

EXECUTIVE – 12 DECEMBER 2013

BROOKWOOD MEMORIAL HALL - APPLICATION FOR SUPPORT

Executive Summary

An application for financial assistance under the Council's Grant Scheme for Voluntary and Community Groups has been received from the Management Committee for Brookwood Memorial Halls. The Management Committee is seeking a grant of £15,840 as part of the Tripartite Surrey Community Grants Scheme, which is administered through Surrey Community Action on behalf of Surrey County Council. The application needs to be considered now to enable the County Council to consider the application with the benefit of the views of the Borough Council.

The application is for improvement works across the two halls on the site and the car park, and includes new lighting, double glazing, an automated door into the Large Hall, and repainting the lines in the car park. As well as improving the overall appearance of the facilities, the works will improve access to the facilities.

The Halls are a well used resource, with many local groups using the facilities, and are used as the local polling station. The proposed work will have benefits for all users of the facilities, particularly wheelchair users, parents with push chairs and the infirm. Furthermore, the modern lighting and double glazed windows will reduce the energy usage of the Memorial Halls. In view of the importance of the Halls in the local area and the added benefit that will be achieved by the proposals, it is considered that the application be supported. The Council's contribution to the tripartite funding will be met through the Council's Community Fund which is used for large, one-off capital projects.

Reasons for Decision

To support Brookwood Memorial Hall with its proposals for improvement works in line with the tripartite funding agreement with Surrey County Council through Surrey Community Action.

Recommendations

The Executive is requested to:

RESOLVE That capital funding of 1/3 of the costs, up to a maximum of £15,840, be awarded for the improvement works at Brookwood Memorial Hall, as set out in this report, subject to the Trustees being able to secure its contribution and the application being supported by Surrey County Council.

Amount(s) Recommended:

2014/15	Community Fund	£15,840.00
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Conditions

Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.

Invoices. In order to claim an element of the funding, the Organisation must submit paid invoices relating to equipment purchased or services provided.

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Inspection. Ten per cent of the funding will be retained until a satisfactory inspection has been carried out by Council officers.
Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.
Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.
Payments. Unless exceptional circumstances exist all claims must be received quarterly in writing (e-mail or letter) with details of the costs incurred (invoices required for over £50K) and monitoring information for the previous quarter.
Payment Period. Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.
Tripartite Capital Funding. The funding awarded to be subject to match funding being achieved through Surrey Community Action and Brookwood Memorial Hall.

Performance Indicators

The Organisation to provide a breakdown of the users in the past quarter.
The Organisation to provide details of activities and events held during the last quarter.
The Organisation to advise how the Council's support has been publicised over the last quarter.
The Organisation to provide a statement stating the use to which the grant money has been put.

The Executive has authority to determine the above recommendations.

Background Papers:

Application Form.

Reporting Person:

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Date Published:

5 December 2013

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GROUP
Brookwood Memorial Hall

PROJECT OUTLINE	
Purpose of Application	<p>The work includes: work to update the obsolete strip lighting in both Large and Small Halls; complete the double-glazing of the Large Hall; provide a door in the Large Hall that is automated for the disabled; replace the original (tired) fittings in the Lavatories in the Large Hall; renew soffitts and gutters to reduce long-term maintenance costs; provide a new removable handrail between the Large and Small Halls to aid the elderly and infirm up an incline to the Large Hall entrance; repaint lines in the car park.</p> <p>We think it prudent to allow for a minimum contingency of 5%, as noted below in the breakdown of costs.</p>
Community Strategy	A strong community spirit with a clear sense of belonging and responsibility
Amount(s) Requested	2014/15 47,528.00

BACKGROUND TO GROUP	
Status and Aims	<p>The Halls are properly managed under a Deed of Trust dated 20th February 1950 for the benefit of all of the inhabitants of the village of Brookwood. The Registered Charity meets all the requirements of the Charity Commission. The volunteer Management Committee primarily provides facilities for local groups and charities, (such as Babes and Toddlers, Scouts and Guides and Art Groups, as well as Dance Groups and Sporting activities such as Badminton and Martial Arts) at concessionary rates to cover our running costs. We also host council events such as a polling station. Our Constitution specifies that the facilities are provided without any form of discrimination. The Large Hall is licensed with Woking Borough Council for these activities and carries a five star rating for food area hygiene standards. Both Halls are maintained to all required standards, including regular safety and electrical checks, fire extinguishers, and playing of licensed music.</p>

Volunteers

How many volunteers does the Organisation have?	7
Please indicate how many are male	5
Please indicate how many are female	2
Please indicate how many are disabled	0
Please indicate how many are from an ethnic minority	0

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Employees

How many employees does the Organisation have	0
Please indicate how many are Male	0
Please indicate how many are female	0
Please indicate how many are disabled	0
Please indicate how many are from an ethnic minority	0

Users

How many users does the Organisation have?	26034
Please indicate how many are Male	10692
Please indicate how many are Female	15342
Please indicate how many are disabled	0
Please indicate how many are from an ethnic minority	0
Please indicate how many are from the Woking area	25500
Please indicate how many are aged under 5	1467
Please indicate how many are aged between 5 and 10	3863
Please indicate how many are aged between 11 and 18	2750
Please indicate how many are aged between 18 and 65	12983
Please indicate how many are aged over 65	4971
Charges for users	Not known
Details of Charges For Users:	<p>Hire rates are reviewed annually to ensure they meet our objectives. We grant the following concessions:</p> <p>Registered Charities 50% Discount</p> <p>Residents 30% Discount</p> <p>Badminton Block Bookers 45% Discount</p> <p>Block Bookers 15% Disco</p>

Members

How many Members does the Organisation have?	0
Details of membership fees	

ASSESSMENT

Review of Financial Standing

At the time of the application, the Group held £22,111 in the bank. Of the sum, £11,000 is set aside as the reserve balance. £3,000 is owed in fees from regular hirers.

Budget

The Group has submitted a budget for 2014. The budget for the coming year indicates a surplus of £4,092 based on an income of £24,797 against an expenditure of £20,706.

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Income includes hire of halls (£24,665), hire of huts (£30) and donations (£80). Items of expenditure include gas (£4,044), wages (£3,060), repairs (£4,032), electricity (£2,292), and gardening (£1,368).

Accounts

The Group has submitted accounts for 2012 which show an income of £22,390 (£15,906 in 2011) against expenditure of £20,208 (£18,126 in 2011), resulting in a surplus of £2,182 (a deficit of £2,220 in 2011). The sum of £20,303 was carried forward at the end of the year.

Income included hall hire (£22,372) and interest (£18). Items of expenditure included gas (£3,849), wages (£2,913), electricity (£2,182), new windows (£1,525) and gardening (£1,302).

Previous Support by Woking Borough Council:

1987/88 – £1,932 towards roof repairs

1996/97 – £11,666 under Tripartite funding towards the costs of an extension.

1998/99 – £1,500 towards the costs of a garage.

2003/04 – £700 towards the costs of an audio loop hearing system for the Halls.

2004 – £15,600 as part of a tripartite bid towards improving the external appearance of the Halls, including the repair of the car park and driveway and general landscaping.

Consultee Views

Sue Barham

It is clear from supporting information, and local knowledge, that the Memorial Halls are a well used resource, with many local groups using the facilities. The proposed work will have benefits for all users of the facilities, particularly wheelchair users, parents with push chairs and the infirm. Furthermore, the modern lighting and double glazed windows will reduce the energy usage of the halls. In view of the importance of the Halls in the local area and the added benefit that will be achieved by the proposals, I would support the tri-partite application.

Assessment Overview

Summary of Key Supporting Information

Constitution - Yes

Registered Charity - Yes

VAT Registered - No

Equal Opportunities Policy - Yes

Safeguarding Policy - Yes

Reserves Policy - Yes

Quality Mark - No

Other funding sources pursued - No

Other support by the Council - Yes (discretionary rate relief)

Fundraising - No

Two quotes - Yes

Regular monitoring information previously provided? - N/A

An application for financial assistance has been received through the County Council's Tripartite

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Funding Scheme from the Management Committee for Brookwood Memorial Halls towards the costs of works to update lighting in the Halls, install double glazing, install an automated door to the Large Hall and repaint lines in the car park.

Brookwood Memorial Halls are located in Connaught Road, Brookwood, adjoining Connaught Crescent. There are two halls standing in their own grounds and sharing a car park. The halls are administered by a Management Committee which meets monthly. The land and buildings are owned freehold.

The older of the two halls was built in the mid-1940s for social club purposes and includes a small kitchen and toilets. Regular users of the hall include Brookwood WI, Guides and Rainbows, yoga, dog training and dance classes.

The second and larger hall was built in the early 1960's as a memorial for residents lost in the two World Wars. The hall has toilets, including disabled toilets, a kitchen, a stage area and a large, divisible committee room. There is parking which is shared by the two halls. Both halls are maintained in an excellent condition and have previously benefitted from grants by the Council, including two tripartite grant awards.

Brookwood Memorial Halls Management Committee was formed in 1950 to manage and hold upon trust the Halls' premises for the recreation and benefit of the inhabitants of Brookwood without any form of discrimination. The members of the Management Committee comprise representatives from recognised village organisations and villagers elected at the Annual General Meeting.

Brookwood Memorial Halls Management Committee has applied to Surrey County Council (through Surrey Community Action) and Woking Borough Council for tripartite funding towards the costs of improving the external appearance of the Halls. Under the tripartite scheme, the Borough Council is requested to one third match funding, the remaining two thirds to be met by the Management Committee and Surrey County Council. Under the scheme, the Borough Council first considers the application; any applications supported are then considered by the County Council in consultation with the Village and Community Halls Advisor employed by Surrey Community Action.

The application is for works which include updating obsolete strip lighting in both halls, completing the double glazing of the Large Hall, provide an automated door in the Large Hall, replace fittings in the lavatories, renew soffits and guttering, provide a handrail between the two halls, and repaint the lines in the car park. The automated door and handrail are intended to assist disabled and infirm visitors and users of the facilities.

The Management Committee has applied to Woking Borough Council for one third of the costs, up to a maximum of £15,840. The breakdown of the costs is set out below, based on one of the two quotes received:

Electrical costs including replacement of fluorescent lighting (£3,500)

Replacement windows and doors, including entrance door replaced with push button automatic door (£2,850), and windows around doors, toilets and side windows (£1,580).

Floor coverings for the entrance hall and toilets (£1,450)

Lavatories fittings, including replacement of fittings (£3,500), replacement of broken tiles (£400) and redecoration (£1,200)

Repairs to ceiling above the stage (£650)

Fascia and soffits, including replacement of guttering (£9,869)

Roof repairs (£500)

Hand rail (£2,980)

Line painting in the car park (£580)

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Improving drainage (£2,380)
Decoration (£6,280)

Total anticipated cost is £47,528, including VAT and a contingency of 5%.

Considerations

Brookwood Memorial Hall has submitted an application for works which include updating obsolete strip lighting in both halls, completing the double glazing of the Large Hall, provide an automated door in the Large Hall, replace fittings in the lavatories, renew soffits and guttering, provide a handrail between the two halls, and repaint the lines in the car park. The automated door and handrail are intended to assist disabled and infirm visitors and users of the facilities. The anticipated cost of the proposal is in the region of £47,528.

The Management Committee does not have sufficient reserves to cover the anticipated costs of the works and has accordingly submitted an application through the Tripartite scheme operated by Surrey County Council. The decision of Woking Borough Council will determine the level of support, if any, the County Council will consider. Any funding will be subject to matched funding from the three parties.

The Halls are a well used resource, with many local groups using the facilities, and are used as the local polling station. The proposed work will have benefits for all users of the facilities, particularly wheelchair users, parents with push chairs and the infirm. Furthermore, the modern lighting and double glazed windows will reduce the energy usage of the Memorial Halls. In view of the importance of the Halls in the local area and the added benefit that will be achieved by the proposals, it is considered that the application be supported. The Council's contribution to the tripartite funding will be met through the Council's Community Fund which is used for large, one-off capital projects.

Legal Authority

S19 (Misc. Provisions) Local Government Act 1976

REPORT ENDS