



05 February 2021

To: Councillors

Desna Allen
Ruth Lloyd
David Powell
Sandie Webb

Pete Bishop
Mary Norton
Chris Ruck

Meeting of the Community Donations Sub-Committee - Thursday 11 February 2021

Dear Councillor,

You are summoned to attend a meeting of the Community Donations Sub-Committee to be held virtually using the Zoom platform on Thursday 11 February 2021 commencing at 4pm for the transaction of the business given in the agenda attached.

The meeting can be access by the following link or ID and password:

<https://zoom.us/j/98403390071?pwd=YXVjdFpHc29GbXB2NmFPM0w1NjdwZz09>

Meeting ID: 984 0339 0071
Password: CTC21

Please note members of the public are invited to observe the meeting virtually and have the opportunity to address the council at this meeting at 4pm. A guide is available for members of the public, for any support in accessing the meeting virtually please contact the Town Council at least 24 hours in advance of the meeting.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMi FSLCC
Chief Executive

All council meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be recording this meeting for training and monitoring purposes only.

4pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

To aid the virtual meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

Agenda

Community Donations Sub Committee - Thursday 11 February 2021

Wards
Affected

Page
No.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3. **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Councillors are reminded to declare any dispensation granted in relation to any relevant matter.

	Wards Affected	Page No.
4. <u>ELECTION OF CHAIRMAN</u>		
To elect a Chairman of the Community Donations Sub Committee for the remaining municipal year.		
Elected Chairman to take the chair.		
5. <u>MINUTES</u>		5
To approve as a correct record the draft minutes of the extraordinary meeting held on Thursday 06 August (previously emailed and copy attached).		
6. <u>CHAIRMAN'S ANNOUNCEMENTS</u>		
To receive any announcements from the Chairman.		
7. <u>REQUESTS FOR COMMUNITY DONATIONS</u>	All	8
To receive a report from the Corporate Support Officer to consider requests for Community Donations (copy attached):		
<ul style="list-style-type: none"> • £471.68 Youth Adventure Trust • £2,500 Chippenham Angling Club • £5,241 Chippenham Community Eco Hub 		
Total requested £8,212.68 (Annual Budget Remaining £6,682.87).		
To consider if there are any actions that need to be taken as a result of the information received.		
8. <u>FEEDBACK FROM FORMER GRANT RECIPIENTS</u>		10
To receive a report from the Corporate Support Officer with feedback from community organisations in receipt of grants awarded (copy attached).		
To consider if there are any actions that need to be taken as a result of the information received.		

9. **PRESS RELEASE**

To consider, if necessary, the issue of a press release arising from the meeting.

10. **DATE OF NEXT MEETING**

The date of the next meeting will be Thursday 22 April 2021.



Minutes of a meeting of the Community Donations Sub Committee held virtually on Zoom on 15 October 2020 at 4pm.

Councillors present:

Desna Allen	Richard Bambury
Pete Bishop	Ruth Lloyd
Mary Norton	David Powell

Officers present: Helen Bywater, Corporate Support Officer
Daryl Jones, Business Support Manager
Michael Weeks, Democratic and Civic Officer
Sarah Slade, Finance Assistant

Public present: There were four members of the public present, representatives from:
Chippenham Cycle Network Development Group
St Mary's Catholic Primary School PTA
Chippenham Hospital Radio
Wiltshire Sight

PUBLIC QUESTION TIME

There were no public questions.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sandie Webb.

2. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitutions.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

It was agreed that the minutes of the meeting held on 06 August 2020 were a correct record and

RESOLVED that:

The minutes were approved and will be signed by the Chairman at a later date.

5. **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

6. **REQUESTS FOR COMMUNITY DONATIONS**

The Committee considered the following requests for donations:

a. **Application for £1,983 from Chippenham Cycle Network Development Group**

Councillors heard from a representative of Chippenham Cycle Network Development Group who are working to improve cycling provisions and take cars off the road by engaging with the community. They are looking to set up a website and purchase banners and display boards, signs and maps.

RESOLVED that:

Chippenham Cycle Network Development Group be awarded £1,300.

b. **Application for £1,000 from Chippenham Hospital Radio**

Councillors heard from a representative of Chippenham Hospital Radio who have been broadcasting in Chippenham since 1983 and have been providing a lifeline of local news and entertainment during the lockdown. They require funding to cover expenses such as licencing and insurance.

RESOLVED that:

Chippenham Hospital Radio be awarded £1,000.

c. **Application for £1,000 from St Mary's Catholic Primary School PTA**

Councillors heard from a representative of St Mary's Catholic Primary School PTA. They have raised money to fund new playground equipment and were hoping to do the groundwork to remove the original playground surface using PTA members. This has not been possible due to COVID19 so they need to employ a professional company to carry out this work.

RESOLVED that:

St Mary's Catholic Primary School PTA be awarded £1,000.

d. **Application for £1,090 from Wiltshire Sight**

Councillors heard from a representative of Wiltshire Sight who are enabling people living with sight loss to live independent and fulfilled lives. They are currently supporting around 100 people in Chippenham but there is scope to do more.

RESOLVED that:

Wiltshire Sight be awarded £1,090.

7. FEEDBACK FROM FORMER GRANT RECIPIENTS

The report from the Corporate Support Officer with feedback from former grant recipients was noted.

8. BUDGET 2021 TO 2022

The report from the Director of Resources outlining the budget for 2021/22 was noted.

RESOLVED that:

Councillors agreed that the Community Donations Budget remain at £24,000 for the financial year 2021/2022.

9. ITEMS FOR COMMUNICATION

The awards made will be publicised.

10. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 4pm on Thursday 11 February 2021.

The meeting concluded at 16:43.

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date:

COMMUNITY DONATIONS SUB COMMITTEE: 11 February 2021

Current Financial Position:

The following applications have been received and the committee is required to make a decision on the awarding of grants based on the current criteria.

The budget for the financial year 2020/2021 is £24,000. This is the third and final meeting of the three-meeting cycle. £17,317.13 was awarded at the previous two meetings, leaving £6,682.87 remaining in the budget.

Total grants requested: £8,212,68.

GROUP/ORGANISATION	AMOUNT REQUESTED (£)	REASON FOR REQUESTING DONATION	FINANCIAL INFO. YES/ NO
Youth Adventure Trust	£471.68	The YAT work with vulnerable and disadvantaged young people aged 11-16, engaging them and equipping them with valuable life skills. In their final year the young people take part in Pathway Days to help them plan for their future beyond the programme, with some going on to become mentors. Funding is required for the next Pathway Day in October 2021.	YES
Chippenham Angling Club	£2,500	The Angling Club provide access to fishing in Chippenham and are hoping to build 10 fixed fishing platforms, including a disabled peg, around the town bridge area. The platforms will be safe and accessible and encourage residents to try the sport.	YES
Chippenham Community Eco Hub	£5,241	The Community Eco Hub are a new start up, with plans to provide a base from which several charities and community organisations can meet, interact with the public and signpost to their services. They are looking for funding to cover IT and consumables, including laptops, telephones, a printer and a digital display.	NO - They are in the process of setting up a bank account.

HISTORY OF DONATIONS RECEIVED BY CURRENT APPLICANTS

<u>ORGANISATION</u>	2019/2020 £	2018/2019 £	2017/2018 £	2016/2017 £	2015/2016 £
Chippenham Angling Club	0	0	0	0	0
Chippenham Community Eco Hub	0	0	0	0	0
Youth Adventure Trust	0	0	500	0	0



Agenda Item 8

Meeting	Community Donations Sub-Committee
Date	11 February 2021
Report Title	Feedback received from Grant Recipients
Author	Helen Bywater, Corporate Support Officer

1.0 PURPOSE OF REPORT

1.1 For Councillors to receive feedback from former grant recipients.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Grant recipients are asked to submit feedback following their grant application.

3.0 FEEDBACK FROM PREVIOUS GRANT RECIPIENTS

Chippenham FoodBank - Grant awarded August 2020 for £5,000

This will acknowledge with very grateful thanks, receipt of the Community Donation cheque for five thousand pounds awarded to Chippenham FoodBank by the Community Donations Committee.

We appreciate the help and support given by the Town Council to the FoodBank at this very difficult time. This will enable us to continue to reach out and meet the needs of so many in our community.

Thank you again for your help!

Helping Victims of Domestic Violence - Grant awarded August 2020 for £2,467.13

Due to lock down we have not yet purchased a van. Money has been ring fenced for the van, due to lockdown we have only been able to drop at doorstep level which has been done with our personal car for small items. We have worked with KFR to provide larger items though HVDV funds.

With funds from Chippenham Town Council for training we have had 8 volunteers/individuals do online COVID-19 training and 2x food hygiene online courses to support individuals and families with food in the community through

lockdown. And 3 individuals have done mental health training courses. All 3 training skills have made a difference with the local community in helping others, not just survivors of domestic abuse but others who are struggling through the COVID-19 pandemic.

We would like to thank Chippenham Town Council for funding us to make such a wonderful difference to many in the local community from babies up to the elderly, providing emergency food parcels and having food hygiene certificates to provide this service.

The mental health training has given individuals a greater understanding and empathy when dealing mental health and understanding people in the community who pop past the shop for support or an outside chat if struggling.

Springboard Chippenham - Grant awarded August 2020 for £1,960

Whilst COVID-19 has affected our capacity to safely offer placements for playroom volunteers we have also had volunteers needing to shield and so experiences have been restricted. However, Springboard has continued to support two special needs volunteer placements. One young person supports the office with basic admin skills and the other with some general maintenance. Both have gained increased confidence and gained valuable experience including interviews and inductions. Both require supervision, but they have been able to access opportunities not available anywhere else. The general maintenance volunteer has learnt to wash and clean our windows, which could be a potential employment route for the future.

Springboard has also supported one virtual internship, and another is planned for the Spring.

We have a number of volunteers waiting to return to their work experience placements, once guidance and risk assessments permit. Testing for COVID-19 could be a way for these placements to continue, we await the update as to the feasibility of this. To establish new placements, we continue to work with partner agencies such as Wiltshire Employment Support Team (WEST) and higher education establishments for the internships. The range of placements we engage in helps develop our skills and knowledge too.

The grant was originally planned to be spent by July 2021, it is looking unlikely that all the funds will be spent as planned by this date and this is due to COVID-19 and the restrictions. We can continue to support the known placements we have, into the autumn term to ensure this valuable work continues, especially with the increased need COVID-19 has created.

The Rise Trust - Grant Awarded August 2020 for £1,500

I am sorry to say that due to COVID-19 we have not been able to resume the after-school club facilities. We are being guided by government and the DfE and at the moment it has not been viable due to childcare and staff bubbles. Our centres are open with minimal staff to man the phones and host health appointments. Needless to say, we are working as hard as ever just differently.

We are hoping that when the time comes, we can offer some holiday provision - maybe at Easter or otherwise during the summer holidays.

Meantime all the work we do supporting families one to one, providing courses and advice are still going on albeit it virtually. In addition, we have detached street work provision for young people still in place and our virtual Contact Centre running. All our pre-schools remain open with staff bubbles in place.

We are all praying that the vaccine and the lockdown will start to make a difference to this dreaded virus.

Chippenham Cycle Network Development Group - Grant awarded October 2020 for £1,300

We thank the Community Donations committee for the grant of £1300, provided to the Chippenham Cycle Network Development Group at its October 2020 meeting.

Following the award of the funds, we have been able to have our logo designed and have launched our website (www.cyclechippenham.org), using the logo, as well as photographs from around the town, taken by our committee members. Furthermore, we have set up our email system (hello@cyclechippenham.org), and online meeting system, which we will be using for our own regular meetings and in future also for community engagement activities.

Once the pandemic has passed and we are able to attend in-person events once more, we will be investing in the display equipment, which will feature the logo as well.

Having an online presence, branding and the foundations to communicate effectively with one another, and with the wider community, gives us the foundations we need to keep delivering improvements to the town's cycling facilities, in line with many of the Town Council's strategic objectives.

Chippenham Hospital Radio - Grant awarded October 2020 for £1,000

I am writing on behalf of all the volunteers at Chippenham Hospital Radio to say a huge thank you to everyone at Chippenham Council for generously supporting our work with a £1,000 funding donation.

This really will make a huge difference to our ongoing financial commitments in these very challenging times and it does mean a lot to us that you wish to support us and can see the benefit we bring to patients, staff and visitors at the hospital.

Once again, many thanks for your help and support.

St Mary's Catholic Primary School PTA - Grant awarded October 2020 for £1,000

I just wanted to update you on the status of the playground project that the Town Council kindly put some funding towards.

I am delighted to say that due to your kindness we were able to get the groundwork completed and the climbing apparatus installed over the Christmas period. Unfortunately, immediately after we went into lockdown so the children haven't even had a chance to play on it yet, but I know that they, and their parents are very grateful for your support in making this happen.

I am pleased to be able to attach some photos of the finished project.

Thank you again for your support in getting this over the line for us.

Wiltshire Sight - Grant awarded October 2020 for £1,090

Over the past three months we have been able to use the grant awarded to help us continue our sight loss advice service for people in Chippenham. We have supported people with sight loss living in Chippenham both over the telephone and face to face in our COVID-19 secure sight centre in Devizes. We have seen demand for support with equipment to help clients manage everyday living and clients wanting support with technology and electronic magnification in particular. This is largely due to increasing isolation during the current situation as people are not able to ask family and friends to help with their everyday needs such as cooking, helping to read post etc. Alongside this, clients are spending more time at home and are becoming increasingly aware of problems such as inadequate lighting. Thanks to the grant provided we have been able to continue to be there for our clients when they need us.

We have continued to provide our befriending service and are continuing to match isolated people with sight loss with volunteer befrienders.

Anticipating the long winter ahead we have also been able to develop new services to help people to stay active and to reduce isolation for those who are most vulnerable. With St Monica's Trust and WeSport we have created audio-described fitness sessions sent on accessible USB to people with readers at home, or available through our website.

We will continue to use the grant awarded to us over the coming months to provide our vital support to blind and partially sighted people living in Chippenham whether that is over the telephone, in our Sight Centre or in our local community hubs when they reopen.

Thank you once again for your support.

Hips and Haws Clog - Grant awarded February 2020 for £300. The money has been returned to Chippenham Town Council.

Due to the current situation Hips and Hawes will not be visiting La Fleche this year and have no plans for the future.

Thank you for the donation but we are unable to make use of it.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Receiving feedback from grant recipients will contribute to the following corporate priority:
- i. Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS that

8.1 Councillors note the report.