



Agenda for Community Fund Panel Tuesday, 5th February, 2019, 9.00 am

Members of Community Fund Panel

Councillors: D Barrow (Chairman), P Carter, D Hull, G Jung,
D Key and M Rixson

Venue: Knowle, Sidmouth, Room 1

Contact: Chris Lane;

01395 517544; email clane@eastdevon.gov.uk

(or group number 01395 517546)

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East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

DX 48808 HONITON

Tel: 01395 516551

Fax: 01395 517507

www.eastdevon.gov.uk

1 Public speaking

Information on [public speaking](#) is available online.

2 Minutes of previous meeting (Pages 3 - 4)

Minutes of the previous meeting held on 13 August 2018.

3 Apologies

4 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of urgency – none

Information on [matters of urgency](#) is available online.

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

7 Eligibility Criteria for Crowdfund East Devon (Pages 5 - 8)

Report by the Community Engagement and Funding Officer. A [previous report](#) was submitted to Cabinet in September 2018.

8 Brief Guidance Notes for Councillors (Page 9)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

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Report of a Meeting of the Community Fund Panel held at
Knowle, Sidmouth on 13 August 2018

Present: Councillors:
Dean Barrow (Chairman)
Douglas Hull
Geoff Jung
David Key

Also present: Jamie Buckley, Engagement and Funding Officer
Chris Lane, Democratic Services Officer

Apologies: Councillors
Paul Carter

The meeting started at 10:00am and ended at 10.25am.

- *1 Notes of Meeting held on 18 January 2018
The notes of the meeting held on 18 January 2018 were accepted as a true record.
- *2 Declaration of interest
Councillor David Key
Minute 4
Disclosable Personal Interest – District Councillor for Monkton and Stockland parishes
- Councillor Dean Barrow
Minute 4
Disclosable Personal Interest – Unpaid external auditor for Monkton Parish Council's accounts.
- *3 Background papers
The Community Building Funding Guidance Notes and application form had been attached for Member's information.

RESOLVED that the Community Building Funding guidance Notes be noted.

- 4 Consideration of applications received.
The Engagement and Funding Officer had applied the Community Council of Devon scoring system for guidance and to help summarise the background details of the applications.

The Panel was asked to consider:

- The importance of the project
- Whether match funding arrangements were in place
- What the works would mean for the hall/community shop and its users
- The current stage of the project
- Whether three quotations had been submitted as part of the application and, if not, the reasons given.

Members of the Panel were advised that the 2018/19 budget included £22,250 for the Community Buildings Fund.

| a) Applications recommended for approval | EDDC recommended contribution |
|---|--------------------------------------|
| Monkton Village Hall– general repairs and new kitchen and toilets. | £5,000 |
| Stockland Victory Hall – Replace a section of the cladding on the outside of the hall that is rotten. | £1,848 |
| Uplyme Village Hall – Kitchen improvements to make the hall more sustainable. Including new appliances and flooring. | £1,875.06 |
| Colyton Library – The building was owned by Colyton Parish Council who wanted PV panels on the roof for the library building to become more sustainable. Members felt that the contribution should be reduced from the requested figure of £1,666 due to the low score given to the project. £1,000 was agreed to match the DCC Locality Budget contribution. Members stated that Colyton Parish Council, as owners of the building, should be encouraged to increase their £500 contribution to the project. | £1,000 |

East Devon District Council

Crowdfunding pilot 2018 / 2019

1 Who can apply?:

- Charities registered with the Charities Commission.
- Properly constituted and regulated Community Interest Companies registered with Companies House.
- Parish and town councils.
- Properly constituted voluntary and community groups and clubs.
- Properly constituted not for profit organisations.

Those applying must:

- Have the permission of all relevant organisations to carry out their project.
- Take responsibility for delivering their project.
- Be able to deliver their project.
- If relevant, commit to maintaining the project and keeping it going.
- If successful, be willing to agree to and sign a legal grant agreement and relevant terms and conditions for the funding before we hand it over.

2 What we will fund?

- Projects where at least 75% of the benefits are to communities and people within East Devon.
- Projects must help to achieve one or more of the following priorities and outcomes as listed in the Council Plan and / or their Transformation Strategy.

Council Plan <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/council-plan-2016-2020-text-only-version/>

Transformation Strategy: <http://eastdevon.gov.uk/media/1442491/transformation-strategy.pdf>

Council Plan details:

- **Encouraging communities to be outstanding:**
 - Balanced communities for a sustainable future.
 - Services which are targeted to those who need them most, providing equality of opportunity and access to our services.
 - Communities that come together to solve local problems in a sustainable way, by participating, working together and helping themselves for example through neighbourhood plans.
 - More good quality, local homes for local people.
 - Improved health and wellbeing of people living in our communities through sport, exercise and making the most of the outdoors and through a variety of cultural and leisure activities.
 - Healthy communities, with reduced preventable ill health through public health interventions.
- **Developing an outstanding local economy:**
 - An economy which attracts inward investment.

- An economy which stimulates startups and new businesses as well as supports existing businesses to grow to bring better paid jobs and increased wealth into East Devon.
 - Generation of new income streams (reducing our dependence on Council Tax and government funding) adopting an approach which continues to weigh and balance commercial interests with community benefit and value.
 - Greater investment and economic growth into East Devon by strategically working with neighbouring authorities and other agencies.
 - Promotion of East Devon and the wider region to create value and enjoyment of the area.
- **Delivering and promoting our outstanding environment:**
 - Protection and enhancement of our natural and built environment.
 - Abundant leisure opportunities and quality open spaces.
 - Controlling pollution of the air, land and water via education and appropriate enforcement of environmental legislation.
 - Further reductions in the waste that East Devon produces.
- **Continuously improving to be an outstanding council. These aims are all about helping East Devon District Council to improve itself:**
 - A culture that promotes continuous improvement, innovation, commercial thinking and new ways of working.
 - Improved digital services giving customers the opportunity to self serve where they want to.
 - Services which are as good as they can be using systems thinking principles.
 - Skilled, motivated and engaged workforce.
 - Helpful policies and the right technology to support our new ways of working (known as 'WorkSmart').
 - A council that prioritises keeping our residents informed.

Projects must also be:

- Registered on Crowdfunder as 'all or nothing' schemes. Monies pledged will only be released if the full fundraising target is reached within the timeframe. We will only pledge once 25% of the projects target has been met.
- Capital projects or revenue costs where the benefits are long lasting. Capital projects are for material things like trees and buildings. Revenue costs can include things like salaries and events.
- Sustainable projects, projects in a transition phase with an evidenced plan in place to become sustainable, or just starting up with a plan in place to become sustainable.
- All grant money awarded must realistically be able to be spent within 12 months of receiving the grant offer letter.

3 What we won't fund:

- Retrospective projects. Projects where work has already started before we've confirmed we've received back the signed grant offer letter.
- Unsustainable projects. For example, projects that need to continue beyond the life of the funding but are unlikely to be able to.
- Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers.
- Projects for organisations that have more than 12 months running costs in reserves.

- Projects where planning permission is required but hasn't yet been given.
- Funds that are required to help pay off debts.
- Projects that promote religion or politics.
- Projects that directly benefit individuals or for profit organisations.
- Ongoing costs including ongoing maintenance costs, regular activities such as grass cutting, ongoing salaries, costs for the day to day running of an organisation, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
- Work that a statutory organisation has to do by law, for example Devon County Council, the Church or the NHS, unless this is over and above what they would ever provide.
- Projects that have a negative effect on one or more of the priorities listed in our council plan. <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/council-plans/>
- We can't fund projects from more than one of our funding streams. So:
 - If your project has already received funding from Crowdfund East Devon scheme you can't receive anymore funding through it.
 - If your project has been previously funded by the Parishes Together Fund you can't apply to this fund: <http://eastdevon.gov.uk/grants-and-funding/parishes-together-fund/>
 - If your project is eligible for our Community Buildings Grants you can't apply to this fund: <http://eastdevon.gov.uk/grants-and-funding/community-buildings-fund/>
 - If your project is funded by our Communities Together Fund you won't receive a grant from us on Crowdfund Devon. If your project is funded by us on Crowdfund Devon you won't receive a grant from the Communities Together Fund. <http://eastdevon.gov.uk/grants-and-funding/communities-together-fund/>

4 How much you can apply for

- Those eligible can apply for a maximum of 50% of total project costs, with a minimum of 50% of total project costs being funded from elsewhere.
- Those eligible can apply for a minimum of £2,000 (so a minimum total project cost of £4,000) and a maximum of £10,000 (which would be a minimum of a £20,000 project, projects above this could receive funding but East Devon District Council's contribution would be £10,000 maximum).

5 Additional information

- We reserve the right not to make a funding pledge to particular projects.
- Depending on the nature of the project and the information given we may request additional information and assurances; requiring additional terms and conditions to apply, and will require in writing acceptance of any additional terms and conditions before agreeing to provide a grant.
- Our fund is limited and will be allocated on a first come first served basis. Once it runs out we will not be able to fund subsequent projects.
- Repayment of the fund can be required at the sole discretion of East Devon District Council if false information is supplied; there is a failure to spend the money in the allotted time period; the organisation becomes insolvent or there are any other breaches of the conditions or eligibility criteria.
- Funds must only be spent as detailed in the project application.
- Acknowledgement of Crowdfund East Devon support must be shown in project materials and publicity material by using the East Devon District Council logo available from the contact for this fund, and the words 'Crowdfund East Devon'.

6 Evaluation

All projects who receive match funding agree to provide the following within 3 months of project completion, and then again later on if requested:

- At least 15 photographs of the project in action.
- Copies of invoices and receipts.
- A one page summary.

Crowdfund East Devon reserves the right to share information you have provided in public reports and publicity material.

Panel guidance notes for reference

- If the project meets the eligibility criteria it should be approved and then funded. There may be very rare cases when the panel decide that something that seems to meet the eligibility criteria shouldn't be funded, clear reasons for this would need to be recorded.
- Due to the timescales needed for crowdfunding to work, decisions need to be made within a week to ten days. We have authority from the Council to make decisions by email in this case. Please respond to emails asking for your decision as soon as you can but within a week to ten days.
- The funding is allocated on a first come first served basis, once, and if, its run out Crowdfund East Devon would close.
- To make this a success we need applications. Please publicise this funding as far and wide as you can within your Wards, to your town and parish councils and fellow Councillors.