

Girton Parish Council

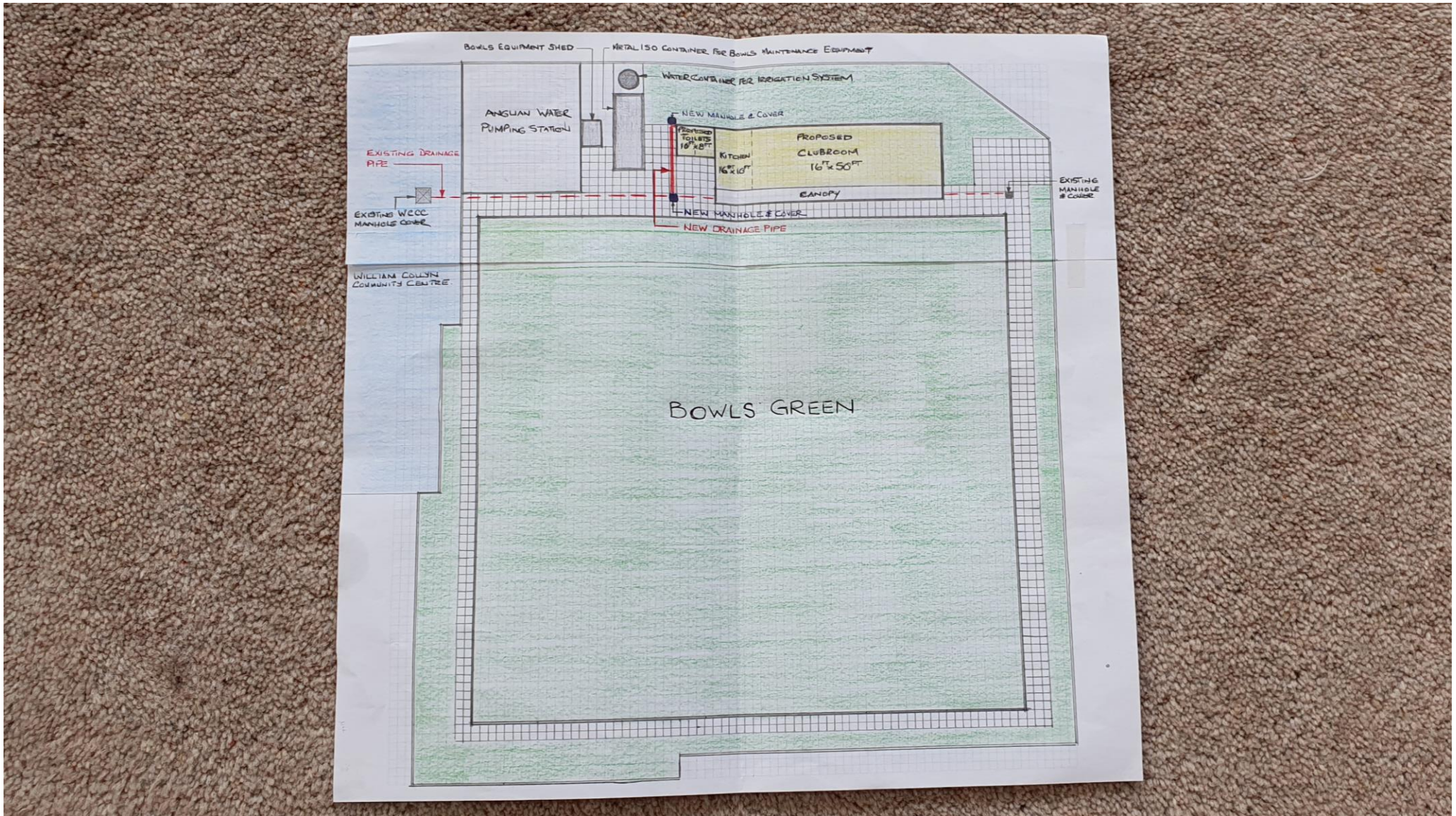
Wellbrook Way Facilities

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Girton Parish Council Bowling Green

Proposed Site Plan



Girton Parish Council Bowling Green

Toilet Specification



Drawing No. 9291376-003 27.06.2022

1 NO. Sanitary cabin 10'

Specification

- | | |
|------------------------------------|------------------------------|
| - Construction type | Assembled |
| - External cabin height | 2591 mm |
| - Internal floor to ceiling height | 2340 mm |
| - Design of roof frame | Standard version |
| - Design of corner post | Standard version |
| - Design of floor construction | Standard floor cross members |
| - Water in and outlet points | In the wall (sunk) |

Paint

- | | |
|--------------------|---------------------|
| - Container colour | RAL 7035 Light Grey |
|--------------------|---------------------|

Internal finish

- | | |
|---------------------------|---|
| - Internal finish | See sketch |
| - Internal finish ceiling | Plasterboard with coated steel plate, white |

Insulation

- | | |
|-----------------------------|---------------------|
| - Wall insulation | PU foam 60 mm |
| - Roof insulation | Mineral wool 100 mm |
| - Floor insulation | Mineral wool 60 mm |
| - Partition wall insulation | Without insulation |

Electrics

- | | |
|-----------------------------------|--|
| - Design of electrical connection | Including CEE countersinks, including consumer box |
| - Electrics | GB Standard (230V/32A/3-pin) |

Design of floor construction

- | | |
|-----------------------------|------------------------------|
| - Forklift pockets distance | 2050 mm |
| - Floor panel | Cement-bound chipboard floor |
| - Floor cover | SURESTEP, 2 mm, R10/C |
| - Floor cover pulled up | SURESTEP, 2 mm, R10/C |

Description

- 8 NO. Wall reinforcement
- 1 NO. Sanitary window with tilt mechanism
 - Parapet height: 1525 mm above floor surface (FOK)
 - External dimension: 652 X 714 mm
 - Window opening clearance: 590 X 528 mm
 - Window glass insulated with gas filling
- 1 NO. External steel door
 - Standard dimensions (width): 875 mm
 - Light passage width: 811 mm
 - Light passage height: 2065 mm
 - Outward opening
- 1 NO. External steel door
 - Standard dimensions (width): 1000 mm
 - Light passage width: 936 mm
 - Light passage height: 2065 mm
 - Outward opening

Partition walls

- 2 m Internal partition wall
 - Without insulation

Girton Parish Council Bowling Green

Toilet Specification



27.06.2022

Drawing No. 9291376-003

Coated steel plate, 0.5 mm, colour: white (similar to RAL 9010)

Electrical equipment

- 3 NO. Spur
- 2 NO. Spur
350 mm above floor level (FOK)
- 2 NO. Pull cord switch

Sanitary equipment

- 2 NO. Ceramic hand wash basin, 500 X 410 mm
 - Including single lever tap
 - Including 5 litre undersink boiler
 - Including metallic mirror
 - Including metal hooks
 - Including soap dish
- 1 NO. WC container including toilet and toilet roll holder
 - Flushing cistern with water saving device
- 1 NO. Pressure reduction valve
 - 1"

WC facility in barrier-free design

- 1 NO. Toilet cabin (disabled version)
 - Flushing cistern with water saving device
 - 1 pc. support rail, raised seat, 1 pc. offset handle

Heating, ventilating and cooling equipment

- 2 NO. E-Convactor 500 W

Lighting

- 1 NO. Bulkhead light LED 8 W
- 1 NO. Surface-mounted luminaire 30 W

Other equipment and details according to our technical description, which we can certainly send to you on request.

Due to current developments (in particular COVID-19, availability of raw materials), delivery dates cannot be guaranteed and there may be deviations to technical specifications or fixtures and fittings.

Girton Parish Council Bowling Green

Toilet Quote



Quote: 96289

1 message

<neil@shippingcontainersuk.com>
To: dfryer1946@gmail.com
Cc: neil@shippingcontainersuk.com

Tue, 8 Aug 2023 at 15:51

To:
FAO: David
Date: Tue 8 Aug 2023
Quote Ref: 96289

Dear David,

Thank you for your recent enquiry. I am happy to quote for the following :-

CTX10 1+1DDA

10ft double toilet with 1 no DDA access toilet. Features include:

Features include:

- 2 no. of WC's and flush boxes + handles (1 DDA)
- 1 no. of hand wash basins and water heaters
- 2 no. of external doors (1 DDA)
- White steel internal walls with 45mm PU foam wall panels
- Aluminium checker plate floor
- Electrics including an Extractor fan and 1 no. of Frost heater per toilet
- Exterior RAL7035 LightGrey
- Delivery to site wagon and drag.

Total cost £12350.00 plus VAT

12-14 week lead time

For container dimensions – [click here](#)

For ways to enhance your container - [click here](#)

For information on the likely condition of a used container please [click here](#)

For information on the likely condition of a once used container please [click here](#)

For information on the likely condition of a new container please [click here](#)

To see our answers to the most Frequently Asked Questions [click here](#)

(NB)Unless otherwise stated, the delivery rate included in this quote is for our standard shared load delivery service including lifting off on site to the side of the vehicle subject to suitable access and egress and sufficient room for the hiab and legs to setup and offload. If you require FOR's registration, site specific RAMS, delivery to a HS2 site or a site access survey etc., please state this before ordering as this will cost extra and will need to be quoted. If the delivery vehicle arrives on site and we haven't been advised of any other site/vehicle requirements, or if access/egress is not suitable, then charges will apply. For more details on our delivery, please [click here](#).

We understand that distance buying can be daunting, so for extra peace of mind we can offer the following:

- On request, where possible, we can arrange for you to view the container in person, or we can send detailed pictures for your approval prior to dispatch
- This product carries a [Price Promise](#)
- We are ISOQAR 9001 Approved - view our [Quality Management Systems certificate](#)
- All our containers are sold with a 12 months water tight warranty - full details can be found in [Clause 6 of our Terms and Conditions](#)

Girton Parish Council Bowling Green

Toilet Quote

I look forward to hearing from you & if I can be of any further help please get in touch.

You can be sure of a friendly & helpful response from any of our team

Many thanks

Neil
Account Manager

Why not sign up to our newsletter to keep up to date with our latest products and special offers?
– [Click here](#) to subscribe and be the first to hear about our exclusive offers and deals.

PLEASE NOTE that the price quoted is based on current stock prices and availability as at Tue 8 Aug 2023, and could be subject to change.

NB. Unless CSC Plated for shipping or otherwise specified, the container is likely to be a [cut down](#) which are only suitable for storage and cannot be shipped, stacked or lifted when loaded.

E&OE

Switchboard - 0800 061 2575

Fax - 0871 2317252

www.shippingcontainersuk.com

Why not connect with us on [Facebook](#) and [Twitter](#)!

Containers Direct Ltd, Manor Yards, Newstet Road, Knowsley Industrial Park, L33 7TJ

Registered company number: 06570705 VAT number: GB 943894967

Disclaimer:

The contents of this e-mail and any attachment(s) are strictly confidential and are solely for the person(s) at the e-mail address (es) above. If you are not an addressee, you may not disclose, distribute, copy or use this e-mail, and we request that you send an e-mail to info@shippingcontainersuk.com and delete this e-mail. Containers Direct Ltd accepts no legal liability for the contents of this e-mail including any errors, interception or interference, as internet communications are not secure. Whilst Containers Direct Ltd and the sender have taken every precaution to prevent transmission of computer viruses, should this inadvertently occur we do not accept any liability.

Girton Parish Council Bowling Green

Toilet Picture 1



Girton Parish Council Bowling Green

Toilet Picture 2



Girton Parish Council Bowling Green

Toilet Picture 3



**Girton Parish Council Bowling Green
Club House Contract Agreement**

CONTRACT AGREEMENT



Insulated Eco Studios t/a Eco Garden Studios
Dronfield Business Centre
Sheffield Road
Dronfield
S18 2DG
0800 774 7962
info@ecogardenstudios.com
www.ecogardenstudios.com

Customer Name: David Fryer.

Customer Address: Wellbrook Way, Girton, Cambridge.

Contact Number: 07774 481226

Email: dfryer1946@gmail.com

Width: 60ft Depth: 16ft Requested Installation Date: To be decided (November 2023 onwards)

ECO GARDEN STUDIOS PAYMENT SCHEDULE

On Authorisation of this Agreement (25%)	£13,314.00
On Delivery your EcoStudio (50%)	£26,628.00
On Completion of your EcoStudio (25%)	£13,314.00
Total Cost of EcoStudio	£53,256.00

PLEASE READ CAREFULLY

I/We have read and fully understand the conditions of this agreement which are found at www.ecogardenstudios.com/terms, a digital pdf copy is also available. We agree that these terms along with the payment schedule accurately represent the agreement between myself/ourselves and the company. We also agree that the final payment of 25% should be paid with 30 days of installation.

I/We understand that this document along with the terms & conditions, spec sheet & invoices all form the full agreement.

I/We hereby order delivery and installation of the goods and services described herein and on quotes/invoices at the above address.

I/We am/are the sole or joint owners of the above property and sign this contract on behalf of:

Name..... Signature.....

Name..... Signature.....

Date.....

Quotation



Insulated Eco Studios Ltd T/A Eco Garden Studios

4 Meadow Close

Coal Aston

Dronfield

Derbyshire

S18 3AR

60x16ft EcoStudio delivered and fully installed including-

- FSC sourced, treated, insulated timber base using 5' x 2' timbers and ground screw foundations.
- 1x UPVC French door in white or grey with toughened safety glass.
- 1x UPVC single doors in white or grey with toughened safety glass.
UPVC top opening windows in white or grey with toughened safety glass & chrome hardware.
- UPVC fixed windows in white or grey, toughened safety glass & chrome hardware.
- Windows to be confirmed.
- Firestone EPDM single piece rubber roof system including 1.2 m canopy.
- Fully insulated base, walls and floor using EcoQuilt Expert multifoil insulation.
- 16ft Partition including extra wide internal door and serving hatch.
- SPC premium flooring including Eco Tec floor foam insulation underlay.
- Exterior walls painted colour of choice.
- Exterior trims painted colour of choice.
- Moisture resistant interior MDF cladding.
- Interior walls and ceiling painted 'White'.
- Full brushed steel electric pack including –
 - First fix wires hidden in framework.
 - double sockets.
 - double switch.
 - ceiling spotlights.
 - exterior ip65 canopy spotlights.
 - exterior up / down wall lights.
 - Number of sockets and lighting TBC
 - WIFI wall heater.

Please note we will run all cables to one corner of the room, from there it will be your responsibility to arrange your electrician to run power cable, connect to supply, supply and commission consumer unit.

Sub Total - £ 44,380

Vat @20% - £8,876

Total - £53,256



www.findacraftsman.com

Orders Subject to T's & C's. This does not affect your statutory rights.

For Terms & Conditions Visit: www.ecogardenstudios.com

Payment Details -

Insulated Eco Studios Ltd / Account Number: 14467213 / Sort Code: 04-06-05



Girton Parish Council Bowling Green

DRAFT Licence Agreement

Licence Agreement

Licence between Girton Parish Council (the Council) and Girton Bowls Club (the Licensee).

In consideration of the payments to be made and of the covenants given by the Licensee, the Council grants to the Licensee for the exclusive benefit of its members both current and future the right to use the bowls green and the facilities at Wellbrook Way Girton for the purposes of playing lawn bowls and associated activities.

The licence to be for a period of 30 years subject to the Club giving 6 months notice to end the licence should the Club cease to operate.

The covenants

1. To make any peppercorn payments in accordance with this licence agreement.
2. To exercise the rights granted within this licence in a proper and sportsmanlike manner and to make good any unreasonable damage to the bowls green and associated facilities of the Council.
3. The Licensee to enjoy the exclusive right to use the bowls green and associated facilities subject to the Licensee agreeing with the Council the use by third parties to the facilities when not required by the Licensee.
4. The licensee to maintain the bowls green during its period of use and to meet the costs of this maintenance subject to any grant that may be provided by the Council. The amount of the annual grant to be determined by the Council on an annual basis.
5. The Council to meet the full costs of water and electricity used in connection with the bowls green and associated facilities.
6. The Council to meet other specific costs including those of repairs to the sprinkler system and the clearance of green waste.
7. The Council to ensure that the Licensee's equipment which is kept at the bowls green is fully insured under the Council's insurance policy.
8. The Licensee to meet the costs of cleaning the toilets and clubroom after its own use.
9. Not to assign underlet or part with the rights hereby granted or grant any licence in respect of such rights for valuable consideration without the previous consent in writing of the Council.

The Council covenants with the Licensee that the Licensee making any payments required and performing and meeting the covenants under this agreement shall and may enjoy the rights and privileges granted during the period of this licence without any interruption or disturbance by the Council or any individuals.

It is agreed between the parties to this agreement that the agreement constitutes a licence and confers no tenancy upon the Licensee and that possession of the bowls green and facilities thereon is retained by the Council.

Any disputes arising from this licence agreement to be resolved through arbitration.

Girton Parish Council Bowling Green

Draft Licence between Histon & Impington Parish Council & Rec Users (For information only)

T H I S L I C E N C E is made the Seventh day
of February One Thousand Nine Hundred and Eighty Four

B E T W E E N HISTON AND IMPINGTON RECREATION GROUND COMMITTEE
(hereinafter called "the Committee") by the hand of RAYMOND WYNN
the Chairman of the Committee for the time being of the one part
and MURIEL BREWSTER of 2 Garden Walk Histon Cambridgeshire
NORMAN ROBINSON of 25 Mill Lane Histon aforesaid
and JAMES MAURICE WEBSTER of 45 Park Avenue Histon aforesaid
the present Trustees of the Histon and Impington Sports and Social
Club (hereinafter respectively called "the Licensees" and the "Club"
the expression "Licensees" where the context so admits including
the trustees for the time being of the Club) of the other part _____



W I T N E S S E T H as follows:-

1. I N consideration of the payments hereinafter covenanted to
be made and of the covenants on the part of the Licensees hereinafter
contained the Committee hereby grants unto the Licensees for the
benefit of themselves and all future members of the Club the right
in common with the Committee and others having the like right for
the time being to use the Recreation Ground shown edged pink on the
plan annexed hereto and the facilities thereon for the purposes of
playing sport including cricket, tennis, bowls and football but
subject to the Rules for the time being for the use thereof as specified
by the Committee and subject as to such part or parts of the said
Recreation Ground as are in use at any time by licensees of the
Committee to any licence or rights conferred on them by the
Committee from the Twentieth day of December One Thousand
Nine Hundred and Eighty Three for the period of thirty years
determinable nevertheless as hereinafter mentioned PAYING THEREFOR

(b) To exercise the rights hereby granted in a proper and sportsmanlike manner and to make good any unreasonable damage to the land and fixtures and other property of the Committee _____

(c) To comply at all times with the Rules for the time being made by the Committee for the use of its facilities _____

(d) Not to assign, underlet or part with the rights hereby granted or grant any licence in respect of such rights for valuable consideration without the previous consent in writing of the Committee _____

4. _____ The Committee HEREBY COVENANTS with the Licensees that the Licensees making the payments aforesaid and performing and observing the covenants and conditions hereinbefore contained and on the part of the Licensees to be performed and observed shall and may peaceably exercise and enjoy the rights and privileges hereby granted during the period of this license without any interruption or disturbance by the Committee or any person or persons claiming through under or in trust for them _____

5. PROVIDED ALWAYS that if the payments to be made hereunder shall at any time be in arrear and unpaid for twenty one days after the same shall have become due (whether formally or legally demanded or not) or if the Licensees shall at any time fail or neglect to perform and observe any of the covenants and conditions herein contained and on their part to be performed and observed or if the Club shall become financially unsound or if the Club shall disband then and in any such case the grant of licence hereby made shall determine but without prejudice to any claim by the Committee for any payments hereunder in arrear or any

agreement in accordance with the provisions of the Arbitration Act 1950
or any statutory modification or re-enactment thereof for the time
being in force _____

I N W I T N E S S whereof the parties hereto have hereunto set
their hands and seals the day and year first before written _____

SIGNED SEALED and DELIVERED by the)
said RAYMOND WYNN on behalf of)
the Histon and Impington Recreation)
Ground Committee in the presence)
of:-)

R K Wynn

Raymond Wynn
63 Histon Road
Cottenham. Cambridge.
P. Wynn

SIGNED SEALED and DELIVERED by the)
said MURIEL BREWSTER on behalf of)
the Histon and Impington Sports)
and Social Club in the presence)
of:-)

M. Brewster

Muriel Brewster
63 Histon Rd
Cottenham
Cambridge CB4 4UF
P. Wynn

SIGNED SEALED AND DELIVERED by the)
said NORMAN ROBINSON on behalf of)
the Histon and Impington Sports)
and Social Club in the presence of)

N. Robinson

Norman Robinson
63 Histon Rd
Cottenham
Cambridge
P. Wynn

SIGNED SEALED and DELIVERED by the)
said JAMES MAURICE WEBSTER on)
behalf of the Histon and Impington)
Sports and Social Club in the)
presence of:-)

J. M. Webster

Girton Bowls Club - Toilets, Changing, and Club Room

Prepared August 2023

Background

Girton Bowls Club was founded in 2013 and the bowls green was constructed with the help of Girton Parish Council and Girton Town Charity. The original plans for toilets, changing rooms and a club room were delayed and subsequently no facilities were provided at all. The William Collyn Centre was built by the Town Charity but access to the bowls club was not provided for.

Discussions with both the Parish Council and Town Charity have been ongoing for many years but intensified in 2022. The bowls club held informal discussions with Nick Twitchett, the architect for the WCC project, and proposed creating a new external door and minor revision to the security alarm coverage to provide access to the toilets only. This was rejected by GTC, as was any solution that provided access when WCC was not staffed, including providing keys to a limited number of bowls club members.

The bowls club has grown successfully over the past 10 years but cannot hope to advance further without its own suitable facilities.

Investigation

On 11th January Girton Bowls Club brought a Business Case to Girton Parish Council Full Council. In that meeting GPC agreed to form a taskforce to include Girton Bowls Club and Girton Town Charity, led by Girton Parish Council, to investigate options for toilets and a clubhouse. Members of this taskforce were agreed by all Village Organisations. See Agenda Item 22/224.8: Council to consider and approve next steps on paper received from Girton Bowls Club. <https://www.girton-cambs.org.uk/wp-content/uploads/2023/02/Girton-Parish-Council-Approved-Minutes-11th-January-2023-at-7pm.pdf>

The conclusion of the above discussions were confirmed on 12th April at GPC Full Council meeting. See Agenda item 23FC/010/1: Girton Parish Council Wellbrook Way Activities Task & Finish Group recommend to GPC - Full Council approval of a £5,000 contribution to: Create a designated reserve for an immediate feasibility study to scope required facilities for activities at Wellbrook Way.

https://www.girton-cambs.org.uk/wp-content/uploads/2023/05/Girton-Parish-Council-@Full-Council-Approved-Minutes-12th-April-2023-at-7pm.pdf

Further discussions were held with Girton Town Charity, including Tom Lee and Andrew Muston, to examine what access could be provided to toilets for the 2023 bowling season but no solution was possible.

The bowls club suggested that they could utilise expertise and contacts within the club to expedite the project and reduce costs, and began work on this project. Girton Parish Council were kept informed of progress via the clerk who kept Cllr Carney informed that GBC would confirm a date to update Girton Parish Council on requirements as soon as initial requirements had been fleshed out by GBC.

GBC started by identifying our requirements as follows:

- Toilets to include disabled access
- Changing room/area
- Kitchen area
- Members area

It was decided that the project could be carried out in 2 phases if necessary given that toilets were our urgent priority, although this might incur increased cost.

One area of investigation was pre-fabricated units. There are several companies providing pavillions, building site facilities, etc

The alternative approach was to construct a purpose-built building. For this we met with Keith Benton, a Girton resident and the quantity surveyor that was originally approached for the clubhouse proposal almost 10 years ago. Keith spoke with Nick Twitchett who was able to provide valuable information about sewer layout and ground conditions, but did not want to be involved in case of any conflict of interest with Girton Town Charity. We have also engaged with a builder who has examined the sewers and other services.

We also visited many bowls clubs and examined their facilities and questioned their members to look for solutions while confirming our requirements.

The 'gold standard' solution would be a brick-built building with tiled roof with dimensions of 16x7m
However, the estimate for this is £150-200K + VAT

Alternative construction with rendered walls or timber with felt roof would reduce costs slightly but the longevity of the building would be greatly reduced and maintenance costs would be very significant.

We have rejected this approach as unaffordable

Having identified a proposal Dave Fryer rang Yvonne Murray, GPC Clerk to confirm they were ready for a meeting with full task-force to give details on their findings and potential requirements. They met with the clerk on 15th August 2023 to understand the required documentation of GPC and the best timing for the meeting.

GBC then asked for a meeting with the task-force on 22nd August 2023 having documented their proposal for discussion on the standard Business Case form used by GPC.

Proposal

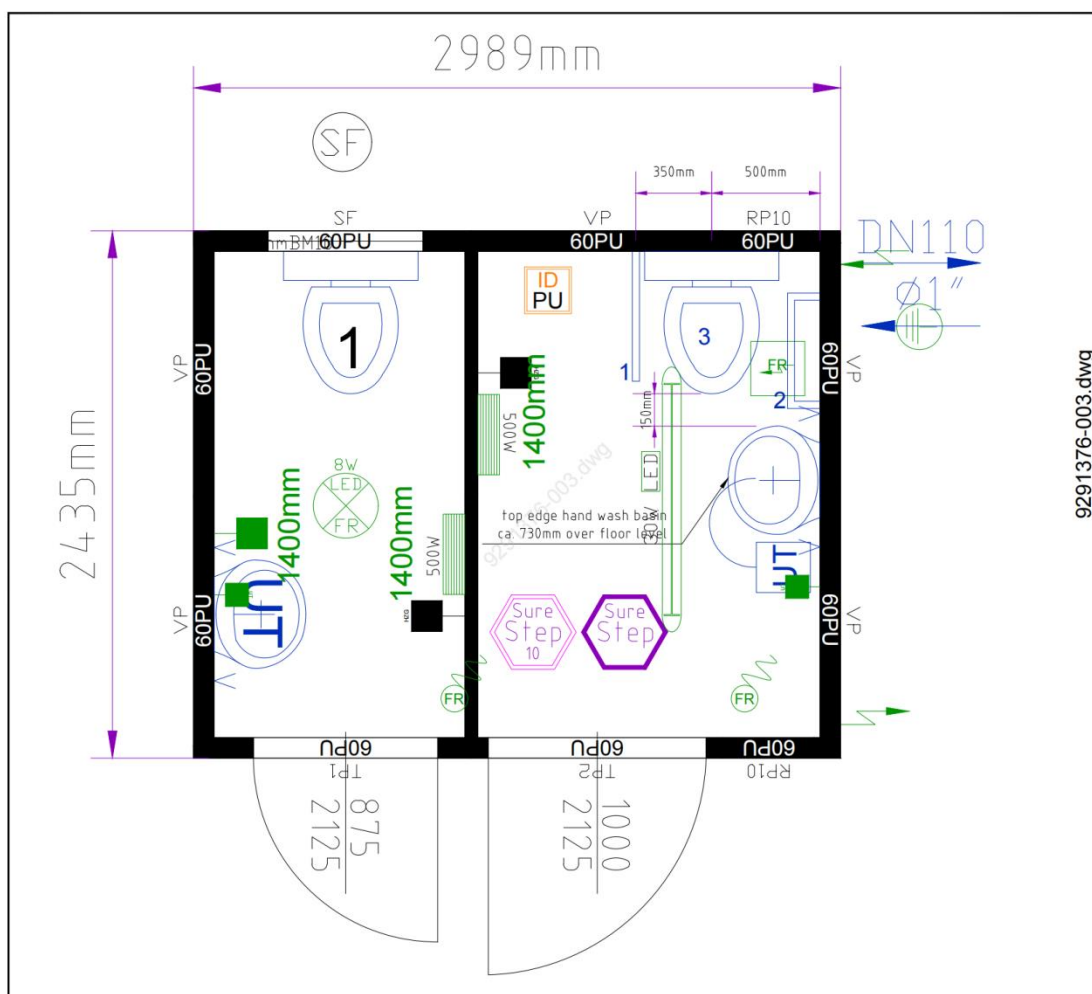
Toilets

Great Chesterford Bowls Club has recently purchased a self-contained toilet block from Containers Direct Ltd. This provides a double toilet block, one fully equipped for disabled access at a cost of £12,350 + VAT. Groundworks to provide a suitable concrete base with sewer connection can be carried out for approximately £6500 + VAT (the exact routing of the sewer will determine the cost).

Lead time is 16 weeks so would need to be ordered by 1st December 2023 for delivery by 1st April 2024 in time for the start of bowls season.

It is suggested that the toilets are positioned next to the green equipment container where the marquee is currently situated.

The bowls club proposes to undertake all cleaning and minor maintenance of the toilets at our own cost so that ongoing costs to the Parish Council should be none or negligible.



Clubhouse

We have identified an excellent solution from Eco Garden studios who build, deliver, and install bespoke buildings. They provide a 25 year guarantee for the wall cladding and 30 years for the roof. Details of construction materials can be found on their website at www.ecogardenstudios.com

The maximum depth is 16 feet (4.8m) but length can be specified. We have calculated that 50ft (15.25m) will meet our minimum needs to accommodate at least 30 people for post-match refreshments, with sufficient room at one end for changing and storage of bowls bags and clothing during matches. However, increasing the length to 60ft (18.25m) will

increase overall space by 20% and the club room area by 25%, allowing sufficient space to hold social events (quizzes, bingo, etc) which we propose to open to Girton residents.

A partition with door and hatch will be included to create a kitchen space.

A screened changing area at one end provides flexibility when holding social events.

Total cost for supply, delivery, and installation on ground screws is £38,780+VAT (50ft) or £42,780+VAT (60ft).

It is expected that planning permission will be needed for this building which will be situated on the current grassed area alongside the bowls green.

A qualified electrician will be required to connect to the existing electricity source, estimated £1000 parts and labour. The kitchen will need fitting out to include a sink, hot water, worktops, drawers & cupboards, fridge, etc. The bowls club will utilise expertise within the club to perform all works so costs will be for materials only, estimated £3000.

The total Project Cost is estimated at £43-47K + VAT depending on the building size.

Girton Bowls Club recommends that we purchase the 60ft building which for an additional £4000 (9.3%) provides a 20% increase on total space with a 25% increase on the size of the main room.

We anticipate that the building would be owned by Girton Parish Council and the bowls club would receive assurances of continued access.

It is hoped that GPC might source some funding from the County Council or other grants, or the Town Charity. While the bowls club currently provides approximately £6000 of materials and labour to the upkeep of the Parish Council bowls green and surrounds, we are happy to discuss making a further financial contribution to the clubhouse project.

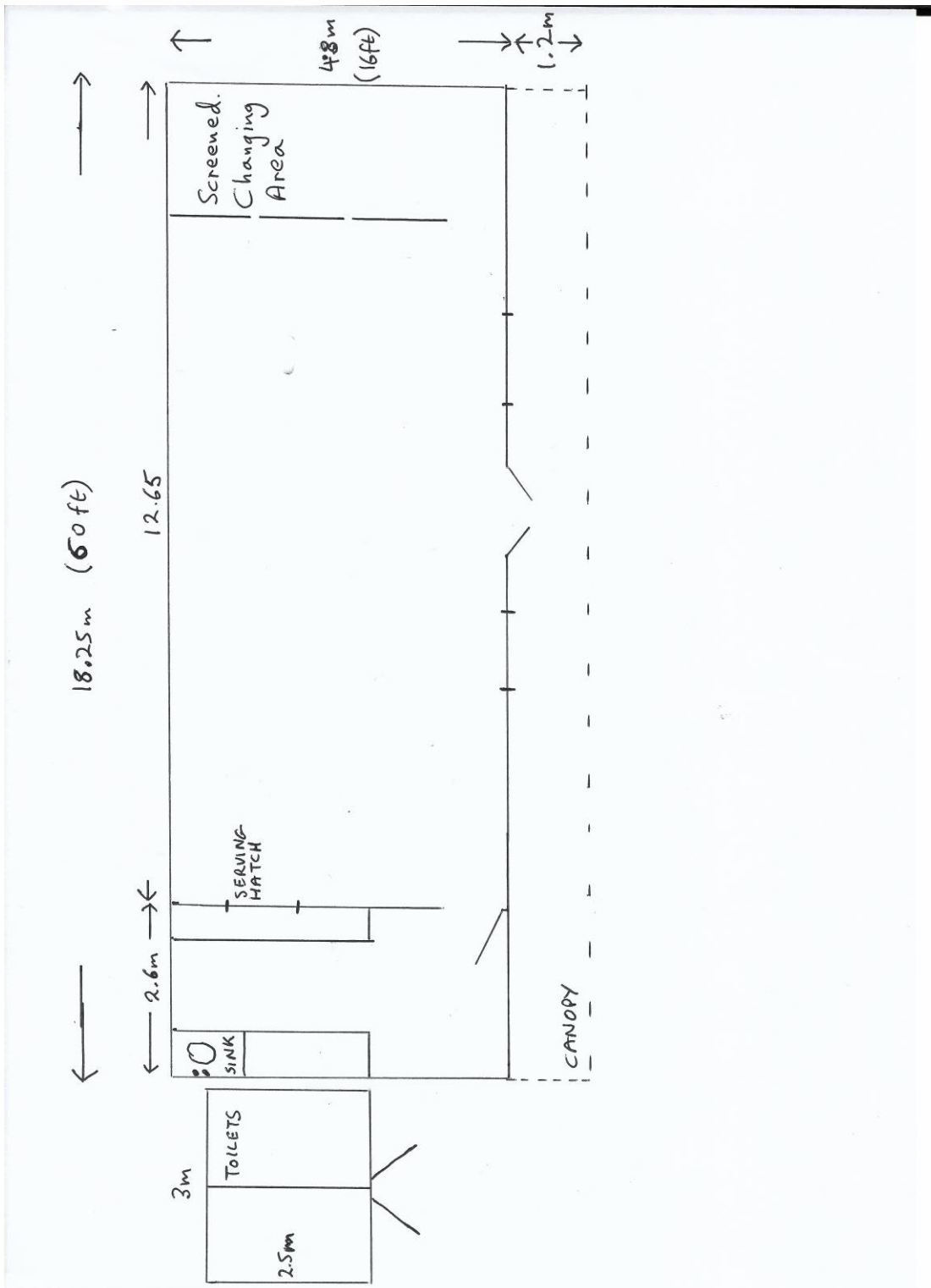
Specification:

60x16ft EcoStudio delivered and fully installed including-

- FSC sourced, treated, insulated timber base using 5' x 2' timbers and ground screw foundations.
- 1x UPVC French door in white or grey with toughened safety glass.
- 2x UPVC single doors in white or grey with toughened safety glass.
- UPVC top opening windows in white or grey with toughened safety glass & chrome hardware.
- UPVC fixed windows in white or grey, toughened safety glass & chrome hardware.
- Windows to be confirmed.
- Firestone EPDM single piece rubber roof system.
- Kitchen area Partition walls including door.
- Fully insulated base, walls and floor using EcoQuilt Expert multifoil insulation.
- SPC premium flooring including Eco Tec floor foam insulation underlay.
- Exterior walls painted colour of choice.
- Exterior trims painted colour of choice.
- Moisture resistant interior MDF cladding.
- Interior walls and ceiling painted 'White'.
- Full brushed steel electric pack including –
 - o First fix wires hidden in framework.
 - o double sockets.
 - o double switch.
 - o ceiling spotlights.
 - o exterior ip65 canopy spotlights.
 - o exterior up / down wall lights.
 - o Number of sockets and lighting TBC
 - o WIFI wall heater.

Please note we will run all cables to one corner of the room, from there it will be your responsibility to arrange your electrician to run power cable, connect to supply, supply and commission consumer unit.

Plan view of proposed toilets and clubhouse



Pictures of an Eco Studio building (6x4m)



Appendix A - Feedback regarding current toilet facilities

Two members of the bowls club left several years ago specifically citing the need for normal toilet facilities as the only reason for leaving.

In May 2022 three women that had previously only bowled indoors came to our club night to try lawn bowls. When leaving they mentioned the lack of toilets and did not return. They have since joined another bowls club with a very poor bowling surface.

Correspondence

Thank you for your hospitality last Friday. We enjoyed our visit to the Girton Bowls club despite the result! You must have one of the best bowling greens in the league. It is a great shame that thanks to the local authorities your ancillary facilities do not match. The Community centre at the back of the green looks excellent. Since bowls is a great community activity suitable for all age groups and especially appropriate for people to play well into old age it is a shame that you cannot use the facilities of this centre free or for a very low fee as is common elsewhere.

Yours sincerely

Peter Green

Chairman and Secretary, Burwell Bowls club.

I am Secretary at Littleport Bowls Club, and we play your Club as a member of the Ely and District Bowls League. We visited your Club on the afternoon of Monday 4th July and were very impressed with the bowling green. However, the same cannot be said for the other facilities. The only toilet facility is a portable toilet which, in this day and age, is not acceptable and does not provide adequate facilities for disabled people. In addition, with the threat of Coronavirus ever present, better hand washing facilities would be beneficial. I know that several of our members were prepared to endure a 40-minute journey home rather than use these facilities. It was a very warm afternoon, and we enjoyed a cup of tea and biscuits half way through the game. This was served to us from a gazebo which has no running water. All credit to your members for working in such circumstances.

Your Sincerely

Linda Wright

Honorary Secretary

Littleport Bowls Club

Copies to: J Lowe - Secretary Ely and District Bowls League

I am writing to you on behalf of Stretham Bowls Club to register our extreme disappointment at the lack of suitable facilities to visitors who visit your Club.

You have a wonderful green on which to play but your facilities do not in any way match the quality of the green. When we come to your Club, we are told that we must now use a porta-loo and a tent in which to take our refreshments.

These facilities are inadequate and totally unacceptable and are the worst of any Club in the Ely & District Bowls League and I suspect the Cambridge & District too. It must be an embarrassment to your Club and to its members to have to offer visiting teams such awful facilities. The porta-loo, whilst serving a purpose, is not totally hygienic for long term use and it does not provide acceptable washing facilities and the tent can only provide the most basic of facilities in which to socialise and take refreshments.

I apologise for having to write to you in this vein, but it is only right that you should know how visiting Clubs feel about your less than basic facilities. We will of course continue to visit your Club and play competitive bowls against your members, and it is to be hoped that at some stage we may see some improvement to your toilet and hospitality arrangements.

Dave Pither

Chairman

Stretham Bowls Club

Just feel I have to say, that I played at Girton Bowls Club today Monday 30th May 2022, my second match I have played there, and cannot believe that there are no changing rooms !!!! And worse than that there is one Portable Toilet, for Ladies and Men!!! Unacceptable in this day and age!!!!!!!

Glenda Camps

Committee		Sports and Recreation Ground Committee
Name of project		Girton Bowls Club Toilets
Primary Reason for project		<p>Since the village bowls club was formed in 2013 there have been no dedicated toilet facilities. The club has had to hire a portable toilet which was deemed to be a temporary measure until a proper toilet facility was available. The William Collyn Centre is not available at the times required and when open the cost of hire is prohibitive for a village sports club.</p> <p>The bowls club is thriving with success in league and cup competitions and is a strong ambassador for the village. However, the club cannot expand its playing membership particularly to younger individuals and also those with disabilities without proper toilet facilities.</p> <p>We have received correspondence from visiting bowl's teams stating that the current toilet facilities are inadequate, and we are also aware that at least 5 people have left the club due to this reason.</p>
Description of project		<p>The Bowls Club has investigated various solutions in order to find suitable toilet facilities at a reasonable cost.</p> <p>Visits have been made to other villages to look at the toilet arrangements and a self-contained toilet unit has been identified at a reasonable cost.</p> <p>This facility would meet the needs of the bowls club and rectify the long-standing problem of having no adequate facilities at the bowls green.</p>
Capital sum requested		<p>£20,000 +VAT This figure comprises a double toilet including a disabled access toilet with hand wash basins and water heaters at a cost of £12,350 +VAT together with associated ground works and services at a cost of £7,650 + VAT.</p> <p>This quote for the self -contained toilet unit is from Containers Direct Ltd.</p> <p>There is a 12-14 week lead time for this unit so with committee approval for this project to be included in the budget we would hope that funds would be brought forward to allow delivery and installation of the unit before the start of next season's fixtures commencing in April 2024.</p>
Ongoing revenue (if any) per year		None
Ongoing costs per year		The Bowls Club would undertake to carry out cleaning and general maintenance of the facility. All units are sold with a 12 month warranty and the supplier is ISOQAR 9001 approved for its quality management systems.
What benefits does the project bring?	Digital village	N/A
	Sustainable community	Yes, This facility would be an asset to the village
	Diverse & Inclusive	Yes, The bowls club is looking to be inclusive as possible in attracting new members to the club.
	Heritage & design	Yes, The unit would be screened and therefore would not impact of the neighbourhood or street scene.
Status of Project		Request to be presented to Sports and Recreation Ground Committee on 31 st August 2023 to seek its recommendation for subsequent presentation to the Full Council Meeting on 13 th September 2023

Committee	Sports and Recreation Ground Committee
Name of project	Girton Bowls Club Toilets
Other comments/information	<p>The Bowls Club has previously presented its business case for toilet facilities at the bowls green at Wellbrook Way. The business case we believe clearly identified the need for toilets, this proposal now provides a fully costed solution to the problem.</p> <p>The Bowls Club has been operating for 10 years without adequate toilets at the bowls green and it is vital for the future of the club that this issue is resolved without further delay.</p> <p>Additional useful information is available in Jan-2023 Approved GPC minutes, Apr-2023 Approved GPC minutes and the overview document prepared by GBC.</p>
Clerk to committee	Yvonne Murray
Chair of committee	Cllr Nas Hayat
Vice Chair to committee	Cllr Stuart Marshall

Committee		Sports and Recreation Ground Committee
Name of project		Girton Bowls Club Changing Rooms and Club Room
Primary Reason for project		<p>Girton Bowls Club was founded in 2013 and the bowls green was constructed with the help of Girton Parish Council and Girton Town Charity. Unfortunately, the original design plans for toilets, changing rooms and a club room were amended and as a result no facilities were provided at all. The bowls club has grown successfully over the past 10 years but cannot continue to advance without its own proper facilities.</p> <p>A separate proposal for toilets has been submitted but this still leaves the club without a changing room or club room.</p> <p>This proposal seeks to gain approval for a cost-effective building that would fulfil the requirements for a changing and post-match refreshments area.</p>
Description of project		<p>Girton Bowls Club have had considerable playing success with promotion to Division 1 of the Cambridge and District League recently secured.</p> <p>The bowls green which is looked after by club members is now recognised as one of the very best in the county.</p> <p>There is now, more than ever, a need to provide better facilities for playing members, visiting teams and supporters and to enable the club to grow by attracting individuals new to the game of lawn bowls and to promote a safe environment for all adults, juniors, and any vulnerable persons.</p> <p>Without any facilities the bowls club cannot hope to expand or widen its demographic base.</p> <p>Through the efforts and expertise of its members a building has been identified that that meet the needs of both a changing and club room area</p> <p>This building would be located on the green area next to the bowls green and would fit in with the surrounding area with no detrimental impact on the neighbourhood.</p>
Capital sum requested		<p><u>£47,000+VAT</u></p> <p>The building is supplied by Eco Garden Studios</p> <p>A significant advantage of this type of building is that it is mounted on ground screws which suit the type of ground and eliminate the need for expensive ground works.</p>
Ongoing revenue (if any) per year		
Ongoing costs per year		No initial ongoing costs for GPC. The building has a 30-year guarantee on the roof and is very low maintenance. The Bowls Club will undertake to deal with routine maintenance issues.
What benefits does the project bring?	Digital village	N/A
	Sustainable community	Yes, An asset for the village
	Diverse & Inclusive	Yes, The facility will enable a more diverse demographic to join the Bowls Club
	Heritage & design	Yes, The building will be sympathetic to the surrounding area. We expect that planning permission will be required
Status of Project		Proposal to be submitted to the Sports and Recreation Ground Committee to be held on 31 st August 2023.

Committee	Sports and Recreation Ground Committee
Name of project	Girton Bowls Club Changing Rooms and Club Room
Other comments/information	<p>The development of the bowls green and facilities was overtaken by the building of the William Collyn Community Centre, and it is with huge disappointment that the design of the centre did not incorporate facilities for the village bowls club.</p> <p>Further to agreement on 11th January at Girton Parish Council - Full Council meeting a task force including GPC, GBC and GTC discussions to find a solution began. On 12th April, Full Council meeting the solution was agreed and GBC took the lead in taking the feasibility study forward. See Approved GPC Minutes and Overview document.</p> <p>It was agreed the only solution that appears to meet GBC's needs at this time was for a new building to be constructed on the Parish Council's land next to the bowls green this building to incorporate a changing area and club room that was originally envisaged.</p> <p>The bowls club is a net contributor to the Parish Council's funds to an amount in excess of £6,000 per annum, this is due to club members looking after the bowls green and the club paying for seed, top dressing and other materials. This means that the bowls club will effectively self- fund the building after 6 years.</p> <p>In return the Bowls Club is seeking adequate facilities to enable it to grow and enhance its standing in the bowls community across the county.</p> <p>The club needs support from the Parish Council for this project the Bowls Club is willing to contribute to the funding of this building.</p> <p>With agreement to this proposal, we would hope to achieve detailed planning permission by Autumn 2024 and be in a position to take delivery in early 2025.</p>
Clerk to committee	Yvonne Murray
Chair of committee	Cllr Nas Hayat
Vice Chair to committee	Cllr Stuart Marshall

GIRTON PARISH COUNCIL

Clerk: Mrs. Yvonne Murray
 Telephone (01223) 618619
 Email: Clerk@girton-pc.gov.uk
 Website: <https://www.girton-cambs.org.uk>

The Pavilion
 Girton Recreation Ground
 Cambridge Road, Girton
 Cambridge, CB3 0FH

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **FULL COUNCIL**
DATE & TIME: **Wednesday 13th September at 7.30pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

Members: 12 Vacancies: 3 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
Members: [7] Cllr Carney (Chair), Cllr Muston (Vice-Chair) Cllr Brown, Cllr Clare, Cllr Hayat, Cllr Lampe, Cllr Marshall. Present: Yvonne Murray (GPC Clerk), Angie Vidler (Facilities Manager) Members of the Public: Ten		
23FC/091	Welcome from the Chair Cllr Carney thanked everyone for attending the meeting and noted there were a number of items for decision	
23FC/092	To Receive Apologies and Reasons for Absence Cllr Betts, Cllr Giles, Cllr Linton, Cllr Williams, Cllr Wright	Noted
23FC/093	Council to Approve co-option of new Councillor/s. Approval: Cllr Carney proposed. Cllr Brown seconded. Unanimous Approval. Richard Reeves co-opted to Girton Parish Council.	Approved
23FC/094	To Receive Members' Declarations of Interest and Dispensations Cllr Hayat confirmed his son plays football For Girton Colts	Noted
23FC/095	Public Participation Resident of Girton The resident had lived in St Vincents Close for 11 years. She would like Girton Parish Council to take forward a proposal that St Vincents Close is made a one-way street. And/or double yellow lines at the junction with Pepys Way/St Vincents Close. She noted that parking is terrible and lots of children around, so it needs to be addressed. A One-way system and/or other parking control is required. Cllr Carney noted that Council maintained a list of Highways improvements and that they would consider putting the above on the list. He noted Highways were the responsibility of Cambridgeshire County Council, but that Girton Parish Council could initiate schemes under the Local Highways initiative.	Noted

Agenda Item	Item Description	Action/ Power
	<p>The resident noted she was the Tennant Representative for this area of South Cambridgeshire and had received input from residents of St Vincents Close.</p> <p><u>Roger Webster, Girton Bowls Club</u></p> <p>Roger wished to say a few words in support of the two motions on the agenda. (See Agenda items 23FC/101.1 & 23 FC/101.2)</p> <p>Roger thanked Cllrs Marshall, Hayat, and Carney for their help in bringing these motions to council. This was really appreciated by GBC. He noted that GPC Clerk deserves praise for unstinting work and clerking meetings so well.</p> <p>Roger noted:</p> <ul style="list-style-type: none"> • GBC had their final away game away on Sunday and final at Girton Bowling Green on Sunday and were well supported. • GBC cannot continue to thrive and grow with lack of facilities. • GBC cannot attract new members with this lack of facilities, particularly younger members. • Wellbrook Way proposals tonight were put forward in collaboration with GPC and GTC. • GBC has proposed initiatives to keep costs low to meet our needs. • Toilet proposed was not a horrible portaloos and provided disabled access. • Girton Bowling Green is a GPC Asset, and these facilities will enhance the green. • He believed it was noted as one of the best Bowling Greens in the county. • A good Bowls Green could not exist without matching facilities. • The work proposed will not involve any ongoing cleaning/day-to-day maintenance from GPC. • GBC volunteers will fully maintain facilities when used by bowls club for their use. • GBC wished to be Ambassadors for community and make the Bowls Green something for the village to be proud of. <p>He urged GPC to support both Agenda items.</p>	
23FC/096	To Receive Reports <i>(for information only)</i>	10 Mins
23FC/096.1	<p>County Councillor</p> <p><u>Debate Highlights</u></p> <p>Cllr Murphy confirmed she had nothing to add to the report but was happy to answer any questions.</p> <p><u>Cllr Hayat:</u></p> <p>Greater Cambridgeshire Partnership. He asked if support from CCC was being withdrawn for this scheme? What impact would that have? Cllr Murphy confirmed that the scheme would not go ahead without support. She noted her report for Full Council was written prior to CCC public statements being made. There was no support from the constituent authorities and the modified proposal did not attract public support.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr Murphy said that transport improvements would go ahead but this method of funding did not get approval. Therefore, for Bus reforms CCC would need to identify more acceptable and likely more modest sources of funding.</p> <p><u>Cllr Muston:</u> Referred to dentistry issues raised by the Cambridge Primary Care Patients' Group (CPCPG) which she had been a member of since 2015. This organisation represents surgeries across Cambridge South. Cllr Muston highlighted the CPCPG had a meeting in Milton on 5th October to which Healthwatch and ICB were coming and asked if Cllr Murphy would like to attend. It was noted that Girton were clear of RAAC problems on 9th September.</p> <p><u>Cllr Carney:</u> Asked if Cllr Murphy had any further engagement with National Highways including discussion on mop-up of problems including access and dead trees. He asked if the meeting had been held. Cllr Murphy confirmed there had been a delayed report from National Highways and the meeting was to take place on 14th September 2023. National Highways did not appear to be aware of any issues to do with Public Rights of Way. The root cause of these issues is still to be identified.</p>	
23FC/096.2	<p>District Councillors</p> <p><u>Debate Highlights</u> Cllr Garvey confirmed there was no change to Girton Bin Day under the 4-day working week announced by SCDC.</p> <p>Cllr Garvie confirmed she would attend the Flood Action conference.</p>	Noted
23FC/096.3	<p>Girton Town Charity - No report this month</p>	Noted
23FC/096.4	<p>Girton Neighbourhood Plan</p> <p><u>Debate Highlights</u> Full set of results from SWOT Survey to go to the GPC website imminently.</p> <p>Cllr Hayat - went on visit to Eddington, significant development. Double size of village. Indicating they were part of university and had substantial plans of what will happen at Eddington. Do we have any detail in writing about those plans? Andrew Muston confirmed that plans for Eddington will feed into Girton Neighbourhood Plan.</p> <p>Question asked on whether Girton Parish Council would have any responsibility for Eddington properties.</p> <p>Andrew Muston confirmed that meetings had been set-up with landowners in village. He had heard nothing from the colleges as yet.</p> <p>Andrew Muston raised question on Cambridgeshire Acre Housing Survey - GPC Clerk to check up.</p>	
23FC/096.5	<p>Clerk's Report</p>	Noted

Agenda Item	Item Description	Action/ Power
	<p><u>Debate Highlights</u> GPC Clerk highlighted her meeting with Highways Officer on 12th September 2023 and the potential that Cambridge Road, Bandon Road, Woody Green would see some intervention level works.</p> <p>She noted the work for installing bollards in the Car Park was on track. Council asked for all stakeholders to be informed and that any disruption to the car park would be minimized.</p>	
23FC/096.6	Chair's Report - No questions or additions to Chair's report.	Noted
23FC/097	<p>To Approve Minutes of Girton Parish Council Full Council Meetings: 9th August 2023</p> <p>Approval: <i>Cllr Carney proposed. Cllr Marshall seconded. 6 in Favour. 2 Abstentions.</i></p>	Approved
23FC/098	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
23FC/098.1	Action List (To be shown at meeting)	Not Applicable
23FC/098.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	Not Applicable
23FC/099	To Receive update from GPC Committees & Working Groups (<i>For information only</i>)	To Note
23FC/099.1	Environment Committee	
23FC/099.2	Local Nature Recovery Working Group	
23FC/099.3	Footpath Officer's Report	
23FC/099.4	Water Management Report - No Report this month	Not Available
23FC/099.5	<p>Finance & Resource Management Committee</p> <p><u>Debate Highlights</u> Cllr Muston noted that Balance Sheet information will be included in the Finance & Resource Management Committee from October Full Council.</p>	Noted
23FC/099.6	<p>HR Committee (to include CAPALC Report)</p> <p><u>Debate Highlights</u> Cllr Muston noted her wish for herself and GPC Clerk to attend CAPALC Open day on Friday 15th September.</p> <p>Council agreed they were happy for GPC Clerk and Cllr Muston to attend.</p>	Noted
23FC/099.7	Planning Committee	Not Applicable
23FC/099.8	<p>Sport & Recreation Committee</p> <p><u>Debate Highlights</u> Cllr Hayat highlighted:</p> <ul style="list-style-type: none"> • There were a number of motions recommended by this committee on the Agenda. • He noted that a Council budget would be required for the Football Field owned by Girton Glebe School 	Noted

Agenda Item	Item Description	Action/ Power
	<p>Cllr Carney noted Thanks to GPC Facilities Manager for agreeing with Girton Glebe to hire the field out of school term to extend the capacity for Football for the community.</p> <p>There will be no charge for the use of the field other than maintenance by Council. Cllr Carney noted that Girton Glebe had also provided additional school parking space at weekends, which had successfully been in place for a year. Cllr Carney noted another example of sterling work by GPC Facilities manager.</p>	
23FC/099.9	<p>Events Working Group</p> <p><u>Debate Highlights</u> Cllr Marshall noted the first meeting was to take place on Wednesday 20th September</p>	Noted
23FC/099.10	Wellbrook Way Activities Task & Finish Group: (See Agenda items 23FC/101.1 & 23 FC/101.2)	See Agenda Items
23FC/099.11	<p>Pavilion Refurbishment Task & Finish Group</p> <p><u>Debate Highlights</u> Cllr Marshall noted the next meeting was to take place on Wednesday 20th September</p>	Noted
23FC/100	To Approve Finance and Resource Management	For Decision
23FC/100.1	To note payment of accounts under delegated approval	Noted
23FC/100.2	<p>To Approve payment of outstanding accounts due</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Muston. Unanimous Approval.</i></p> <p><u>Debate Highlights</u> Cllr Muston asked if Council should now purchase a projector rather than hire?</p>	Approved
23FC/100.3	To Receive a report from Facilities Manager on Amounts paid in	Noted
23FC/100.4	<p>To Consider and Approve next steps on payments of Heras Fencing and Wellbrook Way electricity and water during construction of WCCC.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall. Unanimous Approval.</i></p> <p><u>Debate Highlights</u> GPC Clerk presented the figures regarding Heras Fencing Council agreed to accept the £7k provided by Girton Town Charity Council agreed that GPC Clerk to follow up with Godfrey & Hicks as suggested by GTC.</p> <p>Council noted that VAT was not charged as advised by Accountants.</p> <p>Council also noted that GTC had responded on all questions from GPC</p>	Approved
23FC/101	Business items requiring a decision, or consideration by the Council	For Decision

Agenda Item	Item Description	Action/ Power
23FC/101.1	<p>To review and approve proposal recommended by Sport & Recreation Committee for provision of Toilets at Wellbrook Way Bowling Green in 2023/2024 Budget.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall. Unanimous Approval.</i></p> <p><u>Introduction to motion by Cllr Carney</u></p> <p>Cllr Carney noted that there had been an initial Working Group that included: Girton Parish Council, Girton Town Council and Girton Bowls Club working on understanding the need for both Toilets and Clubhouse as Wellbrook Way facilities.</p> <p>A second Working Group with some different members but involving the same organisations had then been formed to identify proposal for modest Toilet block.</p> <p>A motion had been taken to GPC Sport & Recreation Committee who recommended Toilets approval and ask that it come to Full Council.</p> <p>Cllr Carney noted the good Business case prepared by GBC.</p> <p>Also noted that Girton Bowling Green belongs to Girton Parish Council. Currently there were no facilities at the Bowling Green.</p> <p>William Collyn Community Centre (WCCC) had been built next to Bowling Green. It had been expected that facilities for Bowling Green but there had been a disconnect in the way the development of the WCCC went forward. WCCC was not set up in a way to support Girton Bowling Green.</p> <p>Over the years a lot of discussion has taken place between GBC and GTC, sometimes involving GPC. The initial working group had decided that there was no way WCCC could provide toilets for GBC.</p> <p>Cllr Carney confirmed one of the key things that had delayed progress was due to incomplete accounts. So, it was not possible to confirm whether GPC should support sport on the Bowling Green. He confirmed that GPC now had an estimate of how much net spend is on each of our sporting activities e.g., football, tennis, netball, MUGA and bowls.</p> <p>Due to bowls arrangement. Bowls Club only pays peppercorn rent. The only money that GPC has put in for a long time is maintenance + £500 donation because the bowls club members carry out maintenance of Bowling Green. GPC subsidises other sports by a more substantial sum to pay for the Groundsman support, materials, and maintenance.</p> <p>Cllr Carney stated the position as he saw it was that Bowls is subsidised a lot less than most other sports, especially if the Bowls Club maintains a Parish Council facility. So, he felt that to spend money to solve an issue that should have been sorted over 10 years is not costing very much anyway.</p> <p>Cllr Carney stated that in his opinion he felt this funding a good use of money to bring parity with Bowls with other sports.</p> <p>He noted that this facility would be paid for and owned by GPC as a GPC community facility that would be hired out with use of the Bowling Green. GBC would be</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>responsible for maintenance. There was a need to establish an approved contract in writing.</p> <p>Debate Highlights</p> <p>Cllr Clare felt he would like to know what other sports groups think about the funding for Wellbrook Way facilities. Cllr Carney confirmed that the Sports & Recreation committee had a significant discussion which included co-opted members and in principle agreed that Girton Recreation ground had facilities available, and the Bowls Club did not.</p> <p>Cllr Carney also spoke at the discussion at the Sports & Recreation Committee. He noted the Girton Utd representative confirmed he felt that it would be difficult for him to go back to members of his club and explain why money was spent at Bowling Green, when the Pavilion Refurbishment project was halted. However, in principle parity with other sports he felt that we should provide toilet facilities for the Bowling Green</p> <p>Cllr Hayat noted the below points:</p> <ul style="list-style-type: none"> - Parity is needed for all users when toilets are open at the Bowls Green. There would be a need for members of the public to make use of toilets if required. - Funds that are being made in lieu of taking money. Would like on record to remind everyone that £200K (10 years ago) to build the Bowling Green using section 106 money, That money could have been used for something else. - In principle he supported the building of toilets on the Bowling Green but wanted to make sure that everything else was equal. - Girton Parish Council would need to make sure the rationale for the Wellbrook Way decision was clear and transparent. <p>Cllr Carney noted that the details around any agreed licence would be reviewed and approved as a piece of work still to be done as further details became available on the Club house.</p> <p>Ann Muston noted the working groups had been working on this decision since November 2021.</p> <p>Stuart Marshall stated that previous members of Girton Parish Council undertook to provide Bowling Green for Girton and to provide for Girton Bowls Green. Full Facilities had never been provided and now Council was working on providing facilities across the village.</p> <p>Cllr Lampe - noted the need to write up the Business case for this decision and to highlight the plan for Girton's extended future. She noted the reasoning for the decision needed to be well communicated.</p> <p>Cllr Brown asked whether Council was ready to vote?</p> <p>Cllr Carney noted the clear, robust, and comprehensive conversation that had been held for this item.</p> <p>Cllr Hayat confirmed his support in principle. He noted that he felt that Girton Parish Council did not owe Girton Bowls Club these facilities. He noted that the Toilets were owned by Girton Parish Council.</p>	

Agenda Item	Item Description	Action/ Power
23FC/101.2	<p>To review and approve proposal recommended by Sport & Recreation Committee task for provision of a Club House at Wellbrook Way Bowling Green in 2024/2025 Budget.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall seconded.</i></p> <p><u>Amended Approval:</u> <i>Cllr Clare proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><u>Amended Motion</u> To review and approve proposal recommended by Sport & Recreation Committee for provision of a Club House at Wellbrook Way Bowling Green in GPC 2023/2024 budget if possible subject to budgetary constraints, otherwise in GPC 2024/2025 Budget.</p> <p>Cllr Carney noted this was a separate item and the proposal was that the purchase of the Club House was to go into the 2024/25 budget.</p> <p>It was another Girton Parish Council facility to consider.</p> <p>He noted Girton Bowls Club had offered to maintain the facility.</p> <p>He confirmed that a written agreement would be needed.</p> <p>The facility may be made available for other groups to hire out outside of the Bowls Season.</p> <p>The broad intention is that this facility would predominantly be to support Bowls matches during Bowls season. At the last Working Group meeting, GBC had been approached by the County Association to ask if GBC facility could be used. For that to be feasible they would need facilities to support the Bowling Green.</p> <p>This was to be a community facility. Cllr Carney appreciated Cllr Hayat’s concern.</p> <p>The cost to the village of supporting bowls is minimal. He noted it was a very modest building.</p> <p>GTC are comfortable with the existence of separate community buildings. The working group had included GPC, GBC, GTC and all were comfortable with the outcome of the discussions. Everyone involved in conversation.</p> <p>Cllr Hayat re-confirmed his points on 23FC/101.1 applied also to 23FC/101.2. He stated that he would support this motion on the principle that it is in parity with the terms and conditions of other sports users. It would be owned and run by GPC with facilities booked in the same way as other users. When not booked it would be available to be hired out to other people.</p> <p>Cllr Marshall asked GPC Facilities Manager about the Terms and Conditions of the hire. Cllr Carney noted that GPC Facilities Manager would manage the Club House.</p> <p><i>Cllr Carney suspended Standing Orders for Roger Webster of GBC to speak.</i></p>	For Decision

Agenda Item	Item Description	Action/ Power
	<p>Roger confirmed that he had quite a lot of experience regarding licences of this type. He had been involved for many years with Histon & Impington Recreation Groundsman.</p> <p>Primary users were not using the facilities they would be available for hire. It had worked incredibly well for many years. Roger asked if it would be useful for him to share a copy of that licence with Girton Parish Council. Cllr Carney noted that would be very useful.</p> <p>Cllr Carney noted that the Terms & Conditions for all users were being worked on and the information will be included in the T&C of Girton Bowls Club.</p> <p><i>Cllr Carney reinstated Standing Orders.</i></p> <p>GPC Facilities Manager noted regarding other users had at first there had been concern that the work on Wellbrook Way Facilities would delay the work at the Pavilion. When GPC Staff explained that was a different pot of money and they would be addressed in parallel.</p> <p>Cllr Marshall wanted to Thank all members of the Bowls Club they had been nothing but proactive through this entire initiative.</p> <p>Cllr Lampe</p> <ul style="list-style-type: none"> - Confirmed she backed the motion. - Asked about the quote being the only one considered? - Asked if sustainability factored in? - Noted there was the potential for GPC to set a really good example considering e.g., Solar panels, Heat pumps. Could we make a sustainable building working within the budget? - There seemed very little evidence on ECO Studio website of their sustainability. - Could we consider further? <p>Cllr Clare asked whether the Club House could be moved to 2023/2024 Budget subject to budgetary restraint.</p> <p>GPC Clerk confirmed GPC were looking at the pots available. GPC Clerk noted that she would look at the money available. Also, needed to look at informing the village.</p> <p><i>Cllr Clare proposed an amendment (See first para above). Cllr Marshall seconded but there were many volunteers to be seconded. <u>See Amended Motion at top of this Agenda Item text.</u></i></p> <p>Cllr Carney asked GPC Clerk if we find that the budget does not allow it do we have to come back to council to approve or is there an amendment that can allow us to be flexible.</p> <p><i>Cllr Carney suspended Standing Orders for Roger Webster of GBC to answer questions from Cllr Reeves.</i></p> <p>Cllr Reeves asked about the length of Bowls season.</p>	

Agenda Item	Item Description	Action/ Power
	<p>He noted that the earlier the building is in place the more quickly it could make money.</p> <p>Roger Webster noted that GBC had their own resources which they could use to support the building and they had applied for grants. He noted they did not want to wait if they did not have to do so.</p> <p>Cllr Carney noted that whilst GPC was approving full budget, there is a possibility of other monies available. It may not all need to be taken out of GPC Council pot.</p> <p>Cllr Marshall noted that GBC had already had interesting negotiations with Mens' Shed that may comfortably segway into GBC proposals.</p> <p>Cllr Hayat noted he would support Cllr Marshall's comment that the working relationship with GBC has been very good and the outcome of the discussion with GBC is very positive. The points that he is making during this meeting, so it is minuted is that GPC wishes to make sure that we have parity and that funds being offered are done as long as the ownership remains with GPC.</p> <p>Cllr Muston noted the Cosmic Funding available which closes on 24/09/2023. Is there any way applying to the Funding can be noted in the motion. GPC Clerk confirmed that the current motion applied as budgetary constraints were mentioned.</p>	
23FC/101.3	<p>To consider and approve engagement of a Maintenance Person for a period of 6 months as recommended by Finance & Resource Management with a view to making this a permanent position for GPC to increase regular maintenance of Council Assets at Girton Recreation Ground and the rest of the village.</p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Marshall. Unanimous Approval.</i></p> <p><u>Debate Highlights</u></p> <p>Cllr Muston noted:</p> <ul style="list-style-type: none"> • Long-term Council does not have enough staff to cover requirements in village. • The scope of the task looks large and broad. <p>GPC Clerk noted typo in paper. Proposal is for Maintenance person to work 8 hours per month.</p> <p>This was to be a temporary post for 6 months to identify the benefits.</p> <p>In that time a program of work to be defined and reviewed to cover the backlog of maintenance tasks that need to be completed.</p> <p>Note that this role will also support GPC Groundsman as needed. The groundsman confirms this support would be welcomed.</p> <p>GPC Clerk confirmed that ideally this work would be carried out by the person who has been doing these tasks for GPC and has developed a good relationship with GPC</p>	Approved

Agenda Item	Item Description	Action/ Power
	Groundsman. Cllr Carney asked if GPC Clerk would ensure this was in line with recruitment guidelines. GPC Clerk confirmed this would be done.	
23FC/101.4	<p>To consider and approve plan for installation of 2 x Table Tennis Tables at Girton Recreation Ground as recommended by Sport & Recreation Committee.</p> <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Marshall. Unanimous Approval.</i></p> <p><u>Amended Approval:</u> <i>Cllr Carney proposed. Cllr Clare seconded. Vote 1 in Favour. 6 against.</i></p> <p><u>Amended Motion</u> To consider and approve plan for installation of 1 x Table Tennis Tables at Girton Recreation Ground as recommended by Sport & Recreation Committee.</p> <p><u>Debate Highlights</u> Cllr Hayat asked if he could clarify the business case:</p> <ul style="list-style-type: none"> • Noted the original budget for a Table Tennis table was £2,550. • Noted under this initiative from Sports England, there was the possibility to acquire 2 Tables. • Noted subsidization of Sports England is £685.00 until April 2024. • Confirmed Sports England had confirmed more people are likely to play, to organize a club if there is the possibility of playing together. <p>Council discussed:</p> <ul style="list-style-type: none"> • Creating opportunities for young people and that ‘ping pong’ was popular. • Noted the amounts spent on subsidizing existing sports. • Talked about the quality of the tables. • It was confirmed that Girton Glebe had these tables, and they were pretty tough. • Question regarding whether there was enough space by the basketball court? Cllr Hayat confirmed the space available met the guidelines. 	Approved
23FC/101.5	<p>To consider and approve replacement of play surfaces at Wellbrook Way at a cost of £7,644 excluding VAT as recommended by Sport & Recreation Committee.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p><u>Amended Motion:</u> <i>To consider and approve replacement of play surfaces at Wellbrook Way at a cost of £7,644 excluding VAT to delegate to the Operational Team as recommended by Sport & Recreation Committee.</i></p> <p><u>Debate Highlights</u> Council discussed:</p> <ul style="list-style-type: none"> • Health & Safety. • Cllr Brown left the meeting. • Wetpour guaranteed for 1 year. • Whether the carpet would address the sink holes • Sustainability & Green credentials of the carpet. 	Approved

Agenda Item	Item Description	Action/ Power
23FC/101.6	<p>To consider and approve movement of some of the Girton Parish Council reserves to instant access Unity Trust Bank Savings account with an interest gross rate of 2.8% as recommended by Finance & Resource Management Committee.</p> <p>Defer to October Full Council.</p>	Deferred
23FC/101.7	<p>Council to consider and approve having regular Food Trucks at Girton Recreation Ground to increase services in the village after discussion with existing village businesses.</p> <p>Approval: Cllr Carney proposed. Cllr Muston seconded. Unanimous approval.</p> <p>Debate Highlights</p> <ul style="list-style-type: none"> • Do we approve of the idea of food trucks in principle? • It should only be done post more decisions in the village with other interested parties. • Consideration of written agreements with other organisations • Cllr Lampe can provide a list of food trucks with sustainability credits. • Consider collaboration with Eddington, Darwin Green, Social Club. • Confirm this is an operational responsibility for the staff team. • Discuss with residents who have views on the Kebab van. 	Approved
23FC/101.8	<p>Council to consider and approve possible correspondence with CCC Highways</p> <p>Approval: Cllr Carney proposed. Cllr Marshall seconded. Six in Favour. One Abstention</p> <p>Amended Motion: Council to delegate to the clerk the writing of a letter regarding weeds form all Councillors noting the need for decreasing chemical weedkilling.</p> <p>Debate Highlights: Council noted:</p> <ul style="list-style-type: none"> • Change in policy regarding weeds. • Difficulties and issues around No Mow May • Need for clarity for everyone in the parish. • Better communication • Voted on lessening chemical weedkilling. • Need to identify who is responsible for different areas in the village. 	Approved
23FC/102	<p>To Receive Correspondence addressed to the Council.</p> <p>Email of 13/09/2023 from Cllr Williams</p>	Noted
23FC/103	<p>To Approve Communication of items from this Agenda</p> <p>Approval: Cllr Carney proposed. Cllr Brown seconded. Unanimous approval.</p>	Approved
23FC/104	<p>Date of next meeting(s): 11th October 2023 at 7.30pm</p>	Noted
Meeting Ended: 22:05		

My ref:
Your ref:

Date: 2nd October 2023

Contact: Adam Garford
Telephone: 07881 470547
E Mail: Communities@cambridgeshire.gov.uk



Strategies and Partnerships

Communities Service

New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
Huntingdon
PE28 4YE

Roger Webster
Girton Bowls Club Project Lead
24 High Street
Girton
Cambridge CB3 0PU

By email to: roger.webster53@icloud.com

Dear Mr Webster

**Girton Bowls Club – Cambridgeshire Priorities Capital Fund – Stage One Application:
Expression of Interest (EOI)**

I would like to thank you for your Stage 1 Expression of Interest (EOI). We are pleased to inform you that your EOI has met the eligibility criteria and we will be inviting you to submit a full proposal to the fund as Stage 2 of the application process. The full proposal form will be emailed out to you by Monday 9th October with a deadline for submission on 15th December 2023.

The Fund has been set up to support local organisations to upgrade and improve community buildings and assets so they better meet the needs of the families, households, and the communities who use them.

We received approximately 150 EOIs with funding requests totalling over £4 million. More than 85% of EOIs met the eligibility criteria and organisations are being invited to submit a full proposal. The second stage will be competitive and not all proposals will be successful.

We know that when people can influence and shape the services they are using, the support from these services becomes both more personalised and more effective. We look forward to working with you through Stage 2 of the application process.

Additional online support sessions will be available to attend, dates and times of these workshops will be circulated in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read "AW Garford".

Adam Garford
Communities Service Team Manager

Cambridgeshire Priorities Capital Fund Stage Two Application: Full Proposal

Introduction

We are pleased to confirm your Expression of Interest has met the eligibility criteria and you are now invited to submit a detailed Full Proposal. The Full Proposal must be for the same project and requesting the same level of funding as set out in your Expression of Interest but will set out the information needed to enable a panel to score your application.

We have adopted a transparent scoring process, with the maximum score for each section clearly indicated on the application form. This is a competitive process for an oversubscribed funding pot. We have set a minimum scoring threshold of 80 out of 100 but expect many applications to score higher than the minimum, and only the very highest scoring applications will be successful.

How much can you apply for?

Applicants can apply up to the amount indicated in the original Expression of Interest. **If the finances related to your project have changed since submitting your Expression of Interest, please contact Communities@cambridgeshire.gov.uk before submitting your Full Proposal.**

Support with your Full Proposal

The Communities Service will be on hand to explore your idea and support you through this process. They may also be able to help you identify additional sources of funding and other project/activity considerations, including governance, safeguarding and sustainability.

If you have not already contacted your Community Coordinator/Connector we advise you to do so before applying. Officers from the Communities Service can be contacted via Communities@cambridgeshire.gov.uk

An officer from the Communities Service may also contact you to visit your project or discuss your proposal further.

Within your application you will need to explain how your project will support at least three of Cambridgeshire County Council's seven Ambitions. More details about the Ambitions can be found [here](#)

Deadline

All completed applications must be emailed to Communities@cambridgeshire.gov.uk no later than 5pm on Friday 15 December 2023.

Cambridgeshire Priorities Capital Fund Full Proposal

1. Name of organisation and person submitting the application

2. You gave an outline of your project in the Expression of Interest. Please provide a summary of how you intend to spend the money, on what, and what you want your project to achieve

*Background information for panel
(Not Scored)*

3. Please confirm who owns the existing asset (land, building etc.)

If you do not own the asset, please confirm you have the relevant permissions for your project – If you have answered no, please contact Communities@cambridgeshire.gov.uk before continuing with your application

*Background information for panel
(Not Scored)*

4. Please demonstrate how the project will support the Council to achieve at least 3 of its 7 Ambitions. More details about the Ambitions can be found [here](#)

Higher scoring will be awarded where the answer fully demonstrates how capital investment will improve outcomes measured under that ambition

Max 30 score

5. Describe how you will ensure the project achieves statutory compliance.

We want you to demonstrate how the project will achieve statutory compliance, general safety including competent contractors, certification, compliance with building regulations, Health, and Safety Executive (HSE) expectancy, due diligence, value for money and an awareness of the Council's responsibility in issuing grants for capital projects.

Max 30 score

6. Describe how you involved residents or project beneficiaries in the design and/or planning of this project.

We want to understand how you have consulted with and incorporated views from the local community or project beneficiaries

Max 20 score

7. Value for Money

Please show how your project will satisfy the local government Value for Money test, and detail any match funding (match funding is an expectation for bids from a district council)

Value for money can be demonstrated in several ways, for example:

- *Cost savings*
- *Reduced demand on statutory services*
- *Social value*
- *Leverage e.g., match funding.*

Max 20 Score

8. Project Costs

A company limited by guarantee (please give the company number)

Another type of organisation (please give details)

*Background information for panel
(Not Scored)*

11. Support documents

Please confirm that you are submitting the following with your application form (electronic copies acceptable). Please note we will not consider your application without these policies and documents in place. If this is an issue, please contact us.

A copy of your Safeguarding / Child Protection policy	
A copy of your Equal Opportunities Policy	
A copy of your Public Liability insurance	
Constitution A copy of your organisation's constitution A copy of your organisation's annual report and / or accounts (including unrestricted reserves)	
Three quotations for the capital work	
Please list any other supporting documents you are submitting with your application	

12. Declaration

Signature of person applying for project funding:

I make this application with the understanding that I have responsibility for:

- carrying out the proposed project work
- providing an end of project report as agreed

Full name in capitals	Position in organisation	Signature	Date

All completed applications must be emailed to Communities@cambridgeshire.gov.uk no later than 5pm on Friday 15 December 2023.

We hope to notify all applicants of the outcome by the end of April 2024.

Grants to External Organisations Policy

1. Introduction

1.1 Cambridgeshire County Council offers multiple grants to external organisations every year. These grants vary in size and scope, but all represent an investment in the community. All grants should be in line with the Council's core objectives and aim to improve the lives of Cambridgeshire citizens and communities.

1.2 Different grants will have different levels of risk attached, depending on their financial value and other considerations, such as the nature and profile of the services or organisations being funded. This policy is intended to support an approach to the award and monitoring of grant funding which is proportionate to the level of associated risk. As a general rule, any award under £2,000¹ can be considered a small grant, for which a light-touch approach is usually appropriate. Awards over £50,000 are large grants, requiring a detailed, formal approach.

1.3 Cambridgeshire County Council is a member of the Cambridgeshire Compact, an agreement between local public sector organisations and community and voluntary sector groups. In applying this policy, officers should have regard to the requirements and principles of the Compact. Further information can be obtained from the Strengthening Communities team.

1.4 This policy complements the Scheme of Financial Management, setting out more specifically how the Scheme's requirements on budget managers to ensure value for money can be implemented in the case of grants to external organisations.

2. Scope

2.1 This policy establishes the key considerations which must be complied with by all Council officers when issuing grant funding, to ensure that Council grants achieve their intended outcomes and secure value for money. A number of stages in relation to grant funding are covered, including the initial process of grant allocation and processes to review grant spending, both during and at the conclusion of grants. This policy is applicable to all grant funding to external organisations.

2.2 If there is an urgent and pressing need for a grant to be awarded without complying with the actions laid out in this policy (for example, in the case of a service failure), the Council's standard procurement exemptions process will apply and an exemption must be sought through the procurement portal. Advice should be sought from your Procurement representative.

3. Initial considerations

3.1 Firstly, establish the purpose of the grant funding, what the outcomes of the grant funding should be, and how the Council will achieve value for money from the grant award. At this stage, it is helpful to conduct a 'needs assessment', by identifying the gaps between current conditions and desired future conditions. These 'needs' then represent the areas that the Council is aiming to address through grant funding. A competitive bidding process for the funding will also assist in demonstrating that value for money has been achieved. If a

¹ Values given in this policy should be taken as the 'total value' of the grant at award. If a grant is awarded for a single year, this will equate to the annual value. If a grant is awarded to be paid over a longer time period, the total value of the award across the full time period should be used.

competitive bidding process is not undertaken, a thorough needs assessment is required to demonstrate how value for money is being achieved through the grant funding. This should be refreshed annually.

3.2 Establish whether the activity/service/project should constitute a grant, or if it should be treated as a contract. Discuss and agree this with Procurement prior to advertising or commissioning. When assessing whether the activity constitutes a contract or a grant, consider the following key points:

- A grant is paid to a recipient for work that the funding organisation wishes to sponsor, but for which it doesn't receive direct benefit.
- A contract is a mutual bargain where both parties have reciprocal obligations; one party is obliged to pay, and the other is obliged to deliver the goods/services/outcomes agreed.
- A grant is a form of donation, and as such is freely given by the funding organisation, with the timing, amount and frequency at their discretion. A funding organisation can specify how they wish their donation to be used and that it must be repaid if not used for the correct purpose.

If there is doubt about whether the activity or project constitutes a grant, further advice can be sought from Procurement or Legal services.

3.3 Confirm whether the grant is subject to the Council's Contract Procedure Rules. These rules apply where the grant is the form of payment for a contract for services where the Council specifies the output or outcomes to be delivered. If the grant is subject to Contract Procedure Rules, obtain further advice from Procurement.

3.4 As with traditional contracts with suppliers, the awarding of grants represents a commitment from the Council to a third party which must be recognised, understood and transparent to the Council. Hence grants with a value equal to or exceeding £5,000 must be recorded on the Corporate Contract Register with notes explaining the arrangement.

Advice and guidance on the contract register can be found on the Procurement intranet pages.

3.5 Investigate whether there are any other related grants/projects that could be amalgamated with the grant/project in order to reduce costs.

3.6 Ensure that the use of the grant is in line with the Council's latest objectives and ambitions.

3.7 Establish what the approval process will be for the grant funding. This should be in line with the usual delegated approval levels for all expenditure, as outlined in the Council's Constitution and Financial Regulations.

4. State Aid

4.1 It is crucial to establish any potential State Aid implications of your grant as early as possible in the process. Any instance where public money is used to provide assistance to one or more organisations, in a way which may give them an advantage over other organisations, has the potential to be subject to EU regulations regarding State Aid. This is likely to include awards of grant funding.

4.2 State Aid rules apply to funding awarded to any organisation, even registered charities.

4.3 Where grant funding is awarded through an open, competitive process, such funding does not constitute State Aid and this may be the most straightforward way to ensure that grants comply with State Aid requirements.

4.4 If a competitive process is not undertaken, the Council may be able to award funding under de minimis levels set out within the legislation; this is a complex legal area and advice should always be taken from Legal on State Aid issues prior to issuing any grant funding. The award of funding under de minimis powers should be reflected clearly in the grant agreement (see section 5, below).

5. Grant Agreements

5.1 Every individual grant awarded by Cambridgeshire County Council must be awarded under a grant agreement which sets out the terms and conditions of the funding. A copy of the grant agreement should be signed by the recipient and the Council's representative, and retained on file.

5.2 Specific terms and conditions will vary depending on the grant, but there are some general requirements and exclusions that apply to all grants:

a) Requirements of Recipient Organisations:

- Grant aid will only be considered for Cambridgeshire based projects and / or the activities must be wholly or principally for the benefit of Cambridgeshire residents.
- Applications for party political or religious purposes will not be normally considered.
- The recipient organisation must have a democratic governance structure and a bank account, and must be able to demonstrate that it can manage its affairs effectively.
- The recipient must be able to demonstrate that its policies and procedures comply with the Council's Equal Opportunities Policy.
- The recipient must comply with all relevant laws and regulations.
- The recipient must maintain appropriate insurance cover (for instance, public liability insurance, employer's liability insurance etc.).

b) Use of Funding:

- The purpose of the grant and what constitutes eligible expenditure must be clearly set out. The grant must only be spent for the approved purpose.
- Other appropriate requirements for monitoring and reporting on the grant should be included (see section 8, below). The Council must have a right of audit access to all relevant information held by the recipient organisation.
- Where grant funding is not used for the approved purpose and in line with grant terms and conditions, or where the grant agreement is not complied with, the recipient will be liable to repay some or all funding received to date, at the discretion of the Council.
- Any contracts awarded as part of the activity linked to the grant must be subject to competition to ensure value for money. Where such contracts are valued between £25k and £100k, at least three comparable written quotes for work must be obtained. Contracts valued over £100k must be subject to a full and transparent tender process. Contracts below £25k in value must be awarded in line with the grant recipient's contracting rules.

c) Financial Requirements:

- The recipient must treat the grant as a restricted fund in its accounts and maintain separate accounting records of how the money has been spent. These records and the relevant receipts must be retained and made available to inspection by the Council on request.
- Grants cannot be used to replace money already spent, or to cover items or services already bought.
- Grant monies will only be paid via bank transfer and will not be paid to a personal bank account.
- The Council must be able to verify that grant funding is not used to subsidise commercial activities, and that funding is not duplicated (for instance, if the County and District Councils both agreed to fund 60% of a service, there would be a duplication of funding). The grant agreement should therefore include a commitment from the recipient not to cross-subsidise or duplicate funding, and to make the Council aware of all other funding received. It should also include provision for the Council to monitor this, for instance through receipt of regular reporting.

- If any element of funding is awarded as a loan from the Council, a separate loan agreement may be required, and advice on this should be taken from Legal. Interest must be charged on all loans, and repayments must be monitored by the awarding service.
- Grant expenditure must be coded to account code E5000 in ERP Gold.

d) Local Authority Transparency Code Requirements:

- The Council must maintain and publish a grants awarded register. When awarding a grant, the Information Governance team must be notified of the details relating to the grant so that the register can be kept up to date. The form to update the grants awarded register can be found at <https://forms.office.com/e/j54gXAZgvw>.

- 5.3 For grants over £50,000, legal advice must be taken on the wording of the grant agreement prior to its issue. For grants below this amount, officers should consider whether legal advice is needed or whether the use of standard terms and conditions is sufficient.
- 5.4 In developing grant agreements, Council officers should also consider what other provisions may be appropriate to ensure that the Council has assurance that funding will be spent appropriately and is able to monitor grant usage. For instance, it may be appropriate to set key performance indicators for the grant and require these to be reported, or to require the recipient to maintain certain policies (for instance, a Business Continuity Plan, Equality Policy and/or Safeguarding Policy) or insurance, or to require the recipient's staff or volunteers to have undertaken relevant training or DBS checks etc.
- 5.5 Unless there is a compelling reason to pay the full value of the grant up-front, grant payments should be phased in line with grant monitoring periods (see section 8, below) and ideally the final payment should not be made until after the final activity report is received.
- 5.6 Where State Aid regulations are a consideration (i.e. the grant is not being awarded competitively), the grant agreement will need to reflect this. For instance, if the funding is being awarded under de minimis allowances, this should be reflected in the grant agreement and provisions inserted to enable the Council to monitor all other public sector funding received by the recipient organisation, to ensure the three-year rolling de minimis funding limit is not breached. Legal advice should be taken on the precise wording of grant agreements in such cases.
- 5.7 For any large grants or any capital grants, strong consideration must be given by Council officers to segmenting the grants and linking payments to milestones of delivery. These milestones should be clearly stated in the grant agreement, with the relevant grant tranches and milestone descriptions.
- 5.8 Grant agreements must contain provision for repayment of the grant, or part of the grant, in the case of administrative error, and non-use or misuse of funding.

6. Advertising and applications

6.1 Where possible, all grants must be advertised on the Council's website to provide all groups with an opportunity to bid. It is also recommended to contact the following organisations which work with the voluntary sector in Cambridgeshire, and provide them with a link to the advert: CCVS (<http://www.cambridgecvs.org.uk/>) and Hunts Forum (<http://www.huntsforum.org.uk/>).

6.2 Advertising material should include:

- The purpose of the grant;
- The kind of projects that grant money should be used for;
- Who can apply for grant monies;

- A copy of the grant agreement (and terms and conditions, if separate);
- How to apply;
- How much can be applied for; and
- How the bids will be assessed.

6.2 When advertising grants, officers should also consider the information that bidders should be required to provide in order for the Council to make an informed assessment of bids. This should be proportionate to the amount of funding which will be awarded, and is likely to include:

- Where an organisation has been operating for more than a year, a copy of audited accounts or a financial statement for the previous year must accompany applications.
- Where capital funding is applied for, at least three quotations must be provided to demonstrate value for money.
- Information on the organisation's governance structure and decision-making processes; for instance, a copy of its Constitution.
- A budget and business plan for the services to be provided.
- Any policies with particular relevance, such as an Equality Policy, Safeguarding Policy etc.
- Requirement for bidders to identify the key milestones and/or outcomes that will be delivered, to enable the Council to monitor these.

7. **Due Diligence**

The following steps should be undertaken prior to awarding grant monies to an organisation. The level of due diligence required should be proportionate to the scale of the grant awarded. For grant awards over £50,000, the following steps must be undertaken in full; for grants below this level, officers should conduct due diligence to ensure they have met the principles outlined below and obtain assurance that the organisation receiving the grant is of good standing:

- 7.1 Obtain references or undertake a vetting process for an organisation the Council has not had prior dealings with. Consider undertaking an online credit rating check.
- 7.2 Grants should not be awarded to organisations who have a poor track record of delivery or if there are any concerns regarding the legitimacy of the organisation. Consider the make-up of the organisation such as its governance structures and any charitable registration; its history of delivering services to the community and any previous history of working with the Council; any financial information that can be reviewed (such as statements of accounts); any history of negative publicity and whether Council officers or Member have raised any concerns about the organisation.
- 7.3 Consider whether to undertake a detailed review of the organisation's key policies, particularly where poor policy design or policy failure may represent a risk to the Council as funding organisation; for instance safeguarding policies, equal opportunities policies, and business continuity arrangements may be especially relevant.
- 7.4 A declaration of interests should be made by any grant applicants, or senior officers of any bodies applying for grants, ahead of the grant being awarded. This should specify any potential conflicts that applicants, or people with control/influence over applications, may have.
- 7.5 For large grants at least, applicants should be required to provide declarations of any interests from partner organisations that they may be working with.

8. Grant Assessment and Award

- 8.1 Grants must be assessed fairly, and decisions to award grants should be free from political pressures. Grants should be assessed in line with an evaluation framework set prior to the grant advertisement.
- 8.2 Officers should establish the level of approval required to finalise the grant award; this will vary depending on the value of the grant. If Committee approval is required, this will need to be built into the expected timescales.
- 8.3 Assess whether the bid/project plan/proposals is in line with the Council's objectives, and whether it is a cost-effective way of achieving the desired outcomes.
- 8.4 Assess the bid to ensure there is evidence that the applicant has sought to achieve value for money. For example, have multiple quotes for equipment and services been obtained and evidenced in the organisation's bid for grant funding.
- 8.5 Ensure that there are clear, written terms and conditions in place for each grant. Before grant monies are paid, the recipient must sign the grant agreement.
- 8.6 The number of grants awarded to an organisation should be limited on the basis of risk. Check that multiple grants have not already been allocated to one organisation; your Finance representative should be able to assist in identifying any other grants they have received. If one organisation has received multiple grants, review their need for another grant, and any impact the award may have on State Aid requirements.

9. Monitoring and Review of Grant Usage

- 9.1 In principle, monitoring must be undertaken for all grants awarded. For very small grants (below £2,000) it is likely to be appropriate for such monitoring to consist of receiving and reviewing a final report from the grant recipient regarding how the funds were spent.
- 9.2 For other grants, an appropriate level of monitoring should be undertaken to ensure that:
- Grant funding is being used for the specified purposes and in compliance with the grant agreement;
 - That (where relevant) milestones are achieved; and
 - That desired outcomes are being achieved.
- 9.3 A written grant monitoring framework (or similar) should be developed, which sets out the monitoring activities which will be undertaken by the Council to verify that grant usage is appropriate. These should be based upon the key requirements within the grant agreement. For instance, this may include reviewing reporting provided by the recipient; checking to ensure that state aid rules have not been breached; verifying that the correct policy documents are in place; or verifying that staff have received required training. Maintaining a written grant monitoring framework is a requirement for grant awards in excess of £50,000 and is strongly recommended for all grants.
- 9.4 Where it is identified that the grant agreement has not been complied with or where outcomes are not being achieved, a range of remedial actions are available. Dependent on the seriousness of the issues, officers may consider:
- Holding remedial discussions with the organisation; • Suspending or ceasing funding payments;
 - Requiring repayment of funding.

- 9.5 If additional funding is requested, this must be treated as a new grant application. Grants must not be increased in the event of an overspend by the recipient. Grants must not be increased to replace withdrawn sources of funding or to expand services, unless this has been formally agreed through proper processes.
- 9.6 At the end of the grant term, a review should be undertaken to assess whether the funding provided value for money. The results of this review should inform further grant funding activity within the service.