



TO COUNCILLOR:

Miss A R Bond
D M Carter
M L Darr (Chair)
B Dave

R E Fahey
D A Gamble
Mrs S Z Haq
J Kaufman

Dr T K Khong
R H Thakor

Dear Councillors and the Residents of Oadby *et al*

I hereby **INVITE** you to attend a meeting of the **OADBY RESIDENTS' FORUM** to be held at the **TRINITY METHODIST CHURCH, 60 HARBOROUGH ROAD, OADBY, LEICESTER, LE2 4LA** on **WEDNESDAY, 20 SEPTEMBER 2017** at **6.30 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 **6:00 PM** and **6.30 PM**.

Yours faithfully

Council Offices
Wigston
12 September 2017

Mark Hall
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
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2.	Local Policing Issues	
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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

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**MINUTES OF THE MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE
BARNABAS CENTRE, ST PAUL'S CLOSE, OADBY, LEICESTER, LE2 4LZ ON THURSDAY, 27
JULY 2017 COMMENCING AT 6.30 PM**

PRESENT

Councillor M L Darr (Chair)

COUNCILLORS

D M Carter
D A Gamble

OFFICERS IN ATTENDANCE

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

OTHERS IN ATTENDANCE

29 Residents
2 Police Representatives

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors B Dave, Mrs A R Bond, B Fahey and J Kaufman and 5 residents.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 28 FEBRUARY 2017

The minutes were accepted as a true and accurate record following being checked for points of accuracy. No points of accuracy were raised.

3. LOCAL POLICING ISSUES

PS Lindsey Booth and PCSO Len Browne introduced themselves. PS Booth stated a new PCSO, Kevin Balady, would soon be covering Oadby. Residents were then up dated with the crime statistics since the last quarter.

Crime has decreased. It was emphasised that residents can ring the 101 phone line to report crime and that policing is demand led.

Over the past two weeks there were three burglaries targeting high performance cars and Asian gold jewellery.

Over the summer season, a Stay Safer Campaign has focussed on young people.

The car park in front of the Co-op gates has been closed resulting in some anti-social behaviour.

Paper copies of the crime statistics are available on request. Burglaries and damage to cars have occurred around the Woodfield Road area.

The Police have no statistics on whether the early switch-off of lighting has contributed to burglaries. Burglaries have mainly occurred in daylight hours. Currently it is not possible for the Police to share the outcome of the burglary which occurred on Pinfold Drive.

Residents have filmed attempted burglaries taking place in daylight hours.

The success of Police operations is placed on the Police website. The Police go through the reports of crime daily and can receive a response directly. Reports of non urgent crime can be made to a Police Officer's voicemail.

Young people have been observed breaking into vehicles on the Sandhurst Street Car Park.

The Police reminded residents to lock their car, garage and shed doors. The Mosque cameras cover a proportion of the car park and Police also patrol the area.

The Police have received no reports of speeding offences around Florence Wragg Way, where motorists are said to be coming off at the roundabout.

The Police log sites as safe sites and said they would address the issue of speeding. Speeding was also reported on Hunters Way and Fludes Lane.

Leicestershire County Council has made speed checks along Florence Wragg Way. The Chair stated speeding along the A6 was reducing.

The incident reported of a house and a car being "egged" in Fairfield Road was dealt with under Community Safety. The issue was passed to the Youth Offending Service. The person responsible no longer resides in the Borough.

Residents thanked PCSO Len Browne for his vigilance around Uplands Park.

4. DEFRA AIR QUALITY ANNUAL STATUS REPORT UPDATE

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

Key points were made; observations noted and answers to resident questions provided.

A question was raised about risk to areas like schools and the recording of air quality on the A6 and air density around areas like the Manor School. Planners have requested Enviromental Health flag up any problems around the A6. This report is to be shared with the Health and Wellbeing Board.

To conclude the presentation, the Officer said the Council had received £25,000 for monitoring equipment. Residents were invited to send comments and observations by email to: Enviromental.Health@oadby-wigston.gov.uk

Action:

The Officer agreed to return to the next Forum with figures around the Launde School and A6.

5. WASTE SURVEY CONSULTATION FEEDBACK (FOR INFORMATION)

The residents' attention was drawn to the Waste Survey Results feedback. The paper was circulated electronically, and as a hard copy at the meeting.

The survey results were also shared by post to residents who did not have an email address listed on the Oadby Resident Forum database as it was unknown whether they

would be attending the Forum meeting.

From the Waste Survey feedback, the Council is currently considering the results.

Action:

A further update on the Waste Survey will be brought back to the Forum meeting in September.

6. CHANGING THE FORUM - TELL US WHAT YOU THINK

Residents were invited to take a consultation card which listed three questions to elicit their views, comments and suggestions for change with regard to the Forum. The card was shared by post with residents who are listed on the Forum database but do not have access to an email address.

The feedback from the questions will be shared with residents at the next Residents Forum meeting. The deadline for returning responses by post or email to the Council's Community Engagement Officer is 4 September 2017. The email address is: veronika.quintyne@oadby-wigston.gov.uk.

7. PRIDE OF THE BOROUGH

Graham Lamb from Pride of the Borough was unable to attend and therefore Councillor Carter gave a brief update.

Pride of the Borough has 700 members.

The judges from East Midlands in Bloom will be visiting key areas in the Borough on Wednesday 9 August 2017.

Some of the key areas to be judged are: Oadby Wigston Road, Parklands, Brock Hills Park and Conservation Centre, Ash Tree Road, Portland Walk, back along Richmond, Fairstone Hill, through the village and the Botanical Gardens.

Pride of the Borough is in the process of installing three marble planters. One will be placed near the Legion Club, another by Epic Accessories and one by East Street car park. These have been paid for by Pride of the Borough and sponsorship received.

8. OADBY TRADERS' UPDATE

The Oadby Festive Lights Switch-On will be held on 11 November 2017 from 3pm - 7pm.

The Oadby Car Festival on The Parade will take place 13 August 2017.

A burger place has now leased out what previously was a noodle bar.

The Co-op building is to be divided up to host a range of units.

Residents requested the Town Centre Manager and the Traders Co-ordinator to put up signage to inform residents in, a timely manner as to the closure of The Parade for events and where residents can access buses.

9. CHAIR'S UPDATES

The Chairs' update paper, agenda item 7, was presented to residents.

9a. CAPITAL PROJECTS UPDATE

Phoenix Therapies 'Take the Weight off your Mind' Project Update Report

The return of an update report by Phoenix Therapies on the project 'Take the Weight off your Mind' was requested. Concern was expressed that the outcome of this project offered to potentially vulnerable people must be shared.

Action:

The facilitators are to be requested to present an update report to residents at the next forum meeting. It was suggested if Phoenix Therapies did not provide an update the Council should be open to taking other action.

9b. FORUM BUDGET UPDATE

The Forum Update Budget was received by the residents. The balance currently stands at £11,911.

A draft paper outlining the future process for how proposals are to be presented to the resident forums was circulated. This draft paper follows up on the Council's previous audits and suggestions received on developing greater accountability for money spent and the monitoring and evaluation of proposals.

9c. SPENDING REQUESTS

None.

10. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Removal of Grey Post Boxes

The grey post boxes are still in situ and are decaying further. The Post Office is responsible for their removal.

Commemorative Stones

It was concluded that a lot of discussion has taken place over a few years as to where to place these stones with a board. The stones were once part of the Sandhurst Primary School, which now houses the Poundstretcher store.

The Civic Society considered taking on this Project but as the lettering on the stones were faded and required attention at a cost, it has agreed it could not take forward the project.

Councillor Kaufman was carrying forward the project. It appeared the discussion had come to an impasse and a suggestion was made to discontinue the project.

Oadby Swimming Pool Site

The Council is still considering the best options for the use of this site.

Stoughton Road Double Yellow Road Markings

The double yellow markings have now been completed.

Oadby Cemetery

It was reported that there was no sign of damage caused by a fallen tree. A resident stated cemetery was untidy and the top end looked "scruffy".

Launde School and Parent Parking on Grass Verges

The Police have patrolled this area. They saw no one parked on the grass verges. On the Launde School on Uplands Road significant damage was seen. The Police have been informed.

A Proposal for a Seat by the A6

A resident brought in a written proposal for the purchase and fitting of a refurbished seat. The seat works out cheaper than buying a new one. Buying more than one seat would not alter the cost.

The seat is to be placed on land adjacent to the A6 traffic island and Florence Wragg Way. It will act as a resting point for tired walkers. The proposal costs £875. A vote was taken on the proposal. The proposal was accepted.

Two Bins Requested on the A6

A resident requested two bins to be placed on the A6. One city bound and one county bound. Photographs were received of the proposed area where the bins are to be placed.

Action:

Costings are to be sent to the resident to support the proposal. The resident is expected to bring with a costed proposal to the September meeting.

A Dustbin Proposed for Fairfield Road

A dustbin was proposed at the previous meeting to be placed on a lamp post at the bottom of Fairfield Road jitty.

Action:

Check with the street furniture officer whether dustbins can be mounted on lampposts.

Fludes Lane Path Repair

The gravel has degraded on parts of the path. It becomes muddy and impassable with flood on a rainy day. It was reported that the path repair will be in the 2018 Capital Programme.

Action:

Check which part of the 2018 Capital Funding Programme the repair falls under and report back to the Forum.

Community First Responders Jackets

An award to purchase two fluorescent jackets costing £80 each was given to the Community First Responders. One of the jackets should be able to fit a female Responder.

Funding and Installing a Defibrillator on Oadby Parade

There was discussion on the purchase and installation of a Defibrillator which was meant to be placed on the Parade. The Co-op has since purchased and installed a Defibrillator in the area previously identified. It was suggested that residents may feel some apprehension at operating this machine without some kind of training.

Action

Bring an update report on the status of the award for purchasing and fitting the machine, in an audit of where other defibrillators have been fitted and find out what training exists that can be provided on how to use them.

Concern of Residents about a Derelict House and Residents' Safety

A group of residents have expressed concern about the state of a property which is a potential safety risk, particularly to children.

Two Ward Councillors have been made aware of this concern. The external walls have been down. It is also a site for fly-tipping. The Police have been involved as this is seen as an example of anti-social behaviour issue.

The residents are to write to the owner to request responsibility be taken for the maintenance of the property.

Parking Issues on the 31 and 31a Bus Routes

Residents have expressed concern about the buses and emergency vehicles being kept waiting due to inconsiderate parking on The Parade. This has the potential to endanger life especially if the emergency vehicles are blocked from progressing to emergencies in good time.

This issue was previously raised with Leicestershire County Council which responded by saying there was nothing they could do.

Action:

Residents requested the Chair send a letter of concern on behalf of the residents about this matter to residents and emergency services.

Damaged equipment in the little park at Morwoods

Sharp metal pieces sticking out of damaged play equipment in the park was reported.

Action:

This is to be reported to the Council's Clean and Green Team.

Public Space Protection Orders

The current Dog Control Orders, which place restrictions on persons in control of dogs, are to be replaced. The Council wants residents' thoughts on what should replace them.

Under the Anti-social Behaviour, Crime and Policing Act 2014, local councils have a new power available to them called Public Space Protection Orders (PSPOs). These Orders are intended to deal with a particular nuisance or problem in particular areas, for example, parks green spaces and estates.

The protection order can be defined by a local council and can be enforced by a Police office authorised council officers. A breach of an order is a criminal offence.

Oadby & Wigston Borough Council proposes to introduce a PSPO to replace the existing Dog Control Orders that will expire at the end of September. Residents' thoughts are invited to the Council decide what the byelaws should be replaced with.

To have your say on the new proposed Dog Control Orders ,complete the Council's short survey.

The survey closes at Midday, Friday 8 September 2017. Click the following link to open the survey.

<https://www.surveymonkey.co.uk/r/2ZLTBPD>.

For information about the Dog Control Order click the following link.

<http://www.oadby-wigston.gov.uk/>

11. DATE OF THE NEXT MEETING

Tuesday 20th September 2017, 6.30pm at Oadby Trinity Methodist Church, Open Space, Harborough Road, Oadby LE2 4LA.

THE MEETING CLOSED AT 8.43 PM



Chair

Wednesday, 20 September 2017

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 4



**Oadby Residents'
Forum**

**Wednesday, 20
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.
- 3.4. 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.
- 3.3 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.
- (vii) 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.

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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) <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)	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

Agenda Item 4a

Oadby & Wigston Borough Council

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.

£:

How will you fund the difference (if any)?

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)?	£
<p>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.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick) . If you have ticked yes please tell us about the publicity</p>			
Representative Name		Email:	
Address		Tel No:	Date:
<p>Thank you for taking the time to complete this evaluation form.</p> <p>Please return your completed form to the Community Engagement Officer .</p> <p>Email address: veronika.quintyne@oadby-wigston.gov.uk</p>			

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