

Proposed working of the HSMCLG - Community Fund sub group. V4
(Version dated 8th October 2011)

Voting Members

Councillors: Jacqui Seymour; Tracy Hope; Angela McClements.
Parish Council members: Sheila Hutchinson; Alan Lees.
Little Wenlock village representatives: John Marcham; Julie Kaminski.
Huntington village representatives: Peter Whittle (Chair); Roger Seymour.
New Works village representatives: John Ferrington; Peter Thomas.
Arleston/Lawley representative: Janet Higgs.
Willowmoor representative: Juliet Esp.

Non-voting Standing Invitees

T&W Council: Michael Barker; Dave Coxill (administrator); Phil Griffiths (minute taker)

UK Coal: Craig Ball.

Structure

1. If any member decides to resign from or otherwise leaves the committee, a replacement from the community represented by that individual will be sought. The quorum should be 7 members.
2. Meetings will be fully minuted and, after approval at the next meeting, a formal copy of the minutes will be signed by the chairman and kept for filing by T&W. A copy will also be published on the Little Wenlock Parish Council website and Notice Boards.
3. If any member of the committee should have a personal or pecuniary interest in any proposal, they shall declare that at the start of the discussion and will abstain from voting on that proposal.
4. Meetings will be scheduled to dovetail the six monthly release of funding from UK Coal.

A three stage process will be followed with approximately one month between each meeting.

Stage 1. This is the initial meeting to assess each proposal against the aims and objectives of the fund allocation criteria. (see appendix) The proposer of a fund application will not be asked to present their proposal to the committee at this stage. The written proposal alone will be used to assess the merits or otherwise. The applications must, in particular, answer:

- a). How much or how many of the local community will benefit;
- b). The longevity of the scheme;
- c). What legacy it will leave;

d) What investigation of market need has taken place.

The aim of this meeting is to produce a short list of projects for further consideration. The proposer of any rejected project will be informed as to the reasons for rejection by letter from the Chair.

Stage 2. This will be the opportunity for the projects on the short list to present their proposal to the committee. In particular they will need to address how they have met the allocation criteria. Each proposer will normally be allowed up to 15 minutes to make their presentation and in particular explain how they meet the selection criteria in this document. A further 15 minutes will be allocated to questions. These timings may be extended for a particularly complex or high value schemes with agreement from the Chair.

This meeting may result in further information being requested from the project proposer.

Stage 3. This will be the final decision meeting and, like the others, will be fully minuted. The committee will need to ensure that all of the criteria for fund allocation have been met, and that the fund is not over committed for each tranche. Not all of each tranche needs to be committed at each meeting, but each tranche must be committed to a project within one year of receipt of the money by Telford and Wrekin. It is important that the committee thoroughly reads all of the proposal papers. If for any reason, a member of the committee has not had a chance to read the papers, he or she should declare the fact and, while being able to take part in any discussion, will not be permitted to vote.

Appendix

Aims, Objectives and Fund Allocation Criteria

The following is an extract from Section 106 agreement.

“UK Coal have allocated a fund of £500,000 for the provision of (or funding of) environmental improvements or other benefits to local communities. The determination of allocations of payments will be made by a sub committee of the Liaison Committee, having regard to the desirability of allocating funds amongst the relevant civil parishes with regard to the size of their respective electorates and the impact of surface mining operations on their communities and environment.”

Eligible applicants will include Voluntary and Community Groups or Official organisations such as Community, statutory and voluntary agencies. However, if an individual wishes to make a proposal, he may make a submission setting out the basic proposal and how it would meet the essential criteria. If the committee felt it had merit, then, with the agreement of the Little Wenlock PC, it will then need to be fully submitted through the Parish Council. As this would NOT be a Parish Council proposal, the Parish Councillors would be allowed to vote on the project. If successful, the individual will delegate the actual running and management of the project to the Little Wenlock Parish Council.

The criteria that will be used to assess the relative merits of the various project proposals are as follows:

1. Projects will be given priority according to how close they are from the mining site. Projects centred outside a 2 mile radius circle of the site will not normally be considered. (see map)
2. Projects should aim to benefit a large section of the local population and that last for a long period of time. It must also be financially sustainable in the longer term if applicable.
3. Projects that involve young people, especially where it may improve employment prospects, will be favourably received.
4. Projects should aim to make tangible improvements to the environment where possible.
5. Where projects involve capital or revenue expenditure, evidence must be presented to show value for money. In most cases this will be by means of at least two quotations being received for the work.

6. Projects will not normally be considered where the work could, or should be funded by other organisations such as the local Parish Council or local Borough Council.

7. Spend to save projects will not normally be considered. An example of this is where a capital project would only result in an ongoing reduction in running costs but have no other benefit, visible or otherwise.

8. Projects with a high element of revenue (staff costs or rent for example) spend will not get priority.

9. Projects supporting the development of local community or recreation groups will be welcomed.

10. Evidence should be presented to demonstrate that the project has the support of the local people. In particular, the committee would like to see evidence that immediate neighbours who might be affected by any significant construction or similar work are aware of the project and support it.

11. There would normally be a £100k limit on any single project.

12. Projects must be presented in their totality so that the whole cost can be understood, even though the implementation may be in phases.

13. The dates of the committee meetings will be published at the start of the year. Formal proposals must be submitted at least two weeks before the meeting to give the committee adequate time to review.

14. Pending proposals will be published in the Little Wenlock website and in the PC newsletter with an invitation for parishioners to make any comments, criticisms, or recommendations they feel appropriate.

Map showing circles of approximately one, two and three mile radius from the mine.

