attend to speak on the particular point. Where the chairman decides that a requested item will not be included on the agenda, the resident who has proposed the item will be contacted to explain the reasons why the decision was made.

8. Next Steps

Subject to the outcome of discussions at Council tonight, the proposals contained in this report will be sent to the next cycle of Residents' Forum meetings in September. The outcome of the consultation will be reported to Policy, Finance and Development Committee on 31 October.

Background Documents:

None.

E-mail: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Review of the Oadby, Wigston and South Wigston Residents' Forums	
Finance	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Legal	There are no implications directly arising from this report.
Anne Court (Director of Services / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Accountability (V1)
	<input checked="" type="checkbox"/> Teamwork (V3)
	<input checked="" type="checkbox"/> Customer Focus (V5)
Equalities & Equality Assessment(s) (EA)	An EA will be completed once policy guidance has been sought from Members.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Full EA Assessment

Resident Forums' Capital Project Funding Guidelines and Application Form

Guidance for Applicants

The three Oadby & Wigston Borough Council resident forums have a budget from which funding can be given to support projects which meet certain criteria. The guidance notes explain the criteria and how funding for Forums may apply.

To help your application, please read the guidelines. Include any relevant supporting documents and financial information.

Resident forum funding is intended to help improve the place residents live in. Improve the physical environment and / or deliver projects that will make a difference to the quality of life of people. For example: provide local community projects/activity which brings: cultural, sporting, recreational, health, environmental, heritage, safety, or educational benefits to the town and its citizens.

To access funding, contact your local councillor/s and share with them your project/activity idea.

The individual Resident Forum reserves the right to make special exceptions to these guidelines depending on the circumstance of each individual application.

Each resident forum shall retain discretion over its own funding allocation. A recommendation made by one community forum shall not create an exception that it will be supported by another forum. However, Councillors are able to "pool" the funding allocations to support a project(s)/activity(ies).

A decision on an individual application will not be seen as setting a precedent for the consideration of any other applications received by the Council or another resident forum.

Every funding application will be considered on its own merits by forum members. They will take into account the funding available and make recommendations on each application.

Written applications should be submitted at least **7days** before a resident forum meeting in order to be considered at that meeting. Later applications will be considered at the next forum meeting.

All funding awarded must be endorsed by the Council's Policy, Finance and Performance Committee in accordance with the Council's Standing Orders and Financial Regulations, be subject to the Council's legal powers and demonstrate

good value for money. A maximum of three quotes must be provided in line with the Council`s procedural rules.

Funding may be spent on capital projects. Capital is one off expenditure on buying, constructing or improving land, buildings, equipment or vehicles: and the purchase of consumables.

Priority will be given to: one-off, time limited, or start up spends, rather than ongoing running costs which should normally be funded by other funding bodies.

Projects should contribute to the aims of the Council`s Equality and Diversity Agenda and not conflict with Council policy.

- In appropriate circumstances, funding may be given on condition that certain items of equipment purchased with the funding are made available for use by other organisations/groups or in other the other Forum areas.
- .Groups/organisations requesting funding will be from the voluntary sector, be community initiatives, resident forums`, tenants associations, community halls, sports and other clubs. They must be constituted and hold a bank account or have a sponsor organisation that can hold funds on their behalf.
- Successful applicants will be notified of funding endorsed by the Policy, Finance and Development Committee at least **1 week** after the decision is made.

Who cannot apply for funding?

- Parish Councils and public agencies
- Profit making organisations
- Proposals which are required as a direct result of a planning condition, enforcement action or any other statutory consent.

What projects cannot be funded?

- Commercial projects e.g. shops, businesses
- Projects which have party political affiliations
- Projects which are not legal
- Established projects which have ongoing revenue costs that cannot be met by the funding

How much can be applied for?

There may be a limit on how much you can apply for from your particular Forum .This will depend on each forum looking at applications and making recommendations as to whether they wish to support the application

Monitoring and reporting progress

A progress report is at least three months after the project started.

A final report showing how allocated funds have been used is required at the end of the project.

Those receiving the funding will be asked to attend a Residents' Forum meeting to report back on the work of the project.

Please note that you will be expected to keep an account of the spending on the project through receipts and provide these on request to evidence that the funding has been spent on what has been applied for.

Those making the application are requested to attend the Forum meeting to speak to, support their application.

The group/organisation will be asked to repay all or part of the funding to Oadby & Wigston Council if:

- The money is not used for the purpose specified, unless changes are made by prior agreement between the Council and the organisation/group
- The organisation/group is not able to provide project details as requested in the monitoring reports
- The organisation/group is wound up or ceases to exist

NOW please check you have:

- completed the whole form,
- signed it,
- added any extra pages and copies of any relevant documents needed to support your project,
- included estimates and price lists as required and included letters of support from other groups if necessary
- included a copy of your constitution as required
- included a copy of your latest bank account statement
- included a copy of your most recent accounts
- **If you provide an incomplete application this may delay the endorsement of your application.**
- Return to The Community Engagement Officer, Oadby & Wigston Borough Council, Station Road, Wigston, Leicestershire, LE18 2DR

Application Form

Oadby & Wigston Borough Council has allocated funding across the three local Resident Forums to support local community projects. The Resident Forums cover: Oadby, Wigston and South Wigston. Before completing this form please read the accompanying guidance information.

Project Title :
Contact Person:
Full Postal Address Postcode
Email:
Telephone:

Is your group

A registered charity

Yes / No

If yes, please give a charity no.:

A voluntary organisation

Yes / No

A community interest group

Yes / No

Other type of group
(please give details):

Other(Please explain)

Project, Activity or Cost

Tell us about what you want to do and how you would involve the local people in the project? *Continue on an additional sheet if necessary:*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** (please give details)

.....

Has your group/organisation received resident forum funding before?

Yes / No (please give brief details)

.....

Please describe how your project contributes and links to the Council`s Equality and Diversity Agenda vision for the Borough.

The Equality and Diversity Agenda (December 2014) vision states: The Council is ,“ to be an inclusive organisation with shared values, to reduce inequalities by tackling discrimination and building and fostering strong and good cohesive communities and acknowledging that diversity brings an added value to the lives of all who live and work in the area”.

What need is your project or activity addressing and how have these been identified?

Planned Outcomes and their benefit to the local community

Who will benefit from your proposal and what do you think the benefits (outcomes) will be to people living/working in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the community?

When will your project or activity start and when will it be completed?

Sustainability

How will you ensure the benefits of the project/activity continue in the future?

(Continued overleaf)

How much will your proposal cost?

What do you need to carry out your project and if you have to pay for this, what is the estimated cost?

Breakdown of costs: <i>(e.g. staff, accommodation, material costs)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL	£

Please identify any **“in kind”** support the project will receive- e.g.; donations of land, property, or professional expertise in order to support the project/activity.

Please give the total amount of funds you are requesting from the Forum.

£:

<i>How will you fund the difference (if any)?</i>	
---	--

State which Councillor/s support your proposal

Councillor	Date

--	--

Declaration:

I give permission for Oadby & Wigston Council to record my details and the organisation's details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide monitoring information throughout as requested and at the end of the project.

Signed

Name (Block capitals)

Position in group

Date

For additional information and support contact: veronika.quintyne@oadby-wigston.gov.uk, Tel: 0116 2572648

Please return a paper copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer

Corporate /Communities Services, Station Road, Wigston, Leicestershire, LE18 2DR.

Fair Processing Information for Grant Application Forms

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and for consultation purposes. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act unless it is exempt under Data Protection legislation.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Council at Customer Services , 40 Bell Street, Wigston(0116) 2572648.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		

Financial Information Provided:		
Appropriate Number of Quotes Provided:		

Equal Opportunities Monitoring Form

Oadby & Wigston Borough Council promote equality of opportunity to the services it provides. Our aim is to implement and maintain services which ensure that no potential or current resident is treated less favourably on the grounds of: marriage /civil partnership, race/nationality, ethnic or national origin, disability, age or sexuality, sex, religion/belief transgender, pregnancy/parenting responsibilities, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law.

In order to assist the Council in meeting its commitment we would be grateful if you could answer the following monitoring questions

The Council is committed to the following 5 key priorities:

Under the Data Protection Act 1988 the Council requires your permission to process all personal data including the sensitive data requested in this form. In completing the monitoring questions you will be deemed to have consented to the Oadby & Wigston Council processing your data.

The information you supply is part of our statutory duty under the Equality Act 2010 and will be used as statistical information to promote and monitor the Council`s Equal Opportunities Policy and to improve the existing service provided.

Please tick the following that apply:

The age range of the majority of people who will benefit from the project/activity:

0-5 5-15 16-19 20-24 45-59 60-64 65 & Over

The Disability Discrimination Act 1995 defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities".

Will the project /activity specifically benefit people with disabilities? Yes/No

Which group(s) will benefit from the project /activity?

White English/ Welsh/ Scottish/ Northern Irish/British White Irish

White Gypsy or Irish Traveller Asian/ Asian British Indian Asian/ Asian British Pakistani Asian/ Asian British Bangladeshi Asian/ Asian British Chinese

Any Other Asian Background (Please specify).....

White and Black Caribbean Black British African

White and Black African Black British Caribbean

Any Other Mixed /multiple heritages (please specify)
.....

Any Other Background (please specify).....

Will specific faith/belief group benefit from the project /activity?

No religion/belief Buddhist Christian Hindu Jewish Muslim Sikh Pagan
Any other religion/belief (please specify).....

Will people of specific sexual orientation benefit from the project/activity?

Bisexual Gay Heterosexual Lesbian Transgender Other (please specify).....

Safeguarding Children and Vulnerable Adults

Where applicants are providing or proposing to provide services that are targeting or impacting on children and /or vulnerable adults, all such applications must complement Oadby & Wigston Council`s Safeguarding Policy.

Equality and Diversity

Applications must reflect Oadby & Wigston Council`s Equality and Diversity Agenda Policy.

Carbon Reduction

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council`s position on carbon output emissions. (Greening the Borough Policy).

Oadby & Wigston Borough Council -Resident Forum Project Funding Award

Funding Evaluation Form

Oadby and Wigston Borough Council may ask you to provide evidence of how your Residents Forum award was spent. Failure to do this may exclude applicants from applying for any future funding and you maybe asked to return the funding.

Please complete and return this form within 4 weeks of completion of your project/purchase of equipment, returning it to the address below. **Remember to retain receipts, invoices, press releases and photographs of the project.**

Your feedback is important to us as it is used for internal audit purposes in our planning work and enables us to review the Local Community Budget application process

If you would prefer to complete an electronic version, this may be downloaded from the Council's website

www.oadbyandwigston.gov.uk/

Name and address of Organisation /Group:	
--	--

What did your project/scheme involve and how was your award spent? (e.g. Contributed to a local fun day, enabled an environmental change in order to create better neighbourhoods, the purchase of equipment or match funding for a larger scheme/activity).

what did you originally want to achieve with your activity?

did you meet/achieve those goals? What worked?

look at the strengths of your activity

what could you do differently next time? What could you learn from this to take it forward?

what were the things that held you back?

what does everyone else think?

How did/does your project benefit local people and approximately how many people?

Oadby & Wigston Borough Council -Resident Forum Project Funding Award

How much funding did you receive from the Resident Forum Budget?	£	What was the total cost of your project (including that contributed by the Residents Forum Budget)?	£
Did you obtain any publicity for this project that acknowledged the contribution from the resident forum award e.g. press articles or newsletters? We may request a copy from you. No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick) . If you have ticked yes please tell us about the publicity			
Representative Name		Email:	
Address		Tel No:	Date:
Thank you for taking the time to complete this evaluation form. Please return your completed form to the Community Engagement Officer . Email address: veronika.quintyne@oadby-wigston.gov.uk			

DRAFT