



CENTRAL **area committee**

**WEDNESDAY
21 JUNE 2023
REG DRIVER VISITOR CENTRE,
CHRISTCHURCH PARK, IPSWICH, IP4 2BX
7.00 PM**

NOTE: PLEASE ENTER VIA THE REAR OF THE BUILDING

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.	Election of Chair
2.	Apologies for Absence
3.	Unconfirmed Minutes of Previous Meeting - 1 March 2023 (Pages 5 - 16)
4.	To Confirm or Vary the Order of Business
5.	Declarations of Interest
6.	<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 19 June 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>

7.	Policing Update
8.	CAC/23/01 Area Committee Budget Update (Pages 17 - 20)
9.	CAC/23/02 Funding of Community Family Fun Days (Pages 21 - 28)
10.	CAC/23/03 Funding Request: Inside Out Community (Pages 29 - 44)
11.	CAC/23/04 Funding Request: Chapter 82 (Pages 45 - 62)
12.	CAC/23/05 Funding Request: Ormiston Families (Pages 63 - 80)
13.	CAC/23/06 Funding Request: Venue Hire and Publicity Budget (Pages 81 - 84)
14.	Chair's Update on Actions from Previous Meetings
15.	Community Intelligence - Verbal Update from Councillors
16.	Dates of Future Meetings <ul style="list-style-type: none"> • 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
13 June 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 1 MARCH 2023
ALL SAINTS CHURCH HALL, 32 BLENHEIM RD,
IPSWICH IP1 4EB
7.00 PM

Present: Alexandra Ward Councillors: John Cook and Jane Riley
St Margaret's Ward Councillors: Oliver Holmes, Inga Lockington and Tim Lockington
Westgate Ward Councillors: Carole Jones and Colin Kreidewolf
SCC Councillors: Debbie Richards

50. Apologies for Absence

Apologies for absence were received from Councillors Gibbs and Rae, and County Councillors Bridgeman and Johnson.

51. Unconfirmed Minutes of Previous Meeting - 4 January 2023

Resolved:

that the Minutes of the Meeting held on 4 January 2023 be signed as a true record.

52. To Confirm or Vary the Order of Business

Resolved:

that the Order of Business be varied to consider Agenda Item 11 (CAC/22/17) Provision for Funding of the King's Coronation Community Grants after Agenda Item 7 (CAC/22/13) Area Committee Budget Update.

53. Declarations of Interest

Councillor Holmes declared a non-pecuniary interest in Agenda Item 9 (CAC/22/15) Funding Request: Eastern Angles Theatre Company as he was previously a Trustee of Eastern Angles.

54. Responses to Public Questions

54.1. The Chair reported that 4 questions had been received in advance of the meeting.

54.2. **Question 1:** Is there a definitive plan of where the waste bins are in the Westgate area? Over the years many of the bins have disappeared and not been replaced, why? One bin in particular in Boss Hall Road went missing but people still leave their dog waste bags beside the post on which it used to be, not very pleasant, even in winter when they don't smell as much.

54.3. The following response was provided by the Council's Head of Waste and Fleet:

The Waste and Cleansing Team had a map of bins across the entire Borough. When a bin was lost or stolen, a review was completed based on footfall, capacity and ASB potential. This process was constantly updated and was currently going through a revision to look at using the My Three Words app to improve accuracy of locations. The Service Area was aware of one particular bin that was a target for ASB on Boss Hall Road. This container had been reported 10 times in the past 2 years. In consultation with the Parks Team, this bin was being replaced with a larger multi-use container, which should alleviate the ASB problems.

Residual waste streams were sent to the Energy from Waste (EFW) processor in Great Blakenham. Dog waste specific containers had been phased out over the Borough when a replacement bin was required. Multi waste containers were more suitable and reduced odours associated with animal waste only containers.

The Council was not responsible for bins on private land. The Boss Hall Road estate had a mixture of commercial and private land and Council land. The Council did not deal with the loss of private litter bins.

54.4. **Question 2:** Does the Committee believe it is fair that the amount of requests for funding being made upon the Central Area Committee purely on the basis of the event/exhibition being in the town centre (and thereby falling in this areas remit) when other areas enjoy funded events that are specifically to the benefit of that area? An example (not specifically this organisation though) is the funding request for Windrush, which is not a specific event that the Central area will benefit from; however, because it is being planned for the town centre, where all will benefit, it is the Central Area funding pot which is expected to fund it.

54.5. The following response was provided by the Chair of the Central Area Committee:

Each Area Committee had a budget that the Councillors for the wards within that area could allocate for funding in accordance with the Action Plan. In many

cases that funding would be for activities or projects taking place in that Area and for the benefit of residents in that Area. As Alexandra Ward included the town centre, activities might well be enjoyed by residents living in other parts of Ipswich or even outside the town itself, but where an event was open to the public that would of course be impossible to control. This was also true for activities in other areas, as an example, the South East Area Committee would be considering an application for the Cobbold 300 Event in Holywells Park at its meeting next week. It could be difficult to define which Area Committee an application for funding should be made to. The location of the project or activity was one of the criteria that could be used but ultimately it was left to Area Committee Councillors to decide whether the application should be funded.

54.6. **Question 3:** Bearing in mind the speed of the implementation of the Air Quality measures in Councillor Paul West's answer at the Ipswich Borough Council Central Area Committee meeting on 4 January 2023, what will be the cost in £ per year on the people of the Ipswich Central area directly and the costs to society generally of such matters as health, hospitalisation, absence from work, acid rain and corrosion due to the reduction in the Air Quality Action Plan (Enhanced Delivery) from £500,000 for the 5 years 2021/26 to £40,000 for the 5 years 2022/27, including taking into account the DEFRA Air Quality grant funded project Capital of £76,320 in 2022/23, in the budget agreed at the Ipswich Borough Council full Council Meeting 22 February 2023.

54.7. The following response was provided by the Council's Head of Public Protection:

The comments made by County Councillor West seemed to relate to Suffolk County Council's Air Quality Strategy and it would not be appropriate for the Borough Council to comment on any deliverables and timeframes contained within it.

Ipswich Borough Council's investment in air quality had not changed. Some funding had been consolidated and some reallocated to the green depot, including investment in lower carbon and electric fleet, both of which would contribute to improving air quality. The remainder of the funding would continue to be used for project work to improve air quality in conjunction with the DEFRA air quality grant. The comments in the question regarding the grant have only looked at the capital investment in the DEFRA grant. The capital element was £76,320 with a revenue investment of £39,315 and the Council was providing match funding.

The Council wasn't best placed to comment on potential societal effects of air quality and these queries might be best directed to Public Health, as they monitor the factors mentioned. The Council would continue to look for other funding opportunities and partnership working to progress air quality actions.

54.8. **Question 4:** At the IBC Central Area Committee meeting on Wednesday, 7 September 2022, I asked why the double yellow lines for the Ann Street passing place had not been properly completed to the extent shown on the Suffolk CC Traffic Orders mapping? A vehicle parked outside No30 had

prevented completion on Saturday, 21 May 2022, over three months previously. Now, a total of over nine months ago, the work is still not completed. My first question is, why is this taking so long?

Secondly, I read a short article about this issue on the Ipswich Star website recently, where Councillor Colin Kreidewolf is quoted as saying, "We are trying to alter the situation as many of the residents would want it to be parking spaces". He then goes on briefly to talk of making changes to TRO's. As I live on the other side of the street, where inconsiderate pavement parking is a significant problem, I ask all Councillors to consider that the situation should be addressed more holistically.

The double yellows of this passing place are an amenity that should have been implemented years ago according to the original TRO: Ann Street is narrow and over 160m long. The passing place also serves as access for loading/unloading for residents, delivery vans, trades and utilities, which otherwise would have to be carried out by pavement parking on the other side of the street. Nine months of incomplete double yellows have proved this to be so, but the original TRO space including outside No30 needs to be completed to make room for the bigger delivery vans to pull in.

With sixty dwellings in Ann Street entitled to one permit each and only twenty-three residents' parking spaces, there is always going to be insufficiency in the area planned before motor vehicles existed; especially now when some households have multiple vehicles. Ann Street residents do have another option though, as around the corner in South Street is an Ipswich BC Car Park, where we are entitled to apply for off-street season tickets and permits. We already have single yellows on the entire south side of Ann Street that I would favour changing to double yellows to deter pavement parking at all times. Along with the passing place, this would make for a safer and more accessible street. A dedicated (blue badge) bay would also be good next to the passing place.

So, my questions are about changing TRO's. At this stage, is it possible to release draft details of what changes are to be proposed? It is better to get comment on proposals early on. What sort of TRO's are proposed? What is the scope of the change? When and how are notices of the proposals being publicised? It is important that all residents get the opportunity to be consulted and comment. If the changes in Ann Street are bundled in with those for other areas, how can we find what applies to us? And where would the notices be posted?

54.9. The following response was provided by the Council's Integrated Transport Officer:

The Borough Council had the power, acting on behalf of Suffolk County Council and subject to their permission in each and every case, to make Traffic Regulation Orders (TROs) to create, amend or remove on-street paid for parking bays. The Council had received complaints about the particular location referred to in this question asking that parking bays be provided

instead of yellow lines in order to help address the shortage of supply of residents parking spaces compared to the level of demand.

The Council received a number of requests of this type for various locations in Ipswich and had only recently determined the means by which any changes could be funded.

As such, consideration would now be given to all sites where relevant requests that met the funding criteria had been made, and the location mentioned in Ann Street was one of these. Formal permission from Suffolk County Council as the Traffic Authority would be required to make any changes and as they were already aware of the possibility of a change in this location it was understood that they were holding off from marking any further yellow lines in case a decision was made by the Borough Council to replace these with residents parking bays.

It was noted that not all residents on this section of Ann Street might support such a change and, in accordance with usual procedure, a full public consultation would be undertaken before any changes were made. This would include writing to all residents of the relevant section of Ann Street, placing a public notice on site and in the local press, and providing a full set of the TRO documentation on the Council's website and at the Council's Customer Services Centre for inspection. This would go beyond the statutory minimum requirement for consultation.

In respect of timescales, as the Council believed in moving decisions on matters like this closer to those who were most affected by them, it was intended that any objections to any proposed changes in this location would come to the Central Area Committee to be determined, but as the Committee did not have this power at the current time, it would be necessary for the Council's Executive to consider a short report to approve granting such powers which it was intended to do in June. Therefore, subject to the formal permission of Suffolk County Council which would be sought in the interim, it should be possible to make any proposals at the same time.

54.10. A resident asked why Police and Community Support Officers in Suffolk failed to enforce the law about cyclists using pedestrian pavements and footpaths. Inspector Mann explained that due to the number of priorities that the Police had, and the limited resources available, this issue was not a main priority at this time.

54.11. A resident asked why the Council continued to ignore requests to enforce the law which said residents must not leave their wheelie bins permanently on the pedestrian pavements and footpaths throughout Ipswich (in particular in Westgate) which was unsightly, unhygienic and dangerous.

It was confirmed that a written response to this question would be provided following the meeting.

55. Policing Update

- 55.1. The Chair introduced Inspector Domenic Mann from the Ipswich Central Safer Neighbourhood Team (SNT) who provided the following policing update.
- 55.2. Inspector Mann reported on the fatal stabbing which occurred in January 2023 and praised the actions of the people who had helped at the scene. Following the incident there had been huge resource implications; however, the backlog had now been cleared and this remained an active and ongoing investigation.
- 55.3. It was confirmed that incidences of theft from motor vehicles had increased; however, a suspect was being actively traced and following this, incidents had reduced.
- 55.4. A meeting was held with the Police, various departments from IBC and the Ipswich Historic Churches Trust regarding the ASB in St Lawrence's churchyard where it was agreed that cameras, lighting and landscaping changes would be implemented with the aim to find a future long-term solution. Work had also been undertaken with the Cardinal Park McDonalds around issues occurring in the evenings.
- 55.5. The Kestrel Team was providing additional presence in and around the town and funding from the Safer Streets scheme would be used as part of a campaign to change attitudes towards violence to women and girls.
- 55.6. Councillor Jones commented that the increased PCSO and Police presence had made a real difference and it was important that this be maintained. It was noted that month on month the crime figures had remained relatively stable which helped to provide reassurance to the public.
- 55.7. The Chair thanked Inspector Mann for his update.

56. CAC/22/13 Area Committee Budget Update

- 56.1. Mr Ian Blofield, Director, reported that the Area Committee had an opening balance of £3,845.26. The funding bids to be considered, if funded in full, would total £7,060.
- 56.2. It was confirmed that Area Committees were allowed, should they wish, to allocate money from the 2023/24 budgets in advance of the new Municipal Year for projects that would take place in that year, with any such funding allocations not being paid until the 2023/24 financial year.
- 56.3. The Committee agreed to hear all funding request presentations before deciding what funding would be allocated to each Group.

Resolved:

that financial update attached at Appendix 1 to the report be noted.

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

57. CAC/22/17 Provision for Funding of the King's Coronation Community Grants

- 57.1. Mark Whiting, Head of Commercial Development, reported that £1,000 was being requested to support community celebrations in Central Ipswich as part of the events to celebrate and mark the Kings Coronation on Sunday 7 May 2023. Community Groups could apply online towards the costs of provisions such as refreshments and bunting, with a maximum award per event of £333.
- 57.2. The success of the events held following the community grant funding for the Queen's Jubilee last year was noted with a number of street parties taking place across the Central area. Due to this success, it was anticipated that an increased number of bids might be submitted; however, the fair process previously used would be followed when requests were considered.
- 57.3. Councillor Cook welcomed the proposal and advised that following the success of last year, the Committee should follow this precedent and moved that funding be allocated from the 2023-24 budget which was agreed.
- 57.4. Councillor Inga Lockington noted the importance of ensuring events were inclusive for all residents to attend and asked if most of the events funded would be for street parties. Mr Whiting confirmed that three of the five events funded the previous year by the Central Area Committee for the Queens Jubilee had taken place in clubs/community centres and other central events for all to attend would be taking place on the Cornhill, such as the screening of the Coronation.

Resolved:

that the Area Committee authorise the Assistant Director for Governance to invest up to £1,000 for the Central 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.

58. CAC/22/14 Funding Request: St Elizabeth Hospice

- 58.1. Hugh McElhinney and Jess Prosser, representatives of St Elizabeth Hospice, presented the funding application which sought £1,400 funding to enable the installation of a "Before I Die" wall in May. Every year over 3500 patients received care from the hospice with 70% of care provided within the local community and at people's homes.

- 58.2. Mr McElhinney confirmed that this would be the first “Before I Die” wall installed in East Anglia which offered an inclusive and rare opportunity for people to reflect on their lives publicly and share memories and aspirations. A QR Code would also be available which could be scanned for further information about what local support was available. The wall would be featured on the Waterfront throughout the month of May whilst other important events took place, such as “Dying Matters” week and the St Elizabeth Hospice Midnight Walk.
- 58.3. Concerns were raised due to the large proportion of funding requested for permission to use the wall which was owned by Ipswich Borough Council and leased to Eat Art. The costs also included support and project management from Eat Art to ensure the wall was managed properly and volunteers would be directly recruited from the IP1 postcode. It was confirmed that costs for materials were low as only chalk paint and chalks would be needed to decorate the wall.

Resolved:

that the Central Area Committee allocate £450 from the Central Area Committee budget to St Elizabeth Hospice to enable the installation of a “Before I Die” wall in May 2023.

Reason: to enable emotional expression, serve as an art feature and signposting tool to other support services and increase footfall to the Waterfront.

59. CAC/22/15 Funding Request: Eastern Angles Theatre Company

- 59.1. Jess Baker, representative of the Eastern Angles Theatre Company, presented the funding request which sought £2,160 to support a project officer in managing The Work Furnace Project. The Work Furnace was a heritage project which celebrated those who had worked in various industries within Ipswich and would comprise of a street procession and audio heritage trail and exhibition.
- 59.2. The street procession would take place on 17 June 2023 and an audio heritage trail was currently being created which involved recording individuals’ stories and creating a map and walking guide to go alongside this. An exhibition had also been planned for June which would be shared with other community organisations.
- 59.3. Following the initial launch of the project, a huge public response had been received whereby large numbers of people from different industries from Ipswich had attended the reminiscence sessions to share their stories and provide support. The project would also be supported and encouraged by more than 7 local partners, including Ipswich Museum and BBC Look East.
- 59.4. Councillor Inga Lockington asked if people attending the sessions were predominately from the Central area of Ipswich. Ms Baker confirmed that information about where people lived had not been collated; however, it was

known that some had attended using public transport and from outside of Ipswich.

- 59.5. Councillor Jones noted that due to the historic element of the project, many people may have moved within Ipswich, or outside of the town, since working in these industries.
- 59.6. Eastern Angles currently engaged with 15 different groups within the community, and it was hoped that the project would help to engage new people and create a lasting legacy. The funding would be used to help support the project officer with the unexpected demand.

Resolved:

That the Central Area Committee allocate £1,900 from the Central Area Committee budget to Eastern Angles Theatre Company to support a Project Officer in managing The Work Furnace Project.

Reason: to provide opportunities for working class communities to see their societal contributions recognised.

60. CAC/22/16 Funding Request: Caribbean and African Community Health Support Forum (CACHSF)

- 60.1. Ivy Scott, representative of the Caribbean and African Community Health Support Forum, presented the funding request on behalf of the 'Windrush Select Committee' which sought £2,500 towards holding an annual exhibition in June 2023 to bring communities together in a celebration of the Windrush Celebration 2023.
- 60.2. This year was the 75th anniversary of Windrush, which was a national celebration, but Ipswich was important due to being one of the towns where people from the Caribbean had settled.
- 60.3. Some of the previous exhibitions undertaken included celebrating the lives of Windrush elders. Other activities included visiting schools and raising awareness about the legacy of the Windrush generation and expanding their knowledge.
- 60.4. The benefits to Ipswich included attracting people to the town centre, developing community cohesion, building networks and increasing business in the town. The Cornhill event would also provide an opportunity for people to come together to share their own stories.
- 60.5. It was noted that the funding would be used to enable ten panels to be created to represent topics such as elders' stories, the NHS, the Caribbean and looking at where the Windrush generation had begun. The panels would then be transferred to The Hold to form the exhibition. A book about Windrush elders in the community had also been created which could be purchased by the public.

- 60.6. Councillor Kreidewolf praised all three groups for their presentations which demonstrated great enthusiasm about Ipswich and passion for their projects.
- 60.7. It was confirmed that funding had not been requested from Suffolk County Council; however, it was suggested that Suffolk County Councillors could be approached for locality funding.

Resolved:

that the Central Area Committee allocate £1,500 from the Central Area Committee budget to the Caribbean and African Community Health Support Forum on behalf of the Windrush Select Committee to hold an annual exhibition in June 2023 to bring communities together in celebration of the Windrush Celebration 2023.

Reason: to bring communities together in celebration of the Windrush Celebration 2023.

61. Chair's Update on Actions from Previous Meetings

- 61.1. The Chair reported that at the last meeting, a question was raised on whether the Council would consider introducing an anti-idling zone within its AQMAs which would enable the Council to enforce anti-idling in these areas and issue fixed penalty notices. A response was received from the Council's Head of Public Protection as follows:
- 61.2. The Council already had an action within its Air Quality Action Plan that specifically referenced anti-idling: Item 1A – Development and implementation of anti-idling campaign, including where appropriate an enforcement regime.
- 61.3. The Council together with neighbouring authorities had previously launched the Suffolk Idling Action Campaign. As part of this campaign, officers had progressed with educational measures to promote anti-idling, particularly around schools. To date, all drivers approached who were found to be idling, had switched their engines off when requested. This suggested that an educational approach had a positive impact on reducing vehicular idling without the need for enforcement.
- 61.4. In addition, officers had provided training to internal staff who conducted site visits. This had empowered them to approach and educate the public whom they might see idling on routing patrols, whether within or outside of an AQMA. It was hoped that over the next year, the Council would work with its partners, including Suffolk County Council Public Health, to conduct further anti-idling education and awareness events with the public. Most authorities, like Ipswich, were focusing on education as it achieved positive results.

62. Community Intelligence - Verbal Update from Councillors

- 62.1. Councillor Cook reported that he had been assisting with a number of planning issues in his ward. He had appreciated the Police response following the recent

incident in the Town Centre, which had prompted the Police & Crime Commissioner to consider what resources Ipswich needed.

- 62.2. Councillor Inga Lockington reported that fly-tipping remained an issue; however, work had been undertaken with IBC Officers in a known problem area and the person involved had been identified which had currently resolved the matter.

63. Dates of Future Meetings

Resolved:

that the dates of future meetings be confirmed as:

- **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**

The meeting closed at 8.49 pm

Chair

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COMMITTEE: CENTRAL AREA

REF NO: CAC/23/01

DATE: 21 JUNE 2023

SUBJECT: AREA COMMITTEE FINANCIAL UPDATE

SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decisions requested:

At the start of this financial year, the Central Area Committee had a further £15,200 allocated for 2023/24.

Unspent funding to be returned to the main unallocated budget:

- 1) **£52** of the 2022/23 Venue Hire and Publicity budget was not spent and will be returned to the unallocated Central Area Committee budget.
- 2) Since the last meeting, £500 has been allocated to the St Helen's Top Up Shop and £500 has been allocated for the provision of a litter bin outside Broomhill Library. Therefore **£500** will be returned to the unallocated Central Area Committee budget.

This will bring the total unallocated budget available to spend on the priorities of the Central Area Committee's Area Action Plan to **£14,552**.

Appendix 1 sets out the current financial position of the Central Area Committee and is for noting only.

Making a Difference Fund 2023/24:

The Area Committee has the option to devolve up to 10% of its annual budget to establish a 'Making a Difference' (MAD) Budget for small scale community initiatives; a 10% allocation would equate to £500 per ward for 2023/24.

List of Appendices included in this report:

Appendix 1 – Central Area Committee Budget – Financial Statement

Recommendations:

The Committee is asked:

- (a) To note the financial statement in Appendix 1;**
- (b) To note the return of the unspent budgets to the main unallocated Central Area Committee budget as follows:**

£52 Venue Hire [2022/23];
£500 Making a Difference budget [2022/23];
- (c) To determine the allocation of funding to establish a Making a Difference (MAD) budget for 2023/24.**

Reasons:

- (a) To provide details of the amount of funds available to the Area Committee to deliver the priorities in its Action Plan;**
- (b) To release any Central Area Committee budget funding where there is no further expenditure anticipated;**
- (c) To allow the Central Area Committee to devolve up to 10% of its annual budget to support small scale community initiatives.**

APPENDIX 1 - CENTRAL AREA COMMITTEE - FINANCIAL IMPLICATIONS

Committee Date	Report Number	Description	Original Allocation Agreed	Budget B/F from 2022/23 + 23/24 Budget allocation	Committed	2023/24 Expenditure	Remaining Budget	Progress - Project Update
15/01/2020	CAC/19/16	Fly-Tipping & Graffiti Removal Budget	2,453.20	2,272.00	2,272.00			
22/06/2022	CAC/22/04	Venue Hire and Publicity 2022/23	700.00	52.00				
22/06/2022	CAC/22/01	MAD Funding 2022/23	1,500.00	500.00				Spends: £500 Alexandra Top Up Shop; £500 St Margaret's Litter Bin at Broomhill Library
01/03/2022	CAC/22/17	King's Coronation Community Grants	1,000.00			1,000.00		Approved Funding Paid from 2023/24 budget
		Venue Hire and Publicity 2023/24		200.00	200.00			Base budget £200.00
		Unallocated Budget B/F from 2022/23						
		2023/24 Budget		15,000.00				
		Total		18,024.00	2,472.00	1,000.00	14,552.00	

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COMMITTEE: CENTRAL AREA

REF NO: CAC/23/02

DATE: 21 JUNE 2023

SUBJECT: FUNDING OF COMMUNITY FAMILY FUN DAYS 2023

REPORT AUTHOR: MARK WHITING

SENIOR OFFICER: JAMES FAIRCLOUGH

Short description of report content and the decision requested:

To outline the opportunity for each Area Committee to fund a Community Family Fun Day within their area boundary and determine whether to allocate funding for the programme at a cost of £2,500 per event.

Each fun day provides an opportunity to bring the events into the community within the summer holidays, allowing people to walk in most cases to the proposed locations or use public transport, offering low cost or free interactive activities for families.

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, Interim Assistant Director – Operations, Head of Commercial Development, Events Programme Manager

External consultees – None

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 – 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 Ipswich Borough Council, as part of its annual events programme, has traditionally delivered 5 Community Family Fun Days within the setting of its parks across the town.
- 1.2 In 2022, funding to hold these events was provided by each of the Area Committees, offering a Family Fun Day at a location within the boundary of each of the 5 areas. The funding for each event was £2,500.
- 1.3 It is proposed to provide the opportunity for each of the Area Committees to fund a Community Family Fun Day in 2023.

2. Background

- 2.1 The Family Fun Day programme was originally conceived as part of the Heritage Lottery Funded project in Holywells Park. That saw a 3-year programme of 5 Family Fun Days, spread across the school summer holidays held in this one location; this funding came to an end in 2017.
- 2.2 These free to attend events served to prove the concept of community events within a park setting.
- 2.3 The Family Fun Days are designed to provide active and engaging facilities within a local setting and provide the opportunity for community interest projects and information with a platform to reach the public, regularly attended by Police engagement and community support groups; this has proved to be a successful model.
- 2.4 In preparation for the 2018 events programme and following the final year of HLF funding in 2017, the decision was taken to assimilate the Family Fun Day events into the general events programme, but rather than continue to hold the events in one location, they are now held in multiple park settings so that other Ipswich communities have an event in their local park.
- 2.5 The locations for the Family Fun Days have progressed from 3 locations holding 5 events in 2018 to the plan to hold 1 event in each of the 5 areas in 2020. Unfortunately, the worldwide pandemic meant that the 2020 programme had to be cancelled, and only a limited programme was delivered in 2021 due to COVID restrictions.
- 2.6 However, with the funding support of each of the Area Committees, 5 successful Family Fun Days were delivered in 2022 within the boundary of each area.
- 2.7 The Commercial Development Service, through its events programme, proposes to provide the opportunity for each Area Committee to again fund an event during the 2023 summer holidays within their area boundary, with the proposed locations shown in the table below, mirroring the sites used in 2022:

Area Committee	Family Fun Day Location	Dates
Central	Alexandra Park	Friday 28 th July
North East	Ransomes Sports Ground	Wednesday 2 nd August
South East	Murray Road Rec	Friday 4 th August
South West	Bourne Park	Wednesday 9 th August
North West	Whitehouse Park	Friday 11 th August

2.8 Public feedback has provided a positive assessment of how these events are received within the communities in which they are held, providing active and free or low-cost activities and enjoyment for children without the need for extensive travel and in many cases within walking distance.

2.9 Each event follows a set delivery format and provides the following attractions and services:

Fun Fair including concessions and carnival style games,
Climbing Wall,
Interactive Dinosaur exhibit and performances,
Ipswich Fit demonstrations and play activity,
Football shoot-out games,
Market stalls (gifts/toys/make-your-own),
Community engagement and information stalls,
Charity information stalls,
Police engagement area.

2.10 The amount requested to deliver each Family Fun Day is £2,500.

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 Community Family Fun Days within the boundary of the Area Committee, with the location of the event location to be agreed with the Area Committee Chair.
- 4.2 **Option 2** – Choose not to fund (if not funded the events will not be able to take place this year).

5. Consultations

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

6. Risk Management

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (scale 1-6) 1 – almost impossible 6 – very high	Impact of risk, if it occurred taking account of actions (scale 1 – negligible; 4 – catastrophic)	Actions to mitigate risk
Councillors not given the opportunity to make funding available for Fun Days in their Area.	Residents not being able to take part in local activities and being unclear as to why.	Report presented to Area Committees.	2	2	Consideration of this report by Councillors.

7. Environmental Impact Assessment

- 7.1 There are no environmental impacts identified within this report.
- 7.2 Each of the locations chosen for these events, is done so to maximise the benefits of access to the locations either via public transport or on foot.
- 7.3 At each location recycling of waste is promoted and where possible attendance by the recycling team for promotion is facilitated.
- 7.4 In line with the council-wide initiative, all IBC events are now free of single use plastics.

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 table below outlines the base cost for providing a Community Family Fun Day.

Item	2021 Costs
Event Staffing	£310
Inc- First Aid & Welfare	£212.52
Removal / Emptying of Waste	£111.31
Equipment Hire (Toilets)	£310
Other Fees & Professional Services (Performers, Activities, Attractions & PA)	£1,829.07
Security	£177.10
Total	£2,950
Income (concessions)	-£450
Total	£2,500

9.2 The amount required to hold an event is £2,500 per event.

9.3 Should any or all Area Committees wish to have additional features at their event these elements can be priced and itemised for the request of additional budget.

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 a Community Family Fun Day within their designated 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 active, engaging, and enjoyable family events within the local vicinity of their homes.

13. Recommendations

- 13.1 That the Area Committee considers the opportunity to fund a Community Family Fun Day within their area boundary as set out in Section 2 and determines whether to allocate funding to the programme at a cost of £2,500 per event.**

Reason: To continue to provide the Family Fun Day programme directly within the communities of Ipswich.

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10

COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/03

DATE: 21 JUNE 2023

SUBJECT: FUNDING REQUEST – INSIDE OUT
COMMUNITY

REPORT AUTHOR: BETH ROBINSON

SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £4,995 to Inside Out Community (Inside Out) to contribute to the costs of 25 creative workshops for one year, aimed at supporting the mental health and wellbeing of individuals from multiple demographics. Workshops will involve visual arts, music, creative writing, dance and performing arts, taking place bi-weekly or weekly depending on the time of year.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application

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

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

1. Item of business and issues for consideration

- 1.1 To consider the application of Inside Out Community 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 Inside Out run creative workshops led by self-employed artists, with the intent of supporting vulnerable individuals struggling with their Mental Health. Members are referred by the NHS, partner organisations or through self-referral.
- 1.4 Inside Out utilise the power of creativity for prevention and management of mental health, with creative activities mitigating the detrimental impact of stressful environments and reverse negative health impacts of living or growing up. Services promote mental health and wellbeing, tackle disadvantage, promote community cohesion, and develop sustainable and supportive communities.
- 1.5 Inside Out have worked with more than 10 ethnically diverse communities, and aim to reach those most marginalised, including LGBTQ+ people, older people who otherwise have less access to limited provisions in the area, and those of low socio-economic status.
- 1.6 Inside Out have consulted 40 service users, who report success in managing sedentary behaviours and getting back into an active social life with the help of the workshops, as these also offer peer support, supplemented with a members growth pathway for members to progress as volunteers, artists, staff, and Trustees themselves.
- 1.7 Inside Out are creating an internal consulting committee and are experiencing an increased demand for their services.
- 1.8 This project will enable Inside Out to run 25 creative workshops from July 2023-July 2024. These will take place in Eastern Angles and target Central Ipswich residents from this area, from 2-4pm on Wednesday and 11am- 1pm on Fridays. Occasionally and subject to activity, other Central venues such as Dance East and Ipswich Library will be used. They will be weekly or bi-weekly depending on the time of year, e.g., with half terms/holidays.
- 1.9 The workshops will be aimed at adults, with some specific sessions aimed at those aged 18-25 and those aged 60 and over.

- 1.10 There will be 100 service user beneficiaries from the project, with hopes to further these numbers through outreach, by linking with current and new partners, and via a creative ambassador's outreach programme.
- 1.11 Workshops will be free for participants, with the option to donate if they wish.
- 1.12 Artists who support the running of the sessions are sourced locally in Central Ipswich and within the target demographic, as are volunteers.
- 1.13 Current partners total 20+, including Ipswich Romanian Community, Ipswich Sikh Community, Ipswich Community Media, Karibu, University Job Centre, Dance East, NHS - NSFT, Suffolk Black Forum and more.
- 1.14 Inside Out also participate in local and annual festivals to showcase their work and promote their services, including Indian Mela, BSC Multicultural Festival, LGBTQ+ month, Black history month Mental Health awareness week, and more.
- 1.15 Inside Out was awarded the Queen's award for voluntary service in 2021 and Pride in Practice GOLD award in 2023.

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.
 - **Health and Disability**, which is an Area Action Plan Priority.
 - **Barriers to Housing and Services**
- 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 £14,552 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.
- 3.2 Cost breakdown:

Description of expenditure		Cost (£)
Venue Hire		3,000.00
Material costs		500.00
Hiring Professional artists and logistical support		3,500.00
Total project costs		£7,000
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£4,995
	South East	N/A
	South West	N/A
	TOTAL	£4,995

- 3.3 Inside Out have also received £2,000 from the Evdeмония Fund towards this project, covering costs in its entirety.
- 3.4 Inside Out will continue to apply to other grant schemes, attend fundraising events, and use crowdfunding and member donations to meet increasing need, develop new accompanying projects, and ensure sustainability after this funding has been spent.

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 Inside Out Community (registered Charity no.1136104), 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, especially of adults in Mental Health Crisis	Emotional or physical harm to individual	Safeguarding system Records check on staff and volunteers. Liaison with Mental Health Services	3	3
Actions to mitigate risk	Inside Out operate a safeguarding system and work in close liaison with NHS services such as NSFT and Woodlands Inpatient facility in Ipswich. They have trained mental health practitioners to offer support to those in crisis, with clear referral pathways in conjunction with their specialist partner organisations.			

Maintaining staff with increased demand for services	Lower capacity to run the service	Development of new pathways	2	2
Actions to mitigate risk	Inside Out have developed a 'member growth pathway' to encourage internal development of service users to maintain interest, and their partnership work continues to expand and recruit new staff members/volunteers.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £4,995 to Inside Out Community.
- 6.2 Option 2 – Approve allocation of less than £4,995 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.....

Chair of the Area Committee

Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

Inside out Community provides creative workshops for adults in Ipswich (visual arts, dance, music and creative writing) for their mental health and wellbeing. Participants from several local communities come together, getting the self-confidence to pursue a daily creative practice with the help of professional artists, mental health trained team and peer support network in a safe and friendly environment.

Amount of funding requested

£4,995

PART 2 - About your group

Name of Organisation/Group:

Inside Out Community

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:

1136104

(if applicable)

Company Number:

(if applicable)

Date organisation established:

Established 2003, Registered as charity 2010

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

(Max 500 words)

Our workshops in Ipswich are a source of wellbeing not only for our adult members but also our self-employed creative artists who are able to utilise their talents and skills in an inspirational way, offering a wide range of creative activities including visual arts, dance, music and creative writing, which are co-designed keeping in mind the specific needs of the community. We welcome members of all abilities, from all local communities, including ethnically diverse communities as well as LGBTQ+, many of whom face barriers to access to creative arts and support services.

We have been able to build trust with these local communities by understanding their needs and co-designing a creative program in consultation with their own "cultural ambassadors", hiring artists from similar cultural backgrounds who have a deep understanding of their cultural nuances. This has resulted in a rich pool of diverse artists at Inside Out Community, providing continuity of our service over the years and enabling cross-learning and appreciation between the cultures.

Our workshops provide a valuable anchor to our members giving them the confidence to deal with the otherwise overwhelming challenges of life. Several of our members have grown over a "member growth pathway" to become volunteers, artists, staff members as well as Trustees over the years. A support staff team trained in mental health means that the individual members needs can be supported in a safe environment based on their unique needs. Over the last two decades that the charity has been running, we have made a significant impact on hundreds of individuals' lives, supporting their recovery at a critical time in their lives and enabling a return to a more engaged life.

Our members are referred to us by NHS, other partner organizations or even self-referred. We try not to make people feel "labelled" based on their mental illness and give them an equal opportunity to thrive in a safe space, at their own speed, ready to come out of their shell as and when they feel comfortable. The healing power of creativity gives them a valuable tool at hand for managing their wellbeing independently in the long term.

We partner with several other local organizations such as Healthwatch Suffolk, Suffolk Libraries, University, Job Centre, Dance East, Jewish Liberal Community, Ipswich Romanian Community, Ipswich Sikh Community, Ipswich Community Media, Musica, Bangladeshi Muslim Sisterhood, Broadway Senior Citizens' Centre, Stowmarket Hillside Community Centre, Suffolk Black Forum, Karibu African Women, Suffolk Chinese Family Welfare Association, ACCE, Windrush Generation, YLOH, etc giving our members an opportunity for signposting for their holistic wellbeing.

Besides this, we also participate in several local annual festivals such as May Day Festival, Global Rhythm Festival, Indian Mela, Big Multicultural Festival, Mind Body Spirit Festival, etc. to be able to reach out to a wider community.

Inside Out Community was awarded the Queen's award for voluntary service in 2021 and Pride in Practice GOLD award in 2023 in recognition of our efforts to become a more inclusive, welcoming community.

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/> YES

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](#)

We firmly believe in the healing power of creativity in maintaining good mental health and wellbeing. There is a strong evidence base for the use of creativity for prevention and management of mental health. In addition to improving quality of life, creative practice can reduce reliance on healthcare services in the long term, which means it can be particularly beneficial for people with complex or long-term needs. Creative activities can mitigate the detrimental impact of stressful environments and reverse the negative health impacts of living or growing up in disadvantaged conditions. The WHO scoping review provides evidence that engaging in the arts can improve social cohesion, reduce isolation and loneliness and lead to a reduction in social inequalities when targeted in the most deprived areas. The arts can also be used to make positive changes to the built environment and to build skills and support to improve social mobility.

We have been running a range of creative activities for several years in the area of Central Ipswich at Eastern Angles as well as other venues such as Ipswich Library, Dance East, etc. in response to mental health needs and creative aspirations of people above the age of 18 years. The reach of the programme involves people from Ipswich which targets a representative diversity of the local population, reflecting our efforts over the past few years to make our programmes truly inclusive. We have worked with more than 10 ethnically diverse communities in Ipswich as well as LGBTQ+ community over the last 2 years who have faced huge barriers to access to creative practices for their wellbeing. We have had a successful engagement with Woodlands (mental health unit of Ipswich Hospital) in recognition of the positive impact of our work on their in-ward patients who continue to attend our weekly workshops.

Our services promote mental health and wellbeing, tackle social disadvantage, promote community cohesion, and develop sustainable and supportive communities.

What evidence do you have of this need?

Please include results of any consultation

There is an ongoing dialogue with service users who value the service we currently provide for its accessibility, inclusiveness, the quality and format of the workshops, its community orientation, and the opportunity to engage meaningfully with a range of therapeutic art forms led by experienced, professional artists and supported by a mental health trained team.

Consultation with and feedback from over 40 members in the recent past have confirmed the following:

- A majority of our members value our service for being a safe, welcoming space with an opportunity for free creative expression.
- Our creative program has been useful for all age groups (above 18 years), but especially for the young members (18-25 years) and the older group (60+ years) due to limited local provisions in the area.
- The mixed arts program in visual arts, dance, music and creative writing has been very useful to meet the different creative aspirations of our member base. There has also been a recognition to add performing arts in the portfolio, which will be developed soon.
- Participation in creative programs is dependent on barriers of access faced by a particular segment of community and this needs to be tackled by building awareness about impact of creativity on mental health and then gradually building trust with the community.
- Positive impact has been experienced in terms of better mental health as well as social outcomes by majority of the members.
- Individuals of lower economic or social status (unemployed, on social benefits) greatly rely on our service as a weekly anchor in their lives in Ipswich.

- A majority of our members need the service to better manage the problems with loneliness, low mood, depression, anxiety, but in some cases also for other complex mental health challenges such as schizophrenia and bipolar disorder.
- A majority of our members, after attending our creative program over a period of time, have been successful in managing sedentary behaviours and getting back into an active social life with the help of peer support group. Several of our members have grown on the “members growth pathway” as volunteers, artist, staff team and Trustees.

PART 4 – How will your project work?

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

This funding would allow us to run 25 creative workshops (which could be weekly or fortnightly) between the period of July 2023 – July 2024. Our workshops run in Central Ipswich and are 2 hours long, not including the set up and clearing time at the beginning and the end of each workshop. These could be in visual arts, music, creative writing, dance or performing arts. Currently our workshops run on Wednesday afternoons (2-4 pm) and Friday mornings (11 am – 1 pm) at Eastern Angles, but this is subject to change post consultation with members about their participation preferences. While many of the workshops are led by professional artists, some of them could be in an Open Art Studio format where participants come together for their creative project based on past learnings.

We see this as a major development milestone for our members to become confident on their creative wellbeing journey and becoming independent in the long term with the support of peer network. Members are also given opportunities to grow on a “member growth pathway” based on their skills and aspirations, and there is continuous communication for identifying signposting needs as well.

We consult with community ambassadors to create a program which meets the specific needs and cultural nuances. As much as possible, the artists are hired from the specific community so that we are aware of the real-time wellbeing needs and how they can be best met through our creative programs. Our community ambassadors will keep supporting us to promote our programs to hard-to-reach local communities.

Our staff team comprising of Manager and Administrator will provide the backend support to the vision and direction of our Trustee Board, while The Program Leader, Artists and Volunteers will enable front-ending of the creative workshops. We continue to expand our volunteer base to meet the growing demands, many of whom join us for their own wellbeing by contributing positively based on their skills and experience. The members feedback will be collected throughout the program to monitor progress and identify suggestions as well as areas of future improvements.

We are creating an internal consulting committee comprising of members, volunteers and other supporting organizations who can help us reform our offering based on current local gaps in the mental health and creative service. As a charity, we regularly participate in VCSE meetings by VASP and NSFT Suffolk Sharing to keep updated on the local challenges and needs in Ipswich and share opportunities for learning and growth with our community. We have also partnered with Healthwatch Suffolk for keeping up to date with co-production outcomes. We continue to participate in local events and festivals to reach to a wider community and collaborate with NSFT and other local organizations as far as possible for knowledge sharing and signposting.

Over the years, we have gained trust of our members with a welcoming, safe and friendly environment for prevention and management of mental health needs through professionally led creative programs.

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

Continuity of funding- For long term sustainability, we are evaluating income sources outside grant fundings, such as crowdfunding, events and exhibitions, corporate sponsorships, etc as part of a wider fundraising strategy. Having reliable sources of alternate income, once developed, would also allow us to work on a long-term development strategy.

Uptake and utilization of resources – We are currently consulting with our members if they would prefer a registration-based program (instead of the current drop-in model) which would allow us better utilisation use of our resources while deepening our impact for the members. We are also making a conscious effort to develop our volunteer base and peer support network so that members can get support to become independent in their creative practice for managing long term wellbeing.

Attrition – Being a small charity with limited budget and increasing demands, it can be particularly challenging to retain the members of the staff over the long term. Our “member growth pathway” has allowed us to mitigate this risk to some extent. Similarly, we continue to reach out to leaders locally who are passionate for the cause of creativity and wellbeing in order to expand our Trustee board.

Organizational development- Like most other small charities, we sometimes have to struggle with meeting the ancillary skills and demands of running an organization, such as marketing, HR, PR and networking, etc. This can be specially challenging with a tiny staff team on a tiny budget. We have participated in The Big Help and Volunteer Suffolk campaigns in order to bridge the skill and resource gap and will endeavour to engage with corporate volunteers in the future.

Remaining relevant- Running for 20 years, we realize that we need to keep in touch with the local mental health needs and create flexibility to be able to accommodate those needs. We aspire to create a cross-functional, cross-organizational internal consulting committee who can help us co-design our future creative programs with a holistic outlook in line with the local mental health and wellbeing 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?

100

How will potential beneficiaries be made aware of the project?

Through our website and social media, posters and flyers in key places, keeping in touch with existing members by email and telephone, engaging with other organisations in the statutory and voluntary sector including various ethnic communities (via community leaders and representative organisations) and by raising our profile through various events e.g. Ipswich May Day, One Big

Cultural Festival, Indian Mela, Suffolk Pride) and collaborations with NSFT and other institutions e.g. University Campus Suffolk, Dance East and Ipswich Job Centre Plus.

We are also engaging with youth ambassadors and other local youth organizations to help us reach the young adults in need of our service for their wellbeing in Ipswich.

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 are aware that the mental health and wellbeing needs of people from different ethnic and cultural backgrounds are often compounded by the additional problems of being isolated from and not having the opportunities available to the wider community. We have been addressing this through our outreach programme by engaging in creative activities with those groups and we are building on this by meeting with community ambassadors to see how we can better work together and encourage people from these communities to participate in our core creative programme.

Organisations that we have worked with such as Karibu (African women's group), Anglo Chinese Cultural Exchange (ACCE), and the Ipswich Sikh community have said that they want to continue offering opportunities for people in their community to engage in creative activities for their wellbeing. As a result of working with these communities, we have already recruited more artists from culturally diverse backgrounds to deliver workshops, bringing new skill and art forms such as wood block printing, Chinese watercolour painting and Calligraphy. This enriches our program, offering further opportunities for inclusive, creative engagement.

We have an Equality, Diversity and Inclusion Policy to ensure everyone is treated fairly and right behaviours are promoted across the organization. As an organization, we welcome people with all abilities and from all beliefs and backgrounds. We regularly participate in local events such as LGBT history month, Black history month, Mental health awareness week, etc. in line with our commitment to diversity and inclusivity. We have recently received GOLD award by Pride in Practice in recognition of those efforts.

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

Wherever possible we use recycled and non-toxic art materials, and we dispose of any waste responsibly (including recycling). Our staff team works from home and takes online meetings wherever possible, reducing our carbon-footprint in the long term. We have launched online monitoring processes to minimise wastage of paper.

PART 5 – Costs & Funding

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

Description of expenditure	Cost (£)
Venue Hire	£3,000
Material costs	£500
Hiring professional artists and providing logistical support for the creative workshops	£3,500

Total project costs	£7,000
Total amount requested from Area Committee	£4,995

ANY MONEY GRANTED BY THE CENTRAL AREA COMMITTEE TO INSIDE OUT COMMUNITY WILL BE SPENT TOWARDS PROJECT COSTS AND NOT CORE COSTS

How will any remaining costs be met?

Grants from grant making trusts, fundraising events and exhibitions, crowd funding, a new corporate staff engagement program and members donations.

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)
Evdemonia Fund	£2000	Yes	

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

Further fundraising from grant making trusts, fundraising events and exhibitions, crowd funding, a new corporate staff engagement program and members donations.

Expanding volunteer base and volunteer network to sustain members creative aspirations in the long term. Consideration of a volunteer-led online program for long term engagement.

Signposting to other local services as per identified needs.

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?

Monitoring report will capture the number of people impacted through the program, age group, cultural background, mental health background and specific health / social outcomes for the participants.

Monitoring inputs are collated by supporting staff team and artists at the end of each creative workshop. Members give feedback in bubble feedback forms at the end of the workshop as well as more detailed feedback at the end of a term.

Inputs will also be collated while co-designing programs in consultation with the wider community.

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:

e: communities@ipswich.gov.uk

11

COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/04
DATE: 21 JUNE 2023
SUBJECT: FUNDING REQUEST – CHAPTER 82
REPORT AUTHOR: BETH ROBINSON
SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £2,100 to Chapter 82 to run four free storytelling sessions for children to attend in well known Central Ipswich venues during August. Children will participate in two-hour sessions designed to engage them in literacy through the magic of storytelling. After hearing stories, children will work with a local artist to create large 3D character creations made partially from recycled materials to enable them to further explore the stories.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application
- b) Appendix 2 - Letter of Support from the HOLD

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

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

1. Item of business and issues for consideration

- 1.1 To consider the application of Chapter 82 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 Chapter 82 aims to use the magic of storytelling to create opportunities for children to learn in ways which are meaningful and purposeful. Chapter 82 has worked with families in Gainsborough, children at Eastern Angles, groups of fathers suffering from addiction in Central Ipswich, and work in various local schools. Chapter 82 aims to promote storytelling as a tool for connection, wellbeing and education.
- 1.4 The 'Story sculptures' sessions will take place over four sessions in the 2023 school summer holidays at two key venues in central Ipswich: Ipswich Library and The Hold. The sessions will be two hours long and attended by children in KS2 at school (aged 7-11). The sessions will be free.
- 1.5 The sessions will be facilitated by a storyteller and an artist, both of whom are qualified teachers and experienced in running sessions in a range of settings. Sessions will also be supported by volunteers.
- 1.6 During each session, children will hear a different story and explore and discuss the story with each other and the adults present. They will then work with an artist to produce large cardboard sculptures (masks, or figures) to represent characters in the story. Food will be provided for the children to have a drink and a snack in the session. Children are welcome to attend all the sessions if they wish.
- 1.7 Both new and recycled materials will be used, and leftover materials will be re-used to ensure sustainability.
- 1.8 Consultations with schools (both senior leaders and parents) in Central Ipswich, such as St Helen's, reveal a need for free summer activities, to relieve some financial burden.
- 1.9 Based on consultations, advertisements will be sent directly to local schools in Central Ipswich, alongside on social media. It is estimated 80 children will directly benefit (20 per session x4), in addition to the indirect benefit to parents and volunteers.

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 £14,552 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

3.2 Cost breakdown:

Description of expenditure		Cost (£)
Storyteller (£150 per session and £150 prep)		750.00
Artist (£150 per session and £150 prep)		750.00
Materials		400.00
Advertising (leaflets, 2x Facebook ads)		150.00
Refreshments		50.00
Total project costs		£2,100
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£2,100
	South East	£1,900
	South West	N/A
	TOTAL	£4,000

3.3 The application to South East Area Committee is for a different project and audience.

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 Chapter 82 (registered company number 13731143) 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	Chapter 82 uses a safeguarding policy to recognise and respond to safeguarding risks.			

Lack of participants	Improper use of public money	Advertisements	2	2
Actions to mitigate risk	Chapter 82 have well established connections with local schools in Central Ipswich and will use targeted approaches both in-person and online. The locations used are easily accessed on foot for most Central residents, and the sessions will be held at large, well known venues.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £2,100 to Chapter 82
- 6.2 Option 2 – Approve allocation of less than £2,100 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.....

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)

Four free storytelling sessions for children in Ipswich to attend at well-known venues during August. Children will participate in two-hour sessions designed to engage them in literacy through the magic of storytelling. After hearing stories, children will work with a local artist to create large 3D character creations made partially from recycled materials to enable them to further explore the stories.

Amount of funding requested

£2,100

PART 2 - About your group

Name of Organisation/Group:

Chapter 82

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

Company Number:

13731143

(if applicable)

Date organisation established:

09/11/2021

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

(Max 500 words)

Chapter 82 is a Community Interest Company which aims to make the magic of storytelling available to everyone. We believe in using storytelling to create opportunities for children to learn which are meaningful and purposeful. We work both in schools and in the community, bringing people together to listen to stories and usually to respond through artistic activity. We have worked with families in Gainsborough, children at Eastern Angles, groups of fathers suffering from addiction in central Ipswich as well as work in various local schools. Where possible, we provide everything free of charge for the people taking part, either from funding opportunities or from donations from local businesses.

Storytelling is the one thing that sets humans apart from other creatures and we have a natural desire to tell, listen to and learn from stories. Current research recognises storytelling to activate parts of the brain which are rarely activated otherwise, and is extremely beneficial to our ability to make connections with people and the world around us. Storytelling allows us to develop our sense of identity and as a consequence, is extremely beneficial to our mental health. Chapter 82 aims to promote storytelling as a tool for connection, well-being and education. We have a

passion for making storytelling more accessible to more people; we work in communities where we want to improve this access to creative and cultural activity.

For example, our recent project in January 2023 took place at All Hallows' Church on Landseer Road on Sunday mornings and provided children and their families with a warm space, warm food, storytelling and various creative activities at no cost. The sessions were well attended and the feedback validated local families' appreciation of low or no cost activities to do with their children which also supported their development and education.

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

Yes x (please attach) No ☐

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

Yes x No ☐

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

Yes x No ☐

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

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](#)

Chapter 82 has delivered a number of storytelling sessions in central Ipswich and has links with the many of the primary schools in this area of the town. Through consultations with both senior leaders in schools and local parents, we received positive feedback about our proposal for this project. During the cost of living crisis, we are aware that many parents are struggling to find low or no cost activities to do with their children, especially those which support their education. In a county where attainment and development are below the national average and with 15,000 people on benefits in Ipswich, we want to create free provision for local families.

In line with the fund's priorities, this project aims to support community cohesion, meet local needs and promote health and wellbeing in central Ipswich. Primarily, this project aims to help local children access storytelling sessions, the benefits of which are described above. With free refreshments provided, the project will also relieve a small amount of financial stress for local families and provide them with a safe, supportive, creative place for their children to spend a couple of hours in the school holidays.

Through our work in schools and from discussions with school pupils, we know some children rarely or never had opportunities to take part in creative activities at home.

In line with the Action Plan for Central Ipswich, we have planned this project to support local children in their education. We also think this support the healthy community priority and contributes to making the area a more enjoyable place to live in.

What evidence do you have of this need?

Please include results of any consultation

An officer from DWP told us: "69% of job centre customers in Suffolk have stated they have no access to creative materials at home. 90% of customers attribute financial barriers as the main reason that do not engage in local creative activities."

A local deputy headteacher told us:

"The six week holiday is problematic for many of our children and parents, especially during the cost of living crisis. As a school we provide holidays clubs and food parcels but we absolutely support and will promote any affordable or free local provision for families in the area. We want children to be able to take part in high quality, educational experiences in the town."

A parent at St. Helen's:

"We find it really difficult to find things to do, especially on the rainy days. If there was a free storytelling event both of mine would go."

A supporting letter from the Operations Manager of Suffolk Archives at The Hold is also attached to this application.

PART 4 – How will your project work?

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

Story sculptures will take place over four sessions in the 2023 school summer holidays at two key venues in central Ipswich; Ipswich Library and The Hold. The sessions will be two hours long and attended by children in KS2 at school (aged 7-11). The sessions will be facilitated by a storyteller and an artist, both of whom are qualified teachers and experienced in running sessions in a range of settings. Children will be dropped at the sessions but parents are welcome to stay if they wish. Sessions will also be supported by volunteers.

During each session, children will hear a different story and explore and discuss the story with each other and the adults present. They will then work with an artist to produce large cardboard sculptures (masks, or figures) to represent characters in the story. Food will be provided for the children to have a drink and a snack in the session. Children are welcome to attend all the sessions if they wish.

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

Lack of participants – the event will be promoted on social media via Suffolk Libraries and The Hold to support this

Behavioural issues during sessions – all staff and volunteers are trained in behaviour management

Safeguarding—we have a safeguarding policy in place to recognise and respond to any situations that represent a safeguarding risk, ensuring these are referred and escalated to the relevant authorities.

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

Yes x (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

20 per session x 4 = 80 we will recruit exclusively residents of central Ipswich.

How will potential beneficiaries be made aware of the project?

Established venues will promote on social media

Chapter 82 social media

Flyers sent to local schools

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?

Chapter 82 always aims to make everything we do accessible to everyone and we have an Equal Opportunities Policy to reflect this.

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

This project will take place in existing occupied venues. It is available to residents in the immediate locality of central Ipswich, travel to the site will be limited as we envisage most participants arriving on foot.

Sculptures will be made with a mixture of new and some recycled materials. Any leftover materials will be reused in future sessions beyond this project.

PART 5 – Costs & Funding

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

Description of expenditure	Cost (£)
Preparation and delivery (Storyteller) £150 per session plus £150 prep	£750
Preparation and delivery (Artist) £150 per session plus £150 prep	£750
Materials Cardboard sheets, tissue paper, glue, glue guns, charcoal, paint sticks, foils, cellophane, newspaper, masking tape, chicken wire, paint, paintbrushes, bubblewrap, pom poms, sequins, paint sticks, feathers, eyes, card, paper, felt	£400
Advertising (2 facebook ads, designing leaflets, sharing leaflets on social media and writing social media posts, printing leaflets and distributing to schools / other venues.	£150
Refreshments	£50

(squash, plastic cups, jug, biscuits, fruit)	
Total project costs	£2,100
Total amount requested from Area Committee	£2,100

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

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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?

This is a pilot for Chapter 82 running a session with a local artist. Beyond this pilot, if successful we will be applying for a4a national lottery funding to run a longer programme of similar sessions.

In addition, Suffolk Libraries are keen to support a DYCP application after this pilot, for our lead storyteller.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- x Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- x Proof of bank account in the name of the organisation (e.g. bank statement or letter) *

- x Results of consultation (if applicable)
- x 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?

Feedback from participants to capture their experiences (and any changes in, as a result of participating in the project)

Sessions will be photographed (with consent) and form part of the requested report, along with participant feedback and facilitators feedback and reflections.

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:

e: communities@ipswich.gov.uk

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15th May 2023

FAO REDACTED
Chapter 82

Dear REDACTED

Area Committee: Chapter 82 Storytelling Project

This letter confirms that Suffolk Archives is excited by and fully supports the application from Chapter 82 for Area Committee funding which seeks to engage children with local stories from the archives and explore through storytelling and art.

Suffolk Archives holds a range of material relating to Suffolk's past including newspapers, diaries, photographs and local studies materials. This project will allow these collections to be reinterpreted through the mind of young children and allow them to connect to their local history, enforcing identity and a sense of place.

Suffolk Archives has been expanding its audience base to engage more people than ever in their local heritage through new and interesting ways. This project will allow children to engage with local stories, learn new skills, gain confidence and have fun.

Suffolk Archives will be supporting this application with in-kind room hire for the activities at The Hold.

Suffolk Archives therefore hopes the Area Committee are able to support this application.

Please do not hesitate to contact the Community Learning Officer (East) REDACTED if you require any further information.

Yours sincerely

REDACTED

Operations Manager
Suffolk Archives

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/05
DATE: 21 JUNE 2023
SUBJECT: FUNDING REQUEST – ORMISTON FAMILIES
REPORT AUTHOR: BETH ROBINSON
SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £4,000 to Ormiston Families to run their 'Breaking Barriers' service in Central Ipswich, supporting children and young people affected by the imprisonment of a close family member with tailored 1:1 support and early intervention, working closely with St Helen's, Clifford Road, and St Margarets schools. Tailored 1:1 support reduces anxiety around prison, supports emotional wellbeing and school attendance and reduces the risk that children and young people will engage in anti-social behaviour and go on to offend themselves.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application

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

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

1. Item of business and issues for consideration

- 1.1 To consider the application of Ormiston Families 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 Ormiston Families works with children, young people and families facing difficult circumstances in Ipswich and the East of England, supporting them to build resilience and make choices that result in safer, happier, healthier lives. Work focusses on prevention and early intervention, with an overall mission of ensuring young people feel safe, loved, and valued, and are on a path to a brighter future.
- 1.4 Breaking Barriers in an early intervention, preventative service that supports children and young people aged 4-19 years who are struggling to cope with the imprisonment of a close family member who live in the Ipswich central area and across the town and the East of England. Funding here is requested only for work in Central Ipswich.
- 1.5 8 tailored one-to-one sessions will be provided in which at-risk young people work towards their goals. These goals are focussed around improving emotional wellbeing; improving behaviour; improving knowledge of prison to reduce anxiety and improving their relationship with an imprisoned relative if appropriate. Family focussed intervention will also be utilised, to support parents/carers to develop a more stable home environment to ensure long term sustainability.
- 1.6 Children and young people with a parent in prison are at higher risk of committing crime and of ASB if not offered support, according to reviews published by the Ministry of Justice, Crest Advisory and The University of Nottingham. Breaking Barriers will therefore aim to support a reduction in crime. If appropriate, relationship building between an imprisoned parent and the young person will aim to also reduce risk of re-offending on behalf of the parent.
- 1.7 Referrals from St Helen's, Clifford Road, and St Margarets schools will be used to run Breaking Barriers in Central Ipswich. In the past 12 months, there have been at least 10 direct beneficiaries from these referrals. The number of indirect beneficiaries could include any member of the public who may be impacted by crime, in addition to supporting Police officers and other frontline workers working with crime and other ASB.

2. Links to Area Action Plan

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

- **Crime**, which is an Area Action Plan priority.
- **Education, Skills, and Training**, which is an Area Action Plan priority.
- **Barriers to Housing and Services**.

2.2 Building a Better Ipswich underlying principles:

- **A Healthy Community**, which is an Area Action Plan priority.
- **Safe Communities**, which is an Area Action Plan priority.

3. Financial implications

3.1 There is £14,552 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

3.2 Cost breakdown:

Description of expenditure		Cost (£)
Staff costs		54,914.00
Training and development		3,543.00
Travel and subsistence		4,875.00
Activities		521.00
Office, insurance, and audit		1,170.00
IT and communications		4,056.00
Operational safety and quality		3,998
Core costs		18,265.00
Total project costs		£91,342.00
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£4,000
	South East	N/A

	South West	N/A
	TOTAL	£4,000

- 3.3 Ormiston Families have sought funding from other organisations to cover the full cost of their East Anglia-wide project. Area Committee funding will be used to fund the Breaking Barriers programme in Central Ipswich.
- 3.4 Ormiston Families will not use Central Area Committee funding towards 'core costs'; this will be funded through other means.

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 Ormiston Families (registered Charity no.1015716, registered company number 2769307) 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	4
Actions to mitigate risk	All staff and Volunteers have DBS checks and there is a Designated Safeguarding Trustee, and four Designated Safeguarding Leads. Staff with responsibility for recruitment undertake Safer Recruitment Training.			

Maintaining staff wellbeing and recruitment	Lower capacity to run the service	Schemes within the organisation in conjunction with ACAS and universities to support staff in personal wellbeing and professional development.	3	2
Actions to mitigate risk	Salaries are benchmarked and rates are aligned for practitioner roles; job descriptions regularly reviewed; a 'skilled managers' programme; employee wellbeing programmes are run with access to external resources.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £4,000 to Ormiston Families.
- 6.2 Option 2 – Approve allocation of less than £4,000 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.....

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)

Our Breaking Barriers service runs in Central Ipswich, as part of a wider programme in Suffolk, to provide support for children and young people affected by the imprisonment of a close family member. Tailored one-to-one support reduces anxiety around prison, supports emotional wellbeing and school attendance and reduces the risk that children and young people will engage in anti-social behaviour and go on to offend themselves.

Amount of funding requested

£4,000

PART 2 - About your group

Name of Organisation/Group:

Ormiston Families

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)

1015716

Company Number:

(if applicable)

2769307

Date organisation established:

1981

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

(Max 500 words)

Ormiston Families works with children, young people and families facing difficult circumstances in Ipswich and the East of England, supporting them to build resilience and make choices that result in safer, happier, healthier lives. We take a targeted approach to help the most hard-to-reach and marginalised in society by identifying and responding to their needs through our services. Our work focuses on prevention and early intervention; we support families to improve their mental health and wellbeing before issues escalate, improve their welfare, reduce social exclusion, strengthen family ties, and enhance the life chances of children, young people and families. This allows us to fulfil our mission in ensuring young people feel safe, loved and valued and are on a path to a brighter future.

This proposal is concerned with our work supporting children and young people living in Ipswich Borough Council's central area and across the town, who are in distress due to having a parent in prison.

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/>

We are registered with Infolink.

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 children of prisoners are hidden victims of crime, left behind after the arrest to deal with complex emotions with no statutory support. They struggle and suffer emotional distress, disengage from school and are more likely to become engaged in anti-social behaviour and go on to offend themselves. Indeed, research shows that 60% of boys with a father in prison will become offenders. As a result, they are disadvantaged and deprived of future opportunity.

Our Breaking Barriers service supports them at this critical time.

This work aligns with the central area action plan because it addresses deprivation in the domain of crime and is aligned with the aim of the council to deliver safe communities.

We are asking for your support for the work of Breaking Barriers supporting children and young people living in Central Ipswich. In the 12 months to 31st March 2023 we supported 5 children and young people living in Central Ipswich, and at least 5 family members. The majority of these are referred to us by local schools including St Helens, Clifford Road and St Margarets.

What evidence do you have of this need?

Please include results of any consultation

The Farmer reviews of the Ministry of Justice highlighted that 63% of prisoners' sons go on to offend themselves if not supported and Crest Advisory and the University of Nottingham found that parental imprisonment results in increased risk of antisocial behaviour. Our early intervention service, Breaking Barriers, supports children and young people to reduce these risks.

The need for the work is further evidenced by the steady flow of referrals we receive from schools, such as St Helens in Woodbridge Road, and other partners which resulted in us supporting 30 children and young people living in Suffolk in the last 12 months. All those who had a goal to reduce negative behaviours showed an improvement and 95% reported improved wellbeing. Combined with a more supportive family environment, a support network extending into school and better family bonds, including with the parent in prison, these children and young people are at reduced risk of offending.

PART 4 – How will your project work?

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

Breaking Barriers is an early intervention, preventative service that supports children and young people aged 4-19 years who are struggling to cope with the imprisonment of a close family member who live in the Ipswich central area and across the town and the East of England. We are asking for support for the work in Ipswich.

We provide free, non-judgmental mentoring from a dedicated practitioner, tailored to each child's individual needs. Sessions are delivered where beneficiaries feel safest, which can be at home, school, online, or outdoor 'walk and talk' sessions for 13yrs+. We provide 8 one-to-one sessions in which they identify and work towards achievable personal goals they set themselves.

During sessions, we use a range of methods including arts and crafts, play, or talking therapies to explore their feelings, fears, and identify coping strategies so they can manage their emotions in healthier ways. These coping strategies support the development of resilient children better able to cope with future adversity.

Goals are focused around:

- Improving emotional wellbeing
- Improving behaviour
- Improving knowledge of prison to reduce their anxiety
- Improving their relationship with their imprisoned relative where appropriate.

Our intervention is family-focused, with two additional sessions with the remaining parent/carer to build trust, share progress, and help them to link in with crucial services e.g. mental health services, food banks, financial aid, etc., to develop a more stable home life for the family. In response to feedback from parents that they felt isolated and lacked connection with others with shared experience, we are also currently piloting an 8-week online Parents' Support Group covering topics such as navigating the criminal justice system, how to talk to children about imprisonment, understanding their child's behaviour, and how to access support to reduce isolation.

We also work closely with schools, advocating for children by raising awareness of their needs and supporting the creation of in-school strategies to ensure they have a secure, understanding support network for their more difficult days.

By gaining this knowledge, children's families and schools are well-equipped to support the child beyond the conclusion of our sessions, ensuring resilience and continuation of their positive progress. This will enhance their overall development and social and academic experiences, improve the child's wellbeing and security, and reduce their feeling of isolation. This reduces the risk of children and young people getting involved in crime and anti-social behaviour as a negative way of dealing with having a parent in prison.

By supporting children to improve their relationship with their imprisoned relative where appropriate, we also lessen the likelihood of repeat offending by the imprisoned family member.

During our final session, we ask the child for suggestions of what they want going forward, so an action plan for their future, including the child's voice can be shared with their parent/guardian and referrer (often their school). Recently we have appointed a service user involvement officer who is looking at further ways we can include beneficiaries in the shaping of our service, for example creating a booklet for future service users.

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

Safeguarding: We are always mindful that our priority is to safeguard the children, young people and families we support. Our safeguarding policy was reviewed in January 2023 and applies to all staff and volunteers. We have a Designated Safeguarding Trustee and four Designated Safeguarding Leads (DSL). Staff with responsibility for recruitment undertake Safer Recruitment Training. All staff who work with children and young people are DBS checked and attend child protection training. All staff and volunteers undergo regular mandatory safeguarding training. The policy outlines areas of abuse to be vigilant of and reporting procedures, protocols, forms, and data storage according to GDPR guidelines. If a safeguarding concern is identified or suspected, staff discuss this with the service user and, if relating to a child or young person, their parents or guardians, provided doing so would not place them at increased risk of harm. Staff ascertain whether their concerns are shared, and families can be appropriately challenged where necessary with the expectation they will demonstrate how the needs of the child or young person are being put first. If there are no immediate concerns for the service user's safety, staff use their knowledge, and the information available to decide whether the service user's health, well-being and/or safety is at risk. If there are immediate concerns for a service user's safety, emergency services should be contacted.

Recruitment: The work of Breaking Barriers in Ipswich and Suffolk is fully resourced but from our own experience in other parts of East Anglia, other services and the third sector, we know that recruitment is an ongoing concern. To mitigate this risk, we benchmark salaries using an independent tool and align our rates for practitioner roles. We regularly review job descriptions and roles to ensure they accurately reflect the needs of the service and that practitioners are trained and equipped correctly. We have a 'skilled managers' programme delivered in conjunction with ACAS and the universities of Westminster and Sheffield to ensure good management of staff and services. We have an employee wellbeing programme with access to external counselling and health benefits, mental health first aiders and events to support staff.

Funding: Our small fund-raising team operates a process in which we monitor the financial needs of services and their expenditure before approaching organisations whose objectives match our

own. We seek local funding specifically for the work in a particular town or county, but also regional funding, some of which can be allocated to the work in Ipswich. We do this continually to secure the funds we need to deliver Breaking Barriers in Ipswich.

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

Yes ☒ (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

We anticipate that approximately 6 children and young people living in central Ipswich will directly benefit from the work of Breaking Barriers and at least the same number of other family members. We plan to continue to support 3 schools in central Ipswich be better able to support their students who have a significant family member in prison.

This work is part of a larger programme of work which aims to support 44 children and young people across Suffolk of which half will live in Ipswich.

One parent said: I provided lots of aids for my son to express himself but more importantly, she gave him the space to do so, in an environment outside of the family. I think it was important for him to have the cue from other adults, that it is okay to talk about his feelings and not have it just come from me. I would say, without a doubt, that all of the tools were so helpful to him. To this day, in fact, he uses the majority of them, especially the 'Feelings Bag' he was given at the end. This has been useful for my son in particular, as when he is feeling angry sad or frustrated, he actually tends to go mute (and withdraw). So for him to present me with a feeling face, to open up the conversation, has been a break through with how we manage his feelings, at home. He is able to express the resolution that he wants (he usually goes for the 'hug' ball, but sometimes the 'TV' ball as well). So even though he is too young to have an in-depth discussion about how he feels, now he can at least express to me what would make it better.

I have actually fed back to my FSP that I wish for families after us, that you receive referrals, sooner (and by the Police, since they not only initiate the separation from the child's parent, they spend so much on resources to deal with the parent; I think they can spend 10 seconds to send a referral email, to you, for the child/ren left behind).

How will potential beneficiaries be made aware of the project?

Many of our referrals come from local schools, such as Clifford Road Primary, with whom we build relationships so that not only are they aware of the service, but also to increase their understanding and awareness of the issue and how they can better support children and young people themselves.

Our local practitioners will also visit and communicate with other local organisations such as GPs, the police and others.

Prison visitor centres also give us the opportunity to meet the needs of children, young people and their families. In some cases, we operate those visitor centres and deliver prison family services under contract to the Ministry of Justice. This includes HMP Hollesley Bay and HMP Warren Hill, both near Woodbridge, and HMP Highpoint, near Newmarket. Prisoners on remand from Ipswich are likely to be incarcerated in these local prisons.

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 offer Breaking Barrers to any child or young person aged 4-18 who can benefit. Referrals come mainly from schools and other universal services, and everyone has the same opportunity of access, without discrimination or marginalisation. Our service is bespoke in that we adapt and tailor support to the needs of individual children and young people.

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

We are serious about the need to minimise the environmental impact of our work and have a working group chaired by our CEO tasked with this objective which is part of our strategy. We measure our carbon footprint and are taking steps to reduce emissions alongside other measures to improve our environmental credentials.

Breaking Barriers largest contribution to our carbon footprint is in our practitioners travelling to meet children, young people and their families. The intensive and personal nature of the service means that such travel will always be an indispensable aspect of the work. However, to reduce it we carefully plan the schedule of when we meet service users, so visits are clustered geographically, optimising travel and reducing mileage. We also offer remote sessions once we have built trust with a child or young person as some prefer that approach, but we are always led by the preferences of the individual.

PART 5 – Costs & Funding

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

Description of expenditure	Cost (£)
Staff costs	54,914
Training and development	3,543
Travel and subsistence	4,857
Activities	521

Office, insurance and audit	1,170
IT and communications	4,056
Operational safety and quality	3,998
Core costs	18,265 Note that any funds awarded by the committee will be restricted to direct costs incurred by the service and will not be used for core costs.
Total project costs	91,325
Total amount requested from Area Committee	4,000

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Our small fund-raising team operates a process in which we monitor the financial needs of services and their expenditure before approaching organisations whose objectives match our own. We seek local funding specifically for the work in a particular town or county, but also regional funding, some of which can be allocated to the work in Ipswich. We do this continually to secure the funds we need to deliver the service.

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)
Regional funding, some of which can be allocated to Ipswich: The Prudence Trust Leslie Mary Carter Trust	£50,000 £5,000	Yes Yes	No No
Ipswich/Suffolk specific funding. Awaiting outcome from 7 organisations	£17,500	No	Yes
Regional funding, some of which can be allocated to	£926,000	No	Yes

Ipswich. Awaiting outcomes from 34 organisations			
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How will the project be sustained after the funding has been spent?

Ormiston Families is committed to the ongoing delivery of Breaking Barriers as one of our strategic services. The process described above will continue, as we seek and secure funding for the current and future years.

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?

Wellbeing assessments will be completed throughout sessions in order to measure a child's emotional wellbeing and feelings. Evaluations with schools and at home parents will be carried out at the end of the sessions to measure overall educational attainment, wellbeing and behaviour throughout the project.

We will use our individual goals-based outcomes to measure overall wellbeing and progress. We will encourage children to work towards goals that are important to them and provide them with a focus. We will then ask for feedback from schools and at home parents to evaluate this element of the project. We use a monitoring framework to track progress.

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:

e: communities@ipswich.gov.uk

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/06
DATE: 21 JUNE 2023
SUBJECT: FUNDING REQUEST – VENUE HIRE AND
PUBLICITY BUDGET
REPORT AUTHOR: BETH ROBINSON

Short description of report content and the decision requested:

This report requests funding of £500 from the Central Area Committee budget for costs associated with advertising and venue hire for the Central Area Committee for 2023/24.

List of Appendices included in this report:

Appendix 1 – Funding Request Report

Recommendation:

The Area Committee is asked to allocate £500 from the Central Area Committee budget for costs associated with advertising and venue hire for the Central Area Committee for 2023/24, as detailed in Appendix 1.

Reason:

To facilitate the good running of the Area Committee, meeting the goal to devolve power closer to the people.

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AREA COMMITTEE REPORT

1. Item of business and issues for consideration

The Central Area Committee is asked to consider setting aside an amount of £500 from its budget for the costs associated with advertising and venue hire for the municipal year 2023/24.

£200 is allocated to each of the five Area Committees on an annual basis as part of their base budget to help contribute towards the cost of room hire. The additional £500 being requested will help cover venue hire and any costs associated with advertising the Committee, its projects, and related community engagement activities.

Any surplus will be returned to the main Area Committee budget at the first meeting of the next municipal year.

2. List of supporting documents for consideration

3. Summary of any other consultation carried out and outcomes

[Note - It's not necessary to include any consultation referred to in documents listed in Box 2]

5. Financial implications

£500 is requested from the Central Area Committee budget.

6. Proposed Date of Decision

Wednesday 21 June 2023

7. Recommended Decision

The Area Committee is asked to allocate £500 from the Central Area Committee budget for costs associated with advertising and venue hire for the Central Area Committee for 2023/24.

8. Reasons for decision

To facilitate the good running of the Area Committee thereby meeting the goal of devolving power closer to the people.

9. Alternatives considered and reasons why rejected

10. Conflicts of interest

Name of all members who were consulted AND declared a conflict of interest	Nature of interest	Did the Audit & Governance Committee give a dispensation for that conflict of interest? (if yes give details and date of dispensation)

11. 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 (scale 1 – negligible; 4 – catastrophic)	Actions to mitigate risk
Venue not being secured for the 2023/24 municipal year.	Area Committee meetings cannot be held & function is disrupted.	Committee funding request	2	1	Agreeing to allocate funding will mitigate the risk.

*taking account of the proposed mitigation measures.

12. Record of Decision taken

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13. 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.....

Chair of the Central Area Committee