



CENTRAL area committee

**WEDNESDAY
1 MARCH 2023
ALL SAINTS CHURCH HALL,
32 BLENHEIM RD, IPSWICH IP1 4EB
7.00 PM**

WARD COUNCILLORS

ALEXANDRA:

John Cook, Labour
Adam Rae, Labour
Jane Riley, Labour

ST MARGARETS:

Oliver Holmes, Liberal Democrats
Inga Lockington, Liberal Democrats
Tim Lockington, Liberal Democrats

WESTGATE:

Julian Gibbs, Labour
Carole Jones, Labour
Colin Kreidewolf, Labour

CO-OPTES: SUFFOLK COUNTY COUNCIL COUNCILLORS

Rob Bridgeman – Labour, Bridge Division
Elizabeth Johnson – Labour, St Helen's Division
Debbie Richards – Conservative, St Margaret's & Westgate Division

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A G E N D A

	PART 1
1.	Apologies for Absence
2.	Unconfirmed Minutes of Previous Meeting - 4 January 2023 (Pages 5 - 10)
3.	To Confirm or Vary the Order of Business
4.	Declarations of Interest
5.	<p>Responses to Public Questions</p> <p>Residents are encouraged to ask questions at Area Committee meetings. Questions will be answered by an appropriate Officer or Councillor.</p> <p>To ask a question, residents simply need to email areacommitteequestions@ipswich.gov.uk including their name and address, a contact telephone number, their question, and which Area Committee they wish the question to be asked at. We ask that questions be submitted by 10am two working days before the day of the meeting in order that relevant information can be brought to the committee; for this meeting the deadline is 10am on Monday 27 February 2023.</p> <p>Questions may be asked by residents without prior notice having been given, with the permission of the Chair, however it may not be possible for an answer to be given at the meeting. Priority will however be given to those residents who have submitted questions in advance.</p> <p>All questions must either be:</p> <ul style="list-style-type: none"> • relevant to the area committee they are to be asked at, or; • relevant to Ipswich as a whole and be asked by a resident of the area covered by the committee it is to be asked at. <p>Please note that questions or representations must not contain:</p> <ul style="list-style-type: none"> • references to identifiable individuals (whether by name or other information) unless the consent of that individual has been obtained and included with the notification; • potentially defamatory or provocative or abusive comments; • discriminatory remarks. <p>If for any reason a question which has been submitted in advance is not able to be asked at a meeting, the Council will, within 14 days of the meeting date, reply to the resident asking the question explaining why and if possible providing a written answer.</p>
6.	Policing Update

7.	CAC/22/13 Area Committee Budget Update (Pages 11 - 14)
8.	CAC/22/14 Funding Request: St Elizabeth Hospice (Pages 15 - 32)
9.	CAC/22/15 Funding Request: Eastern Angles Theatre Company (Pages 33 - 48)
10.	CAC/22/16 Funding Request: Caribbean and African Community Health Support Forum (CACHSF) (Pages 49 - 66)
11.	CAC/22/17 Provision for Funding of the King's Coronation Community Grants (Pages 67 - 72)
12.	Chair's Update on Actions from Previous Meetings
13.	Community Intelligence - Verbal Update from Councillors
14.	Dates of Future Meetings <ul style="list-style-type: none"> • Wednesday 21 June 2023, 7pm • Wednesday 6 September 2023, 7pm • Wednesday 1 November 2023, 7pm • Wednesday 3 January 2024, 7pm • Wednesday 21 February 2024, 7pm

Shirley Jarlett

SHIRLEY JARLETT
MONITORING OFFICER
21 February 2023

Any enquiries about this meeting should be addressed to
Linda Slowgrove - 01473 432511
Grafton House, 15 - 17 Russell Road, Ipswich IP1 2DE.
Website: www.ipswich.gov.uk



The information contained within these papers can be made available in alternative formats. Please use the contact details above for assistance

CENTRAL AREA COMMITTEE

MINUTES

WEDNESDAY 4 JANUARY 2023
MUSEUM STREET METHODIST CHURCH,
17 BLACK HORSE LANE, IP1 2EF
7.00 PM

Present: Alexandra Ward Councillors: Adam Rae and Jane Riley
St Margaret's Ward Councillors: Oliver Holmes and Inga Lockington
Westgate Ward Councillors: Julian Gibbs, Carole Jones and Colin Kreidewolf
SCC Councillors: Rob Bridgeman and Debbie Richards

40. Apologies for Absence

Apologies for absence were received from Councillor J Cook and Councillor T Lockington.

41. Unconfirmed Minutes of Previous Meeting - 2 November 2022

Resolved:

that the Minutes of the meeting held on 2 November 2022 be signed as a true record.

42. To Confirm or Vary the Order of Business

Resolved:

that the Order of Business be confirmed as printed on the Agenda.

43. Declarations of Interest

County Councillor Bridgeman declared that he was an employee of Ipswich Borough Council.

44. Responses to Public Questions

44.1. A resident referred to a streetlight that had not been fixed in 6 months and commented that this would add to the perceived fear of crime mentioned at the

last meeting.

Councillor Inga Lockington commented that this streetlight had been reported previously and added that she had reported it again and would follow this up with Suffolk County Council (SCC) in the next few days.

45. Policing Update

- 45.1. The Chair introduced Inspector Domenic Mann from the Ipswich Central Safer Neighbourhood Team (SNT) who provided the following policing update.
- 45.2. Since the last meeting there had been no incidents reported relating to street prostitution or serious gang-related crime, and no significant criminal activity reported in the town centre during the busy Christmas/New Year party season. The recent spree of dwelling burglaries had reduced significantly following the arrest of 2 offenders.
- 45.3. ASB issues: a tenant had been evicted from Mountbatten Court in response to drug-related criminal activity; an arrest had been made relating to drug offences and intimidation at St Lawrence Church/Buttermarket; alcohol-related ASB was being addressed on St Matthew's Street/Civic Drive; the Council's Community Safety Team had been tackling drug-related activity at Woodville Road; and intelligence was being sought in relation to drug-related activity on Wells Close.
- 45.4. Novotel Hotel: whilst there had been a few incidents relating to the change of use, there had been no significant impact on the Police. A second Police Community Engagement Officer would be starting next week to provide a presence in target areas and help people feel safer.
- 45.5. Councillor Kreidewolf commented that parking enforcement was a low priority for the Police as most enforcement was delegated to the Council, but there were frequently vehicles parked on Westgate Street that could not be enforced by the Council as SCC had not enacted the town centre Traffic Regulation Order (TRO). Councillor Kreidewolf added that PC Austin had requested that the tenants at St Lawrence Church switch off the free WiFi as young people were gathering in the churchyard to use the WiFi, and highlighted that there could be similar issues with the proposed BT WiFi hubs in the town centre, which had been approved by Planning Officers.
- 45.6. Inspector Mann commented that he would look into the parking on Westgate Street which was probably related to people visiting the Mosque. Inspector Mann commented that the proposed BT Hubs were more open and exposed than St Lawrence Church and BT would be able to switch off the WiFi; this issue had been raised by the Design Out Crime Officer.
- 45.7. Councillor Kreidewolf commented that the Council's Chief Executive and Leader had met with their counterparts at SCC to expedite the implementation of the town centre TRO.
- 45.8. Councillor Jones commented that although it had been relatively peaceful at the Novotel hotel, there had been some protestors with unpleasantly worded

placards regarding the legality of the asylum seekers.

- 45.9. Councillor Inga Lockington commented that the Police had not responded to an elderly resident regarding a burglary within the given timescale and asked if there was a process in place to ensure that the Police update residents in a timely manner.

Inspector Mann commented that when an incident was logged on their system, notifications were produced to provide an update to the victim and if not actioned, a task would be sent to the supervisor; however, the reminder could be acknowledged even if it had not been possible to contact the resident. Councillor Lockington added that it was important to keep residents updated even if no action had been taken.

- 45.10. Councillor Rae commented that he would raise the matter of switching off the free WiFi at the proposed BT booths with the Planning Officers.

46. Chair's Update on Actions from Previous Meetings

- 46.1. The Chair reported the following updates to the meeting:

46.2. Performance of the Police 101 Service

The following response was received from the Office of the Police and Crime Commissioner (PCC):

The Constabulary Contact and Control Room (CCR) continued to experience a significant rise in demand in both 101 and 999 calls at all times of the night and day. Whilst any delay in call answering was understandably frustrating, the following work had been undertaken to try to improve the service.

The Constabulary had recruited additional call takers during the last 12 months and further vacancies were expected to be filled throughout the year because of retirements and career progression. In addition to the call answering function, the Constabulary operated a Crime Coordination Centre that allowed officers and staff to deal with incidents with members of the public where the specific attendance of an officer was not needed.

The PCC had announced that improvements to the 101 service would be fundamental as part of the funds generated via the precept increase, which would fund the recruitment of additional staff to deal with calls and contact from the public more quickly and manage resources responding to calls for service more effectively. Additional Police Sergeants would be recruited to manage operations and the Constabulary would be able to create a digital desk to ensure that it had the required capacity and capability to deal with public expectation regarding online and social media contact. This recruitment was ongoing, with the first of 5 Sergeants joining the CCR in July 2022, with the remaining Sergeants to join in due course. The CCR would have an increase in numbers and enhanced training which would see call takers dealing with some 101 calls rather than placing them into a queue.

This comprehensive and ambitious programme would ensure that the CCR continued to be able to deliver these essential services effectively and efficiently. The programme would be led by the Assistant Chief Constable, with improvements being implemented in a sequenced and managed way to maintain business continuity.

Alternatively, details on how to contact the Constabulary electronically could be found on the Contact Us page of the Suffolk Police website:

<https://www.suffolk.police.uk/contact-us>.

46.3. Air Quality and Anti-Idling matters:

The following responses were received from County Councillor Paul West:

County Councillor West did now have responsibility for Air Quality matters within his SCC Cabinet responsibilities.

What was being done to address air pollution issues:

- SCC Public Health and Communities had co-produced with colleagues in the Growth, Highways and Infrastructure directorate a SCC Air Quality Strategy and Action Plan, which consolidated SCC's levers around air quality. It was anticipated to be published in January 2023 and progress against the Action Plan would be monitored and updated regularly.
- Some public engagement work, including a survey and an event held in Ipswich town centre with an evening webinar on 24 October, had been conducted to raise awareness of the health impacts of air pollution and to understand the public's views on air quality in Ipswich and where there might be potential for behaviour change initiatives. A public engagement plan would be developed in January 2023 with system partners, informed by the findings of this initial engagement work, to set out how SCC would target and engage with local communities in Ipswich and more widely across Suffolk to deliver tailored advice and behaviour change initiatives.
- System partners had agreed to scope and explore a Suffolk Air Quality network to facilitate increased collaboration across the system and improve engagement with local communities; this work would commence in January 2023.

Anti-Idling Policies:

There was no anti-idling policy in place for the Central Ipswich Air Quality Management Areas (AQMA's); however, SCC had developed resources with partners to work with schools across Suffolk to promote anti-idling campaigns outside schools, encouraging drivers to switch off their engines when stationary. The relevant legislation allowed the designating authority for the AQMA's to apply for an anti-idling zone and to enforce this by way of fixed penalties; this would be Ipswich Borough Council as the designating authority for Ipswich.

- 46.4. A resident asked whether the Council would consider implementing an anti-idling zone within the AQMAs in Ipswich and highlighted the following events taking place:
- Love Nature events at Christchurch Mansion, 10am-3pm, on 14 and 15 February 2023
 - Earth Day on Saturday 22 April 2023

47. Community Intelligence - Verbal Update from Councillors

- 47.1. County Councillor Bridgeman reported that he was trying to get improvements to the lighting on the Waterfront, especially as some of the lighting was solar powered and not effective in the winter, to make the area feel safer to walk around at night.
- 47.2. Councillor Kreidewolf commented that he and Councillor Jones had recently visited the Clarkson Street area with the Council's new ASB Officer and had been impressed by their 'can do' attitude.
- 47.3. Councillor Rae thanked SCC for the prompt response to the dangerous layout of planters on the Milner Road closure after a cyclist had ridden into one of the planters.
- 47.4. Councillor Inga Lockington commented that some residents had been littering and leaving bags of waste on the street and highlighted that the letters and information sent out to residents were written in English and might need to be provided in other language formats for non-English speaking residents.
- 47.5. County Councillor Richards commented that the Police were now responding to the ASB experienced on Kitchener Road.
- 47.6. Councillor Riley commented that she had reported the rubbish in the Cox Lane and Tacket Street car parks to NCP as it was their responsibility to keep these sites tidy.
- 47.7. A resident asked whether the fines for fly-tipping were paid to the Council and asked whether a sign indicating the maximum fine for fly-tipping would act as a deterrent.
- 47.8. Councillor Jones commented that the Council would prosecute for fly-tipping offences, but there needed to be robust evidence of the offence and then the outcome would be dependent on the decision of the Magistrates' Court.
- 47.9. Councillor Gibbs added that the Council had to weigh up the potential outcome of any prosecution against the cost of taking the matter to Court as if the prosecution was to fail, the costs would be borne by taxpayers; however, the Council did still take some cases to Court.

48. CAC/22/12 Area Committee Budget Update

- 48.1. Mr Blofield, Director for Finance and Housing, reported that following the updates from the previous meeting, the Central Area Committee had an unallocated budget of £3,845.26 available to spend on its priorities.
- 48.2. Councillor Inga Lockington confirmed that she had allocated some of her SCC locality budget to Emmaus Suffolk towards the extension of their Well-being Hub provision.

Resolved:

that the financial statement in Appendix 1 of the report be noted.

Reason: To provide clear and transparent details of the amount of funds available to the Area Committee to deliver the priorities in its Action Plan.

49. Dates and Times of Meetings for 2022/23:

The Chair highlighted that the next meeting was due to take place on Wednesday 1 March 2023 at 7pm.

The meeting closed at 7.37 pm

Chair

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/22/13
DATE: 1 MARCH 2023
SUBJECT: AREA COMMITTEE BUDGET UPDATE

Short description of report content and the decision requested:

This report details the financial position of the Central Area Committee budget.

Appendix 1 sets out the current financial position of the Central Area Committee budget.

List of Appendices included in this report:

Appendix 1: Central Area Committee Budget – Financial Statement

Recommendation:

The Committee is asked to note the financial statement in Appendix 1.

Reason: To provide clear and transparent details of the amount of funds available to the Area Committee to support priorities in Central Ipswich

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APPENDIX 1 - CENTRAL AREA COMMITTEE - FINANCIAL IMPLICATIONS

Committee Date	Report Number	Description	Original Allocation Agreed	Budget B/F from 2021/22 + 22/23 Budget allocation	Committed	2022 /23 Expenditure	Remaining Budget	Progress - Project Update
15/01/2020	CAC/19/16	Fly-Tipping & Graffiti Removal Budget	2,453.20	2,272.28	2,272.28			£453.20 remaining from CAC/17/18 and £2,000 allocated 2019-20.
02/03/2022	CAC/21/14	Spring Road Allotment Compost Toilet	7,753.20	7,753.20		7,753.20		Approved Funding Bid & Paid
02/03/2022	CAC/21/15	PHOEBE Self-Esteem Project	1,000.00	1,000.00		1,000.00		Approved Funding Bid & Paid
02/03/2022	CAC/21/17	Family Fun Days and Queen's Platinum Jubilee Community Fund	578.60	578.60		578.60		Approved Funding Bid £3,500.00 - Note: £578.60 is to come from 2021/22 budget and £2,921.40 from 2022/23 budget
22/06/2022	CAC/22/04	Venue Hire and Publicity 2022/23	500.00	200.00	177.50	522.50		£100 - Hire of Premises 22.06.22; £120 - Hire of Hall 07.07.22; £202.50 - Hire of Council Chamber 02.11.22; £100.00 - Hire of Meeting Room - 04.01.23
02/03/2022	CAC/21/17	Family Fun Days and Queen's Platinum Jubilee Community Fund	2,921.40			2,921.40		Paid out of 22/23 Budget.
22/06/2022	CAC/22/01	MAD Funding 2022/23	1,500.00		1,500.00			Approved Funding Bid
22/06/2022	CAC/22/02	Lofty Heights	2,000.00			2,000.00		Approved Funding Bid & Paid
07/09/2022	CAC/22/07	Future Female Society Woman 2 Woman Radio project.	2,500.00			2,500.00		Approved Funding Bid & Paid
02/11/2022	CAC/22/10	Emmaus Suffolk - Well-Being Hub Provision	3,000.00			3,000.00		Approved Funding Bid & Paid
		Unallocated Budget B/F from 2021/22		1,266.66				
		2022/23 Budget		15,000.00				
		Total		28,070.74	3,949.78	20,275.70	3,845.26	

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/22/14

DATE: 1 MARCH 2023

SUBJECT: FUNDING REQUEST - ST ELIZABETH
HOSPICE

REPORT AUTHOR: BETH ROBINSON

DIRECTOR: IAN BLOFIELD

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £1,400 to St Elizabeth Hospice to enable the installation of a 'Before I Die' wall in May. This will serve as an interactive art installation, posing the question 'Before I die, I want to....' to be answered on the walk in chalk. Further, it allows reflection on death, accompanying St Elizabeth Hospice's largest fundraising event in May, in addition to 'Dying Matters' Week.

List of Appendices included in this report:

- a) Appendix 1 - Application Form

This report has been prepared by Beth Robinson ,

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

Jessica Prosser

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

Building a Better Ipswich 2017

1. Item of business and issues for consideration

- 1.1 To consider the application of St Elizabeth Hospice and decide whether to agree:
- i) Option 1 - Fund the total amount requested
 - ii) Option 2 - Fund a lesser amount to the amount requested
 - iii) Option 3 - Not fund
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 St Elizabeth Hospice provides care for those living with a progressive illness or life limiting condition, through a range of therapeutic techniques both for inpatient and outpatient patients. Work is highly centred on the needs of the individual, and over 3,500 are supported in this way across East Suffolk, Great Yarmouth, and Waveney per year, with over 100 patients completing their life's journey in the care of St Elizabeth Hospice. Core values are centred around ensuring every person facing death has the best quality of life possible, and experiences dignity, peace, and comfort in whichever decisions they make. The Hospice is rated 'Outstanding' by the Care Quality Commission.
- 1.4 St Elizabeth Hospice work to equip communities to support each other through life limiting illness. One such project is 'Compassionate Communities', which aims to break taboo about death by: Opening conversations about death, dying and loss; improving death literacy; sharing support opportunities, and engaging and collaborating with the community.
- 1.5 The 'Before I Die' wall is a global participatory art project and in Ipswich will contribute to the missions of the hospice and the 'Compassionate Communities' Campaign. It will be a feature along Ipswich Waterfront, opposite Dance East, for the month of May, and will not only enable emotional expression, but serve as an art feature and signposting tool to other support services, with a QR code alongside. This will result not only raising awareness, but also increase footfall to the Waterfront – as a global project, other locations around the world have seen the 'Before I Die' wall become a prominent talking point in the community.
- 1.6 The wall will be 10m in length and 2.5m high.
- 1.7 May is an important month for this installation to take place in. The midnight walk on Saturday 20th May is the biggest fundraiser for the hospice, and Dying Matters week runs from 1st-7th May, which will generate further engagement and awareness.
- 1.8 Direct beneficiaries will be members of the public; even if they do not write on the wall, in reading it and/or scanning a QR code, they may be impacted. To

increase the longevity of the project, campaigns will run on social media, and images of the wall will be uploaded to a global website. Further, volunteers will be directly recruited from the IP1 postcode to support a long legacy for those individuals who also work on the project (there are currently 111 volunteers). These volunteers will also serve to ensure the wall is well maintained and free from inappropriate rhetoric.

2. Links to Area Action Plan

2.1 Department of Communities and Local Government - Domains of Deprivation:

- **Health and Disability**, which is an Area Action Plan priority
- **Education, Skills, and Training**, which is an Area Action Plan priority

2.2 Building a Better Ipswich underlying principles:

- **A Healthy Community**, which is an Area Action Plan priority
- **An Enjoyable Place to Live, Work and Study**

3. Financial implications

3.1 There is £3,845.26 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

Description of expenditure		Cost (£)
Permissions, consultation, and support from Eat Art for the wall to be in place		1,000.00
Materials		250.00
Volunteer expenses		150.00
Total project costs		£1,400.00
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£1,400
	South East	N/A
	South West	N/A
	TOTAL	£1,400.00

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e. the Area Committee terms of reference.
- 4.3 St Elizabeth Hospice (registered Charity no. 289154, registered company number 1794927) has provided its constitution, named officers, proof of bank account, year-end accounts, and safeguarding policy as required by the Area Committee Funding Guidelines.

5. Risks considered

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Safeguarding risk to children and vulnerable people	Emotional or physical harm to individual	Safeguarding system Records check on staff and volunteers	2	3
Actions to mitigate risk	St Elizabeth Hospice operates a safeguarding policy for vulnerable adults and for children. Their staff are trained, and DBS checked.			
Inappropriate text may be written on the wall	Personal offence to individuals and/or promotion of inappropriate rhetoric or misinformation	Volunteers to clean and monitor the wall	4	2
Actions to mitigate risk	St Elizabeth Hospice have 111 trained volunteers who will monitor the wall and remove inappropriate remarks/rhetoric			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £1,400 to St Elizabeth’s Hospice
- 6.2 Option 2 – Approve allocation of less than £1,400 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

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8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

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Signed.....

[This must be signed by the Chair of the Area Committee]

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

We would like to install a 'Before I Die' wall (<https://beforeidieproject.com/>) on the Waterfront in Ipswich for the month of May. Before I Die is a global art project that invites people to reflect on death and share their personal aspirations and thoughts in public by writing them on a chalkboard.

Amount of funding requested

£1,400

PART 2 - About your group

Name of Organisation/Group:

St Elizabeth Hospice

Address:

565 Foxhall Road

Ipswich

Suffolk

IP3 8LX

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

289154

Company Number:

(if applicable)

Date organisation established:

1st May 1984

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

St Elizabeth Hospice improves life for people in East Suffolk, Great Yarmouth and Waveney living with a progressive illness or life limiting condition. Every year over 3,500 patients and their families receive care from St Elizabeth Hospice. Our work is centred on the needs of each individual, which means specialist support, whenever and wherever it is required; whether at home, in the community or at the hospice. Through medicine and therapies, we ease pain and help families make the most of the time they have together.

We are a prominent and well respected charity at the heart of the local community. We believe that every person facing death should have the best quality of life possible, experience dignity, peace and comfort and be supported to make the choices that are right for them. Every month, over 100 St Elizabeth Hospice patients complete their life's journey in our care.

The hospice is rated 'Outstanding' by the Care Quality Commission and we employ over 300 staff who make up a multi-disciplinary team of consultants, doctors, nurses, care assistants and therapists as well as corporate services to run the organisation and income generation.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes ☒ (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes ☒ No ☐

Does the organisation have a bank account in the organisation/group's name?

Yes ☒ No ☐

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No ☒

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

One of St Elizabeth Hospice's strategic objectives is to work in partnership with our community to help and equip them to better support each other through life limiting illness. We have been developing Compassionate Communities to help us fulfil this objective and this project will enhance our ambition to widen its reach.

Compassionate Communities aim to break the taboo about death and dying by supporting people in their local communities and improving end of life care and bereavement support for the whole community. By supporting each other, we can help bring confidence to difficult conversations and help people at the end of their life. Bringing local residents, schools, businesses, groups and healthcare services together, Compassionate Communities is a network to promote and support kindness, friendship and a collaborative approach to caring for one another at times of health crisis and personal loss.

Compassionate Communities will:

Open up conversations about death, dying and loss - for example, through events and death cafés

Improve death literacy - the practical know-how needed to plan end of life care

Share opportunities to support each other – for example, through free Compassionate Conversations training for all

Engage local people and groups who may not have access to resources and support

Work in collaboration with the whole community - connecting with other groups, organisations, networks and local services

The 'Before I Die' wall project will align with both the 'health and disability' and the 'education, skills and training' priorities from the Central Area Action Plan.

The 'Before I die' wall will help to improve the mental health and wellbeing of the local community by offering them a creative outlet to express themselves and to address their fears, worries, goals or aspirations for the future. Death is a normal part of life and yet having conversations about death and dying can be very difficult. 'The Before I Die' wall project will help us to open up those conversations and get people talking and thinking about what is really important to them. It will also create a real talking point for the town and be a fun, interactive way of engaging with our local community and spreading the hospice message.

The wall will also aid people's understanding of hospice services and the support available to them by displaying a QR code which, when scanned, will hold further information on St Elizabeth Hospice services. This information will help to educate the community about hospice services and signpost them to other support services including wellbeing and bereavement support. The QR code will also hold more details on Compassionate Communities and how to access opportunities like Compassionate Conversations training. The training is aimed at helping people (aged 18+) build the skills and confidence to enable open, honest and sensitive conversations around end of life, loss and bereavement, whilst identifying ways to help and support others. This will create a lasting legacy of the project and extend its reach well beyond the month of May.

Here are a selection of entries from 'Before I Die' walls around the world.

Well-being

"Abandon all insecurities" (New Orleans)

"Come to terms with who I am" (Washington)

"Stop being afraid" (Jerusalem)

"Find closure" (Erfurt, Germany)

"Slow down for a moment and maybe even stop" (Portsmouth, New Hampshire)

"Feel comfortable in my skin" (Burning Man festival)

Love

"In New Orleans, someone wrote, 'Before I die I want to eat a salad with an alien,' and someone else drew an arrow and wrote 'Before I die I want to marry this person,' " she said.

"Love recklessly again" (New Orleans)

"Find my other half" (Madrid)

"Accompany him forever" (Chung-Li, Taiwan)

"Be loved unconditionally" (Jersey City, New Jersey)

Travel

"Ride my bike up the top ten highest mountains in Thailand" (Chiang Mai, Thailand)

"Visit Venice with the love of my life" (Auckland, New Zealand)

"Drive Route 66" (Melbourne, Australia)

Family

"See where my grandma grew up" (Townsville, Australia)

"See my parents again" (Erfurt, Germany)

"Speak with my children one last time" (Cordoba, Spain)

"Make my parents proud" (Burning Man festival)

"See my daughter graduate" (New Orleans)

"Raise good kids" (Charleston, South Carolina)

What evidence do you have of this need?

Please include results of any consultation

Studies indicate that more than 70% of us avoid talking about death and yet we will all be impacted by death and dying multiple times as carers and as people living with bereavement or facing our own death. As a result of our reluctance to talk about death, those who are dying and those close to them, can feel socially isolated and lonely. Attitudes to death and dying need to change – change happens when we start talking about what is important to us and relearning what happens at end of life.

Before I Die is a global participatory public art project that reimagines our relationship with death and with one another in the public realm. It will help to open these sometimes difficult conversations and encourage people to talk about what really matters to them.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

After losing a close friend to liver failure, artist Candy Chang from New Orleans spent a lot of time thinking about how she wanted to live out her days. Contemplating death brought clarity to her life, but she struggled to maintain perspective amid the daily grind. She wondered whether other people went through the same struggle, and what mattered to them. She decided to invite others to share those thoughts by painting a chalkboard on the side of an abandoned house in New Orleans stencilled with the sentence “Before I die I want to_____.”

What began as an experiment in making a public space into a shared space has become a global art project, with more than 400 “Before I die” walls in 60 countries and 25 languages. Before I Die has been described as “one of the most creative community projects ever”

We would like to install a 'Before I Die' wall at Ipswich Waterfront for the month of May. The wall will be to the left of Dance East in front of old industrial buildings. The wall size will be 10m in length and 2.5m high. May is an important month for the hospice as we hold our biggest fundraiser, the Midnight Walk on Saturday the 20th of May and May is also the month that Dying Matters week falls in. During Dying Matters week which takes place from 1 – 7th May, we encourage our local community to get talking about death and dying. The Midnight Walk route will see up to 2,000 participants come along the Waterfront and past the wall giving them a wonderful, poignant opportunity to write on the wall and consider the things that matter most to them.

We will recruit a team of volunteers from the IP1 area to visit the wall regularly to ensure that there are no problems with the wall and to wipe it clean so that more people can use it. We currently have 111 active volunteers in the area so we do not see a problem with recruiting enough people to work on the project.

Outcomes

Open up conversations about death, dying and loss – The Before I Die project will increase people's confidence to talk about death, dying and loss in a more open way.

Enable emotional expression – The Before I Die wall will give the local community the ability to express their thoughts and feelings publicly and to get talking about what really matters to them.

Signposting to other support services – On the wall there will be a QR code which, when scanned will take the user to the hospice website with details on our services, including wellbeing and bereavement support and how to get involved in Compassionate Communities.

Raise awareness for St Elizabeth Hospice and Compassionate Communities– This project will enable us to engage positively with our local community and reach hundreds of people who may not already have a great understanding of hospice services and our Compassionate Communities mission.

Increase footfall to the Waterfront in Ipswich – This project will hopefully become a real talking point and will increase the number of people walking along the Waterfront who may visit other venues.

What risks have you identified for your project and how will you manage them?

The only real risks are the potential for inappropriate words and graffiti to be written on the wall. We will mitigate this by having a team of volunteers from the IP1 area who will regularly check the wall and remove anything inappropriate. They will also clean the wall every couple of days to enable more people to write their thoughts and feelings on the wall.

Does the organisation/group have a safeguarding policy in place?

Yes ☒ (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

This is very hard to quantify but we would expect hundreds of people to benefit from this project. Even if people don't choose to write on the wall, we hope that just by reading what has been written or scanning the QR code, they will benefit from it.

How will potential beneficiaries be made aware of the project?

We will advertise this project internally and externally on our website and social media channels. We also plan to send out a press release. This project has not been done locally before so we hope that it will generate a lot of interest.

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

St Elizabeth Hospice is a hospice for all. We believe that everyone who accesses hospice services should receive outstanding care regardless of their age, race, socio-economic situation, gender, nationality, sexuality, disability or beliefs. For our patients, family members, staff members, volunteers and supporters, we are actively committed to ensuring we are inclusive and understanding to everyone from all backgrounds. This project is open to everyone in our local community and we hope it will be a vehicle to bring different communities together uniting in one cause.

Please describe how you will minimise the environmental impact of your project

This project will have very little impact on the environment.

The wall will be painted with chalk paint which will be sourced locally.

Stencils will be sourced from the UK.

We will also ensure that no paint spillages occur and that all excess paint is disposed of correctly.

PART 5 – Costs & Funding

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

Description of expenditure	Cost (£)
Permissions, consultation and support from Eat Art for the wall to be in place	£1,000
Materials	£250
Volunteer expenses	£150
Total project costs	£1,400
Total amount requested from Area Committee	£1,400

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

n/a

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)

How will the project be sustained after the funding has been spent?

The project is time limited but the lasting legacy of the project will be the awareness raised for the hospice, its services and the support available to our local community.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☒ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☐ Results of consultation (if applicable)
- ☐ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☒ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

We will measure the success of the project by asking the volunteers to gather feedback from people who write on the wall or who read the entries. We will also be able to measure the success of the project by the number of scans the QR code has received and how many click throughs it generates.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require

the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/22/15

DATE: 1 MARCH 2023

SUBJECT: FUNDING REQUEST - EASTERN ANGLES
THEATRE COMPANY

REPORT AUTHOR: BETH ROBINSON

DIRECTOR: IAN BLOFIELD

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £2,160 to Eastern Angles Theatre Company (Eastern Angles) to support a project officer in managing The Work Furnace Project. The Work Furnace is a heritage project celebrating the lives of those who worked in the industries of Ipswich and will comprise of a street procession and an audio heritage trail and exhibition, in partnership with community groups and local participants.

List of Appendices included in this report:

- a) Appendix 1 – Application Form

This report has been prepared by Beth Robinson ,

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

Hannah Houghton

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

Building a Better Ipswich 2017

1. Item of business and issues for consideration

- 1.1 To consider the application of Eastern Angles and decide whether to agree:
- i) Option 1 - Fund the total amount requested
 - ii) Option 2 - Fund a lesser amount to the amount requested
 - iii) Option 3 - Not fund
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 Eastern Angles comprises of several different groups and projects, with an overall mission of using theatre and creative projects to focus on heritage, identity and a 'sense of place'. Current projects include performances, clubs, and facilities for artists and companies to research, design and showcase work.
- 1.4 The heart of the work at Eastern Angles is to build and celebrate communities and individual reflections and aspirations. Examples of these themes in practice include uncovering stories from migrant communities, highlighting working class history and demystifying medieval theatre.
- 1.5 The project will explore post-war employment of residents in central Ipswich in many trades such as baking, manufacturing, agricultural machines, and iron works, and will give a voice to those who otherwise would not have one.
- 1.6 The project will aim to 'open people's eyes' to this overlooked modern history by creating a heritage audio trail which will take walkers on an exploration of Ipswich's former factory sites, which will also include personal memoirs. An exhibition and booklet will be produced in conjunction with this theme, and there will be a town centre procession of volunteers, with vibrancies such as colourful costumes, co-created giant puppets, banners and more. Creative workshops in local schools and care homes will also run concurrently with the same themes.
- 1.7 The project will be free, and target residents of central Ipswich, both in the collaborative work and the street parade.
- 1.8 The collective projects will run until the end of June, and the money requested will be used to increase the project officer hours from 0.4 to 0.6 to manage and co-ordinate the different streams of the project. As such, this application is time sensitive.
- 1.9 The project will provide opportunities for working class communities to see their societal contributions recognised. As a collaborative project, young people will develop new skills such as oral presentation and curation, and care home residents will benefit from creative workshops which will improve

their wellbeing and combat isolation. There will be many more indirect central Ipswich beneficiaries as the parade will take place in central Ipswich.

- 1.10 The project has generated interest with a significant increase in social media engagement and in attendance at 'reminiscence groups' and will be supported and encouraged by more than seven local partners, from Ipswich Museum to private companies, to BBC Look East.

2. Links to Area Action Plan

- 2.1 Department of Communities and Local Government - Domains of Deprivation:

- **Education, Skills, and Training**, which is an Area Action Plan priority

- 2.2 Building a Better Ipswich underlying principles:

- **A Healthy Community**, which is an Area Action Plan priority
- **A Safe Community**, which is an Area Action Plan priority
- **An Enjoyable Place to Live, Work and Study**

3. Financial implications

- 3.1 There is £3,845.26 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

Description of expenditure		Cost (£)
18 days of Project Officer at £120/day		2,160.00
Work Furnace project		25,000.00
Total project costs		27,160.00
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£2,160.00
	South East	N/A
	South West	N/A
	TOTAL	£2,160.00

- 3.2 Total project costs except for the Project Officer are being funded by Historic England (£20,000) and in kind from Eastern Angles staff (£5,000).

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e., the Area Committee terms of reference.
- 4.3 Eastern Angles (registered Charity no. 295093, registered company number 1810563) has provided its constitution, named officers, proof of bank account, year-end accounts, and safeguarding policy, as required by the Area Committee Funding Guidelines.

5. Risks considered

5.1 The key risks are summarised in the below table:

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Safeguarding risk to children and vulnerable people	Emotional or physical harm to individual	Safeguarding system Records check on staff and volunteers	2	3
Actions to mitigate risk	Eastern Angles operates a safeguarding policy for vulnerable adults and for children. Their staff are trained, and DBS checked.			
Public and participant disinterest	Poor use of public funding	Utilising pre-existing partnerships with organisations and individuals	1	3
Actions to mitigate risk	Many pre-existing partnerships exist and will be utilised for engagement, and training will be given to ensure a feeling of commitment and collective enterprise for young people.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £2,160 to Eastern Angles.
- 6.2 Option 2 – Approve allocation of less than £2,160 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

--

8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

--

Signed.....

[This must be signed by the Chair of the Area Committee]

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

The Work Furnace is a heritage project that celebrate the lives of those who worked in the great industries of the Ipswich. By partnering with community groups and local participants we will co-create a street procession with banners props and puppets, an audio heritage trail and exhibition. Funding will help Project Officer manage the huge public response to the project.

Amount of funding requested

18 days @ £120 = £2160

PART 2 - About your group

Name of Organisation/Group:

Eastern Angles Theatre Company

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

295093

Company Number:

(if applicable)

1810563

Date organisation established:

1982

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

Eastern Angles is renowned for the high standard of its touring theatre work and its artistic policy of reflecting the Eastern region in all that it does focusing on heritage, identity and a 'sense of place'.

OUR VISION, MISSION & VALUES

- Create ambitious, innovative high-quality theatre
- Celebrate a 'sense of place' in both rural and urban settings
- Use heritage themes to make creative work mixing past, present and future
- Tour to a wide range of theatre, community, and site-specific venues
- Deliver inclusive, diverse, community-focused activities and opportunities
- Be environmentally responsible

Whether it is a small village hall, a mid-scale venue, or a marquee on a heritage site, we aim to take people on the journey they didn't know they wanted to go on.

The Eastern Angles Centre in Ipswich is our community-focused base. It is home to a wide range of local groups and offers performances, clubs, activities plus facilities for artists and companies to R&D and showcase developing work. This includes our own Sir John Mills Theatre, which we

opened in 1988 and has allowed us to develop a hub for talent development and a long running Xmas show.

The idea of community -who we were, who we are and who we aspire to be - is at the heart of our work. This theme runs across an extraordinary range of projects, currently these include uncovering stories from migrant communities, highlighting working class history and demystifying medieval theatre.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes ☒ (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes ☒ No ☐

Does the organisation have a bank account in the organisation/group's name?

Yes ☒ No ☐

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No ☒

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

The project will target :

- Older and disabled
- Local diaspora communities
- Young people
- Working class
- Community cohesion

The project embraces all these criteria, the old working-class industries of Ipswich have left older people with rich memories of their time, included many of the immigrant communities, and now bring them back together to share their experience and improve community cohesion. And the young people help their grandparents to go online and digitise their photos!

This funding will provide the Project Officer (PO) with the time to oversee a project that has grown in scope due to an incredible public reaction. PO currently employed on a 0.4 contract, funding will allow this to increase to 0.6. Funding for the project ceases when outcomes fulfilled at the end of June 2023.

What evidence do you have of this need?

Please include results of any consultation

Staggering engagement and online presence has led to a Facebook group of over 750 members sharing stories, photos etc. Reminiscence groups currently being held at the Centre are averaging 25 a session although our first engineering session was attended by nearly 70 former engineers- indicative of strong public appetite for the project.

In a wider context, the project had generated interest and willingness to assist from organisations such as Ipswich Museum, Ipswich Society, Ipswich Maritime Trust, Ipswich Transport Museum as well as companies directly linked to its focus: Textron Ransomes and Jacobsen and Crane Ltd have both submitted material from their archives and indicated a wanting to play a part in parade and hosting exhibition.

Strong media response. Radio Suffolk. BBC Look East and ITV Anglia have reported on the project and wish to follow it to fruition.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

While the old industries of Ipswich have left their physical marks on the town as a site of engineering and manufacturing, little is known about the men and women who worked there.

This project explores post-war employment of local residents in many of the trades now gone in the town such as baking, manufacturing, agricultural machines and ironworks.

Just as today, Ipswich's 20th Century industries featured diverse workforces but many of these people are absent from Facebook groups old photographs and worker's clubs. This project will give a voice to people missing from the narrative.

- We will open peoples' eyes to this overlooked modern history by;
- creating a heritage audio trail that will take walkers on an exploration of Ipswich's key former factory sites. The audio recordings will include personal memories from former workers and bosses and local historians will provide the facts and figures.
- An exhibition and booklet (hard copy & online) illustrating the places and people who formed the backbone of Ipswich's industrial heritage from 1950 to present day.
- Presenting a town centre procession of volunteer participants (school pupils, community groups, present-day workers) led by a stilt-walker including co-created giant puppets, colourful costumes, eye-catching banners and props.
- Running creative workshops in local schools, care homes and at our own community hub.

The projects outcomes will be reached through a process of co-creation, in which the local community will have an active role throughout. The project provides many opportunities:

- Emotional wellbeing for older and disabled individual participants and care home residents by combatting isolation and using creative tools to give them opportunities to reminisce and celebrate their town, their work and their lives in their own words.
- Encourage participants from local diaspora communities to take part in heritage activities and have their, often forgotten, stories told and valued.
- Help school pupils learn more about their local heritage by running schools' workshops.
- Provide opportunities for working class communities and individuals to see their societal contribution recognised and given the status it deserves.
- Provide opportunities for young people to learn skills (e.g. recording oral histories, stewarding the procession, curating the exhibition) and meet new friends.
- Deliver specific memory-gathering sessions with women and ethnic minority workers to explore and highlight issues around fair-pay, equality and discrimination in the workplace. (Sustainable Environment)
- Show people that historic buildings/areas don't have to be grand houses, castles or ancient woodlands – they can be shops, workplaces and urban environments that we walk past everyday without giving them a second thought.
- Allow those with socio-economic challenges enjoy in a free, outdoor, high-quality 'festival-style' parade whilst also learning more about Ipswich's forgotten past.
- Provide a legacy by creating an exhibition and an audio tour that can be used as a resource for years to come.

What risks have you identified for your project and how will you manage them?

Description	Probability (High, Med, Low)	Impact (High, Med, Low)	Countermeasures
Return of the pandemic	Med	High	Use online research, telephone and zoom interviews,
Public disinterest	low	med	Ensure we are properly researched and prepared. Previous collaboration experience says this pays off.
Inflation causes barrier to participation	High	Low	Offer to pay volunteer travel expenses Offer free drinks & snacks to volunteers
Accidents	Low	High	Full risk assessments for all stages of the project.
Unwilling to parade	low	med	Create confidence through training. Work with groups to create team spirit and a feeling of commitment and collective enterprise.
Inappropriate use of Social media by participants	High	High	Enforce strict rules about access to project sites and training in proper use of social media
Difficulty finding 18-25 year old participants	High	Low	Use family links and alternative roles in tech and digital needs.

Does the organisation/group have a safeguarding policy in place?

Yes ☒ (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

1,000 +

How will potential beneficiaries be made aware of the project?

We are using Facebook and social media, along with traditional print media and word of mouth, along with performances on the Cornhill pre-Xmas. The response has been immediate – hence the need for additional days to run the project. Media interviews are also bringing in new memories and online postings every day.

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

The old industries attracted a wide diversity of workforce, especially Windrush and Asian immigrant workers, who often don't get involved in social media networks. But our use of oral history, pictures and other measures allow us to reach beyond the white workforce.

Please describe how you will minimise the environmental impact of your project

Minimal print use, the profiling of bike and cycle use in the post-war period and the use of the Eastern Angles Centre with its solar panels all help us promote the idea of environmental responsibility and reduce significant impacts on climate change.

Eastern Angles has an environmental policy which is advertised in the Centre and encourages recycling, composting and energy minimisation.

PART 5 – Costs & Funding

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

Description of expenditure	Cost (£)
18 days of Project Officer @ £120 per day	£2,160
Work Furnace project	25,000
Total project costs	£27,160
Total amount requested from Area Committee	£2,160

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Grant of £20,000 from Historic England (confirmed)

£5,000 Support in kind from Eastern Angles staff

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Historic England	£20,000	Yes	No

How will the project be sustained after the funding has been spent?

All projects in the Eastern Angles Centre are recorded, evaluated and featured on our website long after they are finished.

In addition, in this case Ipswich Museum has already enquired about using the outcomes for its new exhibition spaces in the refurbished museum.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☒ **Recognised governing document** e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☒ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☐ Results of consultation (if applicable)
- ☒ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

We are constantly monitored by Historic England, with a project manager, with whom we have bi-monthly meetings to report on progress and milestones achieved.

In addition we are in constant contact with local councillors and our own Board of Trustees oversee the finance and project reporting of the company.

We will report on attendances, outcomes achieved and days worked on the project.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Redacted	Redacted
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

10

COMMITTEE: CENTRAL AREA **REF NO:** CAC/22/16

DATE: 1 MARCH 2023

SUBJECT: FUNDING REQUEST - CARIBBEAN AND
AFRICAN COMMUNITY HEALTH SUPPORT
FORUM

REPORT AUTHOR: BETH ROBINSON

DIRECTOR: IAN BLOFIELD

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £2,500 to the Caribbean and African Community Health Support Forum (CACHSF), on behalf of 'Windrush Select Committee' to hold an annual exhibition in June 2023, to bring communities together in a celebration of the Windrush Celebration 2023. Whilst associated with the Windrush Festival, this project intends to be an installation which goes beyond the day itself, expanding the reach to further build networks and community cohesion. This report will reference 'Windrush Select Committee' with acknowledgement that CACHSF will hold any funding granted and will work closely with the Windrush Select Committee to complete this project.

List of Appendices included in this report:

- a) Appendix 1 – Application Form

This report has been prepared by Beth Robinson ,

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

Clem Turner, Ivy Scott, Doreen Pegg

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

Building a Better Ipswich 2017

1. Item of business and issues for consideration

- 1.1 To consider the application of and decide whether to agree:
- i) Option 1 - Fund the total amount requested
 - ii) Option 2 - Fund a lesser amount to the amount requested
 - iii) Option 3 - Not fund
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 The Windrush Select Committee promotes the history, culture, and heritage of African and Caribbean people to build intergenerational links between elders and younger people. Their aim is to ensure that the contribution of the Windrush generation to Ipswich's life is researched, archived, and shared, such that the legacy is maintained throughout time.
- 1.4 The Windrush Select Committee provides a range of activities to bring communities together and promote learning and tolerance through understanding of people of different backgrounds. Activities include workshops, lectures, collaborations with schools and other partners, with the mission of ensuring all information and cultural heritage shared is open and accessible to all, no matter the person's taste or learning style. Windrush Select Committee is currently partnered with more than ten organisations, including museums, youth projects and schools, primarily in central Ipswich.
- 1.5 Windrush Select Committee is working in conjunction with Ipswich Borough Council (IBC) to put on a festival in the Town Centre to celebrate the 75th Windrush Anniversary. The proposed exhibition will run alongside this day and will continue into July and beyond, stored at The HOLD. On the day, the exhibition will comprise of panels showcasing the elders' contribution to a vast array of societal components upon which the Windrush generation has had a profound impact, such as the NHS, education, fashion and more. These panels will then be transferred to The Hold to form the exhibition. These resources will then be used in schools, museums, universities, and colleges to continue to education and widen the legacy of the project within central Ipswich - the base of the project and partnerships.
- 1.6 The exhibition will be free to attend.
- 1.7 Feedback from last year's festival indicated the success of the event and the need for a longer lasting exhibition to have a wider reach and impact within Ipswich, both for educational purposes and with respect to reducing systemic racism and hate crimes against Black people. Schools in Ipswich continue to request the educational component from the Windrush Select Committee which the exhibition and materials/resources would provide.

- 1.8 Whilst the funding for the main Windrush celebration is in process, funding for the exhibition is time-sensitive to begin the research and design components.

2. Links to Area Action Plan

- 2.1 Department of Communities and Local Government - Domains of Deprivation:

- **Education, Skills, and Training**, which is an Area Action Plan priority

- 2.2 Building a Better Ipswich underlying principles:

- **A Healthy Community**, which is an Area Action Plan priority
- **An Enjoyable Place to Live, Work and Study**

3. Financial implications

- 3.1 There is £3,845.26 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

Description of expenditure		Cost (£)
Keynote Speakers		150.00
Main exhibition boards		1,500.00
Materials		1,100.00
Marketing		100.00
Project coordinator – 24h at £25/hour		600.00
Refreshments		150.00
Contingency		400.00
Total project costs		£4,000
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£2,500
	South East	N/A
	South West	N/A
	TOTAL	£2,500

- 3.2 The Windrush Select Committee are making an application to the National Windrush Fund for additional costings for the festival on the day and are being supported in-kind by IBC to cover festival costs on the day (stage, venue etc.).

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e., the Area Committee terms of reference.
- 4.3 CACHSF (registered Charity no. 1162607) has provided its constitution, named officers, proof of bank account, year-end accounts, and safeguarding policy, as required by the Area Committee Funding Guidelines.

5. Risks considered

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Safeguarding risk to children and vulnerable people	Emotional or physical harm to individual	Safeguarding system Records check on staff and volunteers	2	3
Actions to mitigate risk	Windrush Select Committee and CACHSF operates a safeguarding policy for vulnerable adults and for children. Their staff are trained, and DBS checked.			
No funding from the National Windrush Fund	The festival may not run as planned.	In kind funding and support	4	2
Actions to mitigate risk	In kind funding and significant support will be provided from Ipswich Borough Council, and committee members are attending workshops to support their application. In prior years when national funding has not been obtained, the 'on the day' festival has continued.			

Exhibition not being well attended	Public funds not being well used	Utilising pre-existing partnerships	3	2
Actions to mitigate risk	The Windrush Select Committee have extensive pre-existing partnerships with schools to use the resources. Further, The Hold is situated in a busy part of Ipswich, opposite the University and the Waterfront to encourage attendance.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £2,500 to CACHSF on behalf of Windrush Select Committee
- 6.2 Option 2 – Approve allocation of less than £2,500 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

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8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

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Signed.....

[This must be signed by the Chair of the Area Committee]

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

This year CACHSF is supporting the Windrush Select Committee's application and will be involved in the process of monitoring. The Suffolk Windrush Select Committee is seeking funding to hold its annual Exhibition in June 2023. It seeks to bring all communities together in a celebration of the Windrush generation, showcasing their achievements and contributions to Suffolk's life. The unique feature of this project is the intergenerational theme of bringing all communities together to build networks, challenge stereotypes and foster solidarity and social cohesion.

Amount of funding requested.

£2,500

PART 2 - About your group

Name of Organisation/Group:

Caribbean and African Community Health Support Forum (CACHSF)

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

info@cachsf.org.uk

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
Yes	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

1162607

Company Number:

(if applicable)

Date organisation established:

January 1998

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

The Suffolk Windrush Select Committee has an overarching commitment to promote the history, culture, and heritage of people of African Caribbean communities living in and around Suffolk, through educational work such as workshops, lectures, Windrush work in Suffolk schools and annual Windrush events. The Vision is to build intergenerational links between the elders in the community, and the young people, to ensure the rich heritage is not lost and forgotten. In enabling learning about the lives of those who came in the 1950s onwards, and their achievements despite the challenges of a racist landscape, the contributions made to Suffolk life have been tremendous, and our vision and mission is to ensure this legacy is researched, archived, and shared for generations to come. In addition, we want to share this rich culture and history with people of all backgrounds that make up the community in Ipswich. We endeavour to provide a wide range of activities to appeal to all tastes and learning styles and widen the knowledge and tolerance, through understanding of people of different backgrounds. We aim to bring communities together, to share, learn from each other and appreciate similarities and differences. We also endeavour to support and train volunteers in Ipswich to sustain the work.

The work over the years is greatly valued, and we have fostered partnerships with the Suffolk Archives, Suffolk County Council, Ipswich and Colchester Museums, Suffolk Schools, Ipswich Borough Council, Ipswich and South Suffolk & Eastern Region teachers, Caribbean and African Health Suffolk Forum, Be Me Like We and ACYCLE youth project, and others. We published our first book which captures the stories of elders and poems of pupils from four Ipswich secondary and primary schools. We have built capacity by training an additional 10 members of the community.

This year we will have a community celebration with stalls, presentations by groups etc, for the 75 years anniversary of Windrush at Ipswich Cornhill, a special welcoming, and lunch for the elders where they can observe and be integrated into the activities and an exhibition in the Town Hall and at the HOLD in July. The exhibition will consist of 10 panels showcasing the lives of about five Windrush elders, and the contribution made by the elders to business, housing, church, ICA, recreational activities, fashion, NHS, schools & education, and the challenges they face and how they overcame them. These historical panels will then go into schools, Museums, universities and colleges to widen people's understanding and appreciation of the similarities between all cultures.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes ☒

Does the organisation have a bank account in the organisation/group's name?

Yes ☒

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No ☒ **NO**

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

The project is greatly needed as the feedback last year was to make this an annual event in Suffolk to bring communities together locally in respect, pride and lifelong learning. It will be of value to all of Suffolk, although we will actively target those most hard to reach in the communities who often do not go out to celebrate their history and culture. **The exhibition** in the town hall and the HOLD will help to educate the local community of the achievements of black people locally, nationally and globally throughout history, to break down prejudice and stereotyping which is rife in Suffolk as we can see from race hate crime rises locally. The most effective way of impacting on communities is through formal and informal education, speeches sharing histories and culture so they know and appreciate the rich culture within their community. Our methods have been effective so far, but we need the funds to go further and widen reach and participation. It will help schools, the local communities, teachers, educators, and institutions through raising awareness. The project will also share poems written by Suffolk's children and a wide range of elders' stories, some featured in our publication Windrush Stories. The exhibition and subsequent school visits provide information for teachers on how to decolonise their curriculum. Many schools and colleges now have Windrush as part of their yearly curriculum.

What evidence do you have of this need?

Please include results of any consultation

In 2022 we collected over 100 evaluations which showed over 98% satisfaction of the event, and confirmation for it to continue annually. Evidence from all ages in the community highlighted that the event broke down cultural barriers and divisions, and became a celebration for all where people felt safe to learn, ask questions and build partnerships. As a result of the exhibition, we have led sessions in Northgate, St. Helen's, St. Matthews, Hillside Primary and Ranelagh. Schools continue to request our services and the exhibition will supplement the school curriculum. Last year we published the poems of over 100 children in Ipswich and celebrated their achievement at our launch. Children and schools were proud to have their work included. The Windrush Elders who took a memorable role were presented with the book, which celebrated their life stories. The community continue to share their stories and these along with three years' exhibition will be stored at the HOLD archives so that researchers, and the local communities can access them and learn about the local and national Windrush generation.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

An exhibition at Ipswich Cornhill Town Centre and the HOLD archives with a footfall of over 1000 people. Inviting local elders from the Caribbean communities to be featured, and celebrated on the day, along with invited Windrush guest speakers, talking about aspects of Windrush history and culture locally and nationally. A stall selling Windrush books, signed by elders who are included. There will also be an online Windrush lecture featuring interviews with local and national speakers. The project will be launched at the beginning of the exhibition with an opening by the Mayor, refreshments and speeches by local Windrush elders. A range of guests from schools and the community will be invited.

Open speech and launch by Suffolk Windrush Select Committee (SWSC)

Guest speaker- Windrush elder/National speaker

Visit from the Mayor of Ipswich Mayor

Talks and visits by the elders.

Tours of the exhibition, provided by volunteers.

Volunteers trained to provide guided tours.

Schools who took part last year invited to share their Windrush poems.

Online Windrush lecture

Feedback and evaluation from visitors to the three exhibitions in Suffolk, the community, museum, the HOLD staff, university, Windrush elders and their descendants have requested a yearly event. The exhibition is visited by all communities who are curious to learn about the history of the people living and working in the community. It promotes equality, justice, diversity, and inclusion which is beneficial to the continuing integration of people from a range of cultures and backgrounds. It educates the Caribbean Community about their culture and legacy and provides a positive display for them to celebrate with their friends, family and community. It promotes engagement, friendship, discussion and sharing. It breaks down barriers and gives the community something to be proud of which is sustainable for future generations. It leaves a

legacy for the community and its people. Over the years it has enabled Caribbean people to visit and befriend organizations and visit places they do not usually visit like the HOLD, museums, galleries and schools. It develops the skills of local people both young and older who we train and work with us as volunteers, researching, interviewing as exhibition curators. We also display the work of a local artist, who paints Windrush elders. Through the years the exhibition group has built up positive relationships with churches, families, staff and visitors to the HOLD, local and national businesses and organizations, the Ipswich and Colchester Museum, the universities and schools. This project is crucial for community cohesion, engagement, development of skills, and motivation. It connects the generation and provides a platform for passing on and sustaining history.

What risks have you identified for your project and how will you manage them?

The funds are needed now, urgently to begin the research, design and putting together of the displays. June is too late to start the exhibition. The crowd barriers and crowd management will be managed by the work of the Ipswich Borough Council, and the exhibition board will be fixed to display boards provided by the IBC and later HOLD. Any food served for the elders will be hosted by skilled volunteers to minimize any accidents. Volunteers will be responsible for checking the safety and welfare of guests, community, and elderly as part of their role. We have mitigated the risk by increasing volunteer staff for the day who will be trained up. A lift will take elders and those who need it to the Hall.

Does the organisation/group have a safeguarding policy in place?

Yes ☐ (please attach) No ☐ Not applicable ☒

How many beneficiaries will benefit from the project?

Directly - Primary Beneficiaries

200

Secondary Beneficiaries

800+

How will potential beneficiaries be made aware of the project?

Outreach work and flyers

Local community Radio

IBC promotion

Social media

Network with schools

Church newsletters

Community and educators WhatsApp groups

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

We plan to engage all communities, particularly representing communities which include Protected Characteristics. Our outreach volunteers are skilled in active outreach and promotion of events, and have links with young people, women and men's groups, LGBTQ community disability, elderly, and faith and religious groups. Marginalised groups, from all walks of life will be able to resonate with the experiences of the Caribbean community and be inspired by the resilience and achievement despite life challenges. By offering culturally enriching, accessible exhibitions and activities, we plan to create a bridge to narrow the gap between cultural groups in Suffolk, thus creating more social networking and cohesion.

Please describe how you will minimise the environmental impact of your project

Ipswich Borough Council have recycled bins in and around the area. Bins will be provided in the hall. We have already planned to reduce paper wastage on the day and communicate this to all the businesses. We will also remind and encourage people on the day to ensure rubbish is deposited in bins.

PART 5 – Costs & Funding

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

Description of expenditure	Cost (£)
Marketing and Promotion	£100
Keynote speakers	150
Refreshments for elders & guest	150
Windrush decorations indoors	50

Design and print ten exhibition boards	£1,500
Printing, laminating and photographs	£800
Fixtures	£200
Coordinators time 24hrs x £25ph	600
Stationary and Admin	£50
Contingency	400
Total project costs	£4,000
Total amount requested from Area Committee	£2,500

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Ipswich Borough Council will be meeting the cost of the Town Hall. The HOLD will provide the Hall. We will be applying to the local NEU and Windrush grant funds.

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Ipswich Borough Council	£2,500	No	No
NEU	£1, 000	No	Yes
Windrush National Project	£500	No	Yes

How will the project be sustained after the funding has been spent?

The boards created for the exhibition will be loaned to schools, and local organisations. It will be displayed at the HOLD for a month. This will include photographs of the events at the Town Hall to raise awareness of the rich culture and History of the Windrush Generation. The board and resources will be used to supplement the school curriculum and Windrush Book 'Windrush Stories in a New Land'. The event will be disseminated at local and national events- e.g., teachers national and local conferences, newspapers, churches, etc. The exhibition will be loaned to schools, colleges, universities, museums, churches, local authority etc. The exhibition will remain in the HOLD archives for institutions to borrow, for research purposes and future displays around the borough.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

Letter of support from HOLD, and Museum

All Grants

☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*

☒ Proof of bank account in the name of the organisation (e.g., bank statement or letter) *

☐ Results of consultation (if applicable)

☐ Safeguarding policy (if applicable)

☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

☒ Year end accounts *

If no year end accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

Members of public filling in evaluations forms on day
Minutes of meeting
Feedback from community and elders
Feedback from visitors to exhibition
Evaluation by volunteers and SWSC

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council

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COMMITTEE: CENTRAL AREA

REF NO: CAC/22/17

DATE: 1 MARCH 2023

SUBJECT: PROVISION FOR FUNDING OF THE KING'S
CORONATION COMMUNITY GRANTS

REPORT AUTHOR: MARK WHITING

DIRECTOR: JAMES FAIRCLOUGH

Short description of report content and the decision requested:

It is proposed that the Area Committees consider funding a community grant scheme for the King's Coronation Weekend.

List of Appendices included in this report:

None

This report has been prepared by Mark Whiting

Tel: 01473 433726/07736826081

Email: mark.whiting@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees – Area Committee Chairs, Portfolio Holder – Culture & Customers, Portfolio Holder - Communities & Sport, Director – Operations and Place, Head of Commercial Development, Events Programme Manager

External consultees – Ipswich Central Management

The following policies form a context to this report (*all relevant policies must also be referred to in the body of the report*)

Building a Better Ipswich 2017 – The Council's Corporate Plan

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(papers relied on to write the report but which are not published and do not contain exempt information)

None

OTHER HELPFUL PAPERS

(papers which the report author considers might be helpful – this might include published material)

None

1. Introduction

- 1.1 In 2022, IBC delivered a successful programme of Platinum Jubilee events which included a grant scheme for community groups to apply for funding to hold their own events such as street parties or in community halls and libraries.
- 1.2 It has been announced that the Coronation of King Charles III will take place on Saturday 6 May 2023.
- 1.3 It is proposed to provide the opportunity for each of the Area Committees to agree an allocated fund for applications for Coronation events within their committee boundary.

2. Background

- 2.1 In June 2022, celebrations to mark the Platinum Jubilee of Queen Elizabeth II provided an opportunity for a community grant fund to be set up to provide groups with funding to hold their own events within their communities to mark the Jubilee, and this process proved to be a success with events taking place across Ipswich.
- 2.2 A total of 18 projects were funded with the Area Committees from the overall budget of £5,300. Each of the project leads also provided a feedback summary of the success of their events, including photographs of the event.
- 2.3 It has been announced that the King's coronation will take place on 6 May 2023.
- 2.4 Buckingham Palace has now released details of the schedule of events for the Coronation weekend. As part of these celebrations on Sunday 7 May, a live Coronation Concert from Windsor Castle will be televised and the nation has been encouraged to again celebrate "The Big Lunch" on the same day and organise street parties and events, as has now become tradition for such occasions.
- 2.5 IBC Events, in conjunction with Ipswich Central will be providing 2 televised events on the Cornhill via a large screen. The Coronation itself on Saturday 6 May, as well as the Coronation Concert on Sunday 7 May, to include provision for The Big Lunch to also be part of the screening in this location.
- 2.6 IBC Events, in conjunction with marketing, will provide an information pack that can be accessed online to assist the public in safely and effectively holding small events in their communities. This pack will provide links to national guidance and schemes, as well as links to Network Assurance process for road closures, for which (as has previously happened) they will be simplifying the application process.
- 2.7 The IBC Events team will provide a contact email address for the public to ask direct questions and seek guidance, and social media will also be monitored for these enquiries.
- 2.8 It is proposed that a Coronation Community Grant Fund will be set up to allow residents of Ipswich to apply for funds to assist them in holding Community Events and Street Parties and that this could be established from money allocated by the

Area Committees. It is proposed that £1,000 is allocated by each Area Committee (save for the South West Area Committee where the sum of £1,300 is proposed due to the number of wards). The Assistant Director for Governance will be authorised to award money to assist community led and based events (to a maximum value of £333 per event) after consultation with the relevant ward Councillors. Any monies remaining unspent would be returned to the Area Committees.

3. Relevant Policies AND Area Action considerations

3.1 Building a Better Ipswich underlying principles:

- An Enjoyable Place to Live, Work and Study
- A Healthy Community

4. Options Considered / Under Consideration

4.1 **Option 1** – Agree to fund a community grant scheme for the King's Coronation events within each Area Committee via committee funding.

4.2 **Option 2** – Choose not to fund.

5. Consultations

5.1 Culture & Customers Portfolio Holder, Cllr Sophie Connelly and Communities & Sport Portfolio Holder, Cllr Rudkin. Chairs of each committee, Cllr Wright (NWAC), Cllr Riley (CAC), Cllr Hughes (SWAC), Cllr Lankester (SEAC) and Cllr Cracknell (NEAC).

6. Risk Management

6.1 The Events Team have undertaken a full Risk Assessment in relation to Coronation Events.

7. Environmental Impact Assessment

7.1 There are no environmental impacts identified within this report.

8. Equalities and Diversity Implications

8.1 The range of activities provide opportunities for people of all genders and backgrounds to participate. All activities are made inclusive.

9. Financial Considerations

9.1 The proposed allocation for the Coronation Community Grant is £1,000 for each Area Committee, save for the South West Area Committee where the allocation is £1,300, with a maximum payment for each event of £333.

- 9.2 The grant application process will include the need for the applicant to provide an itemised plan of what the funds will be spent on and an event evaluation report including photographs post event.

10. Legal Considerations

- 10.1 Each Area Committee is asked to make a delegated executive function decision in relation to this service-spending proposal.
- 10.2 The proposed project is to provide the opportunity for each Area committee to fund the King's Coronation events within their Area Committee boundary, under the delegation from the Executive for each Area Committee.

11. Performance Monitoring

- 11.1 The Commercial Development Service will report to the Committees with the final evaluation of the project.

12. Conclusions

- 12.1 This initiative provides the opportunity for the community to enjoy the benefits of engaging, and enjoyable family events within the local vicinity of their homes.

13. Recommendations

- 13.1 That the Area Committee authorises the Assistant Director for Governance to invest up to £1,000 for each Area Committee [up to £1,300 for South West Area Committee] in community led and based events, at a maximum value of £333 per event, to celebrate and mark the King's Coronation on Sunday 7 May 2023; prior to deciding whether or not to commit any funding, the Assistant Director for Governance should consult with the relevant ward Councillors for the event area.**

Reason: To provide funding to assist community led and based events held to commemorate the King's Coronation.

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