



# CABINET

21 July 2021

A meeting of the CABINET will be held on Thursday, 29th July, 2021, 6.00 pm in Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ

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## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of Previous Meeting (Pages 3 - 8)**

**3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

**6 Tamworth Community Grants (Pages 9 - 22)**

*(Report of the Portfolio Holder for Economy and Waste)*

**7 Leisure Services (Pages 23 - 26)**

*(Report of the Portfolio Holder for Environment and Leisure)*

**8 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

*“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3, 4 and 5 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”*

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

**9 Recovery & Reset Programme Update (Pages 27 - 148)**  
*(Report of the Leader of the Council)*

Yours faithfully



**Chief Executive**

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**Access arrangements**

*If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail [democratic-services@tamworth.gov.uk](mailto:democratic-services@tamworth.gov.uk). We can then endeavour to ensure that any particular requirements you may have are catered for.*

**Filming of Meetings**

*The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.*

*If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.*

**FAQs**

*For further information about the Council's Committee arrangements please see the FAQ page [here](#)*

To Councillors: J Oates, R Pritchard, M Bailey, D Cook, S Doyle and A Farrell.



## **MINUTES OF A MEETING OF THE CABINET HELD ON 8th JULY 2021**

**PRESENT:** Councillors D Cook and S Doyle

The following officers were present: Andrew Barratt (Chief Executive), Tina Mustafa (Assistant Director Neighbourhoods) and Tracey Pointon (Legal Admin & Democratic Services Manager)

The meeting was opened by Chief Executive Andrew Barratt who asked for a nomination for chair.

### **9 ELECTION OF CHAIR FOR THE MEETING**

**RESOLVED** to elect Councillor D Cook to Chair the meeting

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

Councillor Cook made the following statement

Firstly I am happy to chair this meeting this evening in the absence of the Leader and Deputy Leader of the Council. We are depleted this evening on Cabinet due to the Covid times we live in. We have 4 members of Cabinet this evening who are having to self-isolate due to the need to protect themselves and others, this includes the Leader and Deputy Leader. We expect the public to do the right things around the need to protect themselves and others during this Pandemic, it is right that Councillors obey the same isolation rules. Therefore we are left with only 2 of us Cabinet members this evening, but it is also right we continue with the business of Tamworth as residents correctly expect of us. I have liaised with cabinet colleagues and I am comfortable I have their thoughts on the business this evening and will ensure their views are represented.

### **10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Oates, R Pritchard, M Bailey and A Farrell

### **11 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held 17<sup>th</sup> June 2021 were approved as a correct record

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## **12 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **13 QUESTION TIME:**

None

## **14 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

## **15 QUARTER FOUR 2020/21 PERFORMANCE REPORT**

Report of the Leader of the Council to provide Cabinet with a performance update and financial Healthcheck. The report was considered by Corporate Scrutiny Committee at their meeting on 23rd June 2021

RESOLVED: That Cabinet

Cabinet endorsed the contents of the report.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

## **16 SCULPTURE TRAIL**

Report of the Leader of the Council to seek to demonstrate the Councils support, and in principle agreement to allow a piece of public art be installed to form part of a sculpture trail within its administrative boundary.

RESOLVED: That Cabinet

Gave its support and agreement to a piece of public art, known as “The Spirit of Tamworth” to be installed at the location identified in the body of this report, subject to all necessary approvals being obtained by the group and a receipt of an undertaking this will be at no budgetary cost to the council.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

**17 CAPITAL OUTTURN REPORT 2020/21**

Report of the Portfolio Holder for Finance and Customer Services to advise Members of the final outturn of the Authority's Capital Programme for 2020/21 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2021/22.

This report is a key decision due to expenditure in excess of £100k requiring approval.

RESOLVED: That Cabinet

1. received the final outturn position of the 2020/21 capital programme as summarised in Appendix A; and
2. approved each of the projects detailed in Appendix B the re-profiling of the budget into the Authority's Capital Programme 2021/22 (total £27.545m).

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

**18 WRITE OFFS**

Report of the Portfolio Holder for Finance and Customer Services to ask Members to endorse the amount of debt written off for the period 01 April 2020 to 31 March 2021.

RESOLVED: That Cabinet

Endorsed the amount of debt written off for the period of 1st April 2020 to 31 March 2021 – Appendix A-E

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

The Chair would like thanks to be extended to the Mike Buckland and the Revenues Team and Tina Mustafa and the Incomes Team for the hard work in collecting the income for 2020/21

**19 DRY RECYCLING CONTRACT RENEWAL**

Report of the Portfolio Holder for Economy and Waste to allow Cabinet to determine proposals for the future of the dry recycling service and new contract arrangements for its reprocessing

RESOLVED: That Cabinet

1. Agreed that subject to Staffordshire County Council's agreement to fund an equitable share of the additional costs, the Joint Waste Service move to a dual-stream collection methodology (Option 5, subject to recommendation 2).

Agreed the dual-stream collections be based on a default of a bin for glass cans and plastics and a bag for paper and card (in exceptional circumstances a second receptacle may be provided).

Delegated authority to enter into contract for the disposal of dual-stream waste to the Chief Executive in consultation with the Portfolio Holder for Economy and Waste, subject to recommendation 2.

Agreed that if Staffordshire County Council do not agree to fund an equitable share of the additional costs of dual-stream collection; the existing commingled collection methodology (option 2) to be retained and the transfer of responsibility for the disposal of Dry Mixed Recycling be returned to Staffordshire County Council from 1st April 2022 (subject to recommendation 2).

2. recommends to Council to update the Medium Term Financial Strategy based on the additional financial implications of the selected option:

Option 5: to increase the revenue budget by £105,179 per annum from 2022/2023 (noting this is to be offset by the equitable contribution from Staffordshire County Council) and to include a new project in the Capital Programme in 2021/22 for £95,600 for the provision of the necessary infrastructure or;

Option 2: to increase the revenue budget by £36,114 per annum from 2022/23.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

The Chair added in moving Recommendation 1 and 2, I wish to clarify – in relation to the first bullet point of recommendation 1 - the key principles we would seek in an equitable cost share between ourselves and the County Council as follows:

- There to be no capping of the level of support, the sharing should be on an open book reconciliation of actual costs,
- The cost sharing to including all additional costs of a dual-stream service, including costs of transition and implementation,

- That there should be no modification of the current mechanism of uplifting recycling credit in line with RPI.

If we're not able to agree this equitable split we will hand back comingled disposal as detailed in the final bullet point of recommendation 1.

## 20 WELCOME BACK FUND

Joint Report of the Portfolio Holder for Economy and Waste and the Portfolio Holder for Environment and Leisure to seek approval from Cabinet to implement and deliver activities that are eligible under the Governments, European Regional Development Funded, Welcome Back Fund.

RESOLVED: That Cabinet

1. approved the proposed activities that have been developed in line with Government guidance.
2. Agreed to support the processes and structures put in place to deliver and administer the programme of works; and
3. Agreed that delegated Authority be given to the Assistant Director Growth and Regeneration in consultation with the Portfolio Holder Economy & Waste and the Portfolio Holder for Environment and Leisure, to make any amends to the programme as required during delivery.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

## 21 LOCAL DEVELOPMENT SCHEME AND LOCAL PLAN TIMETABLE

Report of the Portfolio Holder for Regulatory & Community Safety to seek Cabinet approval for the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2024.

The report was accepted by the Infrastructure, Safety and Growth Committee and Cabinet thanked Richard Powell for producing the report.

RESOLVED: That Cabinet

approved the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2025.

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## 22 CIL DISCRETIONARY SOCIAL HOUSING RELIEF

Report of the Portfolio Holder for Regulatory & Community Safety to seek approval for an update to the Community Infrastructure Levy local policies to introduce discretionary relief for qualifying social housing.

RESOLVED: That Cabinet

Agreed to make discretionary social housing relief available from 09 July 2021

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## **23 HOMELESSNESS AND ALLOCATIONS POLICY UPDATE**

Report of the Portfolio Holder for Social Housing and Homeless Prevention to set out arrangements for the Rough Sleeping Initiative (RSI 4) funding received from Ministry of Housing, Communities and Local Government (MHCLG), to the sum of £100,000 for homeless prevention activities and to update and set out amendments to the Council's allocations policy as the Government has refreshed the guidance.

RESOLVED: That Cabinet

1. Cabinet acknowledged and supported the action/spend plan for the RSI 4 initiative (Annex 1)
2. Agreed to give delegated authority to the Portfolio Holder for Social Housing and Homeless Prevention & Executive Director of Communities to approve phase two of the RSI project involving the second phase of the government funding in the autumn when the Council receives it.
3. approved policy amendments to the allocations policy as per Government updates. (Annex 2); and
4. Endorsed the impact assessment of the allocations policy and review since implementation 10 June 2020. ( Annex 3)

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

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Leader



Thursday, 29 July 2021

**Report of the Portfolio Holder for Economy and Waste****Tamworth Community Grants Process****Exempt Information**

None

**Purpose**

To approve a revised criteria and process for Tamworth Community Grants and Start Up Business Grants 2021/22

**Recommendations**

It is recommended that:

1. The allocation of £9,000 be made available for Ward members grant funding for community groups delegated for decision by the Portfolio Holder for Economy and Waste and Executive Director Communities
2. An allocation of £18,590 continue to be made available for wider Tamworth community grant funding against existing criteria and agreed through the new Nominations and Grants Committee (subject to approval of revised Constitution)
3. The maximum fund allocations for the Community grants is raised to £1,000 per application
4. The Nominations and Grants Committee approve the award of the existing Tamworth Start up Business Grants
5. Allocations for all grant to be made quarterly commencing September 2021
6. A permanent central Community grants budget is created within the Partnerships directorate incorporating Voluntary/Sports and Arts grants

**Executive Summary**

During the Covid pandemic, the voluntary sector in Tamworth has responded significantly to the challenges faced and has done this through countless volunteers and community goodwill. The Council recognise those successes and would like to continue to promote grant funding to our voluntary and community groups to aid recovery, assist those most vulnerable and promote ongoing social action, especially at ward level.

In November 2020 Cabinet approved the allocation of £27,590 for a central partnerships budget to be for use as community grant funding from 2021/22.

The budget combined the Arts, Sports and Voluntary sector grants into funding pot with the agreed criteria for award aligned to corporate priorities:-

- To assist community recovery and resilience from the Covid-19 pandemic
- To help tackle the causes of inequality in our communities
- To help develop and safeguard our environment and open spaces
- To increase opportunities to participate in arts, heritage and sports activities
- Increase volunteering and civic pride
- Help tackle causes and effects of poverty and financial hardship

- Consider outstanding individuals or groups who by achievement in arts, culture or sports support and promote Tamworth as a place
- Promotes and develops community cohesion

The report also agreed that the process for grants would be reviewed.

Following consultation with Members and the Leader of the Council the following has been proposed:

- An allocation of £18,590 to be made available for Community grants which meet above criteria and by general application during 2021/22 – allocated in September and December 2021 and March 2022
- Approval for Community Grants to be delegated to the updated Nominations and Grants Committee (subject to update of the Constitution).
- Raising of maximum threshold for the award grant to £1,000 for community groups
- Approval for the Start Up Business Grants to be delegated to the same group
- An allocation of £9,000 (£900 per ward) to be allocated as Councillor Community Awards in 2020/21. The funding is £300 per Councillor which can be used as an individual grant to voluntary sector groups in their allocated ward or combined as a one off grant of £900.
- Nominated Ward community groups to complete an application form (which must comply with grant conditions) and forwarded to Ward Councillors to support for discussion and agreement with Portfolio Holder Economy and Waste and Executive Director Communities for award

Outline Application forms and criteria for Councillor and Community grants are attached as Appendix 1a, 1b, 2a and 2b.

All further award conditions and performance monitoring to remain as per current process.

It is proposed that application for the Community and Business Start Up grants will commence on Monday 2<sup>nd</sup> August, closing for the first quarterly award on Friday 3<sup>rd</sup> September 2021 with further dates to be confirmed in line with Committee dates.

Councillor Community awards will be available all year and subject to allocation.

### **Options Considered**

Do nothing – allocation of grant funding on a wider Tamworth basis remains as per report to Cabinet in November 2020

External delivery of grant funding – this has been considered, but Members are asked to consider that at this time delivery ‘in-house’ is a continued preferred model to promote further Member involvement with communities of Tamworth

Retain ‘in house’ – report highlights preferred option

### **Finance Implications**

Currently the grant budgets are split across three cost centres. £5,000 budget on GX0609 34537, £16,390 on GY0801 34537 and £6,200 on GS1002 31551.

It is recommended that the full year budgets on GX0609 34537 (£5000) and GY0801 34537 (£16390) be permanently vired to GS1002 for this financial year and beyond.

### **Resource Implications**

The process of grant application, award and recording under the Transparency data will continue to be conducted by the existing Partnerships team with promotion through the Corporate PR team

Staff involved in the evaluation of grant submissions will be required to attend or submit report to support or suggest rejection of the funding to the Nominations and Grants Committee for decision (as per previous process)

### **Legal/Risk Implications Background**

<b>RISK</b>	<b>MITIGATION</b>
Grants awarded without prior checks and balances	Grant criteria and conditions must be met before grants are discussed and awarded by Nominations and Grants Committee
Councillor fails to declare interest in group nominated for award	Member interest in Ward or wider community grant awards is documented under Declaration of Interest
Failure to check status of award recipients	Funds are only paid to designated community group bank accounts as per grant criteria
Failure to check that grants have been awarded for purpose outlined in application	All allocated funds will have a performance reporting criteria
Lack of transparency and reporting of grants awarded	All grants awarded are detailed as per requirements for public transparency and detailed on the Council's website

### **Equalities Implications**

All groups are asked to provide safeguarding and appropriate policies  
Grant criteria outlines exemptions for funding in line with the Tamworth Borough Council Equalities Policy (MERIT) and under CONTEST Prevent duty

### **Sustainability Implications**

Grant funding will be subject to an annual report to Cabinet to with any underfunding identified and discussed  
A further review will be conducted in 2022/23

### **Background Information**

All details covered in the report

### **Report Author**

Joanne Sands – Assistant Director Partnerships

### **List of Background Papers**

Cabinet Report 17 November 2020

### **Appendices**

- 1a Councillor Grant form
- 1b Councillor Grant criteria
- 2a Community Grant form
- 2b Community Grant criteria

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# Tamworth Borough Council

## COUNCILLOR COMMUNITY GRANT APPLICATION



This side to be completed by the Ward Councillor

Name of Voluntary Organisation \_\_\_\_\_

Which Tamworth Ward does this project serve? \_\_\_\_\_

Name and address of main contact \_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_ Email address \_\_\_\_\_

If the organisation is a registered charity, please provide the registration number.  
(Please enclose a copy of your organisation's constitution even if you are not a registered charity)

\_\_\_\_\_

Describe your organisation's main purpose and activities

What is the total amount of grant aid requested from Tamworth Borough Council?

£ \_\_\_\_\_

What will the grant be used for?

How many people will benefit from this grant?

Please explain how the residents of Tamworth will benefit if your application is successful. Who will be the main beneficiaries and how will you make sure a wide range of people can benefit?

What difference will the project / activities make for the people participating?

Please state the projected timescales

Start date \_\_\_\_\_

End date \_\_\_\_\_

**This side to be completed by the group**

**Please tell us your Bank Account details:**

Organisation's Account Name (Please make sure this is the exact name that appears on your Group's Bank Account)

Bank Account No \_\_\_\_\_ Bank Sort Code No \_\_\_\_\_

Authorised signatories for this account

1 \_\_\_\_\_

2 \_\_\_\_\_

**Please enclose a copy of your most recent bank statement.**

Please state your current balance/reserves:

£ \_\_\_\_\_ Date \_\_\_\_\_



**Declaration**

I declare, on behalf of the Organisation, that:

- The application is submitted with the support of the Organisation's Management Committee
- To the best of my knowledge and belief the information I have given is correct.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Office Held \_\_\_\_\_

Date \_\_\_\_\_

Before submitting, please check that you have enclosed: (Please tick)	Yes	No	N/A
A copy of your most recent bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your organisation's Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your organisation's Covid-19 Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Safeguarding Children Policy (this is required for all projects working with any children or young people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable Adults Policy (this is required for all projects working with vulnerable adults)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Does your organisation have Disclosure and Barring Service certificates for staff working with children or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have appropriate Insurance in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have appropriate food hygiene qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please return this form to your Ward Councillor.  
You can find out who your Councillor is on our website: [www.tamworth.gov.uk/councillors](http://www.tamworth.gov.uk/councillors)

# Tamworth Borough Council

## COUNCILLOR COMMUNITY GRANTS



### CRITERIA:

The Community Grants scheme is for Councillors to facilitate ward related community projects during the pandemic recovery phase.

Grants will be awarded to groups that can meet at least one of the following criteria:

- Food provision/meal delivery for those facing hardship as a result of the pandemic (subject to food hygiene regulations where necessary)
- Overcoming isolation for those who have been shielding or remain vulnerable
- Projects providing practical support to vulnerable residents directly affected
- Equipment to enable community and voluntary groups to work remotely or to conduct socially distanced activity (subject to Government guidance, insurance and risk assessment)
- Appropriate festive or other seasonal activities to combat loneliness or create community spirit (subject to Government guidance, insurance and risk assessment)

Each ward councillor will be allocated £300. Therefore, a maximum of £900 will be available to spend in each of the ten wards in the borough:

<b>Amington Ward</b>	<b>Mercian Ward</b>	<b>Belgrave Ward</b>	
<b>Spital Ward</b>	<b>Bolehall Ward</b>	<b>Stonydelph Ward</b>	
<b>Castle Ward</b>	<b>Trinity Ward</b>	<b>Glascote Ward</b>	<b>Wilnecote Ward</b>

The Executive Director for Communities and Portfolio Holder for Environment and Culture decision on the grant award is final.

The Councillor Community Grant will be available to voluntary and community groups, charities directly working in the relevant ward, not-for profit organisations and faith groups. Applicants should be properly constituted and a copy of the constitution will be required. Applicants should have a bank account with at least two signatories.

Faith groups applying for grants should ensure that the activities they are offering are open to people from all faiths.

**The following cannot apply for a Councillor Community Grant:**

- Individuals
- Private Businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Statutory Organisations

Applicants should be able to demonstrate that they operate an equal opportunities policy and that when working with children, or adults at risk of abuse or neglect a safeguarding policy is in place.

### STANDARD CONDITIONS:

Tamworth Borough Council will only pay grants on receipt of the completed Acceptance of Grant Form.

Grants shall be used only for the purpose specified in the Notice of Confirmation, and immediate notification should be made to Tamworth Borough Council of any unavoidable changes or cancellations.

The recipient is responsible for obtaining all licences, permission and insurance as may be necessary.

Tamworth Borough Council cannot be held responsible for any debts or liabilities and will not be responsible for a third party.

Projects or events which promote or condone extremist ideology, activities or terrorism cannot be funded.

Project/Activities MUST take place before 31 March 2021.

All successful applicants will be required to complete an evaluation form which must be returned to Jackie-Hodgkinson@tamworth.gov.uk no later than 1 April 2021.

**Please return the application form to one of your Ward Councillors.**

**You can find out who your Councillors are on our website at [www.tamworth.gov.uk/councillors](http://www.tamworth.gov.uk/councillors)**

**Ward Councillors should forward application forms and supporting documents up to and including 31 January 2021 to**

**Jackie Hodgkinson, Partnerships Officer, Tamworth Borough Council,  
Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ.**

**Tamworth**  
Borough Council

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Name of Voluntary Organisation \_\_\_\_\_

Which Tamworth Ward does this project serve? \_\_\_\_\_

Name and address of main contact \_\_\_\_\_  
\_\_\_\_\_

Telephone no \_\_\_\_\_ Email address \_\_\_\_\_

If the organisation is a registered charity, please provide the registration number.  
(Please enclose a copy of your organisation's constitution even if you are not a registered charity)

Describe your organisation's main purpose and activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the total amount of grant aid requested from Tamworth Borough Council?  
£ \_\_\_\_\_

What will the grant be used for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people will benefit from this grant? Please explain how the residents of Tamworth will benefit if your application is successful. Who will be the main beneficiaries and how will you make sure a wide range of people can benefit?

What difference will the project / activities make for the people participating?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the expected project outcomes?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the projected timescales

Start date \_\_\_\_\_

# Please tell us your Bank Account details:

Organisation's Account Name (Please make sure this is the exact name that appears on your Group's Bank Account)

Bank Account No \_\_\_\_\_ Bank Sort Code No \_\_\_\_\_

Authorised signatories for this account

1 \_\_\_\_\_

2 \_\_\_\_\_

**Please enclose a copy of your most recent bank statement.**

Please state your current balance/reserves:

£ \_\_\_\_\_ Date \_\_\_\_\_

## Declaration

I declare, on behalf of the Organisation, that:

- The application is submitted with the support of the Organisation's Management Committee
- To the best of my knowledge and belief the information I have given is correct.

Name \_\_\_\_\_

Office Held \_\_\_\_\_

Date \_\_\_\_\_

Before submitting, please check that you have enclosed: (Please tick)

	Yes	No	N/A
A copy of your most recent bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your organisation's Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Safeguarding Children Policy (this is required for all projects working with any children or young people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults at Risk Policy (this is required for all projects working with vulnerable adults)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Does your organisation have Disclosure and Barring Service certificates for staff working with children or adults at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Community Grant Guidance

### Criteria

Grants are available for community, not for profit organisations or for identified not for profit projects to work collaboratively and flexibly to meet the needs of our communities.

- To assist community recovery and resilience from the Covid-19 pandemic
- To help tackle the causes of inequality in our communities
- To help develop and safeguard our environment and open spaces
- To increase opportunities to participate in arts, heritage and sports activities
- Increase volunteering and civic pride
- Help tackle causes and effects of poverty and financial hardship
- Consider outstanding individuals or groups who by achievement in arts, culture or sports support and promote Tamworth as a place
- Promotes and develops community cohesion

All grants should continue to demonstrate value for money and value to the people of Tamworth and have specific outcomes that can be recorded.

Grants will be awarded to community, not for profit organisations or for identified not for profit projects, individuals (subject to due consideration) and voluntary groups operating in Tamworth or who operate for the benefit of the communities of Tamworth

The funding available is a total of £18,590 per annum

Community grants will be awarded 4 times per year by consideration at the Tamworth Borough Council Nominations and Grants Committee in June, September, December/January and March

Applications can only be submitted during the publicised period on Tamworth Borough Council website

The maximum fund allocations for the Community grants will be £1,000 per application

Applicants should be properly constituted, and a copy of the constitution will be required.

Applicants should have a bank account with at least two signatories.

Faith groups applying for grants should ensure that the activities they are offering are open to people from all faiths.

Successful applicants will only be considered for funding once in any given financial year

Grants will **not** be given for:

- Work and projects of a party-political nature
- Travel and subsistence costs
- Guarantee against organisational loss
- Work and projects which are contrary to the Tamworth Borough Council Diversity and Equality policy
- Projects operated on a commercial or for-profit basis.
- The funding of organisations, projects or events which promote or condone extremist ideology, activities or terrorism.

The following cannot apply for a Community Grant:

- Private Businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Statutory Organisations

Applicants should be able to demonstrate that they operate an equal opportunities policy and that when working with children, or adults at risk of abuse or neglect, a safeguarding policy is in place.

## Standard Conditions:

- Tamworth Borough Council will only pay grants on receipt of a completed Acceptance of Grant Form.
- Grants shall be used only for the purpose specified in the Notice of Confirmation, and immediate notification should be made to Tamworth Borough Council of any unavoidable changes or cancellations.
- The recipient is responsible for obtaining all licences, permission and insurance as may be necessary.
- Tamworth Borough Council cannot be held responsible for any debts or liabilities and will not be responsible for a third party.
- Grants MUST be awarded **March 2022** however, organisations will have until **31st 2023 to complete their project activities. Is this correct time scale?**

All successful applicants will be required to complete an evaluation form which must be returned at the end of your project.

Please return Application forms to: Jackie-Hodgkinson@tamworth.gov.uk

The last date for receipt of applications is Friday 3<sup>rd</sup> September 2021 at mid-day. After this time the scheme will be closed.

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Thursday, 29 July 2021

## Report of the Portfolio Holder for Environment and Leisure

### Leisure Services

#### Exempt Information

None

#### Purpose

To outline the proposed options and plan for the:

- Update of the Council's Indoor and Outdoor Sports Facilities Assessment, to also include:
  - a review of the playing pitch strategy
  - a new open spaces assessment
  - a feasibility study for the Gungate Leisure facilities offer
- The refurbishment of the Castle Grounds tennis courts.

#### Recommendations

It is recommended that Cabinet:

1. Delegate authority to the Assistant Director Operation and Leisure in consultation with the Portfolio Holder for Environment and Leisure to enter into contract with the most economically viable quotations received for:-
  - the Council's Indoor and Outdoor Sports Facilities Assessment
  - the Council's open space assessment
  - the Gungate leisure facilities feasibility study
  - the refurbishment of the Castle Grounds Tennis Court facilities
2. Endorse the approach outlined in the report.
3. Approve the release of the allocated Section 106 funds as detailed within the report.

#### Executive Summary

The Council must renew both the current open spaces assessment and the Indoor and Outdoor Facilities Assessment as part of the required data and evidence required for the local plan. Unfortunately, the expertise required to undertake this detailed assessment is currently not available in house.

The Gungate leisure facilities feasibility study will ensure that services are fit for purposes and meet national requirements for the future.

The tenders will be promoted via the Council's Intend system and will be in the form of two separate tender's i.e.

- the assessments and feasibility studies
- the castle grounds tennis court refurbishment

It is envisaged that by awarding the contracts in this way that it will provide better value for money.

The castle grounds tennis courts refurbishment will ensure that the Council has good quality playing facilities for the future.

### **Financial Implications**

The anticipated cost of the areas of work are shown below together with the funding source: -

<b>Scope of work</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
Open Spaces Assessment	£24k	GS0404 30403 Local development framework.
Indoor/Outdoor Sports Pitch Assessment	£68K	Section 106 – PM4725 R6727
Gungate Leisure Facilities Feasibility Study	£25k	Section 106 – PM4725 R6727
<b>TOTAL</b>	<b>£112k</b>	
Tennis Court Refurbishment	£120k	Section 106 (contained within the Capital Programme) – CP2859

The figures above are estimated and have been provided by officers based on previous work and like-for-like projects undertaken by authorities local to Tamworth.

All of the above work can be met from existing section 106 monies. The funding for the open spaces assessment is section 106 that has been transferred to revenue in readiness to spend.

The letting of one tender to incorporate three standalone pieces of work should provide a reduction in the cost compared with tendering for each piece in isolation.

The tennis court refurbishment will be met from solely from section 106 monies which have been already been approved in the Capital Programme for 2021/22.

### **Legal/Risk Implications Background**

Consideration has been given to recruiting an in-house team with the required skills to undertake the assessment/feasibility work. However, given the current difficulties the Council (and other Councils) are having in both recruiting and / or retaining planning and regeneration posts, there is a significant risk that the team could not be established within the required timeframe to complete the work required for the local plan and service review. Current resources cannot support the delivery of this work.

### **Equalities Implications**

Each of the assessments will consider demographics and user accessibility. Each will also contain a detailed impact assessment.

### **Sustainability Implications**

Consideration of these matters collectively will ensure that none are undertaken in isolation. In completing each area of work in this way it remains relevant, fit for purpose, future proof and as sustainable as possible at the current time.



## **Background Information**

### **Leisure Strategy**

Following the restructure of Council services in 2018, Leisure Services were identified as an area for further service review in 2019/20. The early preparatory work identified that a new Council Leisure Strategy would potentially be required to encompass all documents and policy within one as the Council has previously not completed a full Leisure Strategy.

The authority is completely focused and resourced to deliver the corporate plan including the Reset and Recovery programme as well as significant regeneration programmes and as there is no statutory duty on the authority to hold a Leisure Strategy at this time it is not considered viable. Therefore, in discussion with the Portfolio Holder for Environment and Leisure, the Leisure Strategy will be delayed until resources can be allocated or statute dictates.

The data produced from the indoor and outdoor sports facilities assessment, the open spaces assessment and the Gungate feasibility study will enable the authority to make informed decisions on its leisure offer for Tamworth in the interim.

### **Indoor and Outdoor Sports facilities Assessment**

The Council's five year Indoor and Outdoor Sports Facilities Assessment was due to be undertaken in 2019 and was delayed further with the covid19 pandemic. This assessment was last fully reviewed in 2008 and subsequently refreshed in 2013. Due to the changing demographic of Tamworth and the impact of covid19 in sports facility usage it is proposed to undertake a full update of this document.

### **Open Space Assessment**

The global Covid19 pandemic in March 2020 resulted in a delay to these timelines and an unprecedented shift on the use of the Council's open spaces for personal exercise. It is therefore proposed that the Council's open spaces assessment is updated to both reflect this continued high demand and usage to support the evidence required for the local plan development.

National planning policy requires that local plans should aim to achieve healthy, inclusive and safe places which enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure and sports facilities.

In order to appropriately plan to achieve this objective, the Council need to be able to establish what existing and future needs are/will be, and whether the existing facilities are capable of meeting those needs. Having appropriate evidence will also support the council in seeking appropriate contributions from developments towards the provision of suitable facilities.

Therefore, both the Indoor and Outdoor Sports Facilities Assessment and the Open Spaces assessment are required to be undertaken to provide the evidence for the local plan.

These are significant pieces of work that are strategically linked and will require time and expertise that is not currently available in-house. It would therefore be appropriate to appoint external consultants with experience of carrying out this type of work to deliver the project to ensure that the evidence is found to be sound at a local plan examination.

The tender will deliver three principle pieces of work, those being an updated open spaces assessment, an updated indoor and outdoor sports facilities assessment, a new leisure facility feasibility assessment for Gungate, which in turn will inform a review of its Community Leisure Services within Tamworth Borough Council and its strategic priorities.

## **Gungate Leisure Feasibility Study**

The current proposals for the development of the Gungate site include a leisure facility and as such, a feasibility study is required to understand both the current community need and the most economic delivery method for the site. It is recognised post pandemic that these health and wellbeing activities will play a vital within the community.

### **Castle Grounds Tennis Courts**

The castle grounds tennis courts were last resurfaced in 2008. Since that time the surface has become uneven and difficult to maintain to the required playing standard. In addition, the floodlights are outdated and expensive to run, whilst the caging to the surrounding area is now beyond economic repair.

It is proposed that the courts be resurfaced with an all-weather surface primarily still to be used for tennis but with the capability of delivering other sports such as football and basketball. The caging will be replaced, and the floodlights upgraded to more efficient LED lamps. These works will be tendered separately to those above. It is anticipated that this work will commence later this year with completion in the new year.

### **Report Author**

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