



**TO COUNCILLOR:**

J W Boyce  
Mrs S Z Haq (Chair)

J Kaufman  
Miss A Kaur

Dear Sir or Madam

I hereby **INVITE** you to attend a meeting of the **COMMUNITY ENGAGEMENT FORUM** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 5 NOVEMBER 2019** at **1.30 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**31 October 2019**

**Mrs Anne E Court**  
Chief Executive

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5.	<b>Community Garden Project (Presentation)</b>	
6.	<b>Plastics in the Community (Presentation)</b>	
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9.	<b>Any Other Business</b>	
10.	<b>Date of the Next Meeting</b>	

18 February 2020



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**Council Offices:** Station Road, Wigston, Leicestershire LE18 2DR  
**Tel:** (0116) 288 8961 **Fax:** (0116) 288 7828



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OadbyWigstonBC



Oadby\_Wigston

**For more information, please contact:**

**Community Engagement Officer**

Oadby and Wigston Borough Council  
Council Offices  
Station Road, Wigston  
Leicestershire  
LE18 2DR

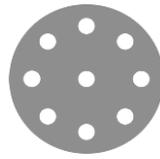
**t:** (0116) 257 2648

**e:** [veronika.quintyne@oadby-wigston.gov.uk](mailto:veronika.quintyne@oadby-wigston.gov.uk)

**You can access all available public meeting documents  
and audio recordings electronically via:**



The Council's website at  
**[oadby-wigston.gov.uk](http://oadby-wigston.gov.uk)**  
under '**Meeting Dates,  
Agendas & Minutes**'



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# Agenda Item 3

## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT FORUM HELD AT THE COUNCIL CHAMBER - COUNCIL OFFICES ON TUESDAY, 9 JULY 2019 COMMENCING AT 1.30 PM**

### **PRESENT**

Mrs S Z Haq                      Chair  
   Vice-Chair

### **COUNCILLORS**

J W Boyce  
J Kaufman

### **OFFICERS IN ATTENDANCE**

Ms P Fisher                      Marketing & Insight Manager  
Ms V Quintyne                  Community Engagement Officer

### **OTHERS IN ATTENDANCE**

Mr Roger Allsopp              Baptist Church South Wigston  
Mr G Burnside                  Age UK Oadby and Wigston  
Mr Steve Dacey                Oadby, Wigson and South Wigston Disability Forum  
Domingo                        ASDA, Oadby  
Ms Jayne Edwards              South Leicestershire Adult Services Communities & Wellbeing  
Ms M Flynn                      Leicestershire County Council  
Mr B Gohill                      Oadby  
Ms Lesley Green                Oadby Methodist Church  
Harrison                        South Leicester Foodbank Wigston  
Ms Caroline Holden              Age UK Oadby and Wigston  
Mr Fred Jennings              Christians Against Poverty Wigston  
Knight                          WomenToday  
Mr Nazim Pirbbhai              Health Watch  
Ms S Renton                      Leicestershire County Council

### **34. WELCOME AND INTRODUCTIONS**

Councillor Samia Haq introduced herself as the new Chair of the Community Engagement Forum. As the Chair she expressed thanks to Councillor Jeffrey Kaufman for his previous chairing of the Community Engagement Forum. Colleagues present then individually introduced themselves and stated what organisation they represented.

### **35. APOLOGIES**

Chris Huscroft	(Wigston Foodbank)
Richard Darlaston	(Lions Clubs International, Wigston)
Claire Bradshaw	(Libraries, Wigston Magna)
Les Gill	(Helping Hands South Wigston)
Lesley Green	(Helping Hands South Wigston)
Vinod Ghadiali	(O&W Hindu Association)
Jo Knight	(Women Today, Oadby and Wigston)
Jan Bryars	(OW&SW Multicultural Group)
Peter Owers	(Christians Against Poverty)
Garry Burns	(Age UK, Wigston)

**Community Engagement Forum**  
Tuesday, 9 July 2019

Chair's  
Initials

**36. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on Tuesday, 12 March 2019 were approved by Councillor Kaufman and seconded by B Gohil as a true record.

**37. MATTERS ARISING**

**Page 2:** The Chair informed colleagues that the Community Engagement Forum is to receive a pot of funding.

**Action:**

- This funding will feature on the agenda for the next CEF (Community Engagement Forum).

**Page 2:** NOCN (National Open College Network) Level 1 Community Development Course. Due to low take up this learning opportunity was postponed to start at a future date.

**Page 2:** The presentation slides which accompanied the presentation on the Social and Human Rights Model of Disability versus the Medical Model were circulated to CEF colleagues.

**Page 3:** The presentation slides which were to accompany the agenda item from Steve Dacey, Mark Stevens, Sue Renton and Mary Flynn were circulated to CEF colleagues.

**Page 4:** The presentation slides which accompanied the presentation from Clockwise on the service it provides to address poverty reduction, building financial resilience and challenging debt management were circulated to CEF colleagues.

**Page 4:** A handout which accompanied the update on Universal Credit, which noted how the Council is helping residents, was circulated to CEF colleagues.

### **38. LIVING WITH THE CHALLENGE OF DISABILITY - REAL LIFE PERSPECTIVES**

Steve Dacey a member of the emerging Oadby, Wigston and South Wigston Disability Forum spoke from his perspective on the challenges of being a wheelchair user living in an urban environment.

Ongoing key issues raised were;

- Vehicle users parking inconsiderately on kerbsides.
- Access to super store shopping is limited. Accessing Lidl in South Wigston is easy but egress using a motorised wheelchair to use a steep ramp to traverse Station Road is very challenging. The gradient is too steep.
- Some of the shops in Wigston have neither ramps nor lifts to support entry into shops.
- Shop doorways are not all wide enough to allow wheelchair access.
- Entry to Blaby Road Park is difficult this is due to the opening mechanism.
- Dog faeces left on pavements are offensive especially if a wheelchair accidentally goes through it.
- On domestic bin collection days the bin is not always manageable to take to the kerbside. It was explained that the Council maintains an Assisted Collection List to support households with the emptying of bins. This Assisted Collection list is maintained by Customer Services on Bell Street.
- The Depot at Oadby were requested to ensure household dustbins were placed away from the centre of pavements. This still remains an issue.
- Dustbins left in the middle of pavements are an obstacle.
- Accessing local bus transport when pram users with grocery shopping take over wheelchair space is frustrating.
- The Community Engagement Officer provides support to the developing Oadby, Wigston and South Wigston Disability Forum.

**Action:**

- SD is to speak with Councillor Boyce outside of the meeting to address some of the issues raised.

**Action:**

- VQ is to find out about the assisted collection service and have information about it placed in Letterbox.

### **39. LEICESTER SOUTH FOODBANK - HELPING LOCAL PEOPLE IN CRISIS**

Brian Harrison from Leicester South Foodbank lead by the Trussell Trust made the key points concerning how the Foodbank helps and supports people dealing with food poverty.

- The food is distributed from the Kings Centre on Bull Head Street, Wigston. The Foodbank initially served 500 people. Its goal is to help people out of food poverty by 2026.
- By the year end it is expected that the Foodbank will have served 4,000

- people.
- It operates on Mondays and uses the Red Voucher Scheme. A voucher is issued which is then redeemed. Approximately forty vouchers are distributed monthly. A weekly voucher can cover a family of five. A parcel can last anything from two to three days. 35 to 40 people are seen fortnightly.
  - There is a support service in schools. Only the school families receive a service.
  - 75 to 100 food parcels a fortnight are distributed to schools and other hubs. There are six hubs.
  - A service is provided at South Leicester College and the two local universities.
  - Young people are helped with food spending guidance. Student support offer a wraparound service and offer food parcels.
  - Some people are living on toast and butter.
  - Education and Welfare Services are working with the Foodbank.
  - The Foodbank has a van to pick up food. Food can now be distributed five days a week.
  - Supermarkets such as ASDA provide food donations.
  - Food supplies are also provided by the Muslim Community on occasions such as Ramadam.
  - The Trussell Trust is trying to target and make people aware of the foods it needs for distribution and it also support the independent food banks.
  - The Foodbank has worked with the Council's Customer Service Centre from the beginning. Initial referrals come through Customer Services.
  - Some people abuse the Foodbank. This is not condoned but no one is turned away. Abuse can lead to Police and Trading Standards action if such abuse is regular.
  - More in-work families appear to be using Foodbanks.
  - More coordination is taking place between agencies to ensure food is stored and collected so there is no waste.
  - All Foodbanks are volunteer run.
  - Some families appear to only struggle once a month with having enough food.
  - People on Universal Credit also access the foodbank. This can be due to people having to wait at least six weeks for Universal Credit.
  - South Leicester Salvation Army receives 30 to forty parcels. The Community Fridge in Wigston is supplied by the Foodbank.
  - Fareshare provides fresh produce to the Foodbank.
  - The needs of people are tiered. They receive an emergency allocation.
  - People are referred to Helping Hands for debt recovery service at Trinity Methodist Church in Oadby.
  - Numbers of people with the challenges of mental health and disability are being seen.

#### **40. UNIVERSAL CREDIT UPDATE**

Mick Bullock provided an update paper covering key points about Universal Credit. The paper includes;

- Information on changes to Universal Credit.
- How people can be helped to claim Universal Credit.
- The impact of Universal Credit on residents, especially moving into work and off of benefits.
- Universal Credit payments and claiming other benefits.
- The local development of Universal Credit.
- Increase in the use of Foodbanks.
- Mixed age couples claiming Universal Credit.
- Homelessness and the increased demand for advice and support.
- Universal Credit take up in the borough reflecting that countrywide.
- Mick Bullock may bring a case study which reflects work done by Helping hands and Citizens Advice Bureau to the next meeting. There are 300 claimants in Oadby and Wigston.
- 700 people are moving from Housing Benefits to Universal Credit.
- Universal Credit claimants have to sign up online. This can prove problematic for those not digitally savvy or not in possession of all the information they require. People are encouraged to use Customer Services on Bell Street for IT assistance. CAB and Helping Hands can also help.
- Some Universal Credit applications can be backdated.
- Advanced Payment Loans are available.

**Action:**

- It was agreed to share the contact details for Oadby and Wigston Borough Council Revenues and Benefits Team which is included in the update circulated at the meeting.

**Action:**

- Circulate the Universal Credit update paper provided to all.

#### **41. ANY OTHER BUSINESS**

Jane Edwards brought information about the Plastics event.

**Date:** Friday, 9 August 2019. The time and location is to be confirmed.

**Action:**

- Jayne Edwards is to circulate the Plastics Pledge information to everyone.

**Action:**

- Information about the plastic pledge is to come to the next CEF for discussion.

#### **42. DIFFERENT STREAMS OF FUNDING**

##### **42a. ASDA STORES FUNDING**

Beth Domingo, the Community Life Champion at ASDA (Oadby), spoke about the funding pilots available to not for profit groups.

Three charities per quarter are funded. Customers vote by using green tokens. The first prize is £500. The second prize is £200. There is a form instore to fill in. Funding can go to good causes such as Hearing Cause.

There are local impact grants available. It is split into 5 categories. All the grants go to good causes. £615 was awarded to the Elderberries, Wigston. A sporting grant was awarded to Oadby and Wigston Team. There is funding to help holiday clubs. £1,000 was awarded to Saffron Young Peoples Project. Christmas Projects and the Bridge were helped. ASDA want to support spend on good causes. Application forms are filled in alongside Beth For information about the Foundation click the following link:  
<https://www.asdafoundation.org/>

#### **42b. COMMUNITY ENGAGEMENT FORUM FUNDING**

The Chair noted the Community Engagement Forum is to receive a pot of funding for which the Third Sector will be instrumental in distributing.

**Action:**

- This CEF grant will be brought to the next CEF to organise what the criteria will be for spend.

#### **42c. MONTHLY FUNDING INFORMATION**

A paper copy of Leicestershire County Council list of funding was circulated.

**Action:**

- Circulate the funding package to all.

#### **43. DATE OF THE NEXT MEETING**

Tuesday, 5 November 2019 at 1:30 p.m. The venue for all meetings is Oadby & Wigston Borough Council Offices, Council Chamber, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR.

**THE MEETING CLOSED AT 3.45 PM**



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**Chair**

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**Tuesday, 5 November 2019**

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

# Agenda Item 3a.

## **Matters Arising**

Page 2:...Community Engagement Forum funding will be a key agenda item for discussion.

Page 3:...S Dacey is to arrange to meet with Councillor Boyce to address some issues on disability.

Page 3: Information about the Assisted Service is to be placed in Letterbox.

Page 5: The Universal Credit paper brought to the last meeting has been circulated

Page 6: The list of funding opportunities paper produced by the County Council was circulated.

# Agenda Item 7



## **Oadby & Wigston** BOROUGH COUNCIL

### ***Community Grant Scheme*** ***'Project Funding'***

The Oadby and Wigston Borough Council **Community Grant scheme** aims to provide financial assistance to local groups, youth groups and individuals in order to fund one-off projects.

The funding can be used to assist with travel, equipment or costs associated with the setting up of a new project, but will not support 'every day' expenditure such as rent or room hire.

Grants cannot be awarded retrospectively. All applications must be submitted in sufficient time to be assessed by a Panel prior to the project start date. The scheme is unable to accept applications from educational establishments or commercial organisations.

#### **Criteria**

1. The scheme is open to voluntary groups and clubs that are based and active within the Oadby, Wigston or South Wigston area. Applications from individuals will be considered; however the applicant must be resident within the borough.
2. Applications for funding should demonstrate how the proposed project will improve the health and wellbeing of local residents.
3. Successful applicants may only re-apply for further funding bi-annually, providing funding requested is for a new project.
4. Funding will only be granted if membership arrangements of the group do not exclude any categories, unless for example in the case of football whose National Governing Body states mixed football is not permitted.
5. Groups or organisations working with young people / vulnerable adults should provide evidence of their Safeguarding / DBS Policy.
6. All groups/clubs applying for funding must attach a copy of their club's financial accounts with the application form.

**To apply:**

- Please complete the enclosed application form and return to Veronika Quintyne (address below).
- Confirm how much you are applying for, with supporting documentation.
- Please attach a copy of Club's financial accounts (preferably in the form of audited accounts), and if applicable a copy of your organisation's Safeguarding/CRB policy.

**Return to:**

Veronika Quintyne  
Community Engagement Officer  
Oadby & Wigston Borough Council  
Station Road  
Wigston  
LE18 2DR

Your application will be assessed by the Community Grants panel at their next meeting (assessment dates listed below). Each application form will be assessed on its merits. The amount that may be awarded will depend on the amount of funds available, the number of applicants and the needs of the groups. Please note this is a 'small grants' scheme.

**Grant scheme closing dates:**

- Tuesday 05 November 2019
- Tuesday 18 February 2020

**Terms and conditions for successfully funded projects:**

- Oadby and Wigston Borough Council cannot be held responsible for matters legal or otherwise associated with your project.
- Sole responsibility for your project rests with you/your group.
- Any relevant legislation that may be associated with your project including health and safety and vulnerable adult or child protection, is implemented by your group.
- Your group must ensure all relevant insurance cover associated with the project is in place.
- For monitoring purposes the completion of an official evaluation form will be required once your project has finished.
- In any publicity associated with your project please make reference to the project being financially supported by Oadby and Wigston Borough Council.
- Should your project not be delivered, due to unforeseen circumstances, funding received must be returned to Oadby and Wigston Borough Council.



# Oadby & Wigston

## BOROUGH COUNCIL

### Community Grant Scheme 'Project Funding application form'

1.	Name of Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Name and address of Club's regular meeting venue?	
7	Name and address of Club Officers:	
	a. Chairman	
	b. Secretary	
	c. Treasurer	
8	Aims and Objectives of the Club?	
	Please tick age category of participants in your club / group / or individual.	Youth <input type="checkbox"/> (under 25)      Adult <input type="checkbox"/> Both <input type="checkbox"/>
9	Date Club was formed?	
10	Number of Club members?	
11	Subscription rates:	
	a. Annual	£
	b. Monthly	£
	c. Weekly	£

12	How do you promote your club/ how can people become a club member?	
13	Please provide a brief description of your project.	
14	<p>Please provide the following details about your project:</p> <p>a. Start date of project</p> <p>b. Finish date of project</p> <p>c. Venue for project</p> <p>d. Funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	<p>£</p>
15	How will your Club benefit from the proposed project?	
16	How many people will be taking part/attending the project from your Club?	
17	<p>Is your project 'Open to All'? (<i>projects must be 'open to all' to receive funding</i>).</p> <p>Please confirm how people can join in with your project?</p>	

18	How will this project meet the Corporate Priorities/ collective vision, (see below document).	
19	<p>Have you applied for any other funding in the last 12 months?</p> <p>If yes, please state name of funding organisation?</p> <p>How much was granted?</p> <p>How was this funding used?</p>	<p><i>(Please tick)</i>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <hr/> <p>£</p> <hr/>
20	Any other comments :in support of your application.	

**(Please attach a copy of your Organisation/Club accounts)**

**Declaration:**

To the best of my knowledge all information provided in this application form and any attachment documentation is true and accurate.

<p>20</p> <p>Signature: .....</p> <p>Please print name: .....</p>
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Please return completed application form, copy of Club accounts and any relevant supporting documentation (e.g. Safeguarding Policy) to:  
 Veronika Quintyne  
 Community Engagement Officer, Oadby & Wigston Borough Council, Station Road, Wigston, LE18 2DR.



# Oadby & Wigston

## BOROUGH COUNCIL

## OUR CORPORATE PRIORITIES

By working together through our chosen VALUES, we will focus on the below CORPORATE PRIORITIES to help meet our collective VISION.

We will deliver: **An Inclusive and Engaged Borough**

We will deliver: **Effective Service Provision**

We will deliver: **Balanced Economic Development**

We will deliver: **Green and Safe Places**

We will Deliver: **Wellbeing for All**

## OUR VISION

Oadby & Wigston Borough Council's over-arching VISION is to deliver:

**A STRONGER BOROUGH TOGETHER**