

Our Ref Hitchin Area Forum Sept 5<sup>th</sup> 2023  
Contact. Danny Pearson  
Direct Dial. (01462) 474209  
Email. [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)

To: Members of the Committee: Councillor Ian Albert (Chair), Councillor Clare Billing (Vice-Chair), Councillor Raj Bhakar, Councillor Clare Billing, Councillor Val Bryant, Councillor Sam Collins, Councillor Elizabeth Dennis, Councillor James Denselow, Councillor Keith Hoskins MBE, Councillor Chris Lucas, Councillor Nigel Mason, Councillor Richard Thake, Councillor Dave Winstanley and Councillor Daniel Wright-Mason

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE HITCHIN AREA FORUM**

to be held in the

**CHRISTCHURCH, BEDFORD RD, HITCHIN SG5 1HF**

On

**TUESDAY, 5TH SEPTEMBER, 2023 AT 7.30 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda** **Part I**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>3.</b>	<b>TOWN TALK</b> Presentation from Hitchin Area Forum on Town centre accessibility for people with mobility issues. Followed by Q&A.	
<b>4.</b>	<b>PUBLIC PARTICIPATION</b>	
<b>5.</b>	<b>PRESENTATION - COST OF LIVING</b> Presentation by Citizens Advice North Herts about the Cost of Living and the support available.	
<b>6.</b>	<b>HITCHIN BID TOWN CENTRE UPDATE</b> To receive a verbal update from the Hitchin BID manager on their work in Hitchin town centre.	
<b>7.</b>	<b>GRANTS &amp; COMMUNITY UPDATE</b> To consider community grant applications for recommendation to the Executive Member for Community and Partnerships.	(Pages 3 - 16)
<b>8.</b>	<b>WARD MATTERS &amp; OUTSIDE ORGANISATION</b> To receive any verbal reports from Members and members of the public regarding Ward matters and Outside Organisations.	
<b>9.</b>	<b>FUTURE AREA FORUM MEETINGS</b> To discuss topics for future meetings and discuss the virtual winter meetings.	

# Agenda Item 7

## REPORT (FOR RECOMMENDATION & NOTING BY AREA FORUM)

HITCHIN AREA FORUM  
DATE 5 September 2023

### \*PART 1 – PUBLIC DOCUMENT

#### SERVICE DIRECTORATE: LEGAL & COMMUNITY

#### 1. EXECUTIVE SUMMARY

- 1.1 To advise the Area Forum on the current expenditure and balances of the Community Grant budget.
- 1.2 To bring to the Forum's attention details of recent requests received for Community grant funding, made by community groups and local organisations.
- 1.3 To enable Forum Members to make recommendations to the Executive Member for Community & Partnerships on grant applications.
- 1.4 To advise the Forum of the activities and schemes with which Community & Partnerships officers have been involved in and some important community-based activities that will take place during the next few months.

#### 2. RECOMMENDATIONS

##### THAT THE AREA FORUM:

- 2.1. Considers and notes the information within this report.
- 2.2. Makes recommendations to the Executive Member for Community & Partnerships on the grant applications detailed below.
- 2.3. North Hertfordshire Minority Ethnic Forum - £2,000 towards funding a multicultural event to celebrate the 25<sup>th</sup> Anniversary of the North Hertfordshire Minority Ethnic Forum and the Black History Month'.
- 2.4. Sadie Centre - £850 towards the cost of a defibrillator and a cabinet, to be fitted on the external wall of their classroom building.
- 2.5. Strathmore Fun Club - £1,100 to help cover the cost of purchasing additional toys, equipment, and materials to cover the cost of a programme of events and activities they have designed to keep the children engaged, fit, healthy and happy whilst attending Strathmore Fun Club.

#### 3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The community grant base budget for Hitchin Area Forum 2023/24 is £11,000.
- 3.2 The grant budget carried over from 2022/23 is £1,705.
- 3.3 The budget available for community grants for the Hitchin area stands at **£12,705**.

#### 4. LEGAL IMPLICATIONS

4.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

4.2 Other issues raised in this report are for information and noting and therefore no direct legal implications arise.

## **5. FINANCIAL IMPLICATIONS**

5.1 As outlined in Appendix 1 and under item 3.3 the Community Grant budget available is **£12,705**.

5.2 If the applications outlined in Appendixes 2, 3, and 4 are recommended, there would be **£8,755** available for Community Grants for the remainder of the 23-24 financial year.

## **6. RISK IMPLICATIONS**

6.1 There are no relevant risk entries that have been recorded on Ideagen Risk Management, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

## **7. EQUALITIES IMPLICATIONS**

7.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

7.2 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations and supports childcare and a multicultural event.

## **8. SOCIAL VALUE IMPLICATIONS**

8.1 The Social Value Act and "go local" policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

## **9. ENVIRONMENTAL IMPLICATIONS**

9.1 There are no known Environmental impacts or requirements that apply to this report.

## **10. HUMAN RESOURCE IMPLICATIONS**

10. The activities details of the Community & Partnerships team are covered by existing budgets.

## **11. BACKGROUND PAPERS**

- 11.1 Terms of Reference for Area Forums, Section 9 of Council Constitution updated May 2023.
- 11.2 Community grants Criteria Policy May 2023.

## **12. APPENDICES**

- 12.1 Appendix 1. Hitchin Community Grant Budget 23-24
- 12.2 Appendix 2. North Hertfordshire Minority Ethnic Forum
- 12.3 Appendix 3. Sadie Centre
- 12.4 Appendix 4. Strathmore Fun Club
- 12.5 Appendix 5. Community Updates

## **13. CONTACT OFFICERS**

### **13.1 Author**

Danny Pearson – Community/Partnerships Officer  
Email: [danny.pearson@north-herts.gov.uk](mailto:danny.pearson@north-herts.gov.uk)

### **13.2 Contributors**

Reuben Ayavoo, Policy & Communities Manager  
Email: [reuben.ayavoo@north-herts.gov.uk](mailto:reuben.ayavoo@north-herts.gov.uk)

Claire Morgan, Community Partnerships Team Leader  
Email: [claire.morgan@north-herts.gov.uk](mailto:claire.morgan@north-herts.gov.uk)

Dean Fury, Corporate Support Accountant  
Email: [dean.fury@north-herts.gov.uk](mailto:dean.fury@north-herts.gov.uk)

Yvette Roberts, Legal Officer  
Email: [Yvette.roberts@north-herts.gov.uk](mailto:Yvette.roberts@north-herts.gov.uk)

Rebecca Webb, HR Services Manager  
Email: [Rebecca.Webb@north-herts.gov.uk](mailto:Rebecca.Webb@north-herts.gov.uk)

Tim Everitt, Performance & Risk Officer  
Email: [tim.everitt@north-herts.gov.uk](mailto:tim.everitt@north-herts.gov.uk)

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HITCHIN AREA FORUM BUDGET 2023/24

SUMMARY/ TOTALS	Funding	Allocated or Pending Approval	Spent	Outstanding	Unallocated Budget					
Budget brought forward from 2022/23	£5,096.00	£3,391.00	£3,391.00	£0.00	£1,705.00					
Budget 2023/24	£11,000.00	£0.00	£0.00	£0.00	£11,000.00					
Total	£16,096.00	£3,391.00	£3,391.00	£0.00	£12,705.00					

	Funding		Project	Allocated or Pending Approval	Date	Spent	Outstanding	Unallocated	
Funds Brought Forward from 2022/23	£5,096.00		Buzzworks	£932.00	28-Mar-23	£932.00	£0.00		
			Friends of Whitehill School	£459.00	28-Mar-23	£459.00	£0.00		
			Hitchin BID - replacement Christmas lights	£2,000.00	04-Jul-23	£2,000.00	£0.00		
Total	£5,096.00			£3,391.00		£3,391.00	£0.00	£1,705.00	

	Funding		Project	Allocated or Pending Approval	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
2023/24 Base Budget	£11,000.00								
Total	£11,000.00			£0.00		£0.00	£0.00	£11,000.00	

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## Appendix 2 – North Hertfordshire Minority Ethnic Forum

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6002			
Name of Organisation	North Hertfordshire Minority Ethnic Forum			
Organisation Type	Registered Charity			
Ward	Hitchin			
Project Type	The funding will be spent to organise a multicultural event to celebrate the 25 <sup>th</sup> Anniversary of the North Hertfordshire Minority Ethnic Forum and the Black History Month’.			
Green option considered?				
NHC Councillor involvement that may constitute a conflict of interest				
Previous financial support within six years	Yes - The forum receive £10,500 a year from the council as part of an Memorandum of Understanding (MOU) to conduct community activities. The forum also received a one off fund for £25k for core costs as agreed at Full council on the 23 <sup>rd</sup> February 2023.			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£2,000	Total project cost	£4,075	
<b>Officer Summary</b>				
<p>The NHMEF was established in 1998. Over the past 25 years they have helped many vulnerable people living in the district of North Hertfordshire and made a positive impact in their life. They are the first point of contact for any BAME people including refugee and asylum seekers who need help. Their service users have requested to organise this event. Combinedly, they will also celebrate the Black History Month as October is the month to celebrate the great work that has been done by the black people around the world.</p> <p>The funding will cover hall hire cost, remunerations to the performers of various cultural show, workshops, decorations, food, and refreshment cost etc. It’s a 1-Day event to be held on the 26<sup>th</sup> October 2023 at the Westmill Community Centre in Hitchin.</p>				

\*Funding will only be released on receipt and approval of all supporting documentation

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Appendix 3 – Sadie Centre

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6004		
Name of Organisation	Sadie Centre		
Organisation Type	Registered Charity		
Ward	Hitchin		
Project Type	To fund the cost of a defibrillator and a cabinet, to be fitted on the external wall of our classroom building.		
Green option considered?			
NHC Councillor involvement that may constitute a conflict of interest			
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£850	Total project cost	£2,099
<b>Officer Summary</b>			
<p>Please note they are also asking the Letchworth Area Forum for the same amount. This will help to fund the cost of a defibrillator and a cabinet, to be fitted on the external wall of our classroom building – The Turner building – for all Centre users and staff to have access to.</p>			

\*Funding will only be released on receipt and approval of all supporting documentation

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## Appendix 4 – Strathmore Fun Club

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6005		
Name of Organisation	Strathmore Fun Club		
Organisation Type	Club		
Ward	Hitchin		
Project Type	Funding to help cover the cost of purchasing additional toys, equipment, and materials to cover the cost of a programme of events and activities they have designed to keep the children engaged, fit, healthy and happy whilst attending Strathmore Fun Club.		
Green option considered?			
NHC Councillor involvement that may constitute a conflict of interest			
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£1100.00	Total project cost	£1287.95
<b>Officer Summary</b>			
<p>Strathmore Fun Club have a good reputation within the local area and many enquiries come via parent referrals/recommendations. The after-school club is also advertised within the school grounds and on the school website.</p> <p>Strathmore Fun Club is run solely for the benefit of the children and families who access their services. Their Fun Club ethos is to provide good quality, affordable childcare and it is important to them that children feel safe and secure in an environment which is both welcoming and fun. They therefore echo North Herts Council objective of putting people first.</p>			

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<b>Districtwide Community Updates</b>
<ul style="list-style-type: none"><li>• The Policy &amp; Strategy team have drafted the criteria for the Community Investment Fund with support from the Community Partnerships team. Looking to launch the fund at the beginning of September.</li><li>• The first meeting of the Wellbeing networking group was held on July 19<sup>th</sup>.</li><li>• Commencing planning of the North Herts Heroes awards, which will be launched in November.</li><li>• Coordinating voluntary support response to Asylum Seekers based in North Herts.</li><li>• Co-ordinating various local and district wide Network Groups including Youth Action, Food Provision, Arts and Culture and Green and Growing Group.</li><li>• Continuing to facilitate NHC Councillors' Community Surgeries.</li><li>• Sharing and disseminating information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory and non-statutory agencies.</li><li>• Working in partnership with the ground maintenance contractor John O'Conner, we're aiming for 'bee friendly' status for Letchworth, and if successful will roll out to other towns in the district <a href="http://www.north-herts.gov.uk">'Bee' part of it!   North Herts Council (north-herts.gov.uk)</a></li><li>• New Community Partnership Officer covering Baldock started 10<sup>th</sup> July.</li></ul>
<b>Area Community Updates</b>
<ul style="list-style-type: none"><li>• Working in partnership with Rotary Club of Hitchin Tilehouse on the Youth Showcase event which will be held on 30 September.</li><li>• Attending JAG meetings and feeding in information from local residents.</li><li>• Supporting the <a href="http://www.samarivans.org.uk">Samarivans</a> charity art project.</li><li>• The World of Peter Rabbit™ Storytime Trail at North Herts Museum</li><li>• Facilitated NHDC stall at Hitchin Eco Day.</li><li>• Following conversations from Eco Day - Working on ways to increase awareness of the HOOP (Hitchin's Outer Orbital Path).</li><li>• Working with Hitchin Bid to identify possible locations, and artists, for more potential street art projects.</li><li>• 25<sup>th</sup> Anniversary of North Herts Minority Forum event Westmill Community Centre – Oct.</li><li>• Chair's charity wrestling event at Hitchin Town Hall - Sat 9 Sep. 5PM - 9PM.</li></ul>

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