



*Please reply to:*

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Date: 05 June 2023

## Notice of meeting

### Community Wellbeing and Housing Committee

**Date:** Tuesday, 13 June 2023

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### To the members of the Community Wellbeing and Housing Committee

Councillors:

S.M. Doran (Chairman)	C. Bateson	A. Gale
M.M. Attewell (Vice-Chairman)	L. Brennan	K.M. Grant
M. Arnold	M. Buck	O. Rybinski
E. Baldock	S.A. Dunn	

Substitute Members: Councillors S.N. Beatty, M. Beecher, H. Boparai, R. Geach and S. Gyawali

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

Page nos.

Terms of Reference

The Committee's Terms of Reference are attached to assist.

**1. Apologies and Substitutes**

To receive apologies of absence and notification of substitutions.

**2. Minutes**

7 - 12

To confirm the minutes of the meeting held on 28 March 2023 as a correct record.

**3. Disclosures of Interest**

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

**4. Questions from members of the Public**

The Chair, or her nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

**5. Ward Issues**

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

At the time of publication of this agenda no ward issues were received.

**6. Community Garden Project - West Wing**

13 - 18

To consider the establishment of a small community garden project adjacent to the council building at West Wing Knowle Green.

**7. Delayed decision relating to Annual Grant Awards 2023/24**

19 - 24

To make a decision in relation to two awards and agree to review the grant funding criteria for 2024/25.

**8. Food and Price Review of Greeno Community Centre Alterations**

To Follow

To consider a food and price review of the Greeno Community Centre Alterations.

**9. Forward Plan**

**25 - 26**

To consider the Forward Plan for committee business.

**10. Exclusion of Press and Public**

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**11. Procurement of Meals on Wheels**

**To Follow**

To consider a procurement exercise for the Meals on Wheels service.

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## **COMMUNITY WELLBEING & HOUSING COMMITTEE**

### **Membership**

11 members reflecting political balance.

### **Functions**

This committee has responsibility for the following functions of the Council:

- Leisure, libraries, arts, sports and culture
- Community development and engagement
- Voluntary sector strategy and liaison
- Housing policy & strategy
- Housing options, allocations and support services
- Affordable housing and homelessness
- Private sector and social housing enforcement
- Home Improvement Agency
- Grants to outside bodies
- Education and young people
- Services for older people
- Day centres
- Supported living independently – including meals on wheels
- Family support
- Disability issues and grants
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services relevant to this Committee, to the community; in particular to exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee.

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**Minutes of the Community Wellbeing and Housing Committee  
28 March 2023**

**Present:**

Councillor M.M. Attewell (Chairman)  
Councillor O. Rybinski (Vice-Chairman)

**Councillors:**

C. Bateson	N.J. Gething	S.J Whitmore
J. Button	H. Harvey	
S.A. Dunn	R.W. Sider BEM	

**Apologies:** Councillors C.L. Barratt and J. Vinson

**In Attendance:** Councillor Beecher

**13/23 Minutes**

The minutes of the meeting held on 17 January 2023 were agreed as a correct record.

**14/23 Disclosures of Interest**

There were none.

**15/23 Questions from members of the Public**

There were none.

**16/23 Ward Issues**

There were none.

**17/23 Review of Tenancy Strategy**

The Committee considered a report from the Housing Strategy and Policy Manager which sought approval to adopt the proposed amendments to the Tenancy Strategy.

The Tenancy Strategy was reviewed and approved in March 2022 by this Committee. Following approval, members had requested the removal of all references to Knowle Green Estates (KGE). The current report had been revised to reflect this. The Committee were advised that when KGE became a registered provider (RP), this strategy would apply to KGE again.

The Committee suggested it should be made clear in the report that parts of KGE would remain outside RP status. The Committee also queried the likely timescale of KGE receiving RP status and were advised this would take up to 18 months.

The Committee **resolved** to adopt the proposed amendments to the Tenancy Strategy.

### **18/23 Six Days A Week Community Centre Offer**

The Committee considered a report from the Strategic Lead for Independent Living which sought approval of the continued arrangement to open one Community Centre in the borough for six days a week.

During the winter, warm spaces had been available for residents by opening the Fordbridge and Greeno Community Centres on alternate Saturdays. This provision had also supported those who experienced social isolation. The Committee were asked to endorse the continuation of the six days a week Winter Warmer approach and then review this in six months. The additional cost profile would be around £42,015, with some appetite to fund this through the Council's cost of living fund and the Northwest Surrey Alliance Prevention Fund.

The Committee asked whether Staines Community Centre would be included in this provision. The Committee were informed that there was not sufficient staff availability at this centre on Saturdays. An offer would be extended subject to the successful trial period for the current centres.

The Committee queried the effects of Spelride not operating on Saturdays on numbers attending Community Centres at the weekend. The continuation of this project for six months would help establish transport needs.

The Committee **resolved** to agree option two and approve the three recommendations set out in the report.

### **19/23 Lawn Tennis Association**

The Committee considered a report from the Strategic Lead for Leisure and Community Development which sought the potential to apply for capital funding from the Lawn Tennis Association (LTA). The report outlined three options which included applying for funding from the LTA and keeping all tennis courts free of charge; applying for funding and introducing a fee



structure for some members of the community; and declining the funding from the LTA, instead financing tennis court refurbishment from the Council's maintenance budget.

The Committee debated all three options set out in the report. Some members were not in favour of introducing fees. Other members felt that a booking system would restrict those who wanted to arrive to courts spontaneously and voiced that the courts were already well attended. The Committee also raised concern that the booking system would be hard to monitor.

The Committee queried whether the Council had any plans for refurbishment outside the LTA funding. The Committee were informed that while there were no immediate plans for refurbishment, tennis courts would be refurbished when necessary and would be dependent on approval of growth and capital bids.

The Committee voted on all three options and **resolved** to decline the opportunity to apply for funding from the LTA and finance the tennis court refurbishments from the Council's ongoing repair and maintenance budget.

#### **20/23 Verbal Update on Deferred Items from the Grants Panel**

The Committee received an update on the deferred items from the Grants Panel and were asked to agree the grants awards 2023/24 for decisions deferred by the Committee on 17 January 2023.

The Strategic Lead for Leisure and Community Development provided an update on the five organisations whose grants had been deferred. This included a further application from the Bagster Social Club which was not within the original report. A summary was provided, with information which set out new recommendations for funding. If approved the Grants Award balance would reduce to £24,331.

The Committee discussed the important work delivered by the Bagster Social Club and raised concern about the request for refurbishment of their kitchen. It was noted that officers at the Council should have raised this refurbishment before the lease was due to end.

The Committee **resolved** to agree the grants awards 2023/24 for decisions deferred by the Committee on 17 January 2023.

#### **21/23 Forward Plan**

The Committee considered the Forward Plan for the Community and Wellbeing Housing Committee.

The Committee requested the following items be added to the forward plan:

- 1) Greeno Community Centre Alterations

- 2) A briefing on the impact of potential legislation related to The Housing Act

The Committee **resolved** to note the forward plan subject to the addition of the agreed items.

### **22/23 Exclusion of Public and Press (Exempt Business)**

It was proposed by Councillor Gething, seconded by Councillor Rybinski and **resolved** that the public and press be excluded during consideration of the following items, in accordance with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms.

### **23/23 Verbal Update on The Local Authority Housing Fund**

The Committee received a verbal update on the Local Authority Housing Fund from the Housing Strategy and Policy Manager.

The Committee **resolved** to note the update on the Local Authority Housing Fund.

### **24/23 Verbal update on Longford Village Temporary Accommodation**

This item was not discussed as there was no update give.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**COMMUNITY WELLBEING AND HOUSING COMMITTEE**  
**13 June 2023**



<b>Title</b>	Community Garden Project - West Wing
<b>Purpose of the report</b>	To make a Key Decision
<b>Report Author</b>	Stephen Mortimer-Cleevely, Jilly Mowbray & Jeanette Kemp
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community, Environment and Service Delivery
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>• approve the establishment of a small community garden project adjacent to the council building at West Wing Knowle Green.</li> </ul>
<b>Reason for Recommendation</b>	The aim of the community garden project is to provide a space for local residents and staff to grow their own flowers, plants and food, increase social cohesion, and promote sustainable living practices. Using volunteers from Willmott Dixon and SBC and accessing funding from a sustainability initiative.

**1. Summary of the report**

- 1.1 Committee is asked to approve the establishment of a small community garden project residents and staff to grow their own flowers, plants and food, increase social cohesion, and promote sustainable living practices. Using volunteers from Willmott Dixon and SBC and accessing funding from a sustainability initiative.
- 1.2 This project is cross cutting, led by Community Wellbeing but supported by the sustainability team.
- 1.3 Once approved by the Committee the residents of Knowle Green West Wing will be approached to see if this a project they would like to see go ahead.

**2. Key issues**

- 2.1 Affordable housing settings face numerous challenges such as providing access to fresh, healthy, and affordable food for residents while addressing carbon footprint and enhancing social value. A community garden can provide a solution to these challenges. This report outlines the advantages of a community garden in our own affordable housing setting, covering the benefits from a climate change and sustainability perspective, and social value principles while also highlighting

the importance of volunteers. Images below show the suggested area at the West Wing:



- 2.2 A community garden in an affordable housing setting can significantly reduce carbon emissions. Growing food locally reduces the need for transportation, which is a significant source of carbon emissions. Additionally, a community garden provides an opportunity for residents to compost food waste, reducing the amount of waste sent to landfills, which also produces methane, a potent greenhouse gas. A community garden can also increase biodiversity in the area, providing habitat for pollinators, which are critical to the reproduction of many plants and the overall health of ecosystems.
- 2.3 A community garden can help create a more sustainable environment in an affordable housing setting. By growing food locally, residents can reduce their reliance on food produced in distant locations, which requires significant amounts of resources, including energy, water, and land. Food produced overseas produces large amounts of carbon emissions during transportation, much of which

is airfreighted. A community garden also provides an opportunity for residents to learn about sustainable growing practices, such as composting and using natural pest control methods. These practices can be applied to other areas of life, further reducing the environmental impact of the community.

- 2.4 A community garden can provide numerous social benefits to an affordable housing community. A community garden can provide a sense of community and help build relationships between residents who may not have otherwise interacted. It can also provide an opportunity for residents to learn about different cultures and cuisines, as well as to share their own. A community garden can also provide access to fresh, healthy, and affordable food, which is particularly important for low-income families.
- 2.5 Volunteers play an essential role in community gardens in affordable housing settings. Volunteers can help with planting, weeding, watering, and harvesting, which can be particularly important for residents who may have limited mobility or other health concerns. Additionally, volunteers can help with the maintenance of the garden, ensuring that it remains a healthy and productive space for the community. Volunteer opportunities can also help build skills, provide opportunities for social interaction, and enhance the sense of community within the affordable housing setting. These would be sourced from Willmott Dixon, staff, and tenants. Due to the location of the garden at Knowle Green, staff have the opportunity to use and tend to the garden. The benefits of gardening have been proven to improve mental health and wellbeing. The British Psychological Society recently noted that gardening for just a couple of hours provides instantaneous reductions in depression and anxiety symptoms.
- 2.6 The project has been presented to the Knowle Green Estate board who were supportive. The project team will be liaising with residential property manager of the West Wing to consult the residents of the West Wing about the project.
- 2.7 There are numerous examples of small community gardens in the UK. These are few examples:-

Incredible Edible Todmorden: This community garden was started in 2008 in Todmorden, West Yorkshire. The garden is a network of public herb and vegetable gardens throughout the town, and anyone is free to take the produce. The initiative has gained international recognition for its innovative approach to urban agriculture and has inspired similar projects across the UK and beyond. Today, there are 120 official Incredible Edible groups in the UK and over 700 worldwide. It aims to create kind, confident and connected communities through the power of food

New Cross Gate Trust Garden: This community garden was established in 2010 in the New Cross area of South London. The garden is located on a former landfill site and has been transformed into a thriving green space that provides a range of benefits to the local community. The garden is used for events, workshops, and community gatherings and has helped to bring people together in the area.

The Skip Garden: This community garden is located in the King's Cross area of London. The garden was established in 2009 and is run by Global Generation, a charity that works to connect young people with nature and sustainability. The garden is built on a series of repurposed skips and shipping containers and is

used for educational workshops, community events, and as a space for growing food and flowers.

### **3. Options analysis and proposal**

3.1 The options considered within this report are: -

- **Option 1 – Approve the community garden and consultation with residents (recommended)**

- The Council adopt the approach of approving a well-planned and managed community garden scheme providing a range of benefits to participants and the wider community. By following these recommendations, the committee can ensure the success and sustainability of the project:
- Conduct a Site Assessment: Before proceeding with the community garden scheme, it is important to conduct a site assessment to determine the suitability of the site for a garden. This should include a soil test to ensure that the soil is safe for growing food, as well as an assessment of the availability of water, sunlight, and other resources.
- Develop a Clear Plan: develop a clear plan for the community garden scheme that outlines the goals, objectives, and activities of the project. This should include details on the types of crops to be grown, the allocation of the roles and responsibilities of participants.
- Establish Guidelines for Participation: Clear guidelines for participation should be established to ensure that the community garden scheme is inclusive, accessible, and welcoming to individuals from all backgrounds. This should include guidelines for participation, how to contribute to the garden, and how to resolve conflicts.
- Secure Funding and Resources: The community garden scheme will require some financial investment, such as the cost of seeds, spades, trowels and storage, water butts and maintenance. It is important to secure funding and resources to support the garden, including grant funding, donations, and in-kind contributions from participants.

- **Option 2 – Create a community garden in another location**

- If the residents do not want to community garden outside West Wing offer to create a community garden in another location such as an allotment or Staines Park, however the location outside the West Wing accommodation provides a unique opportunity for residents to become involved in a garden which is accessible to them, as well as Council staff. However, there are risks that if the community garden is out of sight of residents and not in easy reach of residents it may not be used and maintained.

- **Option 3 – Create a slow growing yew hedgerow**

- Create a yew hedge that will improve biodiversity, will be low maintenance and will create a physical separation between the West Wing and Council Offices.

- **Option 4 – do nothing** (not recommended)

3.2 **Option 1 is the preferred option.**

### **4. Financial implications**



- 4.1 The majority of funding for this project would be sought from Willmott Dixon from the social value. If additional funding required there is some funding available from the Urban Food Growing project from the Shared Prosperity Fund. Depending on what materials can bring provided from Willmott Dixon we don't estimate the project costings more than £1000.

## **5. Risk considerations**

- 5.1 Environmental Risks: Community gardens can pose environmental risks, such as the potential for soil contamination from pollutants or toxins in the soil. It is important to conduct a soil test before starting a garden to ensure that the soil is safe for growing food.
- 5.2 Community gardens can be vulnerable to pests and diseases, which can damage crops and threaten the sustainability of the garden. It is important to implement effective pest and disease control measures to minimize the risk of damage to crops.
- 5.3 Community gardens can sometimes be the source of conflicts or disputes between participants, particularly if there are disagreements over the use of space or resources. It is important to establish clear rules and guidelines for participation to minimize the risk of conflict. It will be important to protect the gardens from vandalism from unhappy council customers and other antisocial behaviour.
- 5.4 Community gardens can require some financial investment, such as the cost of seeds, tools, and maintenance. It is important to ensure that there is sufficient funding in place to support the garden and that participants are aware of any financial obligations associated with participation.
- 5.5 Community gardens require ongoing maintenance and support to ensure their sustainability over the long term. It is important to ensure that there is a clear plan for ongoing maintenance and support, and that participants are committed to contributing to the ongoing success of the garden. The location of the gardens provides opportunities of staff to also volunteer in the gardens.
- 5.6 In conclusion, while there are some risks associated with setting up a small community garden, these can be mitigated through careful planning, clear guidelines for participation, and ongoing maintenance and support. By taking these steps, community gardens can provide a range of benefits to participants and the wider community.

## **6. Procurement considerations**

- 6.1 Willmott Dixon have committed to provide a contracted level of social value as part of their tender proposal for the leisure centre build contract. To date, they are struggling to find projects to support across Spelthorne, and this type of project would ordinarily provide the right type of community engagement. Procurement have concerns that Willmott Dixon will see this project as letting them off the hook on their social value obligations from the Leisure Centre.

## **7. Legal considerations**

- 7.1 Legal will need to be consulted on this project.

## **8. Other considerations**

## **9. Equality and Diversity**

- 9.1 We have requested a higher raised bed in the area outside the West Wing order for the residents in the West Wing with a disability to be able to access the beds.
- 9.2 Improved Access to Fresh and Healthy Food: A community garden can provide a source of fresh and healthy food for residents, particularly those who may have limited access to affordable and nutritious food. This can have a positive impact on the health and wellbeing of the community, particularly for individuals from low-income or marginalized backgrounds.
- 9.3 Community Building and Social Cohesion: Community gardens can help to bring together people from diverse backgrounds and create a sense of community and belonging. This can be particularly important for individuals who may feel socially isolated or excluded from mainstream society.
- 9.4 Learning and Skill Development: Community gardens can provide opportunities for residents to learn new skills, such as gardening, composting, and food preservation. This can be particularly important for individuals who may have limited access to educational or training opportunities.
- 9.5 Cultural Barriers: Community gardens may inadvertently exclude individuals from certain cultural backgrounds who may have different gardening practices or preferences. It is important to ensure that the community garden is inclusive and welcoming to individuals from all cultural backgrounds.
- 9.6 Cost Barriers: Depending on the resources and funding available, a community garden may require some financial investment from participants. This may be challenging for individuals from low-income or marginalized backgrounds who may not have the resources to contribute financially.

## **10. Sustainability/Climate Change Implications**

- 10.1 A community garden can help create a more sustainable environment and reduce residents' impact on climate change in an affordable housing setting. Growing your own food is known to reduce a person's carbon emissions significantly as food produced locally produces a large amount of carbon emissions through the transportation of the food, much of which is airfreighted. By growing food locally, residents can reduce their reliance on food produced abroad and requires significant resources, including energy, water, and land. A community garden also provides an opportunity for residents to learn about eating seasonally and sustainable growing practices, such as composting and using natural pest control methods. These practices can be applied to other areas of life, further reducing the environmental impact of the impact of the community.

## **11. Timetable for implementation**

- 11.1 We are looking to make to headway in the June planting season.

## **12. Contact**

- 12.1 Stephen Mortimer-Cleavelly, Jilly Mowbray, Jeanette Kemp

**Background papers:** There are none

## **Appendices: To Follow**

**Appendix 1** Suggested Location

**Appendix 2** Suggested planting

**Appendix 3** Suggested planting – food

# Community Wellbeing and Housing Committee



13 June 2023

<b>Title</b>	<b>Delayed decision relating to Annual Grant Awards 2023/24</b>
<b>Purpose of the report</b>	To make a decision in relation to two awards and agree to review the grant funding criteria for 2024/25.
<b>Report Author</b>	Kamal Mehmood, Strategic Lead Leisure and Community Development
<b>Ward(s) Affected</b>	All
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>• Consider the cross-party Grant Panel recommendations in relation to funding bids from Stanwell Events and Stanwell Foodbank and determine the outcome.</li> <li>• agree to review the Council's annual grant funding criteria and to stipulate that the basis for their Grant Funding Panel's recommendation should be incorporated into the funding criteria in future.</li> </ul>
<b>Reason for Recommendation</b>	<ol style="list-style-type: none"> <li>1. To determine the award of funding in relation to two grant funding applications, in accordance with the Committee's responsibility to oversee the allocation of the annual grant funding budget.</li> <li>2. To provide clarity on the Council's grant funding criteria for future applicants.</li> </ol>

## 1. Summary

- 1.1 At CWHC meetings in January and March 2023 the Committee determined awards for grant funding applications for 2023/24 financial year.
- 1.2 Two further applications submitted by the same person have come to light. The applications relate to Stanwell Foodbank and Stanwell Events respectively. The applications were submitted within the grant funding window, however, they were not submitted to the correct channel and were

not picked up at the time. As a result, they were not included in the original report.

## 2. Background

- 2.1 The 2023/24 grant funding budget is £249,250, of which £33,350 was carried forward from 2022/23.
- 2.2 Following decisions in January and March 2023 grant funding totalling £224,919 was allocated leaving a balance of £24,331 available within year or to be carried forward into the subsequent financial year.
- 2.3 **Appendix A** sets out further information in relation to the two applications.
- 2.4 A summary of recommendations is captured below.

Organisation	Amount requested	Recommendation
Stanwell Events	£15,000	Reject
Stanwell Foodbank	£15,000	Reject
<b>Total</b>	£30,000	

- 2.5 The funding in both cases was requested to supplement lottery funding to top up the salary of the organisation's chief executive. The cross-party Grant Funding Panel are of the opinion that the Council's limited grant funding budget should not be used to provide, or to top up, chief executive salary costs of charitable organisations and as such have recommended that both applications be rejected.
- 2.6 The Panel have also suggested that to provide clarity in future the Committee should also consider a recommendation that this factor should be incorporated into the future funding criteria.

## 3. Contact

- 3.1 The contact for queries relating to this report is Kamal Mehmood  
K.Mehmood@spelthorne.gov.uk

**Background papers: Annual Grant Awards 2023/24, 17 January 2023**

**Appendices:**      **A - Application overview**  
                             **B - Existing Grant Funding Criteria**

**Appendix A**

Name of Organisation	Purpose	Supporting information	Grant Panel Comments	Grant requested	Recommendation
Stanwell Foodbank	To enable Stanwell Foodbank to pay their CEO a shortfall in their salary. Enabling them to perform their function in ensuring the smooth running and long-term sustainability of the foodbank	<p>In December 2021 Stanwell Foodbank was awarded a grant, by The National Lottery Community Fund, of £36,944 to be paid in 6 x 6-monthly tranches over 3 years to cover most core costs. This includes salaries and sessional wages, rent and venue hire, energy and fuel, vehicle costs, maintenance and small capital items, and all other costs vital to operating the food bank, apart from food, to ensure sustainability of the food bank for the next 3 years. Food would come from donations and other fundraising.</p> <p>In recognition of the fact that Stanwell Events works in close partnership with Stanwell Foodbank to provide a holistic support service, when assessing Stanwell Foodbank's application, National Lottery recommended that they submit a partnership application. The grant money to be paid to Stanwell Foodbank</p>	The limited grant funds available should not be used to provide or to top up salary costs for a CEO of a charitable organisation.	£15,000	Reject

		including a CEO salary element of £30,000 to be split 50/50 across the 2 charities to ensure that both organisations are driven and overseen by the same leadership for strong partnership working and sustainability. This means that, for the past 11 months, the CEO has been paid only half her trustee-agreed salary (i.e. £15,000 of the £30,000 annual salary). Prior to that we were unable to secure funds to pay any salary. The salary awarded reflects the number of hours worked and the level of responsibility including safeguarding lead, data protection, risk assessment and welfare of service users, staff and volunteers.			
Stanwell Events	To enable the Stanwell Events to pay their CEO a shortfall in their salary. Enabling them to perform their function in ensuring the smooth running and long-term sustainability of the foodbank	As Above	The limited grant funds available should not be used to provide or to top up salary costs for a CEO of a charitable organisation.	£15,000	Reject

## **Appendix B**

### **Current Grant Funding Criteria**

In order to be considered by the grant's panel you will need to demonstrate how you meet each of our criteria. This does not mean that meeting these criteria will guarantee you will be successful but it means that your application will be considered.

The criteria that you **MUST** meet are:

- a) You are a voluntary or charitable organisation. We also consider applications from not for profit organisations.
- b) You are located in Spelthorne and/or you provide services for people in Spelthorne.
- c) You support and comply with at least one of Spelthorne Borough Council's values and priorities.
- d) That you are financially stable, but are also not carrying large balances.
- e) That you are not applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- f) That you can evidence the need and your ability to meet that need for what you are aiming to achieve.
- g) That you can evidence clearly how success will be measured and how you will monitor achievement.
- h) That you have been able to flex and adapt your service provision as a response to emerging need and in particular as a result of COVID-19.

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## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 5 June 2023 to 26 September 2023

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 13 06 2023	Procurement of Meals on Wheels	Non-Key Decision	Private	Stephen Mortimer-Cleevely, Strategic Lead, Independent Living
Community Wellbeing and Housing Committee 13 06 2023	Food and Price Review of Greeno Community Centre Alterations	Key Decision	Public	Stephen Mortimer-Cleevely, Strategic Lead, Independent Living
Community Wellbeing and Housing Committee 13 06 2023	Delayed Decision Relating to Annual Grant Awards 2023/24	Non-Key Decision	Public	Kamal Mehmood, Strategic Lead for Leisure and Community Development
Community Wellbeing and Housing Committee 13 06 2023	Community Garden Project - West Wing	Non-Key Decision	Public	Stephen Mortimer-Cleevely, Strategic Lead, Independent Living, Jilly Mowbray, Climate Change Officer
Community Wellbeing and Housing Committee	Leisure Operator Procurements	Non-Key Decision	Public	Hilary Gillies, Interim Corporate Procurement Manager, Kamal Mehmood, Strategic Lead for Leisure and Community Development