

Wednesday, 4 May 2022

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DELEGATED DECISIONS CABINET MEMBER FOR CUSTOMER DELIVERY

You are summoned to a meeting of the Delegated Decisions which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 12 May 2022 at 10.00 am.**



Giles Hughes
Chief Executive

To: Members of the Delegated Decisions

Councillors: Jane Doughty

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Notice of Decisions** (Pages 3 - 4)
To receive notice of the decisions taken at the meeting held on 11 April 2022.

2. **JUBILEE FUND GRANTS DECISION MEETING** (Pages 5 - 10)
Purpose
To determine applications to the Jubilee fund grant scheme.

Recommendations
To approve, under delegated authority, the applications as set out in the report

(END)

Public Document Pack Agenda Item 1

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Delegated Decisions – Cabinet Member for Customer Delivery
Held virtually at 10.00 am on Monday, 11 April 2022

PRESENT

Councillors: Councillor Jane Doughty

Officers: Heather McCulloch (Community Wellbeing Manager)

15 Community Jubilee funding scheme

Notification of Decision of the Cabinet Member for Customer Delivery

Community Jubilee Funding Scheme

Following a delegation from the Leader on 30th March 2022, the Cabinet Member for Customer Delivery was authorised to make temporary amendments to the criteria, procedure and policy for Community Activity Grant applications in respect of events related to the Queen's Platinum Jubilee celebrations, and to determine such applications up to a maximum of £500. This delegation would remain in place for two months.

The dedicated Jubilee fund would sit under the umbrella of the Community Activities Grant scheme. It would take a more simplistic approach with a slimmed down application form based on the version used by the Council during Covid to distribute grants. The total budget available for applications to the Jubilee fund was £5,000. This would be taken from the CAG budget with the remaining £6,000 in the CAG budget to be made available for applications later in 2022/23.

The full criteria for the fund was set out in paragraph 2.4 of the report and was aimed to encourage partnership and collaborative working between groups and individuals in the planning of events, ensuring that the funding reached as many communities as possible.

The scheme would open for applications on Monday 11th April and close on 25th April 2022. Decisions would be made in early May, with applicants being notified within a week of the decision.

Having published the proposed decision, alerting Councillors and allowing the five clear days for Call-In to pass, the Cabinet Member and officer met to formally approved the decision.


Therefore, it was

Resolved that the principles and parameters of the Jubilee Fund as set out in the report, be approved.

The Meeting closed at 10.15 am

CHAIRMAN

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>DELEGATED MEETING – 12TH MAY 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM NO. 2</p>
<p>Subject</p>	<p>JUBILEE FUND GRANTS DECISION MEETING</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Jane Doughty Cabinet Member for Customer Delivery Tel: 01993 774945 Email: jane.doughty@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Heather McCulloch Community Wellbeing Manager Tel: 01993 861562 Email: heather.mcculloch@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>The purpose of the meeting is to determine applications to the Jubilee fund grant scheme.</p>
<p>Annexes</p>	<p>Annex A - List of all applications</p>
<p>Recommendation/s</p>	<p><i>a) To approve, under delegated authority, the applications as set out in the report</i></p>
<p>Corporate priorities</p>	<p>Healthy Towns and Villages - Facilitating healthy lifestyles and better wellbeing for everyone.</p> <p>Strong Local Communities - Supporting and building prosperous and inclusive local communities.</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>None</p>

I. BACKGROUND

1.1. At a Delegated Decision meeting on 11th April 2022, the portfolio holder for Customer Delivery approved the criteria and process for the Jubilee Fund scheme. The deadline for applications was Monday 25th April 2022.

1.2. The aim of the Jubilee Fund is :

- to fund events and activities which bring individuals together to celebrate the Queen's Platinum Jubilee and encourage strong links between members of the community.

1.3. The maximum grant award is £250. The method of application was simplified given the low value of award and to encourage applications. The process of assessment is in line with the Community Activity Grants scheme.

1.4. The Jubilee fund was promoted internally and via the Council's website, on social media and via a press release to all Town and Parish Councils.

2. MAIN POINTS

2.1. The Council received 26 applications for awards requesting in total £5,550. The applications were reviewed against the compliance checklist. Any outstanding information was requested from applicants. All eligible applications were scored using a scoring matrix.

2.2. Four applications lacked sufficient detail despite a follow up from the assessing officer. These have therefore been withdrawn. The remaining applications are listed as Annex A.

3. FINANCIAL IMPLICATIONS

3.1. The total budget available for the scheme is £5,000. If all applications are awarded in line with recommendations the total awarded will be £5,070.

4. LEGAL IMPLICATIONS

4.1. Applications were reviewed against the criteria to ensure a fair assessment. A deadline date and time by which applications should be received was published. Any applications arriving late have not been considered. Applicants will be expected to utilise funding for the purposes described in their application. If they deviate and fail to inform the Council then the Council reserves the right to claim the funding back.

5. RISK ASSESSMENT

5.1. These are small awards to mitigate any risk of having a light touch application process. We request that applicants risk assess their activity and pay particular attention to Safeguarding if their event involves children or vulnerable adults. We signpost applicants to the latest HSE guidance.

6. EQUALITIES IMPACT ASSESSMENT (IF REQUIRED)

6.1. The recommendation will have a positive effect on different groups.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

7.1. If awards are approved the Council will be supporting activity in a number of communities across West Oxfordshire. The scheme encourages collaboration to provide a very local opportunity which minimises need to travel.

8. ALTERNATIVE OPTIONS

8.1. The portfolio holder could decide to award at different levels to those listed in Annex A or not award at all. The portfolio holder could decide to award to those applications which arrived after the deadline.

9. BACKGROUND PAPERS

9.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Jubilee Fund scheme 2022 - Application forms

9.2. These documents will be available for inspection at the Council Offices at Woodgreen, Witney. OX28 1NB during normal office hours for a period of up to four years from the date of the meeting. Please contact the author of the report.

Annex A

Jubilee Fund scheme applications 2022

Ref No	Applicant Organisation	Project summary	Project Cost	Amount Requested	Amount Recommended
JCAF-2022-01	Milton Under Wychwood Grand Fete	Children's day with activities, Hog roast and barn dance	£3000	£250	£230
JCAF-2022-02	Rollright Parish Council	Purchase of beacon to light	£490	£250	£230
JCAF-2022-03	Spelsbury Parish Council	Jubilee Street party	£500	£250	£230
JCAF-2022-04	Windrush Radio	Saxon Way Jubilee party with live radio broadcast	£250	£250	£230
JCAF-2022-05	Oasis Family Church	Street Party at Ceewood Hall & car park	£1500	£250	£230
JCAF-2022-06	Ramsden Parish Council	Community Lunch for residents	£2000	£250	£230
JCAF-2022-07	Combe Parish Council	Combe Jubilee Barn Dance (part of 4 days of celebrations)	£650	£250	£230
JCAF-2022-08	Finstock Parish Council	Finstock Big Street Party	£1400	£250	£230
JCAF-2022-09	Woodstock Town Council	National Big Lunch (music, food)	£3500	£250	£230
JCAF-2022-10	The Parochial Church Council of the Parish of Witney (Witney PCC)	Jubilee Children's Fun Event (bouncy castle, craft, entertainment) on Windrush Place	£480	£250	£230
JCAF-2022-11	The Tiddy Hall	Jubilee Party for community including entertainment	£625	£250	£230
JCAF-2022-13	MHA Homestead	Homestead Care Home Jubilee Party	£150	£150	£140
JCAF-2022-14	West Witney Primary School & Nursery PTA	Jubilee Community event for pupils, staff, parents, carers, local community	£390	£250	£230
JCAF-2022-15	St Leonards Parish Church, Eynsham	Lighting of Jubilee Beacon & Garden Party	£500 est.	£250	£230
JCAF-2022-16	Freeland Parish Council	Picnic and activities	£250	£250	£230
JCAF-2022-17	Carterton Community Foodbank	Jubilee Afternoon Tea for Lunch club	£600	£250	£230
JCAF-2022-18	South Leigh Parish Council	Coronation Float Parade, beacon lighting, activities	£4511	£250	£230
JCAF-2022-19	Ducklington Parish Council	Ducklington Jubilee Lunch	£2418	£250	£230

JCAF-2022-20	Charlbury Parish Council	Big Lunch	£381	£250	£230
JCAF-2022-21	Leafield Parish Council	Jubilee Lunch including entertainment, children's activities	£1683	£250	£230
JCAF-2022-24	Chipping Norton Town Festival	Jubilee Town Festival	£2900	£250	£230
JCAF-2022-25	Charlbury School Association	Barn Dance event	£2000	£250	£230
JCAF-2022-26	Fifield Parish Council	Garden Party including activities	TBC	£150	£100
Total			£30178	£5550	£5070

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