

07 March 2019 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks  
Despatched: 27.02.19



# Cabinet

## Membership:


Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe  
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey


## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 14 February 2019, as a correct record.	(Pages 1 - 8)	
2. <b>Declarations of interest</b> Any interests not already registered		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees</b>		
5. <b>Bank Account Signatories</b>	(Pages 9 - 12)	Roy Parsons Tel: 01732 227204
<b>REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES</b>		
6. <b>Community Grant Scheme Draft Allocations 2019/2020</b>	(Pages 13 - 36)	Kathryn Bone Tel: 01732 227176



 Indicates a Key Decision

 indicates a matter to be referred to Council

#### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 14 February 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Firth, Hogarth and Piper

An apology for absence was received from Cllr. Scholey

Cllrs. Dr Canet, Eyre and Pett were also present.

65. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 10 January 2019 be approved and signed as a correct record.

66. Declarations of interest

There were no additional declarations of interest.

67. Questions from Members

Cllr Dr. Canet asked a question concerning the Council's property investments. The Chairman responded that there needed to be some flexibility in the Council's approach to investment but that her comments would be taken into account. He also said that Quercus Housing Ltd would only be investing in the District.

68. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

69. Budget and Council Tax Setting 2019/20

The Chief Finance Officer presented the report which sought approval of the proposed budget and required level of Council Tax for 2019/20, and proposed a net expenditure budget of £15.251m in 2019/20 (£14.687m in 2018/19). Subject to any further changes this would result in a Council Tax increase of 2.97% in 2019/20, with the District's Council Tax being £215.01 for a Band D property for the year (£208.80 in 2018/19), an increase of £6.21.

The report also contained details on the Collection Fund position and an opinion on the robustness of the budget and the adequacy of the reserves.

The Chief Finance Officer reminded Members that the Council had an excellent track record in identifying, planning for and addressing financial challenges. In light of the challenging financial position facing all authorities eight years ago, for 2011/12 the Council had produced a 10-year budget together with a savings plan for the first time. This would be the ninth year this method had been used and provided the Council with a stable basis for future years.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the Summary of Council Expenditure and Council Tax for 2019/20 set out in Appendix E be approved;
- b) the 10-year budget 2019/20 to 2028/29 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix B to the report be approved, including the growth and savings proposals set out in Appendix C-D to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve;
- c) the Capital Programme 2019/22 and funding method set out in Appendix H, be approved; and
- d) the changes to reserves and provisions set out in Appendix J, be approved.

70. Local Land Charges - Review of Fees

The Portfolio Holder for Legal & Democratic Services presented the report which sought an increase in the current Land Charges fees schedule. She advised that the Legal & Democratic Services Advisory Committee had considered the same report and recommended it for approval along with an amendment to increase the fee schedule annually in line with the Council's standard inflationary measure and rounded to the nearest £1.00.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the proposed Land Charges fees set out below be agreed to take effect on 1 April 2019;

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Search Type	Current Fee (£)	Proposed Fee (£)
Full Search (LLC1 & CON29)	122	165
LLC1	20	33
CON29	102	135
Additional Parcel of Land	18	27
CON290 Printed Enquiry (Each) Q4 - Q22	18	20

- b) the fee schedule above be increased annually in line with the Council's standard inflationary measure and rounded to the nearest £1.00.

#### 71. Discretionary Rate Relief

The Chief Finance Officer presented the report which set out the proposals for awarding discretionary rate relief for 2019/2020 to ratepayers who had made applications or who were expected to make an application before 1 March 2019, which was an already extended deadline from 15 November 2018. Should applications not be received by 1 March 2019 then annual bills for those organisations would be sent without relief, but they would have until 30 September 2019 to contact the Council and request that their case be re-considered.

The report also provided an update on the local discretionary rate relief scheme which would be in its third year of operation in 2019/2020. It was noted that some existing recipients of discretionary rate relief, the cost of which was solely borne by the Council, would be entitled to Retail Discount and/or revaluation relief. Government guidance was that any government funded reliefs should be applied before un-funded relief. Therefore the recommendations had been amended so that the ratepayer received relief of an equivalent percentage to that given in previous years, albeit via one or more types of relief. The report also set out the proposed approach for the implementation of the Retail Discount Scheme for 2019/2020 and 2020/2021.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the proposals for granting relief from business rates for 2019/20 set out in Appendix B to the report, be approved;
- b) the estimated level of local discretionary rate relief to be awarded in 2019/20 as set out in paragraph 24 of the report, be noted; and

- c) the proposed approach for implementation of the Retail Discount for 2019/20 and 2020/21, be approved;
- d) Officers publicise the proposals for awarding discretionary rate relief.

(Cllr Eyre was not present during consideration of this item due to a Disclosable Pecuniary Interest.)

72. Council Tax Discounts for Empty and Un-inhabitable Dwellings and Empty Premium

The Council Tax and Recovery Manager presented the report which recommended amendments to the level of Council Tax discount for unoccupied and unfurnished dwellings, and dwellings undergoing or requiring major structural repair. It also asked Members to consider: increasing the premium on properties that were long term empty (unoccupied and unfurnished for more than 2 years); reducing the Class C discount to 100% for 2 months and the Class D discount to 0% for 12 months; and increasing the long term empty charge from 50% to 100%, which would support the Council's Empty Homes Action Plan and encourage empty dwellings to be brought back into use more quickly.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Cabinet agreed that the Council Tax discount for unoccupied and unfurnished dwellings should be reduced from 100% for up to 3 months to 100% for up to 1 month, rather than the 2 months recommended in the report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that with effect from 1 April 2019

- a) the Council Tax discount for unoccupied and unfurnished dwellings be reduced from 100% for up to 3 months to 100% for up to 1 month (Class C of the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012);
- b) the Council Tax discount for unoccupied dwellings undergoing or requiring major structural repair be reduced from 100% for 12 months to 0% for 12 months (Class D of the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012); and
- c) in accordance with Section 11B of the Local Government Finance Act 1992 and Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 the additional amount payable for Council

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Tax be increased from 50% to 100% for dwellings that were unoccupied and substantially unfurnished for more than two years.

73. Treasury Management Strategy 2019/20

The Principal Accountant presented the report which sought a recommendation to approve the Treasury Management Strategy 2019/20.

The Local Government Act 2003 (the Act) and supporting regulations required the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans were affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act) which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Revised reporting was required for the 2019/20 reporting cycle due to revisions of the Ministry of Housing Communities and Local Government (MHCLG) Investment Guidance, the MHCLG Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes included the introduction of a capital strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that the Treasury Management Strategy for 2019/20, be approved.

74. Capital Strategy 2019/20

The Principal Accountant presented the report which introduced the reporting of a Capital Strategy for 2019/20 in line with the new CIPFA Prudential Code and the CIPFA Treasury Management Code. The Capital Strategy formed part of the Council's policy and strategy documents, providing guidance on the Council's capital programme and the use of its capital resources, and required approval by Cabinet and Full Council.

Its aim was to ensure that Members fully understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite. The guidance in the strategy complemented and supplemented the Medium Term Financial Plan, the Property Investment Strategy and the Treasury Management Policy and Strategy.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that the Capital Strategy for 2019/20 be approved.

75. Capital Programme and Asset Maintenance 2019/22

The Head of Finance presented the report which set out the proposed Capital and Asset Maintenance Programme for 2019/22 together with proposed funding. The Asset Maintenance figures were from the previous 10-year budget and did not assume any additional growth at this stage although SCIA16 proposed an annual increase of £100,000.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet. Cabinet considered the item and decided that the proposed Asset Maintenance 2019/20 budget of £572,000 be approved, or £672,000 if SCIA16 is approved.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Capital Programme 2019/22 and funding set out in Appendix B to the report, be approved; and
- b) the proposed Asset Maintenance 2019/20 budget of £572,000 be approved, or £672,000 if SCIA16 is approved.

76. Financial Results 2018/19 - to the end of November 2018

The Portfolio Holder for Finance presented a report on the Council's financial results 2018/19 to the end of November 2018, which showed the year end position was currently forecast to be an unfavourable variance of £140,000, which represented 0.95% of net service expenditure budget totalling £14,687,000. In response to a question relating to the unfavourable variance for internal enforcement agents, the Chief Finance Officer advised that the variance was due to the changes starting later than assumed.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.



Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

77. Property Investment Strategy Update

The Head of Finance presented the report which provided an update on the progress of the Property Investment Strategy to date including acquisitions, and provided the opportunity to review the criteria of the strategy.

Members took the opportunity to ask questions of clarification concerning acquisitions and considered the suggested amendments to the Strategy as outlined in paragraph 43 of the report. Each recommended amendment was discussed. In principle the suggested amendment to 'iii. Individual Properties or Portfolios / Lot size of £1m - £5m' was welcomed but there was concern around the drafting/interpretation of a 'portfolio of properties' and the potential abuse or restrictiveness of the suggested amendment. Members requested that Officers draft wording for Members to consider and feedback to Cabinet as an update report from the Chairman. The 50 mile radius rule was further explored with a suggestion of different investment strategies and returns within or outside of the District, and whether the 50 mile rule was required.

Cllr Eyre addressed Cabinet as he had chaired the meeting of the Finance Advisory Committee which had considered the same report and had agreed to recommend it to Cabinet subject to some amendments outlined in the minutes, and that since the meeting he had received feedback on draft wording for criteria 'iii' and it was suggested that this should be amended to 'Lot size of £1m - £10m but there must be multiple tenants for lots of over £5m.'

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the report be noted; and
- b) the following amendments to the Property Investment Strategy be recommended to Council
  - i. amending the income yield to 3%+ above the Council's average treasury management return (currently 0.7%) when not borrowing or internally borrowing, and 3%+ above the borrowing rate (currently 2.6% for 30 years) when externally borrowing, based on an average over 10 years. (Flexibility may be applied to those opportunities that show an acceptable social return on investment);

- ii. amending the lot size to £1m - £10m subject to multiple tenants for lots over £5m;
- iii. investment opportunities be restricted to those within a 50 mile radius of the Council's Argyle Road offices or within Kent and Medway, however recognising that this may need to be changed in future if legislation is amended.

THE MEETING WAS CONCLUDED AT 8.34 PM

CHAIRMAN

#### IMPLEMENTATION OF DECISIONS

This notice was published on 18 February 2019. The decisions contained in Minutes 71, 75 and 76 take effect immediately. The decisions contained in Minute 70 takes effect on 26 February 2019. Minutes 69, 72, 73, 74 and 77 are recommendations to Council.

## BANK ACCOUNT SIGNATORIES

Cabinet - 7 March 2019

Report of the: Chief Finance Officer

Status: For Decision

Key Decision: No

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**Executive Summary:** This report seeks approval for a change to the list of officers authorised to sign cheques and sanction banking instruments on behalf of the Council.

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**This report supports the Key Aim of efficient management of the Council's resources.**

**Portfolio Holder** Cllr. John Scholey

**Contact Officer** Roy Parsons, Principal Accountant, Ext. 7204

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### Recommendations to Cabinet:

- a) That Miss Tsitsi Danga, Assistant Accountant (Technical) no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council;
- b) That Miss Veronica Wilson, Principal Accountant, no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council with effect from 30 April 2019; and
- c) That pursuant to Financial Procedure Rules 4.73 and 4.74, Mrs Ekaterina Ratushnaya, Assistant Accountant (Technical), be authorised to sign cheques and sanction banking instruments on behalf of the Council.

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**Reason for recommendations:** To bring up to date the list of authorised signatories for the Council's bank accounts.

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### Background and Introduction

- 1 The Council operates an imprest account for use by the Legal Section to defray small but urgent items of expenditure. This account operates independently of the Council's main bank accounts. It is funded up to a maximum of £700 at any one time. The signatories to it are members of the Legal Section.

## Agenda Item 5

- 2 With regard to the remainder of the Council's bank accounts, currently, four officers plus the Chief Executive and Chief Finance Officer are authorised signatories. It is in respect of these accounts that the changes detailed below are required.

### Changes Required

- 3 The Council's Financial Procedure Rules require Cabinet approval for officers other than the Chief Executive or Section 151/Chief Finance Officer to be able to sign cheques or sanction banking instruments on behalf of the Council.
- 4 Some changes in personnel mean that such approval is now being sought.
- 5 Two officers are being removed because they have, or are due to, leave the Council's employment. The replacement officer has been appointed recently. The complement will reduce to five temporarily.

### Key Implications

#### Financial

There are no financial implications.

#### Legal Implications and Risk Assessment Statement

Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including the operation of banking facilities.

For day to day practical reasons, officers need to be authorised to sign cheques and sanction banking instruments on behalf of the Council. Failure to have authorised signatories in place would severely restrict the Council in the way in which it could operate bank accounts and deal with its financial needs.

Protection is in place by:

- (i) limiting the balance held in the Chief Executive's Imprest Account to a maximum of £700 at any one time and requiring dual signatories on amounts over this sum; and
- (ii) requiring dual signatories on the other bank accounts for items over £10,000 (£5,000 for housing benefit and local tax payments).

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Conclusions**

Members are being asked to update the list of authorised signatories to the Council's bank accounts.

**Appendices:** None

**Background Papers:** Constitution of Sevenoaks District Council,  
Appendix D - Financial Procedure Rules:-  
[Document 21 - Appendix D - Financial Procedure Rules](#)

**Adrian Rowbotham**  
**Chief Finance Officer**

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**Item 6 - Community Grant Scheme Draft Allocations 2019/20**

The attached report will be considered by the Economic & Community Development Advisory Committee on 5 March 2019. The relevant Minute extract is therefore not available prior to the printing of this agenda and will follow when available shortly before the meeting.

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**COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2019/20**

**Cabinet - 7 March 2019**

Report of Chief Officer - Communities & Business

Status: For information

Also considered by: Economic & Community Development Advisory Committee -  
5 March 2019

Key Decision: Yes

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**Executive Summary:** This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2019/20.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey. Recommended grants are set out in Appendix C.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

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**This report supports the Key Aim of Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.**

**Portfolio Holder** Cllr. Roddy Hogarth

**Contact Officer** Kathryn Bone, Ext. 7176

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**Recommendation to Economic & Community Development Advisory Committee:**

That the report be noted.

**Recommendation to Cabinet:** That the Grants, as set out in Appendix C of this report, be approved subject to the conditions set out in paragraph 15.

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**Reason for recommendation:** Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

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## Agenda Item 6

### Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2018. The closing date was 23 November 2018. The total budget available for distribution in 2019/20 is £153,340, including £98,540 for Citizens' Advice in the District. Funding for Citizens' Advice is subject to a three-year Service Level Agreement (2018 - 2021).
- 4 The 2019/20 budget available for voluntary sector organisations is as follows:-

Funding for the Citizens' Advice SLA	£ 98,540
Amount available for grants	£ 54,800
<b>Total Budget</b>	<b>£ 153,340</b>

- 5 A total of 39 grant applications have been received, representing total grant requests of £147,659.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2018/19, the voluntary organisations funded supported 273,740 volunteer hours, which represented an economic benefit to the District of £3.84 million.

### Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for Economic &

Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey. Recommendations have been made in accordance with the Scheme Guidelines and the Council’s Corporate Code of Practice for grants and take into account various factors, including:

- i. the extent to which the application supports the District Council’s priorities;
- ii. the extent to which the application assists residents across the District and its impact;
- iii. the extent to which the application should be funded by other organisations;
- iv. whether performance indicators are relevant and appropriate;
- v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- vi. the level of reserves held by the applicant.
- vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

- 11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2019/20 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,340
Grants to Citizens Advice for 2019/20 under the terms of a three-year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,800
Total Spend	£153,340

- 12 A full list of grants recommended to voluntary organisations is attached at Appendix C.
- 13 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Imago or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

## Agenda Item 6

### Recommended Conditions

- 14 It is recommended that grants be made to voluntary organisations subject to the following conditions:
- (i) that performance indicators as set out in the application forms are adhered to and monitored;
  - (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
  - (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
  - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents;
  - (v) that organisations funded either have or are working towards any quality accreditation.

### Key Implications

#### Financial

- 15 The level of funding is in accordance with the draft 2019/20 budget of £153,340.

#### Resources (Non-financial)

- 16 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

#### Legal Implications and Risk Assessment Statement.

- 17 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with

	Voluntary and Community Groups.
As a condition of the grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Equality Assessment

- 18 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	<p>The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need.</p> <p>The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide</p>

## Agenda Item 6

b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	range of needs are able to apply.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

### Conclusions

- 19 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

### Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines

Appendix C - Full schedule of applications

### Background documents

Grant applications - available in the Members room

**Lesley Bowles**  
Chief Officer Communities & Business

## Sevenoaks District Council Grants

### Code of Practice September 2003

For this purpose, a grant is taken to mean:

*'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'*

**Each grant scheme should have:**

1. Written criteria outlining:
  - Eligibility
  - Scheme objectives
  - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

#### **Principles**

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

#### **Eligibility**

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

**The application form should:**

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

**The application process;**

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.



### **Deadlines**

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

### **Grants application appraisal**

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

### **Approval**

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

### **Payment**

- Payment of money - timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

### **Monitoring & Evaluation**

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring - must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided - frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation - satisfaction survey e.g. play scheme - how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

### Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

### Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

### General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

## Appendix B

### Community Grants Scheme Guidelines 2019/20

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Vickie Smith at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: 01732 227000 Email: [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk)

Our Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focusing on those in greatest need.

In particular, we wish to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

**Please note:** We can only accept one application per organisation.

Please complete the application form electronically, then print out, sign, and post your application to us. Please note, we cannot accept hand written applications.

#### What are the scheme's priorities?

##### Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

##### Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation of excluded or vulnerable groups;
- Improve the wellbeing of local residents.

##### Community Safety:

- Reduce crime or anti-social behaviour.

##### Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

##### Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

##### Arts & Sports:

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

## Who can apply?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

## How much and what can I apply for?

The minimum you can apply for is **£100**

The most we will award for any one application is **£5,000**

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition, you can apply for core running costs that are commensurate with the project, service or activity applied for.

## What are the main conditions?

**By applying, you are confirming that you comply with the terms and conditions. The main conditions include:**

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

## What we will not fund

### We will not fund:

- Projects, services or activities that serve only one Parish;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

## How will we assess your project?

### The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

## When will you know if your application is successful?

The deadline for submitting your completed application form is **Friday 23rd November 2017**. Applications received after this date will not be considered.

During March 2019, we will decide who will receive funding. We will write to you during April 2019 to let you know if your application has been successful.

If you require any assistance, please contact Vickie Smith, Graduate Trainee Communities Officer, on **01732 227000**.

Applications must be signed by the applicant on behalf of the organisation and returned by post to the address below:

Community Grant Scheme, Communities & Business Team, Sevenoaks District Council,  
Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG.

**Deadline for completed applications 23rd November 2018.**

Community Grant Scheme - Schedule of Applications 2019/20

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
2	The D'Vine Singers	To fund the running costs, for one term, of a wellbeing choir that supports people with mental health concerns and those suffering from social isolation.	£350	£350	£5,000	£350		
3	North West Kent Volunteer Centre	Supporting running costs, inc Services Maintaining Independent Living and Elderly Support. A) Befriending - volunteer visits to lonely people, B) Volunteer Community Transport, C) Gardening support	£4,250	£4,250	£5,000	£4,250		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£2,500	£2,500	£5,000	£2,500		
14	Eden Christian Trust	"ECTreme" Youth Club that meets weekly in Edenbridge, offering craft, music, sports and dance workshops.	No application	£2,000	£5,000	£2,000		
21	West Kent Mind	To expand the 'Let's Grow' Project to Shoreham. Enabling local residents to improve their physical and mental wellbeing through working with horticulture in outdoor environments.	£3,000	£3,000	£5,000	£3,000		
30	Sevenoaks District Sports Council	To provide funding to support sports activities across the District: 1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised training/coaching courses, 4. Helping new clubs set up sports for the young, 5. Helping clubs provide for disabled sport including coaching, 6. Social sports for the elderly, 7. Individual grants for talented young sports people, 8. Helping in general in certain areas of primary school sports, 9. Helping Sencio with some of the activities in their three sports centres	£2,500	£2,500	£5,000	£2,500		

Community Grant Scheme - Schedule of Applications 2019/20

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
44	Sevenoaks Counselling (District-wide)	To provide a confidential counselling service to all on an equal opportunities basis. To pay for subsidised confidential counselling sessions.	£800	£800	£900	£900		
58	CVSNWK	To provide electronic e-bulletin every two weeks for disseminating information to community organisations for local networking, funding and events. Support service provision of DBS checks, payroll and accounts, governance advice and fund held service. Provide training administration support for free training courses which are available to unemployed, low waged or low skilled workers aged 19+.	£1,000	£1,000	£5,000	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500		
85	Imago	Volunteer Development - supporting local people who want to volunteer and responding to local organisations and projects that need volunteer help. Infrastructure Support - providing services to local voluntary organisations. Dial2Drive - Community transport service. Youth & Volunteering Services.	£10,000	£9,000	£16,000	£8,000		
91	Commonwork (Bore Place)	Five places for Sevenoaks residents on Grow to Grow programme. The programme offers structured support to young NEET people. The programme offers structured support to young people to gain skills to improve their employability as well as support their personal development and address personal issues which may stand in the way of their future. Programmes are tailored to the individual and could include work experience around the Market Garden, dairy farm and other enterprises at Bore Place.	£1,500	£1,250	£2,560	£1,280		



Community Grant Scheme - Schedule of Applications 2019/20

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
105	2nd Swanley Scout Group	To renovate the 2nd Swanley Scout hut.	No application	No application	£5,000	£0	8	This application cannot be supported as priority has been given to applications demonstrating that they support a wide area of the District.
116	Age UK Sevenoaks & Tonbridge	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	£2,000	£2,000	£5,000	£2,000		
173	Compaid	To help meet the running costs of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appointments.	£3,500	£4,000	£4,500	£4,000		
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400		
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents to Sevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	£750	£500		
225	Carers First	To recruit, train and empower Carer Mentors as part of a new Care2Connect project. Care Mentors will offer emotional and practical peer support, befriending, building of positive relationships and social contact to carers living in Sevenoaks.	No application	No application	£4,285	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.
264	West Kent Mediation	To support the costs and overheads of providing a free mediation service to help improve community relations for all SDC residents. The service will offer support for families including blended families, homeless mediation & multi party disputes within the community.	£4,500	£4,800	£5,000	£4,800		

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
338	Chevening School Nursery	To fund the purchase and installation of outdoor play equipment for pre-school children.	No application	No application	£4,502.45	£0	Note 8	This application cannot be supported as priority has been given to applications demonstrating that they support a wide area of the District.
340	593 Swanley Squadron Air Training	To purchase IT equipment to enable the Squadron leaders to deliver cyber threat training to 593 Squadron & other Squadrons within Sevenoaks District.	No application	No application	£1,999.92	£1,000		
394	BRIDGES	To help support the Community Café in continuing by renewing the flooring, replacing 5 coffee tables and contributing towards the Art Therapist fees..	£1,000	£2,250	£4,020	£1,870		
404	Kent Wildlife Trust	To run a 6-10 week programme for pre-school age children at Sevenoaks Wildlife Reserve and Bough Beech Nature Reserve. The programme is called 'Nature Tots' and supports families with young children to engage in meaningful activities in a natural environment.	No application	No application	£500	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.
436	West Kent Extra	To set up a 'No Bother' crime prevention programme to inform young people about the risk associated with criminal activity. The project will use two ex-offenders volunteers to deliver the project.	£1,250	£1,800	£2,604	£1,200		
443	Revitalise Respite Holidays	To provide essential respite holidays for three disabled guests and carers from Sevenoaks at one of Revitalise's three UK-based centres in 2019/20.	No application	No application	£1,416	£0	Note 4 & 3	The available level of funding is not sufficient for the Council to be able to prioritise this project and this service is primarily the responsibility of another agency or funder.

Community Grant Scheme - Schedule of Applications 2019/20

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
446	DAVSS	1. Cost effective helpline, face to face and telephone support, 2. risk assessments to national standards, referral to MARAC, 3. Signposting to other agencies, 4. Support to Court project and free legal advice, 5. Help with paperwork for people with language/literacy difficulties, 6. Coordinating Freedom Programme, 7. Empowering survivors to take control of their lives.	£3,580	£5,000	£5,000	£5,000		
462	Salus	Safety in Action - an interactive multi-agency event for Year 6 children about dangers they may face on transition to secondary school	£1,000	£1,250	£2,000	£1,250		
485	Westerham Hall Management Committee	Installation and purchase of an audio/visual system.	No application	No application	£5,000	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.
486	The Lewis Project	Project aimed at promoting mental wellbeing in young people aged 16+ using music. The funding would enable the project to extend the number of hours/days that the drop in is open.	No application	No application	£5,000	£1,000		
487	Shoreham Village Hall	To bring the Shoreham Village Hall into regulatory compliance with current Health and Safety legislation by essential renovation and refurbishment works.	No application	No application	£4,784.40	£0	Note 3 & 8	The available level of funding is not sufficient for the Council to be able to prioritise this project and this application cannot be supported as priority has been given to applications demonstrating that they support a wider area of the District.
488	PS Breastfeeding CIC	To set up a nappy library and run cloth nappy workshops to serve the families of Sevenoaks District. The library will be similar to their sling library rental scheme and both will offer support and information to help parents make more informed decisions.	No application	No application	£3,820	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
489	Swanley Rugby & Football Club	To purchase a further 6 floodlights to fully light 50% of the pitch to improve training, player attendance and match performance.	No application	No application	£3,252	£0	Note 4 & 8	This service is primarily the responsibility of another agency or funder and this application cannot be supported as priority has been given to applications demonstrating that they support a wider area of the District.
490	Friends for Families (Sevenoaks)	This new charity works with Children's Services in Sevenoaks District to provide support to families in financial hardship where social workers have identified a need that cannot be met by statutory agencies. Funding will provide beds, cots, school shoes, clothing & other basic needs.	No application	No application	£4,820	£1,500		
491	Hartley Art Group	To replace the projector and camera.	No application	No application	£444.99	£0	Note 4	This service is primarily the responsibility of another agency or funder.
492	Swanley & District Arts Society	To provide money towards the cost of a series of three art workshops for members of our group and others in the area. The workshops will facilitate the participants to explore, experience and experiment with techniques and media in art.	No application	No application	£500	£0	Note 4	This service is primarily the responsibility of another agency or funder.
493	The Harmony Trust	To provide reflexology / reiki / IHM / massage / hypnotherapy / counselling to residents of Sevenoaks District who have been diagnosed with a life-altering/limiting illness and referred by a medical professional.	No application	No application	£2,500	£0	Note 3 & 4	The available level of funding is not sufficient for the Council to be able to prioritise this project and this service is primarily the responsibility of another agency or funder.
494	CRiBs Charitable Trust	To bring our tried and tested Boys Noise project into Swanley & Swanley Village. The project brings about positive social, emotional, personal and behavioural outcomes to primary aged boys.	No application	No application	£5,000	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.

Ref No	Name of Organisation	Purpose	Funding 2017/18	Funding 2018/19	Grant app. 2019/20	Recommended Allocations	Reason for refusal	Notes
495	We are Beams	To expand the Family Advice Service into the Sevenoaks District. This service is offered to all parents and carers with a disabled child under the age of 18. This will be done by hosting weekly clinics in various areas.	No application	No application	£5,000	£3,500		
496	Every Step Counts	To run a First Aid Course for all walk leaders	No application	No application	£500	£500		
497	Edenbridge Cricket Club	To replace and rebuild the existing pavilion.	No application	No application	£5,000	£0	Note 3	The available level of funding is not sufficient for the Council to be able to prioritise this project.
<b>TOTAL</b>					<b>£147,659</b>	<b>£54,800</b>		
<b>AVAILABLE FUNDING</b>						<b>£54,800</b>		

Refusal Reasons

- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended.
- 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme.
- 3 The available level of funding is not sufficient for the Council to be able to prioritise this project.
- 4 This service is primarily the responsibility of another agency or funder.
- 5 This is an advice service that does not have CLS accreditation.
- 6 This application is for work taking place in a different financial year.
- 7 Application is ineligible under the Community Grant Guidelines.
- 8 This application cannot be supported as priority has been given to applications demonstrating that they support a wider area of the District.

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