

# HEREFORD CITY COUNCIL

## MINUTES OF MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE: *COMMUNITY GRANT APPLICATIONS*

MONDAY 22 JULY 2019

**PRESENT:** Cllrs Boulter (Vice-Chair), Foxton, Hey, Hornsey, Kenyon (Chair), Oliver, Powell, Stevens, Tillett and Wilcox.

**IN ATTENDANCE:** Cllr Milln and Tracy Morriss (Deputy Town Clerk)

**CD2019/20.25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Tyler.

**CD2019/20.26 SUBSTITUTES**

There were no substitute members.

**CD2019/20.27 DECLARATIONS OF INTEREST**

Under the Herefordshire Code of Conduct pursuant to the Localism Act 2011, Cllr Hornsey declared a non-pecuniary interest in the National Autistic Society and Cllr Kenyon declared a non-pecuniary interest in The Core.

**CD2019/20.28 GRANT COMPLETION FORMS**

- **FERAL PRODUCTIONS** – Hush Now: Hidden Women (Grant awarded February 2019, £351.00)

Members noted the completion form had been received and the grant had been spent in accordance with the grant award.

- **NATIONAL AUTISTIC SOCIETY (HEREFORDSHIRE BRANCH)** – Children and Young Peoples' Activity Groups (Grant awarded June 2017, £3,000.00)

Members noted the completion form had been received and the grant had been spent in accordance with the grant award.

- **THE CORE SKATE HEREFORD CIC** – Community Kitchen Improvement (Grant awarded September 2016, £3,000.00)

Members noted the completion form had been received and the grant had been spent in accordance with the grant award.

**CD2019/20.29 RECURRING FUNDING AWARD – THE COURTYARD – £10,000.00 (in 2018/19/20)**

Members received a presentation from the representatives of this group, David Durant and Clare Wichbold, who gave an overview of the project going forward and participation and engagement. At the conclusion of the presentation the Chair asked Members for questions. The presentation and discussions considered the following:

- Work will begin next summer finding funding for a new mezzanine floor
- 3,000 people attended the Family Festival in 2018
- Accessible to all as activities very low cost.
- Liaise with schools, community centres.
- 80% of attendees are from the City and funding from elsewhere helps cover the remaining 20% (Herefordshire residents)
- Ticket sales help contribute to audio description costs and the service is regularly reviewed so can be removed if an event isn't well attended.
- The only fee charged to groups for Creative Champions (CC) is to replenish materials, other community groups, as well as the Kindle Centre where the CC already attend, would welcome CC sessions.
- The CC project is still run by the same people in the same way, however there has been a change of umbrella group (now Wild Wood in Worcester) due to where funding comes from.
- Clare was asked to speak to the Marketing team to increase CC distribution to include other community organisations.
- Cllr Kenyon mentioned that the Courtyard might like to use the stage at Hinton Community Centre for smaller projects/rehearsals.

At the conclusion of the questions the Chair thanked the representatives for their time and they left the room.

It was proposed by Cllr Tillett, seconded by Cllr Hey and unanimously

**RESOLVED:**

**To release the second tranche of grant funding of £10,000.00 for 2019.**

**CD2019/20.30 RECURRING FUNDING AWARD – FRIENDS OF CASTLE GREEN – £10,000.00**

Members received a presentation from the representatives of this group, Mark Hubbard and Katie Bott. At the conclusion of the presentation the Chair asked Members for questions. The presentation and discussions considered the following:

- After the cancellation of this year's River Carnival (RC), the group decided they would like to change the events their events programme and therefore what HCC's funding covers – they would like the events programme, rather than specific events, covered.

- Instead of the usual RC events, FOCG hosted a volunteer event to sign up new volunteers which 50 people attended.
- The Dog Show which used to be part of the RC has been moved to take place at the Summer Fayre / HHD. It is estimated that between 3,000 and 5,000 people attended this year with feedback being it was the best yet.
- Concerns regarding the Pavilion, especially due to the unexpected death of an integral member of the team. It is a big responsibility and there has been a large repair and restoration bill recently.
- Discussions regarding the 'one big event' that has historically been funded as part of the HCC award – FOCG have ideas but they are all too much still in their infancy, however, they are looking at more smaller events rather than one large one.
- Both HCC and FOCG would like to achieve a more standardised Service Level Agreement (SLA) going forward. Discussions regarding this included making it an annual rolling SLA rather than 3 year as a lot can change in that time, that an annual report would be required, that communication between the two organisations would need to be improved, concerns over the expected level of free reign with public money, ward Cllr to sit on the group, what advice was taken before the asset transfer of the building.

At the conclusion of the questions the Chair thanked the representatives for their time and they left the room.

### **2019 Funding**

It was proposed by Cllr Stevens, seconded by Cllr Foxtton and unanimously

#### **RESOLVED:**

**To release the award of £10,000.00 for 2019.**

### **Service Level Agreement**

It was proposed by Cllr Wilcox, seconded by Cllr Hornsey and a vote was taken with 9 in favour and 1 abstention and

#### **RESOLVED:**

**To prepare a SLA covering a three year period with an annual review, covering at least two events per year, to be circulated to committee in draft for a round table discussion to be held before recommending to Council on 17<sup>th</sup> September 2019.**

## **CD2019/20.31 RECURRING FUNDING AWARD – HEREFORD TOURISM HUB – £20,000.00**

Members received a presentation from the representative of this group, Liz Hill who gave an overview of the annual report. At the conclusion of the presentation the Chair asked Members for questions. The presentation and discussions considered the following:

- The need to move due to the current location being too small therefore not enough browsing room and too difficult for visitors to locate.
- Options for moving – 2 properties discussed in report, suggestions regarding the

- foyer of Herefordshire Council's Library and Town Hall.
- Larger properties might become available if Herefordshire wins the bid to become a Destination.
  - City Tourism Group's leaflet – group no longer active and Liz would like to take this over as has a good relationship with the businesses.
  - Investigate who HC Cllr for Tourism is and whether any funding available.

At the conclusion of the questions the Chair thanked the representative for their time and they left the room.

It was proposed by Cllr Stevens, seconded by Cllr Hornsey and unanimously

**RESOLVED:**

**To release the award of £20,000.00 for 2019 but to currently refuse any additional funding to move premises until further investigations into other options as discussed above are complete.**

**CD2019/20.32 SMALL GRANT APPLICATIONS**

Members received presentations on the following:

**NATIONAL AUTISTIC SOCIETY (HEREFORDSHIRE BRANCH)**

Request for £2,716.00 – (10<sup>th</sup> Anniversary of the Autism Act Events)

Members received a presentation from the representative of this group, Debbie Hobbs, who gave a brief overview of the application. At the conclusion of the presentation the Chair asked Members for questions. The presentation and discussions considered the following:

- The group work well with Barrs Court School
- There is a hope that sponsors will cover the costs of the goodie bags
- NMiTE have bought a large number of tickets but tickets have not yet sold out.

At the conclusion to the presentation the Chair asked Members for questions:

At the conclusion of the questions the Chair thanked the representative for their time and they left the room.

**THE CORE SKATE HEREFORD**

Request for £3,000.00 – (Festival Roller Rink)

Cllr Kenyon left the room for this item due to his declared non-pecuniary interest in The Core. The Vice-Chair, Cllr Boulter, took over as Chair for this item.

Members received a presentation from the representative of this group, Matthew Bushkes, who gave a brief overview of the application. At the conclusion of the presentation the Chair asked Members for questions. The presentation and

discussions considered the following:

- Whether a profit would be made is an uncertainty, but the aim is to keep it as cheap as possible - £5 per hour, £15 per day and £25 for the whole festival.
- Question over the figure of 80% of the festival attendees are city residents which came from Lakefest/Eastnor's marketing team. If this figure incorrect, how does it benefit city residents.
- Question over the sustainability of The Core and what the funding would actually be used for– getting people to know they are there has been a challenge but they have seen an increase in use since the previous year and there are approximately 400 users per month. Is their marketing the problem as they are unique to the area.
- Whether the rink could also be used in the city centre for a few days and whether footfall would make this worthwhile.
- Whether underwriting would be an option so that any profit is taken off of the grant awarded.
- Charges at The Core – Day camps £23 per child or £28 with lunch, 2 hour skate £5, Saturday afternoon skates, 3 hours, £6 per child and £8 per adult, monthly membership £25 unlimited, £18 per hour for established groups, no charge for new projects and groups – whether they are jeopardising themselves by not charging.

At the conclusion of the questions the Vice-Chair thanked the representative for their time and they left the room.

At this point, Cllr Kenyon re-entered the room and resumed his seat as Chair.

## **CD2019/20.33 LARGE GRANT APPLICATIONS**

### **HEREFORD BID**

Request for £6,380.00 – (Christmas Campaign)

Members received a presentation from the representative of this group, Mike Truelove, who gave a brief overview of the application and explained that the organisation would like to do more in the city during the run up to Christmas this year. At the conclusion of the presentation the Chair asked Members for questions. The presentation and discussions considered the following:

- No Herefordshire Council (HC) funding for Christmas events in the city and that there is a need for more joined up working in future years.
- Space in High Town is limited with the markets but that the events compliment the markets and vice versa.
- Christmas 2018 was very successful which was shown in the increase in footfall.
- Question over whether targeted social media adverts are worth the money.
- Could the choir be sourced for free – Christmas choirs can pick and choose where they perform.
- Are the earlier late night shopping evenings worth including, suggestion just to put events on for the last three weeks before Christmas.
- Suggestions to use Reach Radio for the advertising campaign, for a short, impactful

video, for a quieter area to take children to afterwards who struggle with the noise, for a piano for people to play and to take the HCC roadshow vehicle into town for late night shopping.

- Total spend last year was approximately £11,000.

At the conclusion of the questions the Chair thanked the representative for their time and they left the room.

#### **CD2019/20.34 APPLICATION FOR VARIATION OF TERMS**

**HINTON COMMUNITY ASSOCIATION – IT Equipment**  
(Grant awarded December 2017, £3,000.00)

The above organisation requested to amend the spend of the outstanding grant of £1,697.03 on tables and chairs to replace the damaged ones instead of on screens and projectors.

Cllr Stevens felt this was a reasonable request and Cllr Tillett commented that he has seen the old furniture and that replacements are a safety priority.

It was proposed by Cllr Powell, seconded by Cllr Hornsey and a vote was taken with 7 in favour and 1 abstention from Cllr Kenyon due to his involvement with the group and it was

**RESOLVED:**

**To allow the outstanding grant of £1,697.03 to be spent on replacing the tables and chairs.**

#### **CD2019/20.35 RESOLUTION ON GRANTS**

Members considered and agreed the following resolutions:

**NATIONAL AUTISTIC SOCIETY (HEREFORDSHIRE BRANCH)**

Request for £2,716.00 – (10<sup>th</sup> Anniversary of the Autism Act Events)

Cllrs discussed that the group is financially viable and agreed that the simulation can be an amazing and educational experience for people.

It was proposed by Cllr Tillett, seconded by Cllr Hey and a vote was taken with 9 in favour and 1 abstention (Cllr Hornsey as she is involved with the group) and

**RESOLVED:**

**To award £2,716.00 grant funding towards the costs as identified in the grant application for events to mark the 10<sup>th</sup> anniversary of the Autism Act.**

## **THE CORE SKATE HEREFORD**

Request for £3,000.00 – (Festival Roller Rink)

Cllrs questioned the benefit to the city due to the festival being held near Ledbury, and discussed covering shortfall rather than awarding a grant.

It was proposed by Cllr Wilcox, seconded by Cllr Tillett and a vote was taken with 6 in favour and 3 abstentions (one being Cllr Stevens as he used to work for the group) and

### **RESOLVED:**

**To award after the event, up to £3,000.00 grant funding towards the costs as identified in the grant application for the festival roller rink, to cover any shortfall, subject to final auditing of accounts.**

## **HEREFORD BID**

Request for £6,380.00 – (Christmas Campaign)

Cllrs discussed that creating an atmosphere was important during Christmas shopping and by doing so, HCC would be supporting the businesses and residents. It was proposed by Cllr Stevens, seconded by Cllr Wilcox and a vote was taken with 8 in favour and 1 against and

### **RESOLVED:**

**To recommend the full amount of £6,380.00 grant funding towards the costs as identified in the grant application for the Christmas campaign, be awarded by Council on 17<sup>th</sup> September 2019.**

## **CD2019/20.36 CHRISTMAS LIGHTS SWITCH ON**

The Town Clerk gave a brief overview of the report and discussions regarding the purpose of the event took place to help determine if it should happen on a Sunday or a Wednesday. It was decided that it is definitely an event for the residents of Hereford, rather than an event to boost sales for the retailers. Discussions also covered combining the High Town event with Old Market's Christmas Lights event which is taking place on Sunday 17<sup>th</sup> November.

It was proposed by Cllr Stevens, seconded by Cllr Wilcox and unanimously

### **RESOLVED:**

**That the 2019 Christmas Lights Switch On event be held in High Town during the afternoon on Sunday 17<sup>th</sup> November and it be organised and marketed in conjunction with Old Market's Christmas Lights event.**

**CD2019/20.37 WYE UNNECESSARY PLASTIC**

The Deputy Town Clerk had circulated Wye Unnecessary Plastic’s report covering their activities and Cllrs discussed the possibility of doing more in the City to reduce plastic. It was commented that HCC should be doing more and promoting recycling organisations and working in conjunction with the BID, but that this subject would be postponed to a future meeting but for the time being, any suggestions could be sent to Tracy by email.

**CD2019/20.38 HEREFORD BID BASELINE AGREEMENT**

Example baseline agreements were circulated to Cllrs before the meeting and noted. Should the next four years of a BID be voted for by retailers in September then the City Council would draw up an agreement approved by committee on items such as support for Christmas events and other such areas as identified in the meantime.

It was proposed by Cllr Wilcox to put a motion to Council to support the BID going forward.

**CD2019/20.39 DATES OF FUTURE MEETINGS**

Grants meeting: MONDAY 23 SEPTEMBER 2019, 10 AM COMMITTEE ROOM

Routine meeting: TUESDAY 24 DEPTEMBER 2019, 6 PM COMMITTEE ROOM

Members noted the above dates.

There being no further business, the Chairman closed the meeting at 13.10.

Signed .....

Dated .....