

**COMMITTEE:** SOUTH EAST      **REF NO:** SEAC/18/25  
**DATE:** 16 JANUARY 2019  
**SUBJECT:** VARIATION TO FUNDING REQUEST:  
MARGARET CATCHPOLE BOWLS CLUB  
PAVILION EXTENSION  
**REPORT AUTHOR:** SIMON LANNING  
**HEAD OF SERVICE:** IAN BLOFIELD

***Short description of report content and the decision requested:***

In September 2018, the South East Area Committee allocated £1,500.00 to the Margaret Catchpole Bowls Club toward the cost of redeveloping the pavilion. The allocation was conditional on the full funding match being secured first. The Club has begun delivering the redevelopment work in phases and it is requesting a variation of the award conditions to allow the final phase to progress.

***List of Appendices included in this report:***

- a) SEAC/18/15 Funding Request - Margaret Catchpole Bowls Club Pavilion Extension
- b) SEAC/18/22 Variation to Funding Request Margaret Catchpole Bowls Club Pavilion Extension

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*This report was prepared after consultation with:*

*Internal consultees*

*External consultees*

*Charles Sharp, Chair, Margaret Catchpole Bowls Club*

*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)*

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## 1. Introduction

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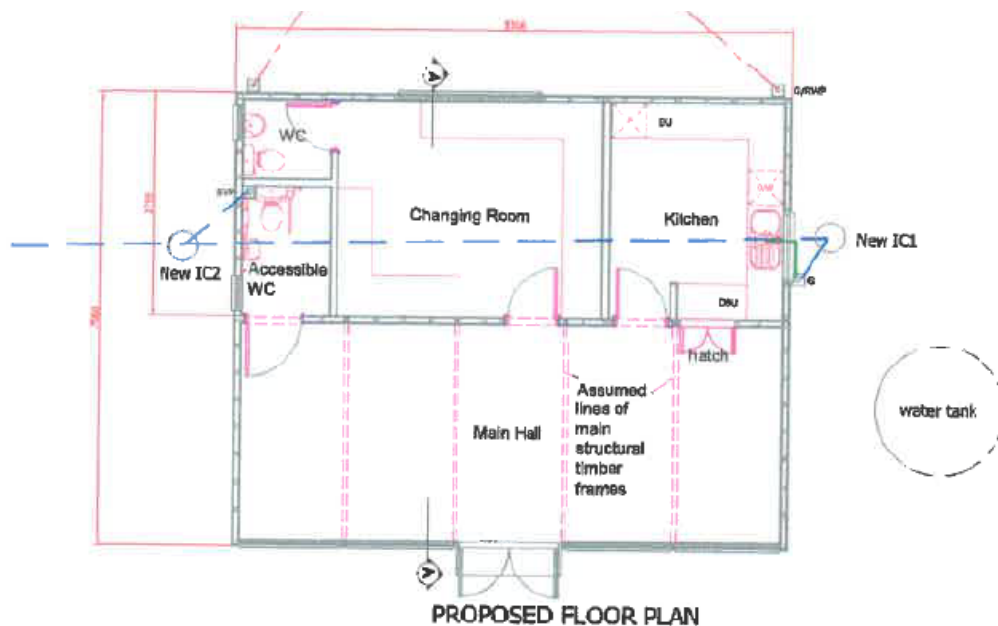
- 1.1 This report asks that the South East Area Committee consider varying the conditions applied to the award of a previous funding request, SEAC/18/15 (Appendix 1).
- 1.2 In September 2018, the South East Area Committee allocated £1,500.00 to the Margaret Catchpole Bowls Club toward the cost of redeveloping the pavilion. The allocation was conditional on the full funding being secured first.
- 1.3 The Club began to deliver the redevelopment work in phases shortly after the award was made and it has managed to secure more affordable quotes for some elements. It is requesting a variation of the award conditions to allow the next phase to progress sooner.

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## 2. Background

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- 2.1 As outlined in the original request the Club is redeveloping its existing pavilion to a new structure of approximately twice the size with better amenities.



**Figure 1 proposed floor plan**

- 2.2 The Club has been awarded £1,500 by the Committee. The award was made with the condition that *“The release of any award will be conditional on the remaining funding having been secured from other sources. The commitment may be held for a maximum of 3 years, from the date of the decision.”* (Appendix 1, Para 9.3)
- 2.3 The Club is seeking a variation for this condition to be removed.

2.4 The Club has completed the first and second phase of work, laying the foundations and erecting the pavilion extension. It was able to save money on the first phase by members undertaking some of the work. This reduced the cost from an estimate of £9,000 to a spending of £4,188. The Club acquired a better quote for the second phase, reducing the estimate of £12,894 to a spending of £10,540. This represents a saving of £7,166.



**Figure 2 Works underway**

2.5 The revised cost of phases one and two (commitment to date) is £14,728. £10,000 of this was met through of the Club's own savings, £2,750 through County Councillor Locality funding (£750 from Cllr Quinton, £500 Cllr West, and £1,500 from Cllr Clements) and the remaining shortfall of £1,978 through delayed payment terms and continued contributions from the Club's membership. The Club plans to use the Committee funding to reduce the shortfall to £478.

2.6 The final phase will be to install the new amenities and fittings for a combined cost of £17,359.90. The Club plans to use the external grants currently under consideration to complete the final phase of works.

2.7 A number of applications are under consideration with external funders;

- £13,700 Biffa Community Building Fund
- £2,000 Suffolk Sport
- £2,000 Ganzoni Trust

2.8 **The Committee is asked to vary the conditions on the previous award so that payment may be released.**

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### 3. Relevant Policies and Area Action considerations

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- 3.1 Building a Better Ipswich underlying principles:
- Priority 3: An Enjoyable Place to Live, Work and Study
  - Priority 4: A Healthy Community

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### 4. Options Considered / Under Consideration

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- 4.1 **Option 1** – Vary the conditions on the £1,500 previously allocated to the Margaret Catchpole Bowls Club so that payment may be released.
- 4.2 **Option 2** – Maintain the existing conditions.

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### 5. Consultations

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- 5.1 The Club has consulted with its own membership on the plans. It has sought permissions and professional guidance from the Freeholder, the planning authority, building engineers and contractors.

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### 6. Risk Management

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- 6.1 The risks outlined here relate to the Committee providing funding to the Club, the risks associated with building projects belong to the Club and those parties to whom it contracts works.

<b>Risk Description</b>	<b>Consequence of risk</b>	<b>Risk Controls</b>	<b>Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)</b>	<b>Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)</b>
Required funds not raised	Works not completed  Poor use of public funds	Applications to other sources  Fundraising activities  Financial commitment from Club members  Phased works	3	2
<b>Actions to mitigate risk</b>	The Club has raised a significant sum for the first phase of works and it is being supported to apply for funds for the remaining phases. If it is unable to secure funds through these sources, it may be able to call on members to make loans to the Club to enable the works. It has used this mechanism successfully in the past.			

	The Club is able to adapt its plans if it is unable to raise funds for all three phases quickly. Once the second phase is complete and the building is extended and watertight, the remaining improvements to the amenities can be made as-and-when funding becomes available for each element.
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## 7. Environmental Impact Assessment

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7.1 There is no additional impact associated with the proposed variation.

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## 8. Equalities and Diversity Implications

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8.1 No negative impact is foreseen under the protected characteristics.

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## 9. Financial Considerations

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<b>Phase 1 – Complete</b>	
<b>Item</b>	<b>Cost</b>
<b>Ground works</b> laying of concrete aggregate foundations supporting masonry piers linking of water and waste <i>(Initial estimate £9,000.00)</i>	£4,188.00
<b>Phase 2 – Complete</b>	
<b>Item</b>	<b>Cost</b>
<b>Building framework</b> Construction of external walls Timber wall cladding Flat roof extension Interior sub-divisions <i>(Initial estimate £12,894.00)</i>	£10,540.00

<b>Phase 3</b>	
<b>Item</b>	<b>Cost</b>
<b>Electricity supply</b> Connection of supply Power outlets Lighting circuit External lighting	£6,628.80
<b>Kitchen</b> Supply & installation of new fitted kitchen units, works surfaces and sink	£2,063.00
<b>Sanitary ware</b> Supply of 2 toilets, sinks, pedestals and accessibility fittings	£839.70
<b>Doors &amp; windows</b> Installation of pvc-u double glazed windows Easily accessible doors and windows Room ventilation	£3,600.00
<b>Flooring</b> Supply and fit of safety flooring and plywood sub-surface if required	£2,228.40
Fitting and finishing; electrics, plumbing and decoration	£2,000.00
<b>Total</b>	<b>£17,359.90</b>

- 9.1 The original total cost for the project (Phases 1-3) was £39,253.90. The Club has managed to reduce some of the component costs (Para 2.5) and the revised cost for the overall project is £32,087.90.
- 9.2 The cost for the work to date (Phases 1 & 2) is £14,728 and the funds raised to date is £12,750 (Para 2.6). Phase 1 has been paid for and there remains a shortfall of £1,978 for Phase 2, for which the Club has delayed payment terms and continues to raise money through its membership contributions.
- 9.3 It is proposed that the committee consider releasing the award of £1,500 toward the cost for Phase 2.
- 9.4 With this phase complete, the Club is able to raise funds for the components of Phase 3 at its own pace, as work for the doors & windows, flooring, kitchen and bathroom can be handled as individual works.
- 9.5 The Club is waiting for decisions on further applications, totalling £17,700 (Para 2.8). If not enough of these applications are successful to cover the whole cost, the Club continues to raise membership revenue and has identified other funding sources such as the National Lottery 'Awards for All', the Port Community Fund and the Sapphire Fund
- 9.6 The amount allocated from the budget remains unchanged at £1,500.00 and if the variation is agreed, the award will be released.
- 9.7 If the variation is not agreed, the commitment may be held for a maximum of 3 years, from the date of the decision. The Club will have until September 2021 to raise the remaining funds for the overall project (effectively to clear the shortfall for Phase 2 and secure the other funding for Phase 3).

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## **10. Legal Considerations**

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- 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 Funding Guidelines expectation of the applicant being a constituted organisation was met by the Constitution supplied, which included the named post holders for the Club. Year-end accounts were supplied, as was a business plan and evidence of a bank account registered to the Margaret Catchpole Bowls Club.
- 10.4 The Club supplied a copy of the lease agreement, which had 14 years still to run thereby meeting the minimum 5 years. Planning permission and

permission from the Freeholder were also supplied for the proposed development.

- 10.5 Phases 1 & 2 of the works have been completed and the variation to the condition seeks to now limit the award to only these phases. The initial award included both these phases and the decision to award preceded the works and so would not be considered retrospective.

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## **11. Performance Monitoring**

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- 11.1 The Club will in addition to the monitoring agreed with the initial award, keep the committee informed of its funding applications and the outcomes. If the variation is agreed, the Club will obtain a remittance acknowledgment for the £1,500 payment and supply a copy to the Council.

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## **12. Conclusions**

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- 12.1 The South East Area Committee is asked to consider the benefit of allowing the Margaret Catchpole Bowls Club to complete payment for the works to date and to dedicate future external funding awards to the final phase of redevelopment.

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## **13. Recommendation**

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- 13.1 **This report recommends that the South East Area Committee consider the options in Section Four and decides the conditions on which to release funding to the Margaret Catchpole Bowls Club.**

- 13.2 Reason:

- To allow the Club to progress works before raising the total sum required to complete all phases of the redevelopment.