

# Public Document Pack

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28 June 2019

**A meeting of the Worthing County Local Committee will be held at 7.00 pm on Monday, 8 July 2019 at Chatsworth Hotel (Cissbury Room), The Steyne, Worthing, BN11 3DU**

**Tony Kershaw**  
Director of Law and Assurance

## Your local County Councillors



## Invite you to come along to the Worthing 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

#### 1. **Appointments**

The Committee will make the following appointments for the municipal year 19/20:

1. Chairman for the Worthing County Local Committee
2. Vice Chairman and Chairman for the CIF sub-group
3. Membership (x3) to the Cif subgroup.

#### 2. **Welcome and Introductions**

The Members of Worthing County Local Committee (CLC) are Mr Noel Atkins, Mr Michael Cloake, Mr Paul High, Mr Sean McDonald, Mr Roger Oakley, Mr Bob Smytherman, Mrs

Elizabeth Sparkes, Mr Bryan Turner and Mr Steve Waight

3. **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.

4. **Minutes** (Pages 5 - 8)

The confirm the minutes of the meeting of the Committee held on 25 February 2019 (cream paper).

5. **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.

6. **Worthing Public Realm update**

The Growth Programme Delivery Manager will provide a presentation on the Worthing Public Realm.

7. **Worthing Area STP Feasibility Study highways update**

The Committee are asked to note the attached update. (Pages 9 - 10)

8. **Community hubs consultation presentation**

The Chairman has invited the Lead Manager for the Library Service and the Cabinet Members for Stronger, Safer Communities to attend the meeting to provide an update on the progress of the Community Hubs project.

9. **Community Initiative Fund - Microfund** (Pages 11 - 22)

The Committee are asked to note the attached decision report taken by the Cabinet Member for Safer, Stronger Communities to introduce the CIF Microfund.

The form to apply to the Microfund is also attached for information.

10. **Community Initiative Funding (W01(19/20))** (Pages 23 - 74)

Report by the Director of Law and Assurance.

The report summarises Community Initiative Funding

Applications submitted via the West Sussex Crowd and to the Microfund. The Committee is invited to consider the applications and pledge funding as appropriate.

11. **CLC Review Discussion**

The CLC Review Working Group has requested feedback from each CLC on ways of working and best practice with the opportunity to suggest changes to how the CLCs operates.

Members are invited to express their opinions on CLCs which will be reported back to the Review Working Group for consideration with their recommendations to the Governance Committee in late 2019 on potential changes to the CLCs

12. **Talk With Us Open Forum**

Members of the Committee are asked to raise relevant issues of local significance for discussion and possible future agenda items. Members of the public are also asked to raise questions and are encouraged to submit more complex issues prior to the meeting to allow substantive answers to be provided.

13. **Authority School Governors** (Pages 75 - 76)

There are no appointments to be made by the Committee, however a vacancy list has been attached for noting.

14. **Date of Next Meeting**

The next meeting of the Committee will take place on 25 November 2019 at a venue to be confirmed. Members wishing to place an item on the agenda please notify Jack Caine via email: [jack.caine@westsussex.gov.uk](mailto:jack.caine@westsussex.gov.uk) or on 033 022 28941

**To: All members of the Worthing 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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## **Worthing County Local Committee**

25 February 2019 – At a meeting of the Committee at 7.00 pm held at Worthing Library, Richmond Road, Worthing, BN11 1HD.

Present:

Mr High (Chairman) (Worthing West;), Mrs Sparkes (Cissbury;), Lt Cdr Atkins (Durrington & Salvington;), Mr Cloake (Worthing Pier;), Mr R J Oakley (Worthing East;), Mr Smytherman (Tarring;), Mr Turner (Broadwater;) and Mr Waight (Goring;)

Apologies were received from Mr McDonald (Northbrook;)

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### **26. Welcome and Introductions**

26.1 The Chairman welcomed all members to the meeting. Apologies were received from Cllr Sean McDonald

### **27. Declarations of Interest**

27.1 In accordance with the Members Code of Conduct Mr Smytherman declared a pecuniary interest in agenda item 8, as the Chairman of the Worthing Dementia Friendly Alliance, who had submitted an application to the Committee for Community Initiative Funding.

### **28. Minutes**

28.1 RESOLVED that the Minutes of the last meeting, held on 5 November 2018, were approved as a correct record and signed by the Chairman.

### **29. Urgent Matters**

29.1 There were no urgent matters.

### **30. Update on Urgent Actions**

30.1 The Committee received an update on a decision taken through the Council's Urgent Action process.

30.2 The Decision was to nominate the appointment of a local authority governor to the Elm Grove Primary School.

### **31. Progress Statement**

31.1 The Committee received a progress statement relating to matter in the area.

31.2 The area highways manager gave an update on items included.

### **32. Community Hubs - Consultation Responses**

32.1 The Chairman invited Cllr Mr Kevin Boram to address the Committee as the elected Chairman of the Community Hubs Members steering group.

32.2 Mr Boram delivered an update on the work of the steering group and what progress to date.

32.3 The Committee agreed on the usefulness of the project and thanked the steering group for their contribution and continued hard work. The Chairman thanked Mr Boram for the update.

**33. Dementia Friends presentation**

33.1 The Chairman invited Ms. Lynsey Tran to address the committee regarding the work on Worthing Dementia action alliance.

33.2 Ms Tran delivered a presentation, detailing the work that had been completed by the Worth Dementia Action Alliance. Ms. Tran advised that her post had only been funded for one year and she was seeking additional funding in order to continue with her work.

33.3 The Committee agreed the alliance was necessary to break down barriers for communicating in the community and allow individuals suffering with dementia and Alzheimer's to still interact with their community.

33.4 Ms. Tran provided statistical information on the levels of Dementia in the local area and how important it was to address the issue. The Committee expressed thanks to Ms Tran for her informative presentation.

**34. Community Initiative Funding (W08(18/19))**

34.1 At its meeting on 25 February 2019 the Worthing County Local Committee considered the Community Initiative Funding applications received via the West Sussex Crowd as set out in Appendix A.

RESOLVED that the following pledges be approved:-

- 291/W – Home Start Arun, Worthing and Adur Parenting Workshops, up to £3,000 toward venue hire and marketing costs.
- 298/W – East Worthing Community Centre, New soft play surface at E W Community centre, up to £5,000 toward extending the existing soft play area surrounding the building
- 301/W – We Are Foodpioneers, Food for conversation in Worthing, up to £4482 toward funding cookery sessions, space hire and marketing costs.
- 325/W – Worthing Philharmonic Orchestra 70<sup>th</sup> Anniversary, up to £3,151 toward purchasing a stage extension.
- 326/W – Friends of Downsbrook Forest School, up to £6,000, toward building a 'forest school' for pupils and a dedicated cabin for

the community.

- 328/W – Tide of Light, Planet Plastic Schools Workshops, up to £3379.52 towards the cost of running 8 recycling workshops for schoolyears aged 2 to 5.
- 333/W – Worthing Dementia Action Alliance, Dementia Friendly Adur and Worthing, up to £2680 (plus any unallocated CIF from the 18/19 financial year).
- 334/W – Friends of Homefield Park, Homefield, Worthing People’s park, up to £3504, toward delivering community workshops and producing park info boards.

**35. Talk With Us Open Forum**

35.1 The Chairman invited members of the public to ask questions of the committee on matters of County Council Business.

36.2 A question was asked regarding broadband cable work being carried out by City Fibre in the area resulting in paving slabs being removed and replaced with tarmac. The Committee expressed concern that the replacement road coverings were not ‘like for like’ and were detrimental to the area. It was advised by the Area Highways Manager that City Fibre had up to 6 Months to replace these slabs properly and would only be able to take any enforcement action after that time. The Committee expressed thanks to the member of the public for raising the issue.

36.3 It was asked if the Community Initiative fund was being cut within the next financial year. The Chairman of the Committee, also Chairman for the CLC review working group advised a review of CLC was ongoing and any proposed cuts would be factored into this.

**36. Authority School Governors (W09(18/19))**

36.1 RESOLVED that the following nominations for appointment and reappointment as Local Authority School Governors be approved:

- Mrs Stephanie Lewis appointed to Chesswood Junior School for a Four year term.
- Mr John Daughtery reappointed to Durrington Infant and Durrington Junior School Federation.

**37. Date of Next Meeting**

37.1 The Chairman confirmed the next meeting of the Committee was scheduled for 8 July 2019.

Chairman

## Agenda Item 4

The meeting closed at 8.35 pm



**Worthing County Local Committee****July 2019 –****Update on Worthing Area Sustainable Transport Package Feasibility Study**

West Sussex County Council (WSSCC) has commissioned transport and engineering consultants; WSP, to undertake an options appraisal and feasibility study to identify a package of sustainable transport improvements in Worthing Borough to support planned growth. The feasibility study forms part of the County Council's Strategic Transport Investment Programme which helps to identify transport improvements to support planned development and economic growth. A steering group of Members from West Sussex County Council and Worthing Borough Council has been established to oversee the study. The study is expected to result in a package of sustainable transport measures that can inform dialogue with developers, future funding applications and potentially, if schemes are deliverable, further design work and consultation with the community.

Following dialogue with the Study Member Steering Group regarding the stakeholder engagement in summer 2018, a policy review and prioritisation of identified schemes, phase 2 of the study is focusing feasibility work on cycling infrastructure improvements along the 'Worthing Town Centre to Grove Lodge' and 'Goring Seafront to Durrington' corridors. It is intended that the outputs from the feasibility study will be presented to the November 2019 Worthing County Local Committee.

The sustainable transport package study will identify specific infrastructure improvements and will also support and add to the range of other recently completed or ongoing related studies around Worthing. These include the Worthing Road Space Audit, Worthing Local Plan Transport Study, the proposed Worthing Town Centre Public Realm Improvements and any future Highways England proposals in relation to the A27 through Worthing and Lancing.

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<b>Worthing County Local Committee</b>	
<b>July 2019</b>	
<b>Allocation of the Community Initiative Fund</b>	
<b>Report by Director of Law and Assurance</b>	<b>Electoral Divisions: All in CLC Area</b>
<p><b>Summary</b></p> <p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member for Safer Stronger Communities has to agreed a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund (CIF). This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.</p> <p>An organisation seeking funding for £750 or less are able to apply direct for a grant as an alternative to using the crowdfunding platform. This would be aimed at smaller groups with low project costs.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p>CIF grant funding makes a significant contribution to the aims of the Council in unlocking the power of communities by supporting them with contributions to projects in their local area that support the aims of the West Sussex Plan.</p> <p>This new approach will improve the support for small projects not suitable for the crowdfunding approach but whose aims match the aspirations of the West Sussex Plan.</p>	
<p><b>Financial Impact</b></p> <p>There is no financial impact as this decision does not change the CIF grant fund size.</p>	
<p><b>Recommendations</b></p> <p>The County Local Committee is asked to note:</p> <ol style="list-style-type: none"> <li>1) changes to the operation and processes for the allocation of Community Initiative Fund money to both a crowdfunding model and a smaller 'micro fund' as outlined in the report, in line with the Decision Made by the Cabinet Member for Stronger, Safer Communities; and</li> <li>2) that the change takes effect from June 2019</li> </ol>	

## **1. Proposal**

### **Background and Context**

- 1.1 A decision was taken in April 2018 (Ref SSC11 17-18) that all grants funds available to County Council Members to allocate would be pooled into the Community Initiative Fund. In order to be eligible for funding, the applicant would need to submit their proposal through the West Sussex Crowd, a crowd funding platform that sought to encourage funds from other sources, including businesses and the voluntary sector.
- 1.2 A year after the implementation of a crowdfunding platform has allowed for a greater understanding of the benefits and limitations of using such a system. To date the West Sussex Crowd has managed to attract additional funding of over £470,000 from over 2000 backers donating to projects and seeing 77 successfully funded projects.
- 1.3 During the application process project managers are asked to provide details of their organisation including information regarding charitable status, financial position and organisational structure etc. This information is then verified by a third party to ensure legitimacy and transparency.
- 1.4 Feedback received from partners, members of the public and project managers has suggested that this process, for projects asking for smaller amounts of money may be counter-productive and less cost effective.
- 1.5 A proposal has therefore been put forward for small scale applications to apply directly to the County Council for funding, without using a crowdfunding platform.
- 1.6 The introduction of a 'micro fund' would effectively seek to reintroduce the previously established Small Grants Fund, which was administered by the County Council Communities Team. This fund was set at £80,000 per year and the average application was between £500 and £800. The proposed limits to be applied to CIF are in-line with this previous arrangement.

## **2. Proposal Details**

- 2.1 It is proposed to change the arrangements for the allocation of CIF so that projects which have a total cost of £750 or less will only need to complete a short, paper-based application form. Paper based application forms will be considered in the same way as those submitted through the West Sussex Crowd at CLC meetings.
- 2.2 Projects with a total project cost of more than £750 will need to complete their application through the West Sussex Crowd in the normal way.
- 2.3 Each County Local Committee allocating their funds will be able to initially allocate up to 30% of their total annual CIF budget to projects applying through the paper-based application. Should any CLC wish to increase the proportion of available CIF for small grants they should only do so after, the exhaustion of the 30% initial allocation and after consideration of a report

setting out the amounts generated by crowdfund driven grants in the previous period and an evaluation of the comparative benefits of small grants for their area by reference to the West Sussex Plan criteria.

- 2.4 CIF reports submitted to each CLC will feature a running total of how much has been spent on projects submitted through the West Sussex Crowd and also those that have been submitted for projects under £750.
- 2.5 It is proposed that Members continue to play a key role in the following ways by:
  - Setting the principles and objectives that will help determine how funds are allocated
  - Agreeing funding pledges to be made to projects in their CLC areas
  - Exploring and understanding the needs and community expectations in their areas
  - Championing, encouraging and supporting local groups to develop ideas to meet local needs and use the platform to raise funds
  - Monitoring the use of public funds and the effectiveness of the collaborative approach
- 2.6 Allocating 30% of the CIF fund to the micro fund reflects the previous small grants total (£84,000) and having a maximum funding limit of £750 also reflects the average of applications under the former small grants fund.

## **Factors taken into account**

### **3. Consultation**

- 3.1 Officers met Voluntary Sector Organisations in April 2019 to receive feedback on the crowdfunding model. Feedback received from these sessions supported the implementation of a 'micro fund' and responses were universally positive.
- 3.2 All members received a communication from the Cabinet Members for Safer Stronger Communities on 15 April 2019 regarding the proposed changes. Feedback and comments on the proposal were encouraged.
- 3.3 Formal consultation on the proposed change will be incorporated in the scheduled CLC review to be undertaken by the Governance Committee to commence in May 2019.

### **4. Financial (Revenue and Capital) and Resource Implications**

#### **Revenue consequences of proposal**

- 4.1 There are no revenue considerations to consider as this decision is not changing the CIF grant fund size.

## **Resource Implications**

- 4.2 Officer time will be required to assess each application and determine whether it is appropriate to be considered at CLC meetings. This will be monitored regularly to ensure the process is neither overly consuming or counterproductive.
- 4.3 The County Council seeks to maintain the crowdfunding model alongside a paper-based system, as the use of a crowdfunding approach brings, on average, 3.5 times leverage on grants. This provides the prospect of the County Council being able to facilitate an arrangement which will help a greater number of community groups to benefit to a greater extent than is currently achievable. This will assist all Members in contributing to the core ambitions of the Council's West Sussex Plan and the targets which the Council has approved for those ambitions.

## **5. Risk Assessment Implications and Mitigations**

- 5.1 The County Council anticipated that the numbers of groups using the new platform would be lower in the first year of the change than expected for the previously established system. Efforts were made to promote and encourage awareness and take up and members will be invited to take part in such promotion.
- 5.2 The proposed change seeks to mitigate the lower level of applications submitted through the crowdfunding platform by allowing project manager seeking smaller funds a more streamlined application process.
- 5.3 The County Council will continue to deploy support for communities from front line Communities Directorate staff to help community groups to understand and engage with the model.
- 5.4 When the initial decision to utilise a crowdfunding model was taken, research from [West Sussex Life](#) suggested that 88% of adults have used the internet in the last 6 months.

## **6. Other Options Considered**

- 6.1 To continue only using the crowdfunding model for all applications for CIF. This would not address the concerns expressed on behalf of community groups applying for low level funding.
- 6.2 Further amendments to processes could be made in an attempt to streamline approaches and minimise confusion and duplication. However, at a time of diminishing resources, this would not address the issues driving the proposals.
- 6.3 Grant funding could cease altogether, but this would diminish support to local groups at a time when the Council is committed to unlocking the power of communities.

## **7. Equality and Human Rights Assessment**

- 7.1 Under the Equality Act, the Council has a 'public sector equality duty'. It must have and show how it has given due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not share it. The need for an Equality Impact Report has been assessed. Whilst CIF may be used to benefit people with protected characteristics, it is a universal grant that any group can apply for and is used to support a range of community-based projects and initiatives.
- 7.2 Allowing smaller groups with less capacity to apply using a paper-based application will help to be more inclusive of all community groups and project managers, particularly those who aren't as IT literate or have significant time restraints.
- 7.3 There are no known Human Rights implications associated with these recommendations

## **8. Social Value and Sustainability Assessment**

- 8.1 Grant funding helps voluntary and community groups to contribute to the social, economic and environmental wellbeing of their communities.

## **9 Crime and Disorder Reduction Assessment**

- 9.1 There are no Crime and Disorder Act implications associated with these recommendations although the Council's duties in relation to crime reduction and prevention and the community safety partnership work may well inform individual funding decisions and the principles members choose to adopt.

### **Contact Officers:**

#### **Director of Law and Assurance**

Tony Kershaw, Tel: 0330 022 22662

#### **Senior Adviser (Corporate Resources and Services)**

Nick Burrell, Tel: 0330 022 23881

**Appendices:** None

**Background Papers:** [Decision made by the Cabinet Member for Stronger Safer Communities, Ref No: SSC01 19/20](#)

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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.

[FIND YOUR COUNTY COUNCILLOR](#)

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

Which County Local Committee are you applying to?

\_\_\_\_\_ (please leave blank if you don't know)

Does your local County Councillor support your application?

Yes  No  Please state their name: \_\_\_\_\_

## Section one: About your project

1.

- a. Organisation name:
- b. Project title:
- c. Amount you are applying for: £

2.

Location of project:

3. Dates when project/service will take place:

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

By what date do you need funds:

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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:

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
<b>TOTALS</b>		

## Section Two: Your organisation/ group

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

Organisation name:

Type:

Registered charity number (if applicable)

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

How many are:

Members/service users

Volunteers

Committee/board members

Paid employees

Other (please provide details)


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

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	mm/year	to	mm/year
Total income	£		
Total expenditure	£		
Balance at year end	£		
Reserves (savings, cash, investments, assets)	£		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£		

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:

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.

For further information see: [www.westsussex.gov.uk/privacy-policy/](http://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

# Section Three: About you

Name of applicant:	
Contact address: Postcode:	
Day time contact telephone number:	
Email address:	
Bank account details for electronic payment:	
Sort code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account no: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of account:	

*\*PLEASE NOTE: Financial information will only be used if your application is successful*

## Section Four: Declaration

- I am authorised to apply for the grant set out in this application.
- I confirm I have read and understood the privacy note and terms and conditions and declare that the information is true and accurate to the best of my knowledge.
- I understand that the grant applied for is to be used within 12 months of receipt and for the purpose specified.
- I enclose a copy of the following documents where appropriate to support my application:
  - Quotes and/or estimates covering all specific elements of the total application sum
  - Current financial position statement
  - Governance documents (written constitution, memorandum/articles of association)
  - Copies of insurance documents
  - Children/Young People/Vulnerable Adults policy and procedure details (where appropriate)

**Signed**

**Date**

**Please send the completed form** via email to: [talkwithus@westsussex.gov.uk](mailto:talkwithus@westsussex.gov.uk) or by post to: CLC Development Team, Room 102, County Hall, Chichester, West Sussex, PO19 1RQ. To make an enquiry, phone 033 022 25075.

**Worthing County Local Committee****Community Initiative Funding****8 July 2019****Report by Director of Law and Assurance****Ref: ((W01(19/20))****Key Decision:  
No****Part I****Electoral Divisions:  
All in Worthing CLC  
Area****Recommendation**

- i) That the Committee considers the pitches made to the Community Initiative Funding as set out in Appendix A and pledge funding accordingly.

**Proposal****1. Background and Context**

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.

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](http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx)

For projects to be considered for funding they must upload their project idea to the West Sussex Crowd ([www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)) funding platform and pitch to the Community Initiative fund.

**2. Proposal**

That the Committee considers the pitches to the Community Initiative Funding as set out in Appendix A.

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

For the 2019/20 financial year, Worthing CLC has a total of **£18,000.00\*** available for allocation.

Details of awards made in the current program and previous financial year are included in Appendix B.

There are two Micro Fund applications for consideration by the Committee with a total amount requested of £1,240.91.

In addition, there are seven pitches for consideration by the Committee, four in fundraising stage and three in preparation stage, with a total project cost value of £72,022.00.

These are outlined in Appendix A and can also be viewed at:  
[www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

CIF is intended for applications up to £5,000.

**\*Following the Cabinet Member decision in January, the Community Initiative Fund has been reduced subject to the outcome of the governance CLC review reporting in late September 2019.**

### Factors taken into account

### 4. Consultation

Before a project can be added to the West Sussex Crowded 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 trustworthy. The Democratic Services Officer in consultation with the local County Councillor then preview all applications that have then gone on to pitch to the community Initiative fund to ensure they meet criteria.

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 applications and make recommendations to the CLC.

### 5. Risk Management Implications

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.

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

The Committee do have the option to defer or decline applications 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

Democratic Services Officers consider the outcome intentions for each application. It is considered that for the following applications, 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 application 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

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

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

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:** None – all applications are available to view on [www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

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## **Applications**

The following applications have applied to the Micro Fund since the last meeting:

**387/W – Action Painting Workshops Art House CIC, Free workshops for vulnerable children during school holidays, £490.91 (total project cost) – Towards purchasing art materials and a mobile paint dryer for use by visitors to the community art studio.**

**388/W - Worthing Community Board Games, £750.00 – Towards start-up funding covering board game purchases, publicity costs and volunteer expenses.**

## **Current pitches**

The following projects have pitched to the Community Initiative Fund since the last meeting:

Actively Fundraising –

- **344/W – Freedom Powerchairs, Disabled visitor facilities, £19,521.00 - Towards updating existing disabled toilet facilities by installing an access ramp, Closomat toilet and handrails.**  
<https://www.spacehive.com/disabled-visitor-facilities>
- **358/W – We Are FoodPioneers CIC, Worthing Honey Collective, £9,084.00 - Towards marketing materials and delivering 'meet the bees' sessions in schools.**  
<https://www.spacehive.com/worthing-honey-collective>
- **364/W – Creatives Waves Community Arts, Creative ways to reduce waste, £17,658.00 - Towards wellbeing workshop room hire and publicity costs.**  
<https://www.spacehive.com/creativewaves>
- **374/W – Songs Alive, £4,915.00 - Towards purchasing musical instruments and website development costs for launch of pop-up open mic event.** <https://www.spacehive.com/songs-alive>

In Preparation –

- **343/W – The Daisy Chain Project, Drop-Ins, £1,477.00 - Towards furnishing and equipment costs to renovate a drop-in clinic's waiting area.** <https://www.spacehive.com/drop-ins>
- **354/W – Worthing Rotary Club, Your Carnival Needs You!, £2,767.00 – Towards the cost of hiring a circus tent and marquee stage for this year's two-day August bank holiday event.**  
<https://www.spacehive.com/worthingrotarycarnival>

- **\*368/W – Adur & Worthing Poverty Truth Commission, £16,600.00 - Towards funding a part-time coordinator salary.**  
<https://www.spacehive.com/povertytruthadurworthing>

*\*Please note this project has also pitched to Adur CLC*

### Community Initiative Funding: Summary for 2018/19

The following applications have received funding during the 2018/19 financial year to date:

<b>Applicant</b>	<b>Summary</b>	<b>Requested</b>	<b>Awarded</b>	<b>Member</b>	<b>Evaluation</b>
<b>198/W</b> - Worthing Mental Health Awareness Week	Towards costs for a mental health awareness workshop	NA	£327.00	Bob Smytherman	<a href="#">Feedback received</a>
<b>200/W</b> – Tide of Light – The Big Make	Towards workshop costs	NA	£2,500.00	Paul High	No feedback received
<b>238/W</b> – Halloween Half Term Fun Day	Towards holding event to fundraise for disabled children and adults	NA	£500.00	Michael Cloake	No feedback received
<b>248/W</b> – Conservation progress at Heene Cemetery	Towards purchasing tree plaques and squirrel-proof bird feeding stations	NA	£3,000.00	Michael Cloake	No feedback received
<b>250/W</b> - Update IT with new laptops	Towards purchasing five new laptops enabling access training material and coursework	NA	£1,500.00	Bryan Turner	No feedback received
<b>252/W</b> – Community support workshop	Towards purchasing a larger trailer for use as a mobility repair workshop	NA	£3,000.00	Roger Oakley	No feedback received
<b>291/W</b> – Adur & Worthing Parenting Workshops	Towards venue hire and marketing costs	NA	£3,000.00	Paul High	No feedback received

<b>298/W</b> – New soft play surface at E W Comm Centre	To extend the existing soft play area surrounding the building	NA	*£4,809.00  *WSCC pledge payment pending receipt of planning permission and landlord consent	Roger Oakley	NA
<b>301/W</b> – Food for conversation in Worthing	To fund cookery sessions space hire and marketing costs	NA	£4,482.00	Bob Smytherman	No feedback received
<b>325/W</b> - Worthing Phil Orchestra 70th anniversary	Towards purchasing a stage extension	NA	£3,010.00	Bryan Turner	No feedback received
<b>328/W</b> - Planet Plastic - Schools Workshops	Towards the cost of running 8 recycling workshops for school years 2 to 5	NA	£3,379.00	Michael Cloake	No feedback received
<b>334/W</b> - Homefield, Worthing People's Park	Towards delivering community workshops and producing park info boards	NA	£3,400.00	Roger Oakley	No feedback received
<b>326/W</b> - Friends of Downsbrook Forest School	Towards building a 'forest school' for pupils and dedicated cabin for the community	NA	<a href="#">Fundraising Stage</a>  Awarded £6,000.00 (Deadline: 19 July 2019)	Bryan Turner	No feedback received

To note: The following applications received funding but subsequently failed to successfully reach their fundraising target. The funds will be carried over and available for reallocation by the Worthing CLC.

- 199/W – Worthing Veterans Drop-In Centre, £500.00 – Towards equipment costs for the centre.

- 202/W – Community Mobile Workshop, £3,000.00 – Towards purchasing a horsebox trailer to convert into a mobile workshop for mobility aid repairs.
- 333/W – Dementia Friendly Adur and Worthing, £3,521.00 – Towards the coordinator's salary.

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**Worthing County Local Committee**  
**Community Initiative Fund application**



**CLC Reference:** 343/W

**Local Councillor:** Michael Cloake

**Status:** Preparation Stage (**Please note this application is in its preparation stage and the project cost is subject to change.**)

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £1,477.00 (as found under crowdfunding goal total)

**Project Title:** Drop-Ins

**About:**

Our office in Worthing needs some TLC to make sure it's safe and inviting so we can hold drop-ins for victims of domestic abuse to come and get legal advice.

Our office needs a waiting area (sofa and chairs), a lick of paint, a fire inspection and to get all of our lighting working. We want to make sure it as safe, comfortable, and inviting for victims of domestic abuse as it can be so our drop-in for people requiring legal advice will feel at ease.

**Project Delivery Manager:** The Daisy Chain Project

**About me:**

The Daisy Chain Project a new charity start-up aiming to help fight domestic violence by providing pro bono legal advice and educating people about what constitutes domestic abuse.

## Agenda Item 10

Our very own legal team consists of qualified and regulated barristers and solicitors who offer free legal support to men and women experiencing, or fleeing, domestic abuse. They can be reached via an e-mail inbox. Please be aware that a reply may take up to 48 hours due to the fact that the legal support is entirely voluntary, but we will definitely get back to you as quickly as we can and our advice and correspondence with you is entirely confidential; we will not share data with any other authority or service [i.e. police, social services] unless you request for us to do so on your behalf.

Our barristers and solicitors are regulated by the Bar Standards Board and Solicitors Regulation Authority respectively.

Website: <http://www.thedaisychainproject.com>

### **Why we're pitching for a pledge:**

You should pledge to us because we want to help keep the local community safe from domestic abuse.

### **What we'll deliver:**

- A comfortable, safe waiting area
- Compliance with all health and safety matters
- Working lighting

### **How any extra funds raised from overfunding will be spent:**

- Towards courses relevant to the charity

### **Why it's a great idea:**

This is a great idea because safety is everything, and as such getting our lights working and our fire extinguishers checked is very important. Also, people come to us for legal advice when they are very vulnerable and sometimes bring children with them and so we want to make the experience as comfortable as possible. We don't want to be clinical and scary.

### **Steps to get it done:**

- Safety checks
- Decorate
- New furniture
- Open drop-in

Support: Jack Caine

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## Worthing County Local Committee Community Initiative Fund application



**CLC Reference:** 344/W

**Local Councillor:** Bryan Turner

**Status:** Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £19,521.00 (as found under crowdfunding goal total)

**Project Title:** Disabled visitor facilities

### About:

We provide disabled services & have only minimal toilet facilities and access. We need a mobile DDA compliant wet room + access ramp, Closomat toilet, handrails, alarm etc. There are none locally.

We will create a modern mobile unisex disabled toilet fitted with a wash/dry toilet for max comfort and ease of use, with a comfort height toilet pan with soft closing lid, approved cistern, special basin, long handled lever action mono basin mixer tap to prevent scalding, high visibility grab rails with a toilet roll holder, soap dispenser and hand dryer. We will add a back-support cushion rail and remote easy -flush control, and upgrade the shower to provide full washing facilities. As user safety is paramount, we will include an emergency light in case of emergencies such as a power cut and a red emergency pull cord with 2 rings so usable even if someone has fallen. To make it dementia friendly it will have pastel colours to distinguish the different items, and a sensor light so users don't have to look for a switch. Clear signage will eliminate any confusion. The module will have anti-slip flooring, tiling along with energy efficient lighting.

**Project Delivery Manager: Freedom Powerchairs**

**About me:**

Freedom Powerchairs is a registered charity. It started in 2012, taking over from an earlier Not-For-Profit, to provide local facilities to create, maintain and repair mobility aids not available elsewhere. Due to lack of space locally, whilst the office is in Shoreham-By-Sea, the main workshop is now in Bridge Road, Worthing. We provide engineering capacity not available elsewhere, and can undertake the build of anything, especially bespoke powerchairs, but even small handheld aids, or anything else needed, especially broken small parts, using our new 3D printer. We also provide free assessments, signposting, help with grant applications and provide a take away service for unwanted mobility equipment, even if electrical and dead. We aim to solve the mobility problems which other can't, don't or won't.

Website: <http://www.freedompowerchairs.org.uk>

**Why we're pitching for a pledge:**

This is a facility not otherwise available in Worthing and delivered at less than 1/2 the cost if the Council provided it.

**What we'll deliver:**

- Create full mobile disabled toilet and baby changing facility
- Fully DDA compliant and safe disabled toilet
- Create comfortable, clean, hygienic and visually useable disabled toilet
- Provide disabled toilet and baby changing facility for our visitors & volunteers
- Make this mobile so we can provide this at local events

**How any extra funds raised from overfunding will be spent:**

- Enhancing access and parking

**Why it's a great idea:**

We have more people visiting our workshops and we cannot currently accommodate those with disabilities, be they clients, or volunteers. We must be able to offer proper toilet facilities which enable people to maintain their dignity and make them feel like they are welcome at our centre. We know that there are people who do not use our centre, despite it being a potential line to community and support, because our facilities are not good enough. We must change that. For many of our visitors, particularly the frail, elderly and with dementia, it can be hard to locate and use a toilet safely. We also want to be wheelchair, carer & family friendly. A brand new disabled toilet with a stoma and baby changing facility that is dementia friendly for the elderly and the wider community would mean a clean, safe, comfortable & convenient facility that users should be entitled to. It will be environmentally friendly; accessible to all throughout the normal day, and available for events at weekends.

**Steps to get it done:**

- Lay base
- Install cabin
- Fit out

How we will do this:

1. Consulting with builders, constructors and ordering items from suppliers;
2. Receiving items needed;
3. Complete installation of fully compliant disabled toilet, wet room and stoma and baby changing facility.

This is a unique project to provide a badly missed facility. There are only 2 such in Worthing, both to the South and East, (inaccessible to WAVs, due to a height barrier), whereas we are on the northern side of the Town Centre. Even the local hospitals and public buildings lack this public facility. Being mobile, we can make it available for events in Adur, which has none. Our concept also achieves the necessary specification at under 1/2 the budget for a fixed installation! Independent solar power and water storage make this a very versatile solution. Otherwise, it will be generally accessible to the community during normal business hours.

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## Worthing County Local Committee Community Initiative Fund application



**CLC Reference:** 354/W

**Local Councillor:** Bob Smytherman

**Status:** Preparation Stage (**Please note this application is in its preparation stage and the project cost is subject to change.**)

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £2,767.00 (as found under crowdfunding goal total)

**Project Title:** Your Carnival Needs You!

### About:

We need support to deliver our magnificent annual community celebration - the August Bank Holiday Carnival and Procession. Nearly 100 years old. Help us make this the best ever!

Worthing Rotary seeks to raise money for as many good local causes as we can afford, i.e. homelessness, care and disability groups, personal strife, youth support and lots more, and the Carnival is one of our main fund-raising events. It's a lot of hard work for dozens of Rotarian volunteers but we do so for the fun and the enjoyment and the atmosphere it creates for the community on the day AND for the financial benefit of the community afterwards! Our breath-taking Carnival is a two-day event with charity stalls and refreshments galore, all setting-up on August Bank Holiday Sunday in Steyne Gardens. On Monday thirty or so floats parade along the seafront, marching bands, dancers and music, eye-catching local groups showing us their skills that they practice every week. The Town Crier never misses! A true community entertainment of colour, noise and creativity for the thousands lucky enough to witness. We urgently appeal for your support in delivering this event for 2019.

**Project Delivery Manager:** Worthing Rotary Carnival

**About me:**

Worthing Rotary Clubs join together to present a Carnival for Worthing Residents and their children over the bank holiday weekend. Worthing Rotary seeks to raise money for as many good local causes as we can afford, i.e. homelessness, care and disability groups, personal strife, youth support and lots more, and the Carnival is one of our main fund-raising events. It's a lot of hard work for dozens of Rotarian volunteers but we do so for the fun and the enjoyment and the atmosphere it creates for the community on the day AND for the financial benefit of the community afterwards! Our breath-taking Carnival is a two-day event with charity stalls and refreshments galore, all setting-up on August Bank Holiday Sunday in Steyne Gardens. And Monday sees the thirty or so floats processing along the seafront, marching bands, dancers and music, eye-catching local groups showing us their skills that they practice every week, fire engines participate if they are not otherwise engaged, the Town Crier never misses! A true community entertainment of colour, noise and creativity for the thousands lucky enough to witness it! The Procession finishes at Steyne Gardens where it joins the hub and hive of activities including Circus Pzazz (seeing is believing!) Dogs Trust exhibitions and an all-afternoon concert of live music by talented local musicians and groups. We appeal for your support in delivering this much-loved civic entertainment that has become such a highlight in Worthing's calendar since 1922!

Website: <https://www.facebook.com/worthingcarnival/>

**Why we're pitching for a pledge:**

We need to keep the carnival going as we approach our centenary, in order to provide an extraordinary and historic event for our community.

**What we'll deliver:**

- Glittering Parade
- Free Circus
- Dog Show
- Food Stall & Bar
- Children's activities
- Live Music

**How any extra funds raised from overfunding will be spent:**

- We will invest any additional donations on future carnivals



**Why it's a great idea:**

These are financially challenging times for everyone and our attempts to gain the backing and the support needed becomes harder and harder. We never forget to thank all of our generous local sponsors but we desperately need more funding in order to maintain the levels the town has come to expect...since the 1920's. Small pledges will make a big difference!

**Steps to get it done:**

- Planning Meetings - Monthly
- Volunteer Recruitment - ongoing
- Fundraising activities pre-event - ongoing
- Update website - June
- Design Brochure - June
- Obtain permissions - ongoing
- Book performers - ongoing
- Submit Event Management Plan including Health & Safety - June
- Advise local businesses and residents - July
- Carnival - August 25th/26th

In 1922 Worthing Carnival and the Rotary Clubs of Worthing will be celebrating its 100th Birthday. By supporting the event this year you will be supporting the organisation to reach this historic landmark. The Carnival has been part of Worthing's calendar since 1922, an important part of Worthing's heritage.

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## Worthing County Local Committee Community Initiative Fund application



**CLC Reference:** 358/W

**Local Councillor:** Bob Smytherman

**Status:** Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £3,984.00

**Project Title:** Worthing Honey Collective

### **About:**

The Worthing Honey Collective brings the local community together to turn our town into a pollinator friendly urban space. We host community beehives on rooftops and educate people of all ages.

We are requesting funding for an inclusive pollination project that seeks to engage local schools, community groups, colleges, local businesses and residents in furthering their knowledge and understanding of pollinating insects and the vital role they play in putting food on our plates. We want to deliver exciting activities ranging from "meeting the bees" sessions with our existing cohort of volunteer beekeepers, making and sharing out seed bombs and bug hotels and planting up community spaces to training up to become a volunteer community beekeeper for our project. We will work with a range of different partner organisations to deliver this project, including Men in Sheds and local social enterprise Breathing Spaces CIC who will help us propagate pollinator friendly plants and co-design workshops and activities with new audiences. We will also host community honey spinning days in the autumn, "bottling" our own honey with people being able see for the first time how honey is made.

**Project Delivery Manager:** We are FoodPioneers CIC

**About me:**

We are FoodPioneers CIC is a local social enterprise based in Worthing. Our mission is to enable food-based experiences and events that explore food provenance and its interconnectedness with the natural environment in and around our town.

Website: <http://www.foodpioneers.org.uk>

**Why we're pitching for a pledge:**

The Worthing Honey Collective is a food and nature engagement project at a crucial time for our communities, inviting everyone to join.

**What we'll deliver:**

- Three seed bomb making sessions
- One community honey spinning event with frames from the hives across Worthing
- A community wildflower planting event at our Durrington site
- Four "meet the bees" sessions for local schools
- Two bug hotel making sessions

**How any extra funds raised from overfunding will be spent:**

- Purchasing additional beekeeping suits
- Towards running further 'meet the bees' sessions with our head beekeeper

**Why it's a great idea:**

Many people nowadays are aware of the threat of pollinator decline but don't know how best to support pollinators in their daily lives. With the Worthing Honey Collective we now want to harness this awareness and continue to work on a wholesome, impactful project that supports local people in the town and the surrounding areas to set up their own little year-round wildlife havens while supporting town-wide planting and education initiatives.

**Steps to get it done:**

- Host honey spinning day - September 2019
- Host planting sessions for winter - October 2019
- Host seed bomb making sessions - January to March 2020
- Meet the bees sessions for schools - from April 2020 onwards

It will support the natural economy of our town and create a more aware and engaged community actively supporting pollinators and other wildlife in our town.

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## Worthing County Local Committee

### Community Initiative Fund application



**CLC Reference:** 364/W

**Local Councillor:** Michael Cloake

**Status:** Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £17,658.00

**Project Title:** Creative ways to reduce waste

**About:**

Promote well-being through creative activities that have a positive impact for our community, culturally & environmentally. Featuring free workshops, a public sculpture and a community exhibition.

Creative Waves artists will provide a series of well-being workshops for all ages focusing on reusing, recycling and reducing waste. The free, collaborative activities will endorse community engagement through creative problem solving; October 2019 -March 2020. Some of the artwork created at the workshops will be photographed and displayed as part of our annual exhibition on Worthing pier. The community exhibition will be easily accessible and free to view every day of the year; April 2020-2021. A local craftsman will bring our designs to life by making a 1.5m 2.7m long, eye-catching stainless steel sculpture that works as a functional recycling bin that inspires and reminds us all to 'think global and act local'. It will be launched at a free community event September 2019. The see-through design will visually show how much plastic we use. The sculpture will be situated in a prime public location and be emptied regularly by Worthing Council's waste collection team.

**Project Delivery Manager:** Creative Waves Community Arts

**About me:**

Creative Waves Community Arts, is a not for profit Community Interest Company founded by local artists Vanessa Breen and Nadia Chalk in 2011. Their energy and enthusiasm for creative collaborations gives them a relentless drive to design and organise projects that involve the local community whilst improving public spaces. Creative Waves has a successful track record working on exciting, innovative public art and community projects across West Sussex. Working with museums, schools, colleges, councils and community groups. They launched Art on the Pier in 2012, showcasing the artwork of 60 local artists. Since then it has grown annually and thousands of local children have also benefited from displaying their artwork. The educational heritage projects have engaged a whole new audience and the colourful translucent panels that glow vibrantly all year round make people smile every day of the year, whatever the weather. Nadia & Nussy started a community garden 'Bugcycle' in Beach House Park, in 2014. It's a free, creative space, with everything made from recycled objects in their art workshops. There are educational activities in the garden including a bird trail and identifying trees bugs. As artists/designers they thrive from challenges that drive them to create and conquer. Sharing the exciting process that motivates as many people from all backgrounds along the way.

"We aim to inspire people and inject art into the community by collaborating and sharing our wealth of experience, talent & creativity."

The craftsman is very experienced at making metal sculptures that are user friendly, robust and attractive. He is focused on making the overall design practical and easy to maintain as well as being suitable for a public space.

Website: <http://www.creativewaves.co.uk>

**Why we're pitching for a pledge:**

This inclusive project will inspire & enable people from all backgrounds to collaborate, contribute & connect with their town.

**What we'll deliver:**

- Free creative activities & workshops at a public event in Worthing, September 2019
- craftsman makes functional recycling bin sculpture, managed by Council's waste collection installed Sept.19
- 10 free, well-being workshops Oct-March for all ages, total 200 people.
- Artworks created at workshops displayed in 12-month exhibition on Worthing Pier. installed April 2020



**How any extra funds raised from overfunding will be spent:**

- additional free workshops
- smaller bespoke recycling bins for businesses

**Why it's a great idea:**

The project is inspired by our responsibility to reduce our waste and how the acceleration of global waste is threatening wildlife, the environment and all of us. The functional, public sculpture will be used to attract attention and visually motivate people to recycle and be more aware of the volume of waste we all produce. Our workshops have a positive impact on people's wellbeing through collaborative, creative activities that motivate us to make a difference within our community. Developing new skills and confidence using low/no cost materials to share with family/friends. Teaching the wider community how to be resourceful, learning transferable skills that can be applied to everyday life to improve mental well-being whilst exploring fun and engaging ways to make, create and connect with others. The pier exhibition & sculpture will inspire participants & new audiences to go for a walk to view the work, simple ways to improve mental and physical health.

**Steps to get it done:**

- Craftsman design and make large sculpture that functions as a recycling bin.
- Launch the sculpture and whole project at free public event September 2019
- Run a series of free well-being workshops for all ages Oct 2019- March 2020
- April 2020 install community exhibition on Worthing pier, displayed for 12 months

The sculpture is inspired by Goby the plastic bottle eating fish:

<http://yupthatexists.com/goby-plastic-beach-fish/>

"This local beach decided to do something simple, they made a giant see through fish out of barbed wire and mesh, and added a sign to it that said "Goby loves plastic, please feed him."

In the last year we have been inundated with people asking us to organise a recycling fish sculpture for Worthing so we asked the council if they would empty it! They said yes! Reducing our waste means less environmental impact, less resources and less energy used which saves us money. This project could also help to bridge the gap between the community and local councils. Working together to improve our public services and our responsibility to reduce our waste which in turn helps the environment.

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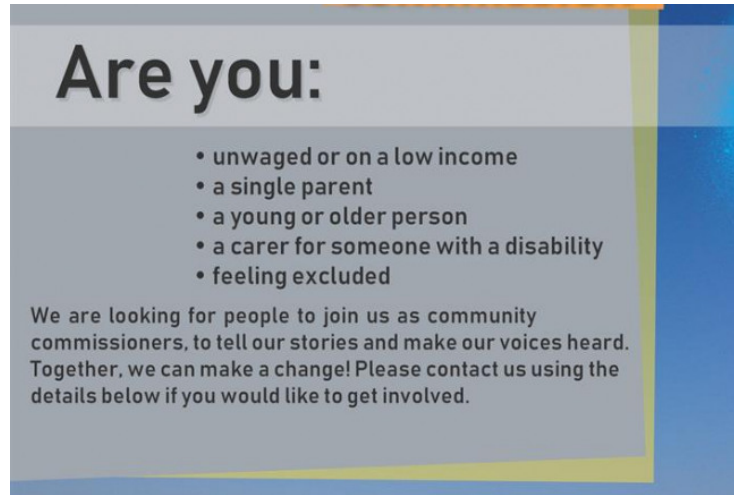
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## Worthing County Local Committee Community Initiative Fund application



**CLC Reference:** 368/W

**Local Councillor:** Paul High

**Status:** Preparation Stage (**Please note this application is in its preparation stage and the project cost is subject to change.**)

Overfunding enabled (refer to 'what we'll deliver' section)

**Project Cost:** £16,600.00

**Project Title:** Adur & Worthing Poverty Truth Commission

**About:**

The commission will provide a unique environment where people with a lived experience of poverty come together with decision makers to enable greater understanding of poverty, build relationships. The Adur & Worthing Poverty Truth Commission is intended to breathe new life into building resilient, trust-based relations between civic leaders / decision-makers, and local people directly experiencing poverty (financially and socially excluded and/or at risk), to work together in a fully participatory environment.

The purpose of the Adur & Worthing Poverty Truth Commission is:

- To provide a progressive space for leaders / decision-makers AND people living in poverty / experiencing social exclusion, to engage in meaningful dialogue through shared experiences and to identify joint solutions to reduce exclusion and poverty.

## Agenda Item 10

- To act as a platform toward better communication and understanding of the work of the local authority and other civic / local decision-makers, breaking down local barriers and complementing existing sector specific initiatives.
- To bring together two distinct groups of people: civic and business leaders AND an equal number of people who are in poverty.

### **Project Delivery Manager:** Adur & Worthing Poverty Truth Commission

#### **About me:**

Requirement for the formation of an Adur & Worthing Poverty Truth Commission arose out of the June 2016 Shoreham Poverty Hearing (report available on request). The organisation is working in collaboration with numerous other PTCs up and down the UK.

Website: <https://povertytruthadurworthing.weebly.com/>

#### **Why we're pitching for a pledge:**

The AWPTC will breathe new life into building trust-based relations between civic leaders, those in poverty and feeling excluded locally.

#### **What we'll deliver:**

- A two-year project to improve the wellbeing of the community
- To create better decision making for education and training needs
- to build a stronger economic and social infrastructure at the local level

#### **How any extra funds raised from overfunding will be spent:**

- We would use the funding for seeking a possible full-time coordinator and possible extra running costs.

#### **Why it's a great idea:**

Requirement for the formation of an Adur & Worthing Poverty Truth Commission arose out of the only poverty hearing in the UK in June 2016 where young people spoke about their experiences of living on the streets with others in other forms of poverty and social exclusion. The Shoreham Poverty Hearing (report available on request). Our local report has been read by the UN Special Rapporteur Philip and had an affect for him to reply to us and influence his report on the UK. Last year there were 9 PTCs across the UK, today there are 19. We have Cllrs across the political divide with business ready to join commissioners with those local people on poverty as community commissioners. The aim is to learn from the experience and wisdom of the stories told by those in poverty and vice versa, leading to work on improvements for the local area within the economic

social areas thus changing perceptions towards stronger infrastructure development at all levels and decision-making.

**Steps to get it done:**

- Meeting with the Lord lieutenant West Sussex progressive meeting
- cross party of cllrs up to ten to sit on commission
- meeting with the leader of WSCC who offers support
- Website developed with a face book page
- have support from the local community

AWPTC has a small planning group and have been carefully engaged in creating this project. We have met our Lord Lieutenant of West Sussex and met with the leader of West Sussex Council, both see value in this project in building a stronger community. We have a website and a Facebook page. We have run a community local survey that supports this new project. We work with local community groups and local NGOs. We are at the stage of recruiting community commissioners see value in new social economic enterprises, the environment and wellbeing. The commission is owned by the commissioners via the community and runs for two years and if required can run for another two years. We have a national network to plug into and have seen the successes in others areas and the positive impacts at the individual level to community level towards a more human centred process towards a stronger sense of community for all. We have a full terms of reference.

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Support: Jack Caine  
 Email: [jack.caine@westsussex.gov.uk](mailto:jack.caine@westsussex.gov.uk)  
 Tel: 033 022 28941

CLC Development Team  
 Room 021  
 County Hall  
 Chichester  
 West Sussex  
 PO19 1RQ  
[www.westsussex.gov.uk](http://www.westsussex.gov.uk)



 [www.facebook.com/talkwithuslocal/](https://www.facebook.com/talkwithuslocal/)

## Worthing County Local Committee Community Initiative Fund application



**CLC Reference:** 374/W  
**Local Councillor:** Bryan Turner  
**Status:** Fundraising Stage  
**Project Cost:** £4,915.00  
**Project Title:** Songs Alive

**About:**

Songs Alive will provide a platform for aspiring young musical performers in the area in the form of a bi-annual 'pop-up' open mic event in Worthing and other towns in the area.

Musicians, vocalists and songwriters of school age working in all genres of music across the local community will be invited to perform live in front of an audience for perhaps the first time. This will provide valuable experience and opportunity for the young performers and an enjoyable and heartwarming event for the community. My team and I will use our experience of events management and working with young performers and audiences to create a safe, encouraging, and (crucially) non-competitive performance environment. As well as setting up and promoting the events we will be providing mentoring support in advance to potential performers where it is required and I will play the role of master of ceremonies and accompanist (where required) on the day. I will liaise with local schools' music departments, West Sussex Music, Northbrook MET feeder courses in my search for participants. I will use my extensive local network to recruit participants and supporters.

**Project Delivery Manager: Songs Alive**

**About me:**

Songs Alive is a social enterprise which will provide a platform for aspiring young musical performers in the area in the form of a bi-annual 'pop-up' community open mic event. Musicians, vocalists and songwriters of school age working in all genres of music across the local community will be invited to perform live in front of an audience in a friendly, inclusive and (crucially) non-competitive atmosphere. Access to participants and audience members will be free.

**Why we're pitching for a pledge:**

This project will increase the motivation, focus, creativity, confidence and wellbeing of many young people in West Sussex.

**What we'll deliver:**

- Regular pop-up open mic event for young musical performers

**Why it's a great idea:**

Young people making music require an outlet for their talents - something to work towards. Songs Alive will provide the opportunity for all-comers to perform in front of an audience. This will give them motivation, confidence and an understanding of the areas in which they need to improve. An open-mic is the perfect platform for budding performers to try out their performance skills in public, test the reaction of an audience and decide for themselves where to go from here.

**Steps to get it done:**

- Purchase of equipment required for first open mic event 27th August

The first of these events is taking place on Worthing Promenade at East Beach Studios on 27th August as part of Creative Waves' 'Pop Up On The Prom' series of events this summer (please see current flyer attached - to be updated in the event of a successful CIF application). The winter event will take place in January or February, hopefully in St Paul's. I require funds in the first instance for equipment, marketing and insurance, in order that the enterprise can be self-sufficient moving forward. I plan to expand the project to other towns across the county and beyond.



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

Please read the guidance note before completing this application. The links below take you to our web pages for additional information on the fund and the County Councillors who will award grants at a local meeting (these are held up to 3 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 for (please leave blank if you don't know) WORTHING CLC

Does your Local County Councillor support your application?

Yes  No  Please state their name: Michael Cloake

## Section one: About your project

1. a. Organisation Name: Action Painting Workshops Art House CIC

b. Project Title: Free workshops for vulnerable children during school holidays

c. Amount you are applying for: £490.91

2. Location of Project: Worthing Town Centre

3. Dates when project/service will take place:

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

By what date do you need funds: 15/09/2019

## Agenda Item 10

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 Art House in Worthing. A community art studio that will welcome everyone. A collaborative and inclusive place to share and make art. A creative space where everyone, from young to old, can access different arts and crafts workshops all year round.

Based on the concept of "public homeplaces," the Art House will create multiple opportunities for dialogue, skill sharing, and art making, between people of differing demographic backgrounds. This will facilitate new types of relationships, learning, and creative collaborations between people who may not otherwise meet. The Art House will celebrate, champion, and cultivate, the strengths and capacities of individuals and the community of Worthing. providing a safe space where people can meet, feel part of something, and take steps to overcome barriers they may face (e.g. isolation in their community/social groups).

The Art House will offer free, and subsidised, access to the workshops to those most in need (e.g. children, young carers, those in receipt of certain public services), and I will work in close collaboration with local schools and charities to help identify who may be interested in taking these opportunities, to ensure they create a real social impact. We will also offer free monthly talks with local creatives and a free library.

Revenue will come from a varied programme of workshops and activities, for example, after-school and holiday clubs will offer some respite from day-to-day lives, in a space to let the imagination run free. I have been piloting the different workshops for almost two years now and they have been a great success. Through these I have given myself the opportunity to tailor and finesse them through feedback from stakeholders.

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
Art material	335.92	335.92
Drying rack	154.99	154.99
<b>TOTALS</b>		490.91

## Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. Charity/Community Group/Business)

Organisation Name: Action Painting Workshops Art House CIC

Type: Community Interest Company

Registered charity Number (if applicable)

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

How many are:

Members/Service Users

Volunteers:

Committee/Board Members:

Paid employees:

Other (please provide details)

3
2
1

Agenda Item 10

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

The Art House in Worthing. A community art studio that will welcome everyone. A collaborative and inclusive place to share and make art. A creative space where everyone, from young to old, can access different arts and crafts workshops all year round.

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

Period covered	mm/year	to	mm/year
Total income	£n/a		
Total expenditure	£n/a		
Balance at year end	£n/a		
Reserves (savings, cash, investments, assets)	£		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£		

**We have not started trading yet. We are expecting to launch all the workshops by the start of the new school year 2019-2020.**

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (ie Small Grant fund, CIF or Members Big Society Fund)

Yes  No

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

**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/](http://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

Agenda Item 10



Amelie Collyer <actionpaintingworkshops@gmail.com>

**You have shared a basket with me**

1 message

**Hope Education** <updates@mail.hope-education.co.uk>  
 Reply-To: Hope Education <updates@mail.hope-education.co.uk>  
 To: amelie@actionpaintingworkshops.co.uk

20 June 2019 at 11:41

Upload with one click  
 Having problems viewing this email? [View in browser](#)




**My Account**



**You have successfully shared a basket**











Hi Amelie Collyer,

You have sent the below basket of items on the Hope Education website to me.

Product Name	Product Code	QTY	Line Price
 Classmates Ready Mixed Paint in Black - 5 Litre Bottle	HE294092	1	£5.24
 Classmates Ready Mixed Paint in Brilliant Blue - 5 Litre Bottle	HE294066	1	£5.24
 Classmates Ready Mixed Paint in Brilliant Green - 5 Litre Bottle	HE349407	1	£5.24

Order Subtotal      £279.85  
**Order Total          £335.82**











## Agenda Item 10

Product Name	Product Code	QTY	Line Price
 Classmates Ready Mixed Paint in Brilliant Red - 5 Litre Bottle	HE294053	1	£5.24
 Classmates Ready Mixed Paint in Brilliant Yellow - 5 Litre Bottle	HE294079	1	£5.24
 Classmates Ready Mixed Paint in Burnt Sienna - 5 Litre Bottle	HE1577616	1	£5.24
 Classmates Ready Mixed Paint in Fluorescent - Pack of 6 - 600ml Bottle	HE215598	1	£9.49
 Classmates Ready Mixed Paint in Metallic - Pack of 6 - 300ml Bottle	HE368270	1	£9.99
 Classmates Ready Mixed Paint in Orange - 5 Litre Bottle	HE1577172	1	£5.24
 Classmates Ready Mixed Paint in Pearlescent - Pack of 6 - 300ml Bottle	HE368283	1	£9.99
 Classmates Ready Mixed Paint in White - 5 Litre Bottle	HE294105	2	£5.24
 Kraft Paper Roll	HE1804340	2	£1.99
 Assorted A4 Brilliant Coloured Art Paper - Pack of 250	HE208916	1	£4.19

Order Subtotal £279.85

**Order Total £335.82**



## Agenda Item 10

Product Name	Product Code	QTY	Line Price
 Black Card - A4- 370 Micron	HE375732	1	£5.29
 Bumper Card - Pack A4 280 Micron - Pack of 100	HE154212	2	£3.94
 Craft Pipe Cleaners 150mm Pack of 1000	HE223944	1	£8.49
 Jumbo Lollipop Sticks - Plain Pack of 100	HE419789	1	£1.09
 Glitter Tubs 500g Pack of 6	HE424924	1	£34.99
 Pom Poms Pack of 1000	HE1317556	1	£8.99
 Rhinestone Tape Pack of 6	HE1499758	1	£7.40
 Rainbow Duck Quill Feathers 28g	HE176299	1	£3.49
 Classmates Blue Label PVA Glue All Purpose 5L -	HE1708095	1	£4.45
 Lino Blocks - 203 x 152mm (8 x 6in)	HE1528672	30	£0.90

Order Subtotal £279.85

**Order Total £335.82**



Product Name	Product Code	QTY	Line Price
 Lino Block Printing Ink - Assorted Pack of 10	HE152301	1	£25.99
 Block Printing Starter Pack	HE1506634	1	£59.99
Order Subtotal			£279.85
<b>Order Total</b>			<b>£335.82</b>

The Hope Education Team

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See terms and conditions for full details.

[Privacy Policy](#)

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## Mobile Paint Dryer

HE48514128

Direct Delivery – up to 4 weeks

### Product Description

Mobile paint dryer with 30 shelves which are easy to clean. Each shelf measures 600 x 450mm. Overall unit measures approximately 985mm high, 600mm wide and 450mm deep. Dryer has 2 castors on the rear. Size: W600 x D450 x H985mm.

### Exclusive Online Price

**£125.95** ex VAT

Catalogue Price £154.99

1

**Add to Basket**

Add to Wishlist...



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

Please read the guidance note before completing this application. The links below take you to our web pages for additional information on the fund and the County Councillors who will award grants at a local meeting (these are held up to 3 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 for (please leave blank if you don't know)

Does your Local County Councillor support your application?

Yes  No  Please state their name: Michael Cloake

## Section one: About your project

1. a. Organisation Name: WORTHING COMMUNITY BOARD GAMES

b. Project Title:

c. Amount you are applying for: £ 750

2. Location of Project: Worthing Library, Richmond Road BN11 1HD

3. Dates when project/service will take place:

START 07/2019 END mm/year Or, is it on-going?

By what date do you need funds: 1<sup>st</sup> July 2019

Agenda Item 10

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: examples provided

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:

Increasing group membership and widening participation in a safe space.  
 Meeting others with a common interest through playing board games.  
 Starting up new activities and expanding existing service, particularly a second group session i.e. Mah Jong and general games.  
 Organising community events and activities in conjunction with other West Sussex Libraries.  
 Activities are aimed at developing skills of the residents of West Sussex.  
 Providing improvements to community by offering opportunities for learning and socialising. Wellbeing improvements generally, helps with loneliness and isolation, mental health too.  
 Additional service that enhances the use of the public library.  
 Helping communities influence the planning and delivery of local services.  
 Taking note of significant events and community achievements.  
 Encourages and motivates people to attend events via the playing of board games.  
 Planning to engage with other libraries within West Sussex to encourage development of similar groups.

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
Expenses	50.00	50.00
Insurance – Public Liability	120.00	120.00
Mah Jong sets x 2	120.00	120.00
Mobile Phone	25.00	25.00
Mobile Phone minutes	40.00	40.00
Other games	230.00	230.00
Publicity/Advertising	40.00	40.00
Stationary	15.00	15.00
Training	110.00	110.00
Volunteers time and effort	Nil payments	Nil Payments
<b>TOTALS</b>	750.00	750.00

# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. Charity/Community Group/Business)

Organisation Name: Worthing Community Board Games

Type: Unincorporated Association

Registered charity Number (if applicable)

N/A

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

How many are:

Members/Service Users	20
Volunteers	5
Committee/Board Members	3
Paid employees	0
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

To provide a safe space for meeting through board gaming to support, encourage, learning games in an inclusive friendly environment.  
Open to all adults non-neurotypical, BaME, those with disabilities, LGBTQ, seniors, those with mental health needs and their carers.  
To expand membership and increase repertoire of games.

11. Please provide the following financial information for your organisation if applicable (please note that you might be required to provide supporting documents as listed in section five): N/A – New service

Period covered	mm/year	to	mm/year
Total income	£		
Total expenditure	£		

Agenda Item 10

Balance at year end

£
£
£

Reserves (savings, cash, investments, assets)

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

N/A New service

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (ie Small Grant fund, CIF or Members Big Society Fund)

Yes  No

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

**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/](http://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

## **CONSTITUTION OF Worthing Community Board Games**

Adopted on: 20<sup>th</sup> June 2019

### **1. NAME**

The name of the group shall be: **WORTHING COMMUNITY BOARD GAMES**

### **2. AIMS**

The aim of the group shall be to provide a safe space for regular meetings through board gaming to support and encourage learning of games in an inclusive and friendly environment. The Group is a non-profit organisation open to all adults including, but not limited to, non-neurotypicals; BaME; Seniors; LGBTQ; those with disabilities and mental health needs, and their Carers are welcome.

To grow and expand the membership of the Group.

To purchase new games and expand our repertoire.

### **3. POWERS**

- A. Raise money.
- B. Open bank account.
- C. Take out insurance.
- D. Organise courses and events.
- E. Work with other groups and exchange information.
- F. Do anything which is lawful which will help the group fulfil its aims.

### **4. MEMBERSHIP**

- A. Membership shall be open to any person aged over 18 living or located in Worthing or the surrounding area. Members will be willing to help the group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription (as and when required) as agreed by the Management Committee.
- B. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
- C. Every individual member and each organisation shall have one vote at General Meetings.
- D. The membership of any member shall be terminated for good reason by the Management Committee, but the member shall have the right to be heard by the Management committee before a final decision is made.

### **5. MANAGEMENT**

- A. The Group shall be administered by a Management Committee of the Officers and not more than three other members elected at the Group Annual General Meeting (AGM).
- B. The Officers of the Group shall be the Chairperson, the Treasurer and the Secretary or their nominee
- C. The Management Committee shall meet at least three times a year.
- D. The Chairperson, or their nominee, shall chair all meetings of The Group.
- E. The quorum for Management Committee meetings shall be four members.
- F. Voting at Management Committee meetings shall be by show of hands; if there is a tied vote then the chairperson shall have a second vote.



- G. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee Member, provided that person has a right to be heard before a final decision is made
- H. The Management committee may appoint another member of The Group as a Committee member to fill a vacancy, provided the maximum number is not exceeded.
- I The tenure of the Officers of the Management Committee shall be for 2 (two) years.

**6. DUTIES OF THE OFFICERS**

**A The duties of The Chairperson are to:**

- Chair meetings of the committee and the Group.
- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary
- Deal with problems and queries, as they arise.

**B. The duties of The Secretary are to:**

- Take and keep minutes of the meetings
- Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
- Maintain the membership list.
- Deal with correspondence and queries.
- Collect and circulate any relevant information within the Group.

**C. The duties of The Treasurer are to:**

- Supervise the financial affairs of the Group and present information to the Management Committee as required, and at Group meetings.
- Keep proper accounts that show all monies collected and paid out by the Group.

**D. Publicity**

- Organisation of duties and events will be delegated within the Group.

**7. FINANCE**

- A. The Group shall be a non-profit organisation.
- B. Any money obtained by the Group shall be used only for the Group.
- C. Any bank account opened for The Group shall be in the name of The Group.
- D. Any cheques and bank transfers shall be signed by two of three nominated Officers of the Management Committee.

**SIGNED BY:**

**Chairperson:** ....Zena Barton.....Signature.....Date20/6/19

**Secretary:** ....Meg Graham.....Signature.....Date20/6/19

**Treasurer:** ....DeborahCroft.....Signature.....Date20/6/19

**Members:** ....Barbara Baggott.....Signature.....Date20/6/19

....Tony Birch.....Signature.....Date20/6/19

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Authority Governor Vacancies for Worthing County Local Committee Area

<b>School</b>	<b>Division</b>	<b>Division Member</b>	<b>Vacant From</b>	<b>Current Status</b>	<b>Chairman</b>	<b>Head</b>
Field Place Infants	Northbrook	Sean McDonald	01/03/2017	Outstanding	Richard Matthews	Theresa Alford
Springfield Infant	Broadwater	Bryan Turner	01/09/2015	Outstanding	Pawel Kosla	Mrs R Wycherley

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