



CENTRAL **area committee**

**WEDNESDAY
1 NOVEMBER 2023
MUSEUM STREET METHODIST CHURCH,
17 BLACK HORSE LANE, IP1 2EF
7.00 PM**

Note: Please use entrance on Black Horse Lane.

WARD COUNCILLORS

ALEXANDRA:

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

ST MARGARETS:

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

WESTGATE:

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

CO-OPTES: SUFFOLK COUNTY COUNCIL COUNCILLORS

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

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A G E N D A

	PART 1
1.	Apologies for Absence
2.	Unconfirmed Minutes of Previous Meeting - 6 September 2023 (Pages 5 - 14)
3.	To Confirm or Vary the Order of Business
4.	Declarations of Interest
5.	<p>Responses to Public Questions</p> <p>Residents are encouraged to ask questions at Area Committee meetings. Questions will be answered by an appropriate Officer or Councillor.</p> <p>To ask a question, residents simply need to email areacommitteequestions@ipswich.gov.uk including their name and address, a contact telephone number, their question, and which Area Committee they wish the question to be asked at. We ask that questions be submitted by 10am two working days before the day of the meeting in order that relevant information can be brought to the committee; for this meeting the deadline is 10am on Monday 30 October 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>Please note that responses will not be provided where the question requires the disclosure of confidential or exempt information.</p> <p>If for any reason a question which has been submitted in advance is not able to be asked at a meeting, the Council will, within 14 days of the meeting date, reply to the resident asking the question explaining why and if possible providing a written answer.</p>

6.	Policing Update
7.	CAC/23/10 Funding Request - St Helen's Church (Pages 15 - 30)
8.	Chair's Update on Actions from Previous Meetings
9.	Community Intelligence - Verbal Update from Councillors
10.	CAC/23/11 Area Committee Budget Update (Pages 31 - 34)
11.	Dates of Future Meetings <ul style="list-style-type: none"> • Wednesday 3 January 2024, 7pm • Wednesday 21 February 2024, 7pm

Shirley Jarlett

**SHIRLEY JARLETT
MONITORING OFFICER**

24 October 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

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CENTRAL AREA COMMITTEE

MINUTES

**WEDNESDAY 6 SEPTEMBER 2023
REG DRIVER VISITOR CENTRE,
CHRISTCHURCH PARK, IPSWICH, IP4 2BX
7.00 PM**

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

17. Apologies for Absence

There were no apologies for absence.

18. Unconfirmed Minutes of Previous Meeting

Resolved:

that the Minutes of the meeting held on 21 June 2023 be signed as a true record.

19. To Confirm or Vary the Order of Business

Resolved:

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

20. Declarations of Interest

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

21. Responses to Public Questions

21.1. The Chair reported that 1 question had been received in advance of the meeting.

21.2. Question 1: Based on the 'on-line' reporting system - could the Council advise me which end of Ann Street has the most incidents of vehicles parking on the pavement in the street. Is it the Orford Street end or the Cumberland Street end? I ask this as it may have an impact on the decisions being made about resident parking zones and the use of single and double yellow lines in the street.

21.3. The following response was provided by the Council's Parking Services Manager:

The Council's Civil Enforcement Officers only have powers in relation to vehicles contravening yellow lines. The issue of parking on pavements was an obstruction issue and would be a matter for Suffolk Police to enforce, but this would depend on their available resources.

In terms of parking enforcement of yellow lines, it would not be possible to determine from the online reporting system which end of Ann Street was more of an issue, as the recording of the contravention would only be recorded as Ann Street, for example.

Historically from an enforcement point of view, Orford Street had been the more prominent location where members of the public tended to park illegally.

For the year 2022/23, on Ann Street there were 142 recorded incidents, leading to 65 penalty charges notices (PCNs) being issued, whereas on Orford Street there were 344 recorded incidents, leading to 166 PCNs being issued.

For this year to date, on Ann Street there were 88 recording incidents, leading to 53 PCNs being issued, whereas on Orford Street there were 204 recorded incidents, leading to 106 PCNs being issued.

22. Policing Update

22.1. The Chair introduced PC Gary Austin, Link Officer, from the Ipswich Central Safer Neighbourhood Team (SNT) who provided the following policing update.

22.2. Anti-social behaviour (ASB) in Westgate ward: The Police were collaborating with Council Officers to address ASB issues being caused by young children and were also working with Handford Hall and St Matthew's Primary Schools to engage with these children. Multi-agency work was also being undertaken with the Eastern European community to address ASB issues at the London Road flats.

22.3. There were still issues with large groups of young people congregating around Suffolk New College/University of Suffolk/Waterfront; CCTV and BodyCam footage had been used to identify those involved and the Police had contacted their parents.

22.4. ASB at St Lawrence's Church had been reduced through the use of CCTV and rough sleeper outreach; however, the NCP car park and Cattle Market area

- was now a priority. Patrols were also continuing on Wingfield Street and there had been a couple of incidents on High Street, which had been resolved.
- 22.5. Cuckoo addresses were continuing to be monitored and the Council's Housing ASB Team were dealing with issues at properties in Wellington Court, Blenheim Court and Rendlesham Court, with potential evictions being considered in some cases.
 - 22.6. The Kestrel Team and PCSOs had provided an increased presence in the town centre over the summer to help reduce ASB and violent crime and this had been appreciated by businesses.
 - 22.7. Councillor Rae asked whether some statistics could be provided to reassure the public.
PC Austin commented that data could be provided; for example, incidents around McDonalds/St Lawrence's Church had gone down from 140+ to 70. PC Austin would feedback this request to Inspector Turner for the next meeting.
 - 22.8. Councillor Inga Lockington asked whether County Lines dealers were still operating in Ipswich or whether it was mostly local drug dealers.
PC Austin commented that both were in operation, but it tended to be more dispersed across local dealers; Operation Velocity and Operation Hull continued to tackle drug related crime; there were 4 known cuckoo addresses in Central Ipswich, with 2 more addresses under watch.
 - 22.9. Councillor Inga Lockington asked whether County Lines was still coming into Ipswich via trains.
PC Austin commented that drug dealers could use any mode of transport; the Police held intelligence on known vehicles associated with drug crime and utilised ANPR to track these vehicles entering Ipswich. Suffolk Police also worked with the British Transport Police who had their own resource dedicated to tackling County Lines.
 - 22.10. Local resident: There has been a lot of drug issues at Wellington Court; what is being done to address this?
PC Austin commented that the Police were working with the Council's Housing ASB Team; tenants would be offered support, but if they did not engage, then prosecution would be considered, subject to evidence being available, which could lead to eviction.
 - 22.11. Local resident: A chain link fence between properties on London Road has been stolen.
PC Austin commented that he was not aware of any such theft, but some parts of London Road were covered by the Ipswich West SNT.
 - 22.12. Local resident: Is Handford Hall Primary School considering a ban on parents dropping their children off at school by car?
PC Austin was not aware of this proposal but would be meeting with the Headteacher of the school shortly; there had been parking issues in nearby

Surrey Road and Sirdar Road.

22.13. Local press: Why is Police resource stretched thin?

PC Austin commented that all Police forces were busy due to the range of services provided and the area covered; the Police also needed to be able to respond to emerging issues e.g. Westgate ward and town centre ASB. Most of the cost of policing was spent on staffing, and resources had to be allocated as effectively as possible. New Officers would be joining Suffolk Police shortly.

22.14. Councillor Jones commented that there were now 2 additional PCSOs in the town centre, part-funded by the Council, and their presence had been welcomed by the market traders.

22.15. Councillor Gibbs expressed disappointment at the delayed Police response to a serious incident he had reported recently when there was no response for 24 hours.

PC Austin commented that ideally contact should have been made within the hour and added that failure to respond in a timely manner could deter the public from reporting incidents.

23. Beat the Street Initiative - Verbal Update

23.1. Ms Kate Maynard, Health and Well-Being Project Officer, reported that the Beat the Street initiative would be delivered by the Intelligent Health Team and would utilise a 6-week game to encourage greater activity levels through walking. Participants would compete by collecting points, by tapping a sensor on beat boxes located across the town either with a smart card or the phone app, and would be able to follow their progress on leader boards. Prizes would also be made available to encourage involvement and keep people motivated.

23.2. There would be 6 themed weeks:

- Week 1 – Go Play – introduction to the game
- Week 2 – Go Explore – exploring local heritage/arts venues
- Week 3 – Go Travel – promoting active travel
- Week 4 – Go Wild – exploring parks and outdoor spaces
- Week 5 – Go Active – promoting activity providers
- Week 6 – Go Celebrate – double points week to motivate

23.3. Participants could either compete as individuals or as part of a team, and there would be a separate competition for all schools in Ipswich. Every school pupil would receive a free pack with their own smart card, plus a spare smart card for parents/carers. Maps showing beat box locations and supporting information would also be available from 10 distribution points (i.e. 2 locations per area) and an Engagement Coordinator would be assigned to work with schools.

23.4. The aim of the project was to involve approximately 14,000 people and 43 schools in Ipswich. The game stage would start in February 2024 and 140 beat boxes would be installed across the town. Progress updates would be provided

for key stakeholders and Councillors.

- 23.5. Councillor Rae asked whether this initiative would be accessible to people with disabilities.
Ms Maynard confirmed that the scheme would be inclusive to all who could access the beat boxes and participants could either compete individually or as part of a team.
- 23.6. Councillor Inga Lockington asked whether people needed a smart phone to participate.
Ms Maynard reported that people could either participate by using the free smart card or an app on their smart phone.
- 23.7. Councillor Tim Lockington asked what would happen to all the beat box equipment after the project ended.
Ms Maynard highlighted that the equipment was owned by Intelligent Health and would be installed by them and then removed after the project so that it could be used in other towns.
- 23.8. Local resident: How would this scheme be advertised to the public?
Ms Maynard reported that a communication plan would be developed and would utilise websites and social media platforms to publicise the project.
- 23.9. Councillor Jones asked whether public health data could be used to target those people experiencing poor health and deprivation.
Ms Maynard commented that a Steering Group would be set up from key organisations to deliver the project and sustain the health and well-being outcomes; population health data could be used to target those areas most in need.

24. CAC/23/07 Area Committee Application Form and Funding Guidelines

- 24.1. Ms Beth Robinson, Community Engagement Officer, reported that the Area Committee Funding Guidelines and Application Form had been reviewed and changes were proposed to provide greater clarity and encourage applicants to provide the requisite information to support their bids.
- 24.2. The proposed changes were documented in Appendix 3 and included:
- Greater focus on the use of volunteers
 - Under 'What we don't fund': definition of core funding and the link to a map showing the 5 areas to ensure that projects were specific to a given area
 - Requirement for applicants to attend each Area Committee that funding was being requested from, and request that applicants provide feedback on the outcome of their project to the Area Committee
 - Multi-area bids: provide reasons why the project would be relevant to more than one area and the rationale for the allocation of funding across areas

- 24.3. Ms Robinson confirmed that if the revised documents were approved, they would be uploaded onto the Council's webpage.
- 24.4. Councillor Jones commented that some of the wording could be simplified as not all applicants were well versed in the English language. Councillor Jones also queried whether a wordcount of 500 words was too high as applicants might feel obliged to pad out their responses. A wordcount of 300 would encourage applicants to be more concise and bullet points could be used. Ms Robinson commented that applicants were offered support if they had language difficulties and the responses given to the questions were summarised equitably in the covering report regardless of the length of response.
- 24.5. Councillor Holmes asked whether any applications were turned down as they didn't meet the criteria and if this was reported to the Area Committee. Ms Robinson reported the Community Engagement Officers would check the applications to make sure all the required information had been provided; some applicants had been asked to provide further information, for example, evidence of the benefit that their project would provide for the area, but had not responded to that request.
- 24.6. Councillor Tim Lockington highlighted that Area Committees would not fund national charities; however, Headway Suffolk, whilst affiliated to the national Headway charity, was hyperlocal. Ms Robinson commented that hyperlocal charities could be checked by the Council's Legal Team to confirm whether they would be eligible. Ms Hanman, Community Engagement Officer for West Ipswich, added that if the charity had its own bank account that was local to the area covered, then it could be eligible for Area Committee funding.
- 24.7. Councillor John Cook commented that Headway Suffolk did operate as a charity in its own right; the same was true for individual Scouts Groups.
- 24.8. County Councillor Bridgeman asked what had been changed in relation to multi-area bids. Ms Robinson commented that where an applicant was seeking funding from more than one area, they would need to demonstrate the need/benefit of their project to each area in line with the relevant Area Action Plan and be able to quantify the proportion of funding to be allocated to each area funded, for example, based on postcode data of participants.

Resolved:

that the Area Committee Funding Guidelines, as attached at Appendix 1 of the report, and the Area Committee Application Form, as attached at Appendix 2 of the report, be adopted.

Reason: To clearly set out the approach to providing financial support via Area Committee funding.

25. CAC/23/08 Area Action Plan

- 25.1. Ms Robinson reported that the Indices of Multiple Deprivation data had not been refreshed since 2019, but the data supplied by the Suffolk Office of Data Analytics (SODA) was based on the 2021 Census data. The Council had recently adopted its new Corporate Strategy, replacing the priorities of its former Corporate Plan.
- 25.2. Councillor Jones proposed that the priorities based on the Domains of Deprivation be carried forward from last year's Area Action Plan together with the fourth priority from the new Corporate Strategy, and this was agreed.

Resolved:

that the following priorities be adopted as the priorities of the Central Area Committee Area Action Plan for 2023/24:

- **Domains of Deprivation: 'Crime', 'Education, Skills and Training' and 'Health and Disability'**
- **Corporate Strategy: 'Promoting Community Wellbeing and Fairness in Ipswich'**

Reason: Priorities provide the basis of an action plan that will enable the Area Committee to clearly communicate its vision and priorities for the area and will help demonstrate how its budget is being allocated to deliver the priorities set for the area.

26. Chair's Update on Actions from Previous Meetings

- 26.1. The Chair commented that there were no actions to update on from the previous meeting.
- 26.2. Mr Mark Whiting, Head of Vibrant Town Services, provided an update on the Family Fun Day held in Alexandra Park on 28 July 2023. Over 1,000 people attended the event, which utilised different areas of the park, including the new play area. The fun fair elements were offered at reduced cost in addition to the free activities. There were opportunities for the public to speak with representatives from the Police, Community Engagement and Sports & Leisure and the public feedback on the event had been positive. The Events Team would continue to review these events to ensure that they provided active and engaging facilities in accessible local settings in a cost-effective manner.
- 26.3. Councillor Kreidewolf highlighted the benefit of the Family Fun Days and free events on the Cornhill to Ipswich residents, especially the location of these events across the town as not all families could afford transport to activities, e.g. to attend sports centres to use free i-cards.
Mr Whiting added that the aim of the Family Fun Days was to provide activities within walking distance of families.
- 26.4. Councillor John Cook commented that he had attended with his grandchildren and was pleased to see the range of free activities for children, including a well-

received children's entertainer and the new play area.

- 26.5. Councillor Riley added that it had been useful to have free activities to occupy children whilst the parents were speaking to the community partners in attendance.

27. Community Intelligence - Verbal Update from Councillors

- 27.1. County Councillor Bridgeman reported that SCC had signed a new 20-year contract with Milestone to deliver highway projects and improvements and a separate 7-year contract with J McCann for streetlighting. County Councillor Bridgeman was awaiting a progress update on the new school to be delivered on Carr Street, previously due to be completed by September 2025; this development would help regenerate that area of the town centre. Councillor Kreidewolf reported that a planning application had been submitted to vary the planning consent for the school to allow the 1960's mural to be replicated in the foyer vestibule, with the original mural to be taken down and moved elsewhere. Councillor Jones added that the mural had recently been listed by Historic England.
- 27.2. County Councillor Bridgeman commented that he would be raising the issue of the infrequent cutting of grass verges with the SCC Portfolio Holder. A resident added that there were also issues with overgrown weeds on pavements and in drainage gullies.
- 27.3. Councillor Kreidewolf commented that he had seen an increase in housing casework, including tenants at risk of eviction in the private rental sector. Councillor Kreidewolf commented that PC Austin had been helpful with an issue affecting Orford Street residents, which was now being tackled by partner agencies.
- 27.4. Councillor Gibbs added that some private landlords had been taking a more than robust approach to their tenants and thanked the Council's Housing Officers for their support to those at risk of eviction.
- 27.5. Councillor John Cook reported that there had been ongoing speeding issues on Cauldwell Hall Road, which he had raised with PC Austin and County Councillors, and a partial solution was being considered.
- 27.6. Councillor Rae highlighted that there was an increasing demand for Council housing from private tenants as Council housing was of a better standard, with cheaper rents and better support for its tenants.
- 27.7. Councillor Holmes commented that there had been an increase in large mastiff-type dogs in parks and asked if the Council's dog control Public Space Protection Order (PSPO) was working, i.e. had there been a reduction in complaints. Ms Stannard, Head of Parks and Cemeteries, commented that there had been a reduction in complaints about dogs off lead, even though there had been some issues with people removing the PSPO signage. Where there had been

reports of unruly dogs, people were encouraged to give information about the time and location so that the Park Patrol Team could target patrols at those times to tackle any issues. There had been one dog walker who was walking 5 or 6 mastiff dogs together who had been requested to walk the dogs in smaller groups.

- 27.8. Councillor Inga Lockington commented that there could be housing supply issues going forward as some private landlords were not able to afford to fix damp/mould issues and were choosing to sell their properties rather than rent them out. Councillor Lockington commented that grass verge cutting had been delayed due to SCC appointing a new contractor who then needed to procure the appropriate equipment and train its staff how to operate the machinery on the highway. There had also been issues with SCC using a more environmentally friendly vinegar-based weedkiller, which was not as effective as it didn't kill the roots and couldn't be used in wet weather. Additionally, when the mass of weeds had been cut back by SCC, the resulting detritus had become a littering issue for the Council instead.
- 27.9. Councillor T Lockington added that the high growth of weeds had also resulted in some paving slabs being lifted. Councillor Lockington also highlighted overgrowing vegetation from the Council's parks, for example, brambles spreading out of Christchurch Park, and suggested that a system be put in place to monitor overhanging growth from the Council's green spaces.
- 27.10. County Councillor Richards noted that Community Payback had recently done some good landscaping work at the allotments next to Alexandra Park and would ask County Councillor West whether Community Payback could be involved in manual weeding. County Councillor Richards reported that the new Woodbridge Road Academy building was now complete and would be formally opened in a few weeks' time; this school provided SEND education.
- 27.11. County Councillor Richards reported that the Museum of the Environment had been established to combat climate change and would be holding weekly Saturday morning talks from 7 October 2023. More information was available on their website: www.mote-uk.org.

28. CAC/23/09 Area Committee Budget Update

- 28.1. Ms Lisa Stannard, Head of Parks and Cemeteries, reported that after the financial commitments made at the previous meeting, the Central Area Committee had £2,552 available to spend on its priorities.
- 28.2. Since the last meeting, the following Making a Difference spend had been made:
- £405 from the Alexandra ward budget to Christ Church for their Holiday at Home summer scheme

Resolved:

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

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

29. Dates of Future Meetings

29.1. The Chair reported that the dates of future meetings were listed on the Agenda, with the next meeting scheduled for Wednesday 1 November 2023 at 7pm in Alexandra ward.

The meeting closed at 8.13 pm

Chair

COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/10
DATE: 1 NOVEMBER 2023
SUBJECT: FUNDING REQUEST – ST HELEN’S CHURCH
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 £1,000 to St Helen’s Church to run their ‘Messy Church’ activity in Central Ipswich, supporting families of primary aged children through crafting activities, story curation and a meal, with intent to focus on community cohesion between families.

List of Appendices included in this report:

- a) *Appendix 1 - Completed Application Form*

This report has been prepared by Beth Robinson

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

The following policies form a context to this report:

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

*Corporate Strategy: Proud of Ipswich – Championing our Community and
Revitalising our Town*

1. Item of business and issues for consideration

- 1.1 To consider the application of St Helen's Church and decide whether to agree:
- i) Option 1 - Fund the total amount requested.
 - ii) Option 2 - Fund a lesser amount to the amount requested.
 - iii) Option 3 - Not fund.
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 St Helen's Messy Church provide 8 different crafting activities for one hour, followed by assembly time, opportunities for children to share what they have made, followed by a meal.
- 1.4 Activities are heavily subsidized, with a £1 donation for the activities and food provided. However, they find that those who attend live in very deprived areas and often cannot afford to contribute each time, thus they intend to make the service free.
- 1.5 The Messy Church has been running for one year, and St Helen's Church would like to double the number of sessions. This fund would enable continuation one additional year.
- 1.6 Since June 2022, 421 people have attended the Messy Church, on average 40 people per session from the Central Area (particularly the IP4 area). Families from many demographics and religions are welcomed.
- 1.7 St Helen's Church partakes in community outreach work and will seek to increase participation and allow for further sessions to meet this demand. Examples of their outreach and community outreach work include collaboration with St Helen's and other local primary schools; provisions of a 'top up shop', offering weekly lunches and monthly dinners for residents struggling with the Cost of Living Crisis. They also intend to start another meeting called 'Messy Meet-up to build on the success of their current models.
- 1.8 This application intends to build upon the goal of creating community cohesion in order that more members of the community can be served, and to meet increasing demand for their Messy Church service.
- 1.9 The projects will be advertised within St Helen's Primary School and Clifford Lane Primary School, for both parents and children.

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.
- **Income**
- **Living Environment**

2.2 Proud of Ipswich underlying principles:

- **Promoting Community Wellbeing and Fairness in Ipswich, which is the action plan priority.**

3. Financial implications

3.1 There is £2,552.00 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

3.2 Cost breakdown:

Description of expenditure		Cost (£)
Catering: Meals per session (11 sessions, estimated 40 people (£1/session/person))		£440.00
Stationary to support crafting activities (Pens, Glue, Card, Stickers)		£60.00
Advertisement – Printing Flyers		£60.00
Crafting activity costs (11 sessions, estimated 40 people - £1/session/person)		£440.00
Total project costs		£1,000
Total requested from Area Committees	North East	N/A
	North West	N/A
	Central	£1,000
	South East	N/A
	South West	N/A
	TOTAL	£1,000

3.3 Central Area Committee funding will not be used towards core costs.

- 3.4 The specified £1 cost for each provision is a replacement of the previous donation from participants owing to an increased number of attendees from deprived areas, who cannot afford to sustain the cost of coming to each session.

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e., the Area Committee terms of reference.
- 4.3 St Helen's Church (registered Charity no. XR609), 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 Encouraging parental responsibility	2	3
Actions to mitigate risk	All staff use a safeguarding policy, and also encourage full parental responsibility over the children with whom they attend.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £1,000 to St Helen's Church to deliver their Messy Church activities.
- 6.2 Option 2 – Approve allocation of less than £1,000 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

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8. Exemption from call in (if applicable)

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

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Signed.....

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

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

St Helen's Church run a Messy Church for families of primary aged children, mainly from St Helen's Primary School. We provide around 8 craft activities that the families can take part in for around an hour. Then we have an assembly time where the children can share what they have made and learned, listen to a story and sing a song. This is followed by a meal.

Amount of funding requested

£1000

PART 2 - About your group

Name of Organisation/Group:

St Helen's Church (Parish of Ipswich; St Helen's with St James's.)

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Redacted

Telephone Number:

Redacted

E-mail Address:

Redacted

Website Address/Social Media:

www.ipswichwaterfrontchurches.co.uk

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)	XR609
Company Number: (if applicable)	
Date organisation established:	Pre-war (as a network of Churches)

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

(Max 500 words)

St Helen's Church is not just a Christian place of worship. It is becoming a community hub that reaches out to the community. We have a heart for the disadvantaged and we offer support to the local people who are struggling with the cost of living. This is why we started Safe Harbour Top up shop which is based at St Helen's Church. We offer people a bag of food and essential items for a small donation. We offer weekly lunches and a monthly dinner for adults with multiple complex needs. We do this to promote community cohesion and wellbeing through building positive relationships and food.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3	Does the organisation have a bank account in the organisation/group's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details

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?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

N/A

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

Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)

St Helen's Church run a Messy Church for families of primary aged children, mainly from St Helen's Primary School. We provide around 8 craft activities that the families can take part in for around an hour. Then we have an assembly time where the children can share what they have made and learned, listen to a story and sing a song. This is followed by a meal.

We have found that the families love coming, and we have been running it for a year. We would like to double the number of sessions on offer. St Helen's Church hope to fund the additional meeting and seek a grant to fund the regular Messy Church which costs approx. £1000 per year.

St Helen's Messy Church will meet the area of Education, Skills and Training because the children will be learning through the various craft/activities in a safe environment. We aim to help those families on low incomes to learn new skills and confidence through the Messy Church. It will also meet the area of Promoting Community Wellbeing and Fairness in Ipswich, because through sharing meals and building positive relationships with local families we are fostering a sense of community.

What evidence do you have of this need?

Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

St Helen's Messy Church has been running since June 2022. Since we started, we have had 421 different people come to our Messy Church. We are building a community that is coming back and we usually have around 40 people attend. The families that come back see Messy Church as a valuable community outreach. There is nothing else like St Helen's Messy Church in Alexandra Ward.

PART 4 – How will your project work?

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

We started St Helen's Messy Church to reach out to local families, to build community and give families a safe place to come, take part in games and activities and have a meal together with other families from the community.

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

We include the parents with the children so our risks are minimised. The parents remain responsible for their children at all times. We realise that we need to become financially sustainable and are planning how to do this through raising more donations from families. We have a risk assessment for our sessions.

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in Section 3. (Max 500 words)

The main project beneficiaries would be mainly from the Alexandra Ward/IP4. Most families are from St Helen's Primary School and one family from Clifford Road Primary School.

How will potential beneficiaries be made aware of the project?

We advertise through St Helen's Primary School and Clifford Road Primary School. We advertise on the notice board and with an A-frame.

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?

There are families from many different backgrounds at St Helen's School. We have some Muslim families who come to our Messy Church and we have had Hindu families. They were included and enjoyed the session. We have had families from many different nationalities.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?

We are working to enable the parents to become volunteers. This is why we started Messy Meet ups where the parents have the opportunity to take part in planning the next Messy Church session.

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

We use plates and cups that can be reused. We use paper bags and materials that can be recycled as much as possible.

PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Description of expenditure	Cost (£)	
Catering: Meals per session £1 x 40 children x 11 sessions	£440 (£40 monthly the 3rd week each month. Jan, Feb, Mar, Apr, May, June, July, Sept, Oct, Nov, Dec 2024)	
Stationery: Pens, glue, card, scissors, paper bags, labels replenishment	£60	
Branding; Print fliers	£60	
Craft/Activity costs £1 x 40 children = £40 x 11 sessions	£440 (£40 monthly the 3rd week each month. Jan, Feb, Mar, Apr, May, June, July, Sept, Oct, Nov, Dec 2024)	
Total project costs	£1000	
Total amount requested from the Area Committee(s) If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	
	South West	
	Central	£1000
	North East	
	South East	

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 any remaining costs be met?

The costs to run the project do not include the energy costs and general running costs for the building and staff wages or the cost of the additional Messy Meet ups and Messy Church Extra.

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

The aim is to build a solid community base of around 40 children. Then ask for a donation of £1 per child. This will cover the food costs. The craft costs and additional branding costs will be covered by a combination of further grants and church giving/fundraising.

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? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples’ lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples’ experiences, to get an overall picture of your group/project, its work, and its impact.

We record numbers of parents and children attending. Numbers of parents and children who come back 6 times. Also numbers of parents who become volunteers.

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/23/11
DATE: 1 NOVEMBER 2023
SUBJECT: AREA COMMITTEE BUDGET UPDATE

Short description of report content and the decision requested:

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

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

List of Appendices included in this report:

Appendix 1: Central Area Committee Budget – Financial Statement

Recommendation:

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

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

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APPENDIX 1 - CENTRAL AREA COMMITTEE - FINANCIAL IMPLICATIONS

Committee Date	Report Number	Description	Original Allocation Agreed	Budget B/F from 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			
21/06/2023	CAC/23/01	MAD Funding 2023/24	1,500.00		1,095.00	405.00		£405.00 - Holiday at Home.
01/03/2022	CAC/22/17	King's Coronation Community Grants	1,000.00			1,000.00		Approved Funding Paid from 2023/24 budget
21/06/2023	CAC/23/06	Venue Hire and Publicity 2023/24	500.00	200.00	700.00			
21/06/2023	CAC/23/02	Community Family Fun Day	2,500.00			2,500.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/03	Inside Out Community	3,000.00			3,000.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/04	Chapter 82	1,000.00			1,000.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/05	Ormiston Families	3,500.00			3,500.00		Approved Funding Bid & Paid
		Unallocated Budget B/F from 2022/23		552.00				
		2023/24 Budget		15,000.00				
		Total		18,024.00	4,067.00	11,405.00	2,552.00	

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