

COMMITTEE: SOUTH WEST **REF NO:** SWAC/17/24
DATE: 8 MARCH 2018
SUBJECT: FUNDING REQUEST: ST. PETERS HALL
REFURBISHMENT PROJECT
REPORT AUTHOR: SIMON LANNING
HEAD OF SERVICE: IAN BLOFIELD

Short description of report content and the decision requested:

This report requests that the South West Area Committee considers allocating funding of £10,172.50 for a new large kitchen as part of the St. Peters Hall Refurbishment Project. The aim of the project is to provide upgraded and refurbished facilities for the users of the hall, in principle Bright Sparks Nursery, providing a better and safer working environment.

List of Appendices included in this report:

None

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This report was prepared after consultation with:

Internal consultees

External consultees

Revd Robert Hinsley

The following policies form a context to this report:

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

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)

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OTHER HELPFUL PAPERS

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

1. Introduction

- 1.1 This report requests that the South West Area Committee considers allocating funding of £10,172.50 for a new large kitchen as part of the St. Peters Hall Refurbishment Project. The aim of the project is to provide upgraded and refurbished facilities for the users of the hall, in principle Bright Sparks Nursery, providing a better and safer working environment.

2. Background

- 2.1 St Peters is committed to serving the needs of the community and does this by providing its physical space for use by many community groups. The principle use of the hall is by Bright Sparks Nursery (charity no [1029220](#)), a full time independent committee led nursery. The nursery originally started as a play group run by the church and over the years has become completely independent.
- 2.2 This refurbishment is a joint project by the Bright Sparks Nursery and the South West Ipswich Team Ministry, of which St Peter's church is part. As the organisation responsible for the building and the intended recipient, the Ministry (charity no [1171465](#)) is making the application to the Committee.
- 2.3 There is a recognised shortage of nursery places in the Stoke Park area, and parts of Stoke Park are amongst the most deprived in the Country. These factors increase the importance of pre-school provision in the area. The St Peters Hall Refurbishment project will help the Ministry to provide improved facilities for Bright Sparks and therefore a better educational environment for the young people. It will also provide a safer and brighter working environment for the staff and others who will make use of it.
- 2.4 The project includes many elements. Already completed is the provision of new heating and lighting and new children's toilets, and more recently the replacement of the windows and redecoration, funded by St. Lawrence Hall Trust and PCC funds. The last stage of the project, for which South West Area Committee funding is being sought, is the installation of a new kitchen to the hall.
- 2.5 The kitchen is now out of date and in a poor state of repair, it has received consistent and daily heavy use since its last refurbishment. The cupboards are showing signs of damage and the work surfaces are also damaged. Both of which have the potential to become a source of infection although it is important to stress that this has not been the case yet.
- 2.6 A new kitchen will provide a safer, better designed and laid out environment for the staff and other users of the hall. The replacement of the equipment will also provide a safer environment for those who use the kitchen. In particular the food preparation for the children of the nursery who attend the whole day.
- 2.7 The hall is also used on a regular basis by the 44th Ipswich Brownie Pack, a martial arts club, a craft group and 'tots & toast'. Less regular, occasional users include, but are not limited to;

- Ipswich Winter night shelter for training,
- Ipswich Borough Council South West Area Committee,
- Stoke Park Residents Committee,
- Designated Emergency Relief Centre and
- Other one off bookings.

2.2 The replacement of the kitchen will include the replacement of the cupboard units & worktops, installation of 2 refrigerators, 2 electric ovens, a gas hob and an extractor fan hood.



Figure 1 - Kitchen units and serving hatch to be replaced

2.3 The refurbishment project aims to improve the facilities for all the community groups making use of the hall, especially the nursery, as the most frequent user. It is hoped that the improvements will support the well-being of nursery children, their families and group members through the best facilities for preparing food for large groups.

2.8 **The total amount requested of the South West Area Committee for a new large kitchen is £10,172.50**

3. Relevant Policies and Area Action considerations

3.1 Building a Better Ipswich

- Priority 3: An Enjoyable Place to Live, Work and Study

4. Options Considered / Under Consideration

- 4.1 In deciding, the committee is advised that Options 1 & 2 require it to use its discretion and waive the requirement for a business plan in the Area Committee Funding Protocol.
- 4.2 **Option 1** – Approve the allocation of £10,172.50 to the South West Ipswich Team Ministry for refurbishment of the kitchen at the church hall.
- 4.3 **Option 2** - Approve the allocation of an amount less than £10,172.50 for the same, contingent on complementary funding being secured.
- 4.4 **Option 3** - Do not fund.

5. Consultations

- 5.1 The Nursery and PCC have been consulted and are in agreement. The PCC formally passed a resolution of agreement in July. The Diocesan Advisory Committee for the care of churches has also made a site visit and has made some recommendations that have been taken on board and implemented.
- 5.2 The Advisory Committee have also confirmed that the church does not need to apply for permission from Ecclesiastical authorities for this work to proceed.

6. Risk Management

- 6.1 The risks attached to the safe running of the updated facilities will continue to be the responsibility of the St. Peters Church and groups which use the space such as Bright Sparks Nursery.

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
Risk of injury to user of the refurbished space through various community and play activities	Emotional or physical harm to individuals/ young person	risk assessment of individual activities Policy Staff training	1	4	Risk assess and manage the project. Trustees to ensure safeguarding, safe-guarding, confidentiality and Health & Safety policies are in place. Staff members are trained in Early Years provision.

7. Environmental Impact Assessment

- 7.1 The materials used in the kitchen are of negligible impact on the environment. No other impacts are identified.

8. Equalities and Diversity Implications

- 8.1 The Church of St Peter Stoke Park is part of the South West Ipswich Team Ministry and is part of the Church of England. As a team it embodies the principle that the church is open to all irrespective of background, age, gender, race or sexuality.
- 8.2 An Equality Impact Assessment has been completed for the proposed provision. No negative impacts are anticipated in regard to characteristics protected by the Equality Act 2010.

9. Financial Considerations

- 9.1 Two quotes for the work have been obtained. The preferred quote was for slightly more (£572.50 extra), but was judged better quality and was from a contractor previously used successfully by the Ministry.

Expenditure Description	Cost
Remove old kitchen units and dispose Install: <ul style="list-style-type: none">• Base & wall units• High gloss doors• Hardwearing worktop• Splashback• Large double bowl sink with mixing tap• Small single sink for handwashing• 2 fridges• 2 electric ovens• 1 six ring gas hob• 1 extractor fan & hood• New serving hatch Redecorate ceiling and walls	
Total	£10,172.50

- 9.2 As detailed earlier in this report, the kitchen refurbishment is the final phase and some work has already been completed. The first phase was new lighting, new heating and the replacement of the children's toilets. This was funded in partnership with Suffolk County Council, and the Ministry contributed £8,000 to the cost.

- 9.3 The second phase was the replacement of fire doors, redecoration of the hall, and replacement of the windows. This phase cost £11,695 and was funded in part by the Ministry (minimum of £3,200) and an application has also been submitted to the St Lawrence Hall Trust to retrospectively award £8,495 to the costs.
- 9.4 At the last complete set of accounts (Dec 2016) for the Ministry, the Fund restricted to the St. Peters Church Hall had a balance of £15,551. This was prior to the second phase of the refurbishment. In addition to the planned second phase, an emergency repair was necessary to the fire escape from the first floor nursery office at a cost of £1,800. These costs have been met from that church hall fund, subsequent income and an award from the Parochial Church Council for £1,466.
- 9.5 The Committee is asked to consider allocating funds for the full cost of the final phase of the refurbishment.
- 9.6 **The total request of the South West Area Committee is £10,172.50**

10. Legal Considerations

- 10.1 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.
- 10.2 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.
- 10.3 The hall is owned by the Parochial Church Council (PCC) as landlord. The PCC is an overarching organisation of which the South West Ipswich Team Ministry and St Peter's church are both part. The PCC is happy for the work to proceed and for the community use of the hall to continue indefinitely. The Bright Sparks nursery will be the principle beneficiary of the improvements and it has an open ended written agreement with the PCC for the use of the hall.
- 10.4 The Area Committee Funding Protocol condition of being constituted was met by confirmation that the church is governed by terms of the "Synodical Government Measure 1969" and "Parochial Church Councils (Powers) Measure 1956". The Ministry is also registered with the Charity Commission.
- 10.5 Evidence of named post holders was provided in the Annual Report. The appropriate bank account was confirmed through an existing registration in the Council's payment system and submitted account signatories. The yearend accounts were supplied as part of the 2016 Annual Report.
- 10.6 A business plan was not supplied. The Committee is asked to consider the sustainability of the church and decide whether to use its discretion to waive the requirement for a business plan

11. Performance Monitoring

- 11.1 The impact of the project will be measured by the nursery and other users. It will be measured by the comments from the parents/prospective parents on the condition of the hall.
- 11.2 On completion of the project photographs showing the improvements to the hall/kitchen will be provided to the South West Area Committee later in the year.

12. Conclusions

- 12.1 The South West Ipswich Team Ministry is requesting funding to complete the final phase of a major refurbishment to the St Peter's Church Hall. The new kitchen provided in this phase will be of primary benefit to the Bright Sparks nursery but also to the other community groups and church groups using the hall.

13. Recommendations

- 13.1 **That the South West Area Committee considers the options set out in section four and decides on the allocating funding.**
- 13.2 Reason:
- To provide upgraded and refurbished facilities for the users of the hall, in principal Bright Sparks Nursery, providing a better and safer working environment.
 - To support the provision of quality Nursery provision in an area of identified deprivation and where nursery provision is limited.