

Policy & Resources Committee Meeting – 1st June 2022

Agenda Item 7

Grant Awards

At the last Policy & Resources Committee meeting, held on 16th March 2022, it was agreed that further information would be requested from two applicants, the Earley Volunteer Drivers Bureau, with regards the grant application received from Wokingham Volunteer Centre, and additional information would be sought from First Days Children's Charity in view of the lack of required information in their application.

The additional information received is as follows: -

- The Earley Volunteer Driver Bureau anticipate that in the region of £11,500 will be transferred to Wokingham Volunteer Centre.
- First Days Children's Charity have supported 256 families in Earley over the last financial year.

Recap on Request Reasons & Sums: -

Wokingham Volunteer Centre - £500

To support ongoing activities including the Green 'n' Tidy Gardening and Volunteer Brokerage services, the Earley Community Transport scheme (with volunteer drivers) as well as other services and projects that are supported on an ad-hoc basis. Services keep vulnerable elderly and disabled people in their own homes for longer, reducing loneliness and social isolation and increasing independence, dignity, self-confidence and safety.

First Days Children's Charity - £1500 (application submitted after deadline)

To contribute to outreach work across Earley and to help families meet the increasing costs of school uniforms and other expensive, essential items. Items supplied may include beds, mattresses, car seats, school uniforms, new baby essentials, travel equipment, toiletries, safety items, furniture, toys and books and can help save a significant amount from a family budget, which can be used towards food and heating.

The total ETC grant budget for 2022/23 is £20,000.

As at 24th May 2022, £13,041 had been allocated.

With this additional information, Policy & Resources Committee to consider the two grant applications and **RESOLVE** upon a recommendation to be considered by Full Council at its meeting on 15th June 2022.

Emma Carroll
24.05.2022

HOW DOES IT WORK?

The comprehensive members' services package as set out in this leaflet is being offered by Hampshire ALC.

Berkshire ALC executive continues to maintain and develop the association and give representation on various external bodies and organisations, local, regional and nationally.

In addition to the membership services provided, the administrative tasks undertaken by Hampshire ALC include:

Accounting:

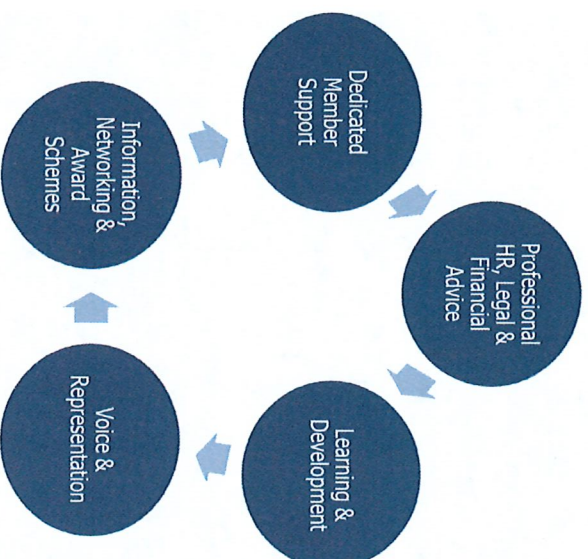
- Maintenance of the subscription database;
- Invoicing and collection of annual affiliation fees and any ad hoc sales invoicing;
- Processing the verification and payment of suppliers' invoices;
- Reviewing the bank statements; and
- Ensuring the accounting entries are accurately recorded.

Training:

Delivery and administration of BALC's training programme.

This may include dedicated BALC sessions and/or the inclusion of BALC members on HALC courses where minimum course thresholds are not met.

HALC Services



Berkshire Association of Local Councils

www.balc.org.uk
 Tel: 023 8068 8061
 Email: balcexec@balc.org.uk

Hampshire Association of Local Councils

www.hampshirealc.org.uk
 Tel: 023 8068 8061
 Email: admin@hampshirealc.org.uk

Berkshire ALC



Being a member

The Berkshire Association of Local Councils (BALC) is a membership organisation with the purpose to support and advise town and parish councils in Berkshire.

As part of a contracted service, Hampshire ALC provides a full range of services to Berkshire member councils.

Using these contracted services allows **Berkshire ALC** to retain its own individual identity as a County Association whilst retaining full responsibility for all democratic aspects of the Association, including setting and development of policy and continuing to provide a collective voice for all parish & town councils in Berkshire.



www.hampshirealc.org.uk

The HALC Team

The dedicated team consists of the following personnel:

Chief Executive: The Chief Executive's priorities are to ensure the Organisation is a well run, financially stable organisation with an appropriately experienced team to provide a high quality advice and training service to member Councils. They also ensure we fulfil the requirements of our contracts with other organisations we support.

Member Services Officers: Responsible for ensuring all member councils receive a high quality advice service and that clear and consistent advice and guidance is issued in line with our published service level agreements. Responsible for publication of advice guidance notes for the website and liaison with specialist external advisors.

Policy and Communications Officer: Responsible for managing communications and developing HALC's policy positions whilst ensuring the organisation remains coherent within its aims and reflects the views of the members. Liaison with external customers and contract management.

Training Officer: Responsible for managing the training and events service. This includes identifying training and development needs highlighted by Councils, as well as planning, organising and delivering/overseeing appropriate training.

HR & Employment Officer: Leading HALC's Local Council People & Development (LCPD) service, which provides specialist HR advice and guidance, documents and training to Town and Parish Councils.

Office Manager (job share): These roles support the day to day running of the organisation and are also responsible for training courses and events administration and the upkeep of the website. They are the initial point of contact for callers to the office.

What do Berkshire ALC offer?

The services contracted and provided by Hampshire ALC to Berkshire ALC members include:

- **Member query service**
Offering information, advice and signposting to specialists as required. This includes support on Council process issues, legal issues, and advice on day to day Council matters.
 - **Training**
BALC will include, as part of your subscription, training sessions on:
 - Chairmanship, Planning, Finance and VAT and many other courses
 - Access to high quality sector specific training and events at subsidised rates. These events provide a variety of information, networking and development opportunities for both Councillors and Officers.
 - **Legal Support & Assistance**
One hour **free** support (per query) from specialist legal advisors, with reduced rates if additional legal work is required.
 - **HR documents**
Including a Standard Contract template and Disciplinary, Grievance and Absence policies. Specialist HR advice bespoke to town and parish councils through the LCPD membership and tailored to help you run your council better and improve effectiveness.
 - **Recruitment**
Member advertising space on our website and HALC Facebook page to help find your new Clerk or other staff.
 - Access to a **specialist planning service.**
 - Access to a **specialist VAT and finance advisory service.**
 - Support and monitor your **borrowing applications to Government.**
 - Access to the **National Association of Local Councils** services if affiliated through membership.
- If your Council is not a member of BALC already, please contact the BALC Executive at balcexec@balc.org.uk for further information.

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
4851	Rialtas Business Solutions	Software support and Maintenance Year to 4/3/23	£355.20
4852	Select Environmental Services Ltd	MPCC Waste Collection March 22	£141.16
4853	Select Environmental Services Ltd	CP Waste Collection March 22	£50.40
4854	Select Environmental Services Ltd	SD Waste Collection March 22	£49.09
4855	Select Environmental Services Ltd	RLCC Waste Collection March 22	£37.36
4856	Select Environmental Services Ltd	Litter Bins Waste Collection March 22	£496.10
4857	Select Environmental Services Ltd	RH Waste Collection March 22	£17.17
4858	Wicksteed Leisure Ltd	Meadow Park Cradle Safety Swing seat x 2	£325.50

Total: £1,471.98

Date Prepared: 5th May 2022

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
4859	Arnold Laver & Co Ltd	SJP Wood for Sandpit and a saw	£63.95
4860	Bowak Ltd	Cleaning Products various centres	£155.93
4861	Bracknell Pest Control	Culver Lane Allotments Bails	£54.00
4862	Findel Education Ltd T/a GLS	All centres Hand Towels	£49.12
4863	Frasers Office Supplies Ltd	RH Ink cartridge and stationery	£122.63
4864	Jameson Brown Ltd T/a Thake Signs	Cemetery Laminated Sign - Muslim Area	£84.00
4865	Lister Wilder	SJP Polycut Blades	£5.40
4866	Lister Wilder	SJP Cricket Roller Repair and Engine service	£379.01
4867	MFG UK Ltd T/A Air It Ltd	Managed Support May 22	£487.94
4868	MFG UK Ltd T/A Air It Ltd	SD Internet May 22	£68.34
4869	MFG UK Ltd T/A Air It Ltd	Microsoft 365, Email security May 22	£751.74
4870	Trade UK	MPCC 2 bags of cement	£11.20
4871	Trade UK	RL Community Hub Wall tiles	£12.77
4872	Web Marketing Matters Ltd	Website Maintenance and Support April 22	£180.00
4873	William Luck	Planning Professional Services (15.18 Hrs) April 22	£398.48

Total: £2,824.51

Date Prepared: 5th May 2022
Prepared By: Ian Johnson

IMPREST ACCOUNT - Reimbursement Vouchers 663 679

Vouchers between 22nd April 2022 and 20th May 2022

Grants Approved at Full Council Meeting 30/3/22:

Number	Details	Amount
663	Grant - ARC Project	£1,500.00
664	Grant - Berkshire Multiple Sclerosis Therapy Centre	£750.00
665	Grant - Citizens Advice Reading	£750.00
666	Grant - Citizens Advice Wokingham	£2,000.00
667	Grant - EarleyBus	£725.00
668	Grant - Earley Day Centre	£500.00
669	Grant - Earley Help Hub via Trinity Church	£600.00
670	Grant - Earley Adopt A Street Initiative Via Earley Environ. Group	£300.00
671	Grant - Home-start Wokingham	£600.00
672	Grant - Keep Mobile	£600.00
673	Grant - Link Visiting Scheme	£500.00
674	Grant - ME2 Club	£500.00
675	Grant - Queen Victoria Institue Fund	£916.00
676	Grant - Reading Male Voice Choir	£200.00
677	Grant - Sue Ryder Fundraising Account	£300.00
678	Grant - Trinity Concert Band	£300.00
679	Grant - Wokingham Waterside Centre Ltd	£2,000.00
	Total Payments	£13,041.00