

Public Document Pack

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[@DemService](https://twitter.com/DemService)

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11 October 2019

A meeting of the Adur County Local Committee will be held at 7.00 pm on Monday, 21 October 2019 at The Shoreham Centre (QEII Room), 2 Pond Road, Shoreham-by-Sea, BN43 5WU

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



Debbie Kennard
Shoreham North



Ann Bridges
Lancing



Kevin Boram
Shoreham South



George Barton
Sompting & North Lancing



David Simmons
Southwick

Invite you to come along to the Adur County Local Committee

County Local Committees consider a range of issues concerning the local area, and where relevant make decisions. It is a meeting in public and has a regular 'talk with us' item where the public can ask questions of their local elected representatives.

Agenda

- 7.00 pm 1. **Chairman's Welcome**
- The members of Adur County Local Committee are George Barton, Ann Bridges, Kevin Boram, Debbie Kennard and David Simmons (Chairman).
- 7.05 pm 2. **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt contact Democratic Services before the meeting.
- 7.10 pm 3. **Minutes of the last meeting of the Committee** (Pages 5 -

8)

The Committee is asked to agree the minutes of the meeting of the Committee held on 1 July 2019 (cream paper).

7.15 pm

4. **Urgent Matters**

Items not on the agenda that the Chairman of the meeting is of the opinion should be considered as a matter of urgency because of special circumstances.

5. **'Talk with Us' Open Forum**

To invite questions from the public present at the meeting on subjects other than those on the agenda. The Committee would encourage members of the public with more complex issues to submit their question before the meeting to allow a substantive answer to be given.

6. **Adur Community Initiative Funding (A05(19/20))** (Pages 9 - 48)

Report by Director of Law and Assurance.

The report summarises the Community Initiative Funding applications received via The West Sussex Crowd. The Committee is invited to consider the applications and pledge funding if appropriate.

7. **Traffic Regulation Order Prioritisation (A06(19/20))**

The Committee is asked to prioritise the progression of Traffic Regulation Orders in the area.

8. **Locality Update for Members** (Pages 49 - 54)

9. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (A07(19/20))** (Pages 55 - 60)

Report by Director of Education and Skills.

The Committee are asked to approve the nominations of Authority School Governors as set out in the report.

10. **Date of Next Meeting**

The next meeting of the Committee will take place at 7.00 pm on Thursday, 5 March 2020 at a venue to be confirmed.

Members wishing to place an item on the agenda should notify Jack Caine via email: jack.caine@westsussex.gov.uk or phone on 033 022 28941.

To: All members of the Adur County Local Committee

Filming and use of social media

During this meeting the public are allowed to film the Committee or use social media, providing it does not disrupt the meeting. You are encouraged to let officers know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

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Adur County Local Committee

1 July 2019 – At a meeting of the Committee at 7.00 pm held at St Peter's Catholic School - Sullington Way - Shoreham-by-Sea - BN43 6PJ.

Present:

Mr Boram (Chairman) (Shoreham South;), Mr Simmons (Southwick;), Lt Col Barton (Sompting & North Lancing;), Mrs Bridges (Lancing;) and Ms Kennard (Shoreham North;)

1. Appointments

- 1.1 It was RESOLVED that Cllr Kevin Boram be appointed as Chairman for the Adur County Local Committee for the year 19/20
- 1.2 IT was RESOLVED that Cllr David Simmons be appointed as Vice-Chairman for the year 19/20

2. Chairman's Welcome

2.1 The Chairman welcomed everyone to the meeting and introduced the Committee Members and Officers.

3. Declarations of Interest

3.1 Kevin Boram declared an interest in respect to item 9 of the agenda as he was the Nominated candidate for the role of School Governor.

4. Minutes of the last meeting of the Committee

4.1 RESOLVED that the minutes of the last meeting of the Adur CLC held on 7 March 2019 be approved as a correct record and signed by the Chairman.

5. Urgent Matters

5.1 There were none.

6. TRO Sullington Way (A01(19/20))

6.1 The Committee received a written report from the Executive Director of Place and Director of Highways, Transport and Planning.

6.2 The Committee considered the written report and recommendation and debated each of the three proposed Traffic regulation orders separately in turn.

6.3 The Committee agreed that the implementation of the School Keep Clear marking and Traffic Regulation Orders were necessary in the area to protect School entrances. It was however noted that one of the proposals

wasn't fit for purpose and could be amended, depending on the necessity to allow enforcement action to be taken from 8am-6pm. It was therefore

6.4 RESOLVED that the Adur County Local Committee authorise the Director of Law and Assurance to bring the following Traffic Regulation orders into operation as advertised:

- A. North Lancing, Browning Road (north Lancing Primary School) – SKC 8am – 5pm Monday – Friday.
- B. Lancing, Seaside Avenue, Freshbook Road and Old Salts Farm Road (Seaside Primary School) – SKC 8am to 5pm, Monday – Friday in Seaside Avenue and extensively along Freshbook Road and Old Salts Farm Road.

And the following TRO subject to agreement from the Chairman of the CLC that the 8am to 6pm restriction is necessary:

- C. Shoreham, Sullington Way and Eastern Avenue (St Peters Catholic Primary School) – SKC 8am to 6pm Monday to Friday.

(A01(19/20))

Shoreham – Sullington Way Proposed Traffic Regulation Order.

6.5 The Committee received a written report from the Director of Highways, Transport and Planning Local Highway Operations.

6.6 The Committee considered the written report and recommendation on its merits. It was considered that the report would have a positive impact on the local area with particular regard to the extra safety implications, as well as allowing access to the site to the end of the road in the event emergency services required access. It was therefore

6.7 RESOLVED that the Adur County Local Committee, having considered that the resulting benefits outweighed the objections raised, authorise the Director of Law, Assurance and Strategy to make the Order as advertised and set out in the report.

7. **Community Initiative Fund allocation - Microfund**

7.1 The Committee noted the decision taken by the Cabinet Member for Safer, Stronger Communities regarding the implementation of the Microfund. The committee agreed to accept Microfund applications in accordance with the criteria set out in the decision.

8. **Adur Community Initiative Funding (A02(19/20))**

8.1 The Adur County Local Committee a received a written report from the Director of Law and Assurance on Community Initiative Funding Applications that had been received under the Microfund process and via the West Sussex Crowd.

8.2 The Committee considered each application in turns, based on its merits. It was RESOLVED that the following pledges be approved:

Microfund applications:

- 383/A – Adur Arts Forum, Adur Arts life. £500 towards the cost of venue hire plus brochure, poster and ticket production associated with the autumn programme of events.
- 384/A – Over the Moon Shoreham CIC, Adur Repair Café. £722 towards the cost of publicity, printing and consumables for one year to support a volunteer led initiative and insurance costs.

West Sussex Crowd Applications:

- 345/A – 1st Southwick Scout Group, 1st Southwick new tables. Up to £1,000 towards purchasing new tables and chairs for camping and group meetings.
- 347/A – Cycall Ltd CIC, Adapted Cycling. Up to £1,000 towards purchasing a wheelchair transporter bicycle to deliver cycling sessions for disabled adults and children.
- 367/A Adur and Worthing Poverty Trust Commission, Hear My Story. Up to £1,000 towards funding a part-time coordinator salary.
- 353/A – Lancing Football Club, Football for all. Up to £1,200 towards purchasing football kit, equipment and pitch hire, subject to the project being fully verified and starts fundraising within this financial year.

9. Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (A03(19/20))

9.1 The Committee received a written report from the Director of Education & Skills on nominations of Local Authority Governors.

9.2 The Committee considered the recommendation to nominate Local Authority Governors as set on in Appendix A in the report. The Committee agreed the nominations should be approved. It was therefore

9.3 RESOLVED that the following nominations for appointment of Local Authority Governor be approved:

- Mrs Glynis Reid to Boundstone Nursery School for a further four year term
- Mr Kevin Boram to Shoreham Academy for a four year term.

10. 'Talk with Us' Open Forum

Agenda Item 3

10.1 The Chairman welcomed questions from Members of the Public regarding business that wasn't already on the agenda for the meeting.

10.2 In response to a question on child poverty figures in the area the Locality Lead Officer advised they would source a response from the most recent Census.

10.3 in response to a question on safer travel to schools in the area it was advised that additional funding was being sought to fund more buses to assist children in getting to and from schools. It was acknowledged by the committee members that the current route used by students at the Sir Robert Woodard Academy was not ideal. Members also advised safer cycle routes could also be investigated.

10.4 A member of the public asked if any further work had been done regarding the projected additional school places that would be needed by local schools in the next two years. Members advised this was an issue they were aware of and action had been taken to ensure the Council delivers on its statutory duty to find a school place for every child in the area.

10.5 In response to a question over preventing pollution in the area the Chairman advised on the steps the County Council had taken to reduce pollution levels. It was advised that there was still a lot of work to be done to reduce emissions to 0 by 2030.

11. **Date of Next Meeting**

11.1 The date of the next meeting was confirmed as 21 October 2019.

Chairman

The meeting closed at 8.35 pm

Adur County Local Committee**Community Initiative Funding****21 October 2019****Report by Director of Law and Assurance****Ref: (A05(19/20))****Key Decision:
No****Part I****Electoral Divisions:
All in Adur CLC area****Recommendation**

- i) That the Committee considers the pitches and/or applications submitted for Community Initiative Funding as set out in Appendix A and award funding accordingly.

1. Background and Context

- 1.1 The Community Initiative Fund (CIF) is a County Local Committee (CLC) administered fund that provides assistance to local community projects. Bids should show evidence of projects which can demonstrate community backing, make a positive impact on people's wellbeing and support [The West Sussex Plan](#).
- 1.2 The terms and conditions, eligibility criteria and overall aim of the CIF have been agreed by all CLC Chairmen and these can be found on the County Local Committee pages of the West Sussex County Council website using the following link:
http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx
- 1.3 For projects to be considered for funding they must upload their project idea to the West Sussex Crowd (www.westsussexcrowd.org.uk) funding platform and pitch to the Community Initiative Fund.
- 1.4 Effective from 8 February 2019, the County Council's Community Initiative Fund budget was reduced from £280,000 per year to £140,000 per year, following a decision taken by the Cabinet Member for Safer, Stronger Communities. It was approved that this proposal be included in the Governance Committee review of County Local Committees with implementation of savings to be delayed until the review has been completed. Therefore, it was agreed that the 2019/20 CIF budget is provisionally reduced to £140,000, subject to the outcome of the Governance Committee review of CLCs on 25 November 2019.
- 1.5 Effective from 12 June 2019, the Cabinet Member for Safer, Stronger Communities took a decision to introduce a Micro Fund following feedback received from groups relating to small projects. Applications to the Micro Fund are intended for projects with a total cost of up to £750 as an alternative to crowdfunding and pitching to CIF via West Sussex Crowd. As with crowdfunding pitches, Micro Fund applications are

considered the CLC meetings for a decision. CLCs were advised to allocate up to 30% of their budget to Micro Fund applications, although this is discretionary.

2. Proposal

- 2.1 That the Committee considers the pitches and/or applications for Community Initiative Funding as set out in Appendix A.
- 2.2 Pledges can be considered in the preparation and fundraising stage. When considering pitches in the preparation stage, decisions are subject to the applicant receiving full verification from locality and starting fundraising by the end of the financial year.

3. Resources

- 3.1 For the 2019/20 financial year, Adur CLC had a total of £10,000.00 available for allocation, of this £3,475.10 is still available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.
- 3.2 There are four Micro Fund applications for consideration by the Committee, with a total project cost value of £2,692.64.

These are outlined in Appendix A and can also be viewed at:
www.westsussexcrowd.org.uk

Factors taken into account

4. Consultation

- 4.1 Before a project can be added to the West Sussex Crowd it must be eligible for the [Spacehive](#) platform, and then before beginning crowd funding must be verified by [Locality](#). This involves inspecting the project to make sure it's viable and legitimate. The Democratic Services Officer, in consultation with the local County Councillor, will preview all projects that have then gone on to pitch to the Community Initiative Fund to ensure they meet the criteria.
- 4.2 District and Borough Council colleagues are consulted on whether applicants have applied to any funds they administer. In addition, some CLCs have CIF Sub Groups that preview pitches and make recommendations to the CLC.

5. Risk Management Implications

- 5.1 There is a risk in allocating any funding that the applicant will not spend some or all of it or that it might be spent inappropriately. Therefore, the terms and conditions associated with CIF provide for the County Council to request the return of funds.
- 5.2 Projects that do not reach 95% of their funding target on The West Sussex Crowd within their project timescales, will not receive any funds.

Any pledges made to unsuccessful projects will therefore be returned to the CLC CIF allocation and be detailed in Appendix B.

6. Other Options Considered

- 6.1 The Committee do have the option to defer or decline pitches but must give valid reasons for doing so. If they defer a project they need to take into account the timescales for the project and whether a deferral would allow the CLC to pitch at the following meeting.

7. Equality Duty

- 7.1 Democratic Services Officers consider the outcome intentions for each pitch. It is considered that for the following pitches, the intended outcomes would:

- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

The CLC in considering any pitch should be alert to the need to consider any equality implications arising from the bid or the way the money is to be used if any are indicated in the information provided.

8. Social Value

- 8.1 The Community Initiative Fund's eligibility criteria requires applicants to explain how their project will support one or more of the County Council's priorities as set out in [The West Sussex Plan](#).

9. Crime and Disorder Act Implications

- 9.1 The applications for decision contain projects that will positively benefit the community and contribute toward the County Council's obligations to reduce crime and disorder and promote public safety in section 17 of the Crime and Disorder Act 1998.

10. Human Rights Act Implications

- 10.1 The County Council's positive obligations under the Human Rights Act have been considered in the preparation of these recommendations but none of significance emerges.

Tony Kershaw

Director of Law and Assurance

Contact: Jack Caine – 0330 222 8941

Background Papers: crowdfunding pitches are available to view at:

www.westsussexcrowd.org.uk

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=494>

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=611>

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Applications

The following projects have applied to the Micro Fund since the last meeting.

400/A – Women’s Royal Army Corps (WRAC) Association, £750 (total project costs) – towards a Christmas Lunch in November.

406/A – Smart Dog Education CIC, The Firsts Club, £750.00 (total project cost) – towards the cost of venue hire and refreshments for wellbeing sessions (one every two months) for young people with disabilities preparing for life’s ‘first encounters’.

407/A – Surf Solace, £538.64 (total project cost) – towards the cost of purchasing 10 wetsuits enabling disadvantaged children and young people to get involved with sea-based activities and improve their confidence, self-esteem and motivation.

408/A – SOLD Shoreham Opportunities for Learning Disabilities, £645 (total project cost) – toward the Our Town project establishes safe spaces throughout a specific town where any vulnerable individual for whatever reason can receive support in the event of any emotional difficulty they experience or challenging situation they may find themselves in. This relates to a whole spectrum of vulnerability which includes learning disability, autism, mental health, physical disability, dementia etc.

West Sussex Crowd

There are currently no crowdfunding pitches for consideration by the committee.

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Community Initiative Funding: Summary for 2019/20 and 2018/19

The following pitches and applications have received funding during the 2019/20 financial year to date:

Applicant	Summary	Member	Awarded	Evaluation
PITCHES				
345/A – 1 st Southwick Scout Group	Towards purchasing new tables and chairs for camping and group meetings	David Simmons	Fundraising Stage (£1,000 pledge) Deadline: 25/9	N/A
353/A – Lancing Football Club	Towards purchasing football kit, equipment and the cost of pitch hire	Ann Bridges	Fundraising Stage (£1,200 pledge) Deadline: 2/12	N/A
367/A – Adur and Worthing Poverty Truth Commission	Towards the cost of meeting room hire and publicity & printing	David Simmons	Fundraising Stage (£1,000 pledge) Deadline: 30/9	N/A
MICRO FUND				
383/A – Adur Arts Forum	Towards venue hire and production costs associated with the autumn programme of events	Kevin Boram	£500.00	N/A
384/A – Over the Moon Shoreham CIC	Towards the cost of publicity, printing in support of Adur Repair Cafe	Kevin Boram	£722.00	N/A
396/A – The Shoreham Beach School PTFA	Towards purchasing wicker dens and planters to re-form the after-school gardening club	Kevin Boram	£750.00 (Urgent Action – 16/8/19)	N/A
397/A – Lancing & Sompting Men in Sheds	Towards purchasing a laptop and printer for the benefit of volunteer committee members	Ann Bridges George Barton	£468.99 (Urgent Action)	N/A
398/A – Keep Lancing Lovely	Towards purchasing four flags for display in open spaces encouraging litter picking	Ann Bridges	£331.80 (Urgent Action)	N/A
399/A – Sompting Village Morris	Towards purchasing promotional flags and a banner for recruitment strategy	George Barton	£552.11 (Urgent Action – 16/8/19)	N/A

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400/A - Women's Royal Army Corps Association Worthing	Towards the cost of a Christmas lunch for 20 ex-service women aged 60-90	Ann Bridges	£570.00 (Urgent Action)	N/A
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To note: The following pitch received a pledge but subsequently failed to successfully achieve their crowdfunding target. The funds have been made available for reallocation by Adur CLC.

- 347/A – Adapted cycling, £1,000.00 – Towards purchasing a wheelchair transporter bike for use during group sessions with disabled children and adults.

The following pitches received funding during the 2018/19 financial year:

Applicant	Summary	Member	Awarded	Evaluation
222/A - Adur Sea of Lights Lantern Parade 2018	Towards lantern materials and booking entertainment	Ann Bridges	£5,000.00	Feedback received – click here to view
223/A – Selling coffee with a social mission	Towards eco bike and coffee making equipment	Debbie Kennard	£3,000.00 (Urgent Action)	No feedback received
251/A – Community support workshop	Towards a large trailer for use as a mobility vehicle repair workshop	Debbie Kennard	£2,732.00	No feedback received
268/A – Let’s heat St. Michaels	Towards purchasing and installing a new boiler	Ann Bridges	£2,812.00	No feedback received
286/A – REclaim Community Recycling Festival	Towards workshop venue hire and one-off security costs	Kevin Boram	£617.00	No feedback received
292/A – Adur & Worthing Parenting Workshops	Towards venue hire and marketing costs	George Barton	£3,162.00	No feedback received
332/A – Dementia Friendly in Adur & Worthing	Towards promotional leaflets and materials	David Simmons	£3,309.00	No feedback received
337/A – Great2Create – reducing loneliness in Adur	Towards venue hire, publicity design and printing costs	Kevin Boram	£2,084.00	No feedback received

To note: The following pitches received a pledge but subsequently failed to successfully achieve their crowdfunding target. The funds have been made available for reallocation by Adur CLC.

- 221/A – Adur Community Directory, £3,000 – Towards updating and maintaining the existing website in order to create a new cloud-based directory.
- 232/A – Community Mobile Workshop, £3,000 – Towards purchasing a horsebox trailer and rollcage modules intended to maintain and repair mobility aids.

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Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note before completing this application. The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your local County Councillor to discuss your application prior to submission.

For any specific questions please contact the CLC Development Team by phone or email using the below information on the final page.

Which County Local Committee are you applying to?

ADUR

Does your local County Councillor support your application? Yes

Please state their name: Debbie Kennard

Section one: About your project

1.

a. Organisation name: Women's Royal Army Corps (WRAC) Association Worthing.

b. Project title: Christmas Lunch in November 2019

c. Amount you are applying for: £ 750.00

2.

Location of project: Windsor Hotel 26 November 2019

3. Dates when project/service will take place:

START 01/11/19 END 01/11/19 Or, is it on-going?

By what date do you need funds: when available

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support The West Sussex Plan.

Ideas may include:

- Increasing group membership and widening participation
 - Starting-up new activities and expanding existing services for members of the community
 - Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
 - Organising community events and activities
 - Providing specific items for community spaces
 - Organising one-off events to increase visitor numbers to the local area
 - Activities aimed at developing skills for residents to benefit them and the area
 - Providing improvements to community infrastructure and developing communally-held assets
 - Helping groups and organisations to develop their assets and/or resources to support future financial independence
 - Helping communities influence the planning and delivery of local services
 - Protecting the environment and promoting sustainable local development
 - Taking note of significant events and community achievements
1. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

We have about 20 combined ex-service lady members between the ages of 60 and 90. Many of them live alone, and are incapacitated. Christmas lunch provides a true festive occasion with the lunch and the gifts we provide. For some of them, it is their only Christmas occasion, that is not spent alone.

2. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable not applicable

3. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
Christmas lunch	£26 per head	
	£520.00	
Bar	£50.00	
Gifts	£10 per head	
	£200.00	
TOTALS	£770.00	£750.00

Section Two: Your organisation/ group

4. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Women's Royal Army Corps (WRAC) Association Worthing

Type: Community Group

Registered charity number (if applicable)

5. How many people are involved in your group or organisation?

How many are:

Members/service users

20

Volunteers

0

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Committee/board members

Paid employees

Other (please provide details)

4
0
0

6. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

To provide social interaction with ex service ladies. To have a formal meeting once a month. To have an informal meeting every week. To arrange birthday lunches and trips when possible. We look after all our members, when they require assistance with, for example hospital visits, or doctors appointments. Shopping, if necessary and just to lend an ear to share our joys and sorrows.

7. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered

mm/yea r	to	mm/year
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Total income

£ variable. £4 per head per meeting.

Total expenditure

£ £25 per month for 11 months for hire of hall and purchase of tea, coffee etc

Balance at year end

£ 385 variable

Reserves (savings, cash, investments, assets)

£802.00

Of the reserves stated how much is allocated earmarked for specific purposes?
Please detail for what purpose(s)

£304.00

birthdays
postage
computer stationery

Christmas cards
subsidised lunches on outings

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No No

If yes, please give details of the date, project, amount and if you were successful:

[Empty rectangular box for providing details of grant funding]

13. Which medium referred you to apply to the Micro Fund?

Partnerships and Communities Team
Services WSCC website

Democratic

County Councillor CVS event
Debbie Kennard

Other Please specify:

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Privacy Note

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The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council's website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: www.westsussex.gov.uk/privacy-policy/

Community Initiative Funding Terms and Conditions

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

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Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your County Councillor to discuss your application prior to submission.

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE
 AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?
 _____ Adur, St Mary's Ward _____ (please leave blank if you don't know)

Does your County Councillor support your application?
 Yes No Please state their name: _____ Kevin Boreham

Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).
 - County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project may be eligible to apply.
 - If you're not sure, please contact the CLC Development Team for advice.
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.
 - Applicants should seek advice from the CLC Development Team as to which CLC to apply

Section one: About your project

1.
 - a. Organisation name: Smart Dog Education CIC
 - b. Project title: The Firsts Club
 - c. Total project cost: £750

2. Location of project: West Street, Shoreham by Sea

3. Dates when project/service will take place:

START 12/19 END 12/20 Or, is it on-going?

By what date do you need funds: December 2019

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support The West Sussex Plan.

Ideas may include:

- *Increasing group membership and widening participation*
- *Starting-up new activities and expanding existing services for members of the community*
- *Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness*
- *Organising community events and activities*
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

Our project - 'The Firsts Club' - aims to give disabled people (particularly ASD spectrum and other marginalised people) the skills and experience to tackle the First Big Thing in their life, after leaving school or care.

Our objectives are to give our clients the ability to feel confident about coming First in Life.

We know, from experience, that people with mental health conditions, (diagnosed or not) can find it very hard to access what the general population find relatively easy - leaving school, college, parents or care, to make their First Steps into adult life and become part of the working and social population.

This community based project won't focus on what these young people don't have but rather will consider each individual client's strengths, charm and talents and work with them towards their individual goals, which may be personal or professional.

A first date? Intimidating to anyone, but if you have a learning disability or health issue or if you are unsure of your sexuality, this can be terrifying.

A first work placement? What do you wear? How do you present your disability as OK? Is your carer or parent really ready for you to become independent?

A first job? You have to get an interview first, and we all know how difficult that can be even without any restrictions. Our Club will give you an opportunity to talk to similar people, older people, employers, carers and new friends without any pressure to be the best, but the best YOU can be.

The Firsts Club is going to be an equal place for anyone with mental, physical and gender issues to access a safe place among 'mates' to become socially and physically confident and practice First Encounters.

We will be running one evening every 2 months, proposed venue is West Street Loft, West Street Shoreham by Sea for 3 hours, at a cost of £75 per evening, no VAT.

We will be providing non alcoholic beverages and healthy snacks and anticipate between 15 and 30 beneficiaries per event, with the maximum at 30, with 3 volunteer supervisors which will cost £50 rounded up per event.

We will be using the services of Jack Bruce, our resident DJ, whose DJ skills and talents at manual mixing despite his cerebral palsy are an inspiration to us all.

This project supports the West Sussex Plan priority to provide strong safe communities and improve the residents of West Sussex's health.

It will meet the gaps in provision of support services for those with learning disabilities In Adur which do not focus on personal relationships, appropriate behaviour and belonging to a

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community group, unless a young person is in supported living, where there care worker may be required to support such needs.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Room hire West Street Loft	£75 per night for x 6 evening sessions = £450
Refreshments	6 x £50 = £300
This is calculated from the Tesco website see attached quote rounded from £49.79 to allow for 'no muliti deal' that month	
TOTAL	£750

Section Two: Your organisation/

group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Smart Dog Education CIC

Type: Community Interest Company

Registered charity number (if applicable)

11038626

9. How many people are involved in your group or organisation?

How many are:

Members/service users

10

Volunteers

2

Committee/board members

Paid employees

1

Other (please provide details)

10. Please provide a brief description of the aims and objectives of the organisation/group in less than 50 words:

Smart Dog Education CIC is a Shoreham by Sea based Community Interest company whose aim is to improve the education and social lives of those with disabilities, particularly in the Adur area.

We have the objectives of providing education, training and access to employment and also improving soft skills, confidence building and communication.

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11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	01/18	to	01/19
Total income	£12000		
Total expenditure	£12000		
Balance at year end	£ 0		
Reserves (savings, cash, investments, assets)	£ 0		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£ All is allocated towards operational costs		

DBS checks, volunteer costs, wages and rent

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

NO

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website
 County Councillor CVS event
 Other Please specify: _____Our business advisor_____

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council's website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: www.westsussex.gov.uk/privacy-policy/

Community Initiative Funding Terms and Conditions

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note before completing this application. The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your local County Councillor to discuss your application prior to submission.

For any specific questions please contact the CLC Development Team by phone or email using the below information on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?

____Lancing_____ (please leave blank if you don't know)

Does your local County Councillor support your application?

Yes No Please state their name: Ann Bridges

Section one: About your project

1.
 - a. Organisation name: Surf Solace
 - b. Project title: Providing sea based activities for disadvantaged children and young people to improve their confidence, self esteem and motivation.
 - c. Amount you are applying for: £750

2.

Location of project: Lancing Beach

3. Dates when project/service will take place:

START current END mm/year Or, is it on-going?

By what date do you need funds: As soon as possible

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4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support The West Sussex Plan.

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

Surf Solace is a community group that aims to improve the physical, mental health and wellbeing of school children in the local area through the provision of sea-based activities courses and a community club.

In response to local concern and the 'Adur and Worthing Community Profile report 2014'; which highlighted Adur to be the most deprived local authority area in West Sussex and anti-social behaviour being the most common crime. We learned that Adur has the highest percentage of 16+ year olds with no qualifications in West Sussex, in fact over a quarter of the 16+ population.

We also knew that 1 in 10 young people aged from 5 to 15 suffer from a mental health problem (Mental Health Foundation 2013).

We began liaising with The Sir Robert Woodard Academy in 2018 and through our work with the SENCO identified 8 children who were aged 13 – 15, who were at risk of school exclusion, were school refusers or experiencing mental health challenge and/or who were at risk of social exclusion or anti-social behaviour. Surf Solace developed the course in collaboration with the beneficiaries. The children were involved in the design, development and delivery of the project. We visited school assembly's at Sir Robert Woodward Academy asking them what factors they felt contributed to teenage low confidence, self-esteem and motivation. We then asked them to help us develop ideas for environmental activities that would make them feel happier and more confident. Surf Solace then delivered an initial six-week pilot in July 19 for the 7 children. These pupils became the pilot participants for a sea-activity course that they themselves coproduced. The aim of the course was to promote wellbeing, promote resilience, improve confidence and provide respite. The physical activities aim was about improving participants overall fitness and teaching new skills that encourage an active lifestyle,

incorporating activities including surfing, stand up paddle boarding and swimming. We know that the outdoor and sea/beach environment is widely recognised as a setting that improves well-being.

7 clients were asked to complete a pre and post course evaluation form to ascertain if their wellbeing had improved, stayed the same or declined.

All 5 participants returning a completed form felt things had improved in at least 4 of the 9 areas. None reported that anything having declined.

60% reported having more enjoyment of being outside

60% felt better about themselves

60% felt more able to ask for help

60% felt they were good at things

80% felt they were better able to make choices easily.

60% felt proud of themselves

80% felt calmer

60% felt they had made more friends

80% felt they had fun

Feedback:

'I enjoyed myself so much'

'This makes me so happy'

'Enjoying it, I learnt how to paddleboard'

'I'm building confidence in the lesson'

The courses also incorporate an educative component which aims to promote an awareness of the environment and beach and water safety. Each session starts with a beach clean, where we also talk to the children about the environment, we then discuss the sea conditions familiarising the children with the tide, wind and risks.

We also promote water safety through the sessions as number of our volunteers are beach lifeguards or GB Surf Life Saving trained.

We aim to bring people together creating a positive community of children who have regular community based interactions that both raises awareness of the beach, the benefits of 'blue space' and enables better sustainability and care for their environment. It is our intention that the sea-based activity courses will act as a springboard for continued, widened Adur and Worthing District Community benefit.

Surf Solace aims to develop a sea-activity project alongside the pilot participants local authority and young community groups. In this way we can increase the number and variety of courses offered over the year and further outreach to other organisations and agencies that work with young people. This will enable us to directly target the promotion of positive mental and emotional health, prevention of first episode of mental ill health as well as prevention of relapse.

We are currently running our second course this September for a further 8 children with 3 further courses each year planned for 2020, 2021 and 2022.

To date we have run marathons, completed triathlons, held quiz nights to fund the purchase of paddle boards and the course costs.

The financial cost that we seek assistance for is the purchase of 10 wetsuits. This grant will enable Surf Solace to ensure we have the correct equipment for the children and volunteers for the courses and assist us to offer the community project sessions outside of this time; ensuring ongoing support for the participants. It will essentially reduce current costs associated with ongoing hire and the time and travel encountered for collection. It will help ensure that as a new community group that the project is sustainable and self-supporting for 2020 and beyond.

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6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
Wetsuits	10@ £54.95-£67.95	£538.64
TOTALS		538.64

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Surf Solace

Type: Community group seeking to obtain Charity Status

Registered charity number (if applicable)

9. How many people are involved in your group or organisation?

How many are:

Members/service users

20

Volunteers

10

Committee/board members

8

Paid employees

Other (please provide details)

0

10. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

Surf Solace is a volunteer based community group that provides sea based activities to improve young people's mental health and well-being in the local community (Adur and Worthing District)

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered

01/08/2018	to	07/08/2019
------------	----	------------

Total income

£2,304.64

Total expenditure

£1,715.37

Balance at year end

£1,018.95

Reserves (savings, cash, investments, assets)

£589.27

Of the reserves stated how much is allocated earmarked for specific purposes?

£100

Please detail for what purpose(s)

For the completion of the current course being run in September. This covers the wetsuit hire for the young people participating in the course £75 and £25 for sundries for hot drinks and parking costs.

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

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13. Which medium referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website
 County Councillor CVS event

Other Please specify: _____

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council's website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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Community Initiative Funding Terms and Conditions

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3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.

6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your County Councillor to discuss your application prior to submission.

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?
 _____ Adur CLC _____ (please leave blank if you don't know)

Does your County Councillor support your application?
 Yes No Please state their name: _____ Kevin Boram _____

Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to West Sussex Crowd.
 - County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same eligibility criteria.
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.
 - If you're not sure, please contact the CLC Development Team for advice.
- CLCs may award all or part of the grant requested, at their discretion.

- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.
- Applicants should seek advice from the CLC Development Team as to which CLC to apply to.

Section one: About your project

- 1.
- a. Organisation name: SOLD Shoreham Opportunities for Learning Disabilities
 - b. Project title: Our Town
 - c. Total project cost: £654.00

- 2.
- Location of project: Shoreham By Sea

3. Dates when project/service will take place:

START mm/year END mm/year Or, is it on-going? On-going

By what date do you need funds: 01-11-2019

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support The West Sussex Plan.

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services

- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

The 'Our Town' project establishes safe spaces throughout a specific town where any vulnerable individual for whatever reason can receive support in the event of any emotional difficulty they experience or challenging situation they may find themselves in. This relates to a whole spectrum of vulnerability which includes learning disability, autism, mental health, physical disability, dementia etc.

The safe spaces they can access as part of this scheme will include a range of retail shops, cafés, pubs and where relevant a library. Each place, once the project is rolled out will clearly display an Our Town sticker in their window so they can be easily identified.

However, to qualify to be Our Town site - the premises will have to be approved by a group of the potential 'users' and as SOLD wants to champion the project - this group will be formed of users who have a learning disability and/or autism.

The appointed people will initially identify places they think should be included in the scheme, based on familiarity, opening times and location to ensure a good spread of accessibility throughout Shoreham. These selected businesses etc will then be anonymously audited by the group of users to see if they reach the criteria required before being directly approached to join the scheme.

Once chosen, they will then have to participate in some basic training delivered by our SOLD trainees supported by staff members - on how to deal with potentially a variety of needs from a range of people in any given situation in order to qualify to be an allocated safe space. The hope is that if businesses are approached they will recognise what a valuable and vital service they can offer and be very keen and proud to be part of such an inclusive, supportive scheme.

Vulnerable people in the community will be able to feel that they can travel around a town with more confidence and independence secure in the knowledge that within a few metres there will always be a safe space clearly identified by the iconic Our Town sticker that they can access at any time should the need arise.

In the initial set up stage, trainees and staff from SOLD will receive training and advice from The Pines team that have already successfully rolled out the scheme in Worthing. This will validate the work done by the clients there with learning disabilities and enhance their sense of self-worth as they will be sharing their skills, knowledge and give us the benefit of their experience.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Cards x 1000 copies	£132
Flyers x 1000 copies	£150
A4 posters x 100 copies	£120
Window stickers x 100 copies	£252
TOTAL	£654

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/ community group/business)

Organisation name: SOLD, SHOREHAM OPPORTUNITIES FOR LEARNING DISABILITIES	
Type: CHARITY	
Registered charity number (if applicable)	1155796

9. How many people are involved in your group or organisation?

How many are:

Members/service users	25
Volunteers	6
Committee/board members	3
Paid employees	4
Other (please provide details)	

10. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

SOLD offers realistic, meaningful work experience for adults with learning disabilities and/or autism in our busy High Street shop. We support the trainees special needs whilst teaching new, significant, transferrable work skills. The aim is they can then confidently progress on to other work opportunities and ultimately paid employment.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	to	
	27/2/17	28/2/18

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Total income

£90067

Total expenditure

£102457

Balance at year end

£-12390.00

Reserves (savings, cash, investments, assets)

£52634.00

Of the reserves stated how much is allocated earmarked for specific purposes?

£ ALLOCATE ALL

Please detail for what purpose(s)

STAFF, WAGES, RENT RATES ETC

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes

No

If yes, please give details of the date, project, amount and if you were successful:

CIF grant - 15/10/14 half of the new Cyber Till system - £2500. Successful.

Small Grant - 15/12/2017

Our Town - user-led development of a network of 'safe spaces' for people with learning disabilities in Shoreham - £1000.00. successful for £500.

Small Grant - new shop door with disabled access - £2340.00 successful £1170.00

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team

Democratic Services

WSCC website

County Councillor

CVS event

Other

Please specify: _____

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Privacy Note

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6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

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Partnerships and Communities Team

Locality Update for Members

Adur & Worthing

Tracey Light – Partnerships & Communities Locality Lead

Sue Barnes – Partnerships & Communities Partnership Officer

We hope that you find this update helpful in informing you of the work we're doing in Adur & Worthing. Please do contact us if you would like to discuss any of the items.

Current Work Stream Overview snapshot

WSCC Adur & Worthing Officers Place Based meetings

The 'One Council' transformation work programme, looks to create better links between WSCC officers and services working in a place. Chaired by the Partnerships & Communities team. Managers, or their representatives across different WSCC directorates in Adur & Worthing are beginning to know each other better, as well as look at opportunities for information sharing and joint working. The next meeting will Focus Community Works the Adur & Worthing Infrastructure organisation with an update from Emma Baars Development Manager.

Adult Services

Future Work

Support continues to The Community Led Support project with Adult Services ensuring Adult Services are linked into local partnerships and the Voluntary and Community sector appropriately. More detail will be provided in future updates as this develops.

Campaigns

Continuing our team commitment to connect services and promote information, we are key to the local role out of winter resilience, community safety and public health campaigns via our networks.

Supporting Voluntary Organisations

The role of the Partnerships & Communities team is primarily to provide a link to WSCC services and functions for voluntary organisations, and to be a connector of services. We are in touch with many organisations in Adur & Worthing, and this quarter have worked in depth with several organisations in particular around support to Spacehive & promotion of the new Micro Grants.

Voluntary & Community Sector Forums

The Partnership and Community team attend, where possible, all Adur & Worthing CVS forums, which provide an opportunity for networking and information sharing. Highlighted information we shared at forums for this quarter include:

Agenda Item 8
Adur & Worthing Health & Wellbeing Partnership
Welfare Reform Partnership
IPEH Advisory Partnership in both Adur & Worthing
Local Community Networks in both Adur & Worthing
Children & Young Peoples Network
Worthing Dementia Alliance
Action Northbrook
Adur & Worthing Walking & Cycling Forum
Keep Lancing Safe

Projects

The Adur & Worthing Partnerships & Communities Team are working in Partnership with Adur & Worthing Council to deliver their activities Strategy which will include:

Ping -Communal Table Tennis tables situated in Community Spaces in Worthing. This is a great opportunity for people in our community to increase their health and wellbeing and it's another great reason to get out and enjoy our lovely parks and open spaces. Ping is a free activity & has a track record of removing barriers and encouraging people of all ages to get active.

There are 2 tables in Homefield park, 2 tables in Vicoria park & 2 in Beach House grounds.

Map of locations & events can be found [here](#)

Beat The Streets- Beat the Street is a real life walking, cycling and running game for a whole community working with 11 schools in Arun, Adur & Worthing. Sue has been working closely with The Project Lead in Adur & Worthing Council to support the launch this project which is now live please find details here <https://beatthestreet.me/coastalwestsussex>

There are currently 15,525 players including 74 Community Teams this project runs until 31st July.

Future events include:-

Beat the Street Outdoor Gym Sessions to celebrate GO ACTIVE
Come along to the FREE fun circuit sessions - all ages welcome!

Victoria Park Worthing: 19th July and 23rd July 15:45-16:45

Buckingham Park Shoreham: 17th July and 22nd July 15:45 - 16:45

Work & Skills

Adur & Worthing Councils, together with the MET College, Adur & Worthing Partnerships & Communities Team, and the DWP, embarking on a research project focusing on understanding the issues and opportunities for people with housing issues, and employers with good sustainable work, to look at why and how these two worlds might be better connected, enabling more people to find good sustainable work and improve their skills

The aim of the research is to explore four worlds and to see how we can influence and connect people in Temporary Accommodation to employers in order to find good and lasting employment, whilst building their skills. The information and stories we gather will be gathered and used to improve the way local partners work together and help people and employers. This work is ongoing & we are looking to develop & produce a local information pack that can be given to people to help them connect to services & support in their local community.

Thriving Connections

This project led by a core team of partners from Adur & Worthing Councils, Adur & Worthing Partnership & Communities Team WSCC, Health and the Voluntary Sector. We have been working with partners to explore what enables communities to be more connected to tackle loneliness. We know that loneliness isn't just experienced by older people; all ages are affected. This work is ongoing & we are meeting as a Core group in the near future to discuss next steps.

BAME Project

Creative writing Workshops & Film Nights

We identified a lack of community work supporting the BAME community in the Adur Worthing area so these projects were trying to help fill that unmet need designed to support local BAME individuals to better engage with each other, to help build a sense of community and to begin to better engage with local agencies. Also, to provide informal learning opportunities, help to create a deeper understanding of each other's cultures and to help reduce intolerance.

12 People attended the Creative writing class weekly.

The Creative Writing finished with a presentation from Debbie Kennard & the evaluation report when completed by Euromernet will be presented at the next BAME forum to which Sue has now been invited so that has been a good outcome from this piece of work!

We now have a E Mail list of attendees that will be useful to use for future Community engagement opportunities including holding a meeting to discuss forming new committee so funding can be raised to bring back Euromernet for another round of films/creative writing in the Autumn depending on identified need.

An addition development from this project is that a few of the participants from the Creative writing class now wish to set up their own board games group at the Library when it reopens next year. Their Microgrant Application was successful & they are now working with Community works to look at DBS checks & safeguarding awareness training.

Relationship with the Worthing BAME Forum has strengthened & we hope that they will support & lead on future Film & Creative Writing Groups.

EPIC Project

Sue & Tracey met with Peter King whom is the Project Manager for The Enhancing Places, Inspiring Communities (EPIC) Project a Partnership between the Ouse & Adur Rivers Trust and Sompting Estate Trust, Excavations started in June to create a new river between Worthing & Sompting. This is a really exciting project which will be the largest area of public space away from the beach. We linked Peter into key contacts in the Community & suggested

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that he may like to present the project at a future CLC. It will create a large natural Community Space with opportunities for the local community to be involved.

Details of the project here <https://www.somptingestate.com/epic#>

Care Home Project

Traditionally, care settings have had a tendency to be shut off from their surrounding community. In most care facilities, services such as catering, hairdressing, the doctor and so on are provided 'in-house' – and this has the effect of reducing the need to reach out to the wider community. And yet, creating better links with organisations and services in the local area provides many benefits for a care home, sheltered housing or day care center. This is a County Wide project but we are working with St Marys Care Home in Worthing. This place based approach to developing community links within a care home setting, forms part of the wider UPOC programme. It also connects to the [West Sussex Wellbeing and Resilience Framework](#), as adopted by the West Sussex Health and Wellbeing Board, and the New Economics Foundation evidence based [5 Ways to Wellbeing](#). WSCC value the need for fairness for all, regardless of background and will actively promote equality and fairness for all through our activities.



Care Home Progress
Report July 19

Our Town Worthing

The launch of Our Town Worthing supported by the Partnerships & Communities Team was a great success.

<https://www.westsussex.gov.uk/news/scheme-launches-in-worthing-to-help-residents-feel-safe/>

Following the success of the launch, there has been a lot of interest & more cards are needed. We are supporting Jolene the Community Connector from The Pines Day Service to source additional funding.

Community Hub Sculpture/Art Project

A staff member at Worthing Library has come up with an idea for an Art design /Sculpture to be installed outside the entrance of the new Worthing Community Hub. Tracey & Sue are exploring this concept & seeking a Community Organisation to take this project forward. A meeting has been arranged in August with an organisation called Creative waves whom are currently designing the new exhibition for Worthing Pier which has been sponsored by 12 local businesses.

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Adur County Local Committee

21st October 2019

Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies

Report by Director of Education and Skills

Ref: (A07(19/20))
Key Decision: No
Part I
Electoral Divisions: All in CLC Area

Executive Summary

The County Local Committee (CLC) duty regarding school governance is to stimulate interest and commitment to the governance of maintained schools and academies in the area and to identify and nominate suitable persons to serve as school governors on behalf of the County Council.

This report asks the Committee to make nominations of Local Authority Governors as outlined below.

Recommendation

That the nomination (s) for appointment(s) / reappointment(s) of Local Authority Governor(s) set out in Appendix A, be approved.

Proposal

1. Background and Context

- 1.1 The function of the nomination of school governors to maintained schools and academies is delegated to County Local Committees (CLCs) because it enables local county councillors to maintain a valuable link with the schools and helps promote to the wider public the important role of school governors.
- 1.2 Local authority governors are nominated by the local authority but appointed by the governing body. The CLC can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. The duty of the CLC is therefore to identify and nominate suitable persons to serve as school governors for maintained schools and academies on behalf of the County Council. The CLC, as representatives of the local authority, should make every effort to understand the governing body's requirements and identify and nominate suitable candidates. Without a CLC nomination a school is not able to appoint a Local Authority governor.
- 1.3 CLCs' delegated powers include the ability to appoint Authority, Community and Parent Governors to temporary governing bodies. Further changes are expected in due course in relation to temporary governing bodies.

- 1.4 CLCs also have the function to make nominations for the County Council to governing bodies of academies in accordance with either the funding agreement with the relevant government department or instrument of governance, as appropriate.

2. **Nominations for Local Authority Governors**

- 2.1 All county councillors are entitled to nominate for any school, although normal practice has dictated that the local county councillor's nomination can take precedence. County councillors should aim to familiarise themselves with the schools in their local area and are advised to consult the chairman of governors and/or head teacher concerning any local authority governing body vacancies.
- 2.2 The role of a governor can be complex as specific actions or ways of operating will vary depending on the type of school, its individual ethos and current circumstances. Governors provide the strategic leadership for schools alongside the head teacher. They should look to provide support and challenge for the school. Experience gained through a range of activities e.g. work, voluntary service or family life, where relevant, should be given equal consideration.
- 2.3 The 2012 Regulations (as amended) require that any newly-appointed governor has, in the opinion of the person making the appointment, 'the skills required to contribute to the effective governance and success of the school'. This could include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.
- 2.4 The following criteria are in place for the nominations of local authority governors:
- i) governors are nominated on the basis of suitability and not in accordance with political party affiliations,
 - ii) applicants will not normally be nominated as local authority governors at a school if they are the husband, wife or partner of a permanent member of staff at that school,
 - iii) where the local authority appoints additional members to the governing body of a school identified by Ofsted as having serious weaknesses or requiring special measures, such governors will be appointed by the relevant Cabinet Member on the nomination of the relevant Director since it is usually advantageous to bring in experienced governors from other areas
 - iv) where the local authority appoints additional members to the governing body of a school identified by Ofsted as having serious weaknesses or requiring special measures, such governors will be appointed by the relevant Cabinet Member on the nomination of the relevant Director since it is usually advantageous to bring in experienced governors from other areas
 - v) if a county councillor is appointed as a local authority governor, and either does not stand for re-election or does not retain the seat during

the quadrennial County Council elections, his/her term of office will automatically end on 31 August next following the elections. A county councillor, who resigns his /her seat on the Council, will within 4 months of his/her resignation cease to be a local authority governor. In either case, he/she is, of course, eligible for re-appointment if nominated by a county councillor.

- 2.5 If there are more applications than vacancies this will be made clear in Appendix A. Any discussion of the relevant merits of the candidates will be discussed in Part II of an agenda, in the absence of the press and public. This should then not discourage any potential candidates from applying, knowing that any discussion of their application will occur in private session.

3. **Reappointments**

- 3.1 Details of local authority governors seeking nomination for reappointment are forwarded to the governing body chairman and to the local county councillor. These nominations automatically progress to the next CLC meeting for decision unless an objection is received from a member by the given closing date. The governing body would be asked for comments on the nomination, and an objection may be lodged on the grounds of poor attendance.

4. **Current Vacancies**

- 4.1 The current vacancies in the CLC area are detailed in Appendix B.
- 4.2 Information about the role of school governors is available on the County Council website via this link:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/information-for-governors/>

5. **Proposal**

That the Committee makes the nomination of the Governor as set out in the recommendation above and Appendix A.

6. **Resources**

There are no resource implications arising from this decision as it is a nomination to a governing body.

Factors taken into account

7. **Consultation**

Local county councillors, head teachers and chairmen of governors have been consulted on all applications received. It is assumed that all are in support unless objections are received by Governor Services and/or the local county councillor.

8. **Risk Management Implications**

There may be a risk that on-going vacancies on a school governing body above a level of 25% will weaken its effectiveness.

9. **Other Options Considered**

County councillors can decide not to make a nomination to a governing body. They may defer an application if they require further information or consultation to enable them to come to a decision. In such a case the Governing Body cannot make an appointment.

10. **Equality Duty.**

The Equality Duty does not need to be addressed as it is a decision making an appointment or nomination to a governing body.

11. **Social Value**

None

12. **Crime and Disorder Act Implications**

None

13. **Human Rights Implications**

None

Deborah Myers

Director of Education and Skills

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Appendix A: Local Authority Governors - Appointments, Reappointments or Nominations

Appendix B: Current Vacancy List

Background Papers: None.

Local Authority Governors - Nominations Under the 2012 Regulations

Maintained Schools

Nominations for Appointment:

Shoreham Beach Primary School

Maureen Ashley for a four year term

Authority Governor Vacancies for Adur County Local Committee Area

There are no appointments to be reported. All relevant vacancies have been appointed to.