

28 November 2024

Our Ref Letchworth Community Forum 11  
December 2024  
Contact. Community / Partnerships Team  
Direct Dial. (01462) 474274  
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To: Members of the Committee: Councillors Sadie Billing (Chair), Tamsin Thomas (Vice-Chair), Amy Allen, Daniel Allen, Tina Bhartwas, David Chalmers, Mick Debenham, Emma Fernandes, Ian Mantle, Sean Nolan, Sean Prendergast and Claire Winchester

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE LETCHWORTH COMMUNITY FORUM**

to be held in the

**JACKMANS COMMUNITY CENTRE, SMALL HALL (NEXT  
DOOR), IVEL COURT, LETCHWORTH, SG6 2NL**

On

**WEDNESDAY, 11TH DECEMBER, 2024 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>PUBLIC PARTICIPATION - GRANT APPLICATION</b> To consider community grant applications for recommendation to the Executive Member for Community and Partnerships.	(Pages 5 - 12)
<b>4.</b>	<b>PRESENTATION - LETCHWORTH BID</b> Update from Letchworth BID followed by Q&A.	
<b>5.</b>	<b>PRESENTATION - EVERYONE ACTIVE COMMUNITIES TEAM</b> Presentation by the Communities Team from Everyone Active about their work in the community.	
<b>6.</b>	<b>PRESENTATION - CITIZENS ADVICE</b> Presentation from Citizens Advice about their work, to include stats of the usage of Citizens Advice across Letchworth.	
<b>7.</b>	<b>PRESENTATION - PARKING TARIFF CONSULTATION</b> Presented by Cllr Daniel Allen, Leader of North Herts Council.	
<b>8.</b>	<b>COMMUNITY UPDATE</b> To provide the Forum with an update to ensure Members are kept informed of the work of the Community Partnerships Team.	(Pages 13 - 14)
<b>9.</b>	<b>WARD MATTERS &amp; OUTSIDE ORGANISATIONS</b> To receive any verbal reports from Members and questions from members of the public regarding Ward matters and Outside Organisations.	
<b>10.</b>	<b>FUTURE AREA FORUMS</b>	

To discuss topics for future meetings.

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# Agenda Item 3

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

LETCWORTH COMMUNITY FORUM  
DATE 11 DECEMBER 2024

### \*PART 1 – PUBLIC DOCUMENT

#### SERVICE DIRECTORATE: LEGAL & COMMUNITY

#### 1. EXECUTIVE SUMMARY

- 1.1 To advise the Community 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 COMMUNITY 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 Carers in Hertfordshire - **£1,393** towards running costs of their support hub in Letchworth for unpaid carers.

#### 3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The Community Grant budget for Letchworth Community Forum 2024/25 is **£16,652**.
- 3.2 Community grant payments totalling **£15,278** have been made to date, as itemised in Appendix 1.
- 3.3 The remaining budget available for community grants for the Letchworth area for 2024/25 therefore stands at **£1,374**.

#### 4. LEGAL IMPLICATIONS

- 4.1 Following the decision of Full Council on 18 April 2023, a Community 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 remaining Community Grant budget available is **£1,374**.
- 5.2 The total amount of funding requested for this meeting is **£1,393** which would leave an overspend of **£19**. This overspend would be offset against the Letchworth Community Forum grant funding available in the next financial year.
- 5.3 If the application outlined in Appendix 2 is recommended by the Forum and subsequently approved by the Executive Member for Community & Partnerships, there would be **£0** available for Community Grants for the remainder of the 2024-2025 financial year.

## **6. RISK IMPLICATIONS**

- 6.1 Good risk management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 6.2 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.

## **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**

- 10.1 The activities of the Community & Partnerships team are covered by existing budgets.

## **11. BACKGROUND PAPERS**

11.1 Terms of Reference for Community Forums, Section 9 of the Council Constitution updated April 2024.

11.2 Community Grants Criteria Policy May 2023.

## **12. APPENDICES**

12.1 Appendix 1. Letchworth Community Grant Budget 24-25

12.2 Appendix 2. Carers in Hertfordshire

12.3 Appendix 3. Community Updates

## **13. CONTACT OFFICERS**

### **13.1 Author**

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## LETCWORTH COMMUNITY FORUM

### SUMMARY FINANCIAL POSITION 2024/25

<u>Original Budget</u> <u>2024/25</u>	<u>Carry Forward Budget</u> <u>2023/24</u>	<u>Total Funding</u> <u>2024/25</u>	<u>Grants</u> <u>Allocated</u>	<u>Unallocated</u> <u>Budget</u>
£16,000	£652	£16,652	£15,278	£1,374

### FUNDED PROJECTS

<u>Project</u>	<u>Forum Date</u>	<u>Grant Allocated</u>
<b>Army Cadets</b> - new training equipment and subsidy for cadets to attend training courses	05-Jun-24	£1,750
<b>Creative Chefs Community Interest Company</b> - cooking sessions for children	05-Jun-24	£1,951
<b>Herts Vision Loss</b> - establish Sight Life Social Group in Letchworth	05-Jun-24	£2,000
<b>Letchworth Men's Shed</b> - weekly woodturning sessions for older men	05-Jun-24	£708
<b>Respair Therapy Community Interest Company</b> - new parents support group	05-Jun-24	£2,060
<b>The Sadie Centre</b> - training programme for trainers in the Positive Movement technique	05-Jun-24	£1,500
<b>Angels Support Group Hitchin</b> - online support groups and workshops.	18-Sep-24	£1,502
<b>Groundwork East</b> - 'Grow It, Cook it, Share It' course.	18-Sep-24	£2,367
<b>Open Art Box Community Investment Company</b> - art workshop sessions.	18-Sep-24	£1,440
<b>TOTAL LETCWORTH COMMUNITY FORUM</b>		<b>£15,278</b>

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Appendix 2: Carers in Hertfordshire

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6092		
Name of Organisation	Carers in Hertfordshire		
Organisation Type	Registered Charity		
Ward	Letchworth South East (Location of Hub)		
Project Type	Support for unpaid carers		
Green option considered?	/		
NHC Councillor involvement that may constitute a conflict of interest	None that we are aware of.		
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£1,393	Total project cost	£2,705
<b>Officer Summary</b>			
<p>Carers in Hertfordshire are a countywide charity for unpaid carers looking after a friend, neighbour or relative due to illness, frailty, mental health need, disability, or substance misuse. They support all carers, including very young children, either living, caring, or working in Hertfordshire to find support, advice, build connections and provide a platform to have their voice listened to.</p> <p>They are applying for funding towards their carer support hub, based in the Garden House Hospice in Letchworth, which is free to unpaid carers. It runs once a month for two hours and they are seeking a contribution towards the cost of running the hub for 12 months. They provide refreshments, wellbeing and advice activities, and a place for carers to express the ups and downs of caring.</p> <p>They have built connections with local businesses, organisations and charities to provide free or reduced cost activities for the Letchworth hub based on the wants and needs of the attendees. In addition to this, their Carer Support Advisors attend three times a year to provide additional 1:1 support for attendees, identifying those who may need further support and thus avoiding a potential crisis in their caring role.</p> <p>Letchworth is one of their 16 hubs, as the hubs have been designed to ensure there is a hub within 5 miles of any unpaid carer who is registered with them. 67 unpaid carers have attended the Letchworth hub or live in Letchworth and attended a different hub. This resulted in 167 attendances over the past year.</p> <p>Breakdown of costs:</p> <ul style="list-style-type: none"> <li>• Staff support (volunteer manager, volunteer coordinator, hub coordinator, hub admin) £2170</li> <li>• Hire (currently free but might be charged next year) and refreshments £419</li> <li>• Activity costs, volunteer phone, advertising £116</li> </ul> <p>The are contributing £1,000 through fundraising and have applied for £312 to The Big Give.</p>			

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

They have also applied to:

- Royston Community Forum for £1,393 towards costs of running their hub in Royston for 12 months.
- Hitchin Community Forum for £1,393 towards costs of setting up a hub in Hitchin for 12 months.

Districtwide Community Updates
<ul style="list-style-type: none"> <li>• The Community Partnerships team worked with the Royal British Legion and Letchworth BID to deliver the Letchworth Remembrance Day parade on 10 November 2024.</li> <li>• Grants of between £5,000 and £20,000 have been approved for a range of community groups across the district using money from North Herts Prosperity Fund, a pot of £210,000 funded by the UK Government.</li> <li>• The Community Partnerships Team have launched the North Herts Heroes Awards. There are five categories to nominate anyone who you think deserves to be recognised for their services to our local community. The Awards will be presented at the Chairs Civic event on Friday 28<sup>th</sup> February. Information on how to nominate is available on the North Herts Council website. <a href="#">North Herts Heroes   North Herts Council</a></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>• Coordinating voluntary support response to Asylum Seekers based in North Herts.</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> </ul>
Area Community Updates
<ul style="list-style-type: none"> <li>• The Community Partnerships Officer continues to co-ordinate the Jackmans Network meetings and the newly combined Grange/Norton/Wilbury network meetings. These provide the opportunity for local groups, Councillors and residents to connect and support each other's work.</li> <li>• The Community Partnerships Officer has met with local organisations to build connections and support, this includes Create Community, Jackmans Community Centre, "Uncovering Letchworth" project by the Letchworth Heritage Foundation and North Herts African and Caribbean Community group.</li> <li>• Connections have also been built through networking at events such as the Herts County Council Annual Conference, Settle's drop-in event at Jackmans Community Centre, Live Longer Better event at North Herts Leisure Centre and Citizens Advice AGM.</li> </ul> <p><b>Below is a list of community groups in Letchworth that received funding from the Prosperity Fund:</b></p> <ul style="list-style-type: none"> <li>• £19,775 - Green Care at Norton towards a low-emissions van.</li> <li>• £9,769 - Letchworth Eagles Football Club towards a pop-up refreshment area and storage solutions.</li> <li>• £5,500 - Letchworth Garden Shed towards a tech recycling project.</li> <li>• Full list can be found here <a href="#">Over £200k given to 20 groups making a difference in North Herts   North Herts Council</a></li> </ul>

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