

REPORT (FOR RECOMMENDATION & NOTING BY COMMUNITY FORUM)

**LETCWORTH COMMUNITY FORUM
DATE 4 MARCH 2026**

***PART 1 – PUBLIC DOCUMENT**

SERVICE DIRECTORATE: GOVERNANCE

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 Governance (formally 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 Governance on the grant applications detailed below.
- 2.3 Jackmans Community Association - **£990** towards activities for their community event in August
- 2.4 Letchworth Arcadians Musical Society - **£1,330** towards hire of rehearsal space for young members
- 2.5 Being Mortal - **£1,480** towards running training sessions for dementia caregivers
- 2.6 Baldock Junior Badminton Club - **£730** towards delivering new weekly badminton and social sessions for older adults in Letchworth
- 2.7 Hong Kong Connect - **£1,390** towards costs of activities in the upcoming year
- 2.8 Letchworth and Hitchin Unit 182 of the Sea Cadet Corps – **£1,050** towards nature related activities for Junior Sea Cadets
- 2.9 Letchworth and Hitchin Unit 182 of the Sea Cadet Corps – **£858** towards a pilot camping trip with Junior Sea Cadets and their families
- 2.10 Create Community Network - **£2,500** towards costs to continue to deliver their core provision.

3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The Community Grant budget for Letchworth Community Forum 2025/26 is **£18,900**.
- 3.2 Community grant payments totalling **£6,068** have been made to date, as itemised in Appendix 1.
- 3.3 The remaining budget available for community grants for the Letchworth area for 2025/26 therefore stands at **£12,832**.

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 (now Governance) on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)(iii)A of the constitution, in consultation with the Service Director: Governance. 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 The Terms of Reference of the Community Forum can be found in Section 9 of the constitution which states that the forum will '*consider and act as an advisory body to the relevant Executive Member responsible for grants who approves these (in consultation with the relevant Director)*'.
- 4.3 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 **£12,832**.
- 5.2 The total amount of funding requested for this meeting is **£10,328**.
- 5.3 If the applications outlined in Appendices 2 - 9 are recommended by the Forum and subsequently approved by the Executive Member for Governance there would be **£2,504** available to carry forward into the 2026/27 budget, subject to approval from Cabinet.
- 5.4 The applications outlined in Appendices 2, 3, and 6 have been determined to be a subsidy under the Subsidy Control Act. Appendix 2 is a subsidy as there is a market for venue hire. Appendix 3 is a subsidy as there is a market for theatre productions. Appendix 6 is a subsidy because there is a market for Christmas Fairs. The applicants have confirmed that the value of grants that they have and will receive means that the proposed payment can be treated as Minimal Financial Assistance (MFA) under the Act. The Council will ensure that it carries out the necessary steps for the payment to be treated as MFA, but ultimate responsibility is with the applicant.

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 positive environmental implications associated with the Letchworth and Hitchin Sea Cadet application. The funding would help them to become a Centre of Excellence for connecting young people with nature.

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 May 2024 [Council constitution | North Herts Council](#)
- 11.2 [Community Grants Criteria Policy March 2025](#)

12. APPENDICES

- 12.1 Appendix 1. Letchworth Grant Budget 25-26
- 12.2 Appendix 2. Jackmans Community Association
- 12.3 Appendix 3. Letchworth Arcadians Musical Society
- 12.4 Appendix 4. Being Mortal
- 12.5 Appendix 5. Baldock Junior Badminton Club
- 12.6 Appendix 6. Hong Kong Connect

- 12.7 Appendix 7. Letchworth and Hitchin Unit 182 of the Sea Cadet Corps – Project 1
- 12.8 Appendix 8. Letchworth and Hitchin Unit 182 of the Sea Cadet Corps – Project 2
- 12.9 Appendix 9. Create Community Network CIC
- 12.10 Appendix 10. Community Updates

13. CONTACT OFFICERS

13.1 Author

Aimee Flack, Community Partnerships Officer
Email: aimee.flack@north-herts.gov.uk

13.2 Contributors

Ellie Hollingsworth, Policy and Strategy Officer
Email: ellie.hollingsworth@north-herts.gov.uk

Tim Everitt, Performance & Risk Officer
Email: tim.everitt@north-herts.gov.uk

Luke Franklin, Service Accountant
Email: luke.franklin@north-herts.gov.uk

Claire Morgan, Community Partnerships Team Leader
Email: claire.morgan@north-herts.gov.uk