

# Public Document Pack

## NOTTINGHAM CITY COUNCIL

### CASTLE, HYSON GREEN & ARBORETUM AND RADFORD AREA COMMITTEE

**MINUTES of the meeting held at Loxley House, Station Street, NG2 3NG on 11 September 2019 from 5.33pm to 7.16pm**

#### **Membership**

##### Present

Councillor Hassan Ahmed  
Councillor Jawaid Khalil (Vice Chair)  
Councillor Anne Peach  
Councillor Sam Webster

##### Absent

Councillor Merlita Bryan  
Councillor Azad Choudhry (Chair)  
Councillor Angharad Roberts

#### **Community Representatives:**

- |                        |   |
|------------------------|---|
| ✓ Carol Laverick       | - Arboretum Tenant's and Resident's Association       |
| Maxine Cockett         | - Breaking Barriers, Building Bridges                 |
| Abdoulie Jah           | - Hyson Green Cultural Festival                       |
| ✓ Maxine Davies        | - Hyson Green Youth Club                              |
| ✓ Eshe Graham          | - Notts Activist Wellness                             |
| Christina Jenson-Bates | - Park Estates Association                            |
| Claire Brown           | - Park Residents Association                          |
| Ben Talbot             | - POW Nottingham Limited                              |
| ✓ Rebecca Beinart      | - Primary   |
| Beverley Pearson       | - Radford Care Group                                  |
| ✓ Ursula Dove          | - Radford Leen Residents Group                        |
| Janine Broomhall       | ) St Pauls & Pleasant Row Tenant's & Resident's Assoc |
| Rosie Jarrett          | )   |
| Courtney Rose          | - Take 1 Studio                                       |
| Rob Bird               | - Vine Community Centre                               |

- ✓ Indicates present at the meeting

#### **Colleagues, partners and others in attendance:**

- |                        |                                       |
|------------------------|---------------------------------------|
| Rob Graham             | - Arboretum resident                  |
| Van Henry              | - Castle Cavendish                    |
| Nick Burns             | - City Centre Management Officer      |
| Zena West              | - Governance Officer                  |
| Gursharan Singh Nijran | ) Neighbourhood Development Officer   |
| Linda Wright           | )                                     |
| Katie Sharp            | - Nottingham City Homes               |
| Josie Tanvir           | - Nottingham Park Estate Limited      |
| Inspector James Walker | ) Nottinghamshire Police              |
| Inspector Riz Khan     | )                                     |
| Rupinder Kooner        | ) Senior Community Protection Officer |
| Ben Parrington         | )                                     |

#### **14 CHAIR**

In the absence of Councillor Choudhry, the Vice-Chair, Councillor Khalil, chaired the meeting.

## **15 APOLOGIES FOR ABSENCE**

Councillor Bryan	-	other Council business
Councillor Choudhry	)	personal
Councillor Roberts	)	

## **16 DECLARATIONS OF INTERESTS**

None.

## **17 MINUTES**

The Committee agreed the minutes of the meeting held on 12 June 2019 as a correct record and they were signed by the Chair presiding at the meeting.

## **18 UPDATES FROM PREVIOUS MEETING**

### **a) Community Representatives**

As requested at the previous meeting, the list of Community Representatives, circulated with the agenda papers, now included the ward each was representing.

### **b) Section 106 funding**

Finance were still reformatting the data to match the new ward boundaries and, if available, this would be circulated with the minutes when published. If not, it would be submitted to a future meeting.

## **19 ISSUES RAISED BY COMMUNITY REPRESENTATIVES**

- a) Residents were concerned that rubbish left by students was not being dealt with effectively. It was stated that this is not just a Council Waste Management issue as responsibility also sits with landlords and agents.

It was requested by Community Representatives that the Council raise the issue with landlords and agents by informing them of their responsibilities (although Community Protection Officers currently try to address any issues they come across).

- b) It was requested that an update on selective and HIMO licensing, including the responsibilities landlords and agents have, be submitted to a future meeting.
- c) Concerns were raised that there are not enough CPOs patrolling the Arboretum area, resulting in there being too much rubbish and often fires being started.

## **20 POLICE AND COMMUNITY PROTECTION UPDATES**

Inspector James Walker, Notts Police, and Rupinder Kooner and Ben Parrington, Senior Community Protection Officers, updated the Committee on the latest crime

and anti-social behaviour statistics in the area, and responded to questions from the Councillors and Community Representatives.

## **RESOLVED**

- (1) to request that the Regional Licensing Manager submit a report in respect of Selective Licensing to the next meeting, detailing actions taken, statistics and figures for this area;**
- (2) that the NDO be requested to invite a representative of the City Centre Team to future meetings to report on specific issues / data relating to the City Centre;**
- (3) that while the attendance by Inspector Walker was appreciated by the Committee, he be requested to feed back to his colleagues that, due to the large, diverse area covered by this Committee, and the differing needs/issues of each area, Councillors felt attendance by Inspectors with a more specific area remit would be helpful.**

## **21 NOTTINGHAM CITY HOMES UPDATE**

Katie Sharp, Area Housing Manager, updated the Committee on the latest performance against key issues and priorities in the wards, as detailed in the report.

In response to a question, she stated that the 'Arboretum ARC Project' was a scheme under which City homes purchased properties from the City Council (usually empty properties purchased under compulsory purchase powers) and then made them available for private rental.

## **RESOLVED to**

- (1) note the report and performance information;**
- (2) approve £3,647.49 funding from the Castle budget towards clearing planters and providing a mix of planting and ornamental stones across Carter Gate, noting that this leaves a remaining nil balance for Castle ward.**

## **22 AREA WARD REPORT**

Linda Wright, Neighbourhood Development Officer, presented the report, which highlighted current priorities and issues in the wards and issues being addressed through Neighbourhood Action Team meetings, and detailed forthcoming events and activities in the area.

During discussion, the following responses to questions were given:

- the City has numerous events throughout the year, such as 'Bands in the Park', 'South Asian Music Festival' and 'Curry in the Park' (to be held on 12 October 2019);
- future ward reports will include a short summary on employment and training in each ward;

- consultation in respect of development proposals within the area forms part of the planning process and, due to the meeting timetable, would normally be too late to be part of the Area Committee process (although there is provision in Area Committee Terms of Reference to be consulted on proposals in their area if deadlines allow).

**RESOLVED to note the report.**

## **23 AREA CAPITAL FUND**

Gursharan Singh Nijran, Neighbourhood Development Officer, presented the report, which detailed the latest proposals under the Area Capital Fund.

**RESOLVED to**

- (1) approve the following Castle ward schemes:**

<b><u>Location</u></b>	<b><u>Scheme</u></b>	<b><u>Cost</u></b>
<b>Cliff Road / Shortwood Close</b>	<b>Resident parking</b>	<b>£15,000</b>
<b>Various</b>	<b>Litterbin installation</b>	<b>£2,000</b>
<b>Carter Gate</b>	<b>Public realm improvements</b>	<b>£5,000</b>

- (2) following the approvals in (1) above, note the remaining 2019/20 balances of £57,600 (Castle), £102,291 (Hyson Green & Arboretum) and £95,900 (Radford).**

## **24 WARD COUNCILLOR BUDGET**

Gursharan Singh Nijran, Neighbourhood Development Officer, presented the report, which detailed the latest spend, from the ward Councillor budget, under delegated authority by the Director of Community Protection.

In response to a question from Community Representatives, enquiring how to apply for funding, the NDO stated that application criteria guidance is appended to these minutes and application forms can be requested from the NDOs.

**RESOLVED to note report.**

## **25 DATE OF NEXT MEETING**

The Committee noted that the next meeting will be held at 5.30pm on Wednesday 11 December 2019 at Loxley House.

# Ward Members Budgets Criteria



## Who is eligible to apply for funding?

Most community and voluntary organisations, groups and statutory organisations that work within the city boundary are eligible to apply for funding.

### They must also have the following in place:

- A constitution or set of written rules which set out your aims and objectives. This must also contain a dissolution clause that states any assets purchased with grant funding will be kept for community use should the group come to an end or close.
- An Equal Opportunities policy or statement.
- A Safeguarding Children policy (if working with children and young people).
- Disclosure and Barring Service Checks (for people working with children or vulnerable adults).
- A bank or building society account in the groups name with at least two unrelated signatories.
- Annual accounts for groups over 12 months old.
- A 6 month cash flow for groups under 12 months old showing predicted income and expenditure.

If they are a locally managed branch of a national organisation, they can apply as long as they have their own local constitution, management committee and accounts. (See Appendix A for more details)

## What will the funds support?

The funds will support costs like the examples below. In all cases the costs must relate directly to the activity the group are providing.

<b>Rent</b>	The cost of using premises to deliver your project or to hire a venue for an event
<b>Equipment</b>	Purchase of materials and / or hire of equipment to deliver your project / event
<b>Publicity</b>	Production of a leaflet or newsletter to advertise the activities you are undertaking
<b>Expenses</b>	Travel / parking for staff and volunteers delivering activities (specified pence / mile)
<b>Training</b>	Necessary Courses that you intend to offer volunteers and / or staff
<b>Admin costs</b>	Insurance and membership costs, general stationery for running the activity
<b>Salaries</b>	Staffing costs for <u>additional hours / new posts</u> to deliver the activity (inc. recruitment)
<b>Support</b>	Additional specific support that may be needed (e.g. translation costs)

## What will the funds not support?

The fund cannot be used to support:

- Individuals
- Activities where making profit is a primary aim
- Private businesses
- Activities where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds. **We can fund** religious organisations to work with others and to develop community cohesion.

- Political groups or groups promoting political activities
- Charitable or fund raising activities
- Groups / organisations where the majority of the membership live outside the City Council boundary (Groups may be required to produce a statistical breakdown of their membership by area)
- Costs the group owed or promised to pay before the application was approved (retrospective)
- Projects that will take more than 12 months to complete
- Grant making bodies applying for funding to redistribute to individuals or groups
- Transport (exceptions may be considered where participants may be excluded from the activity)
- Costs associated with foreign travel

Organisations can apply to a maximum of 3 wards in any 12 month period.

## **Appendix A**

### **Ward Members Budgets Documentation**

These are the minimum standards which a voluntary/community organisation must meet to be eligible for funding through the ward members budgets from Nottingham City Council. Applications must also meet the criteria for funding to be eligible for a grant.

#### **Governance**

1. A governing body with a minimum of 3 members (trustees or directors). If there are related members, there must always be an independent member.
2. The Governing body meets at least quarterly.
3. Payment of members of the governing body:
  - Must be detailed in a formal written agreement;
  - For registered charities, this must be in the governing document or other document agreed by the Charity Commission;
  - For CICs must be clearly detailed in the governing document.
4. Governing documents clearly state:
  - Organisation is not for profit, or has a clear clause in its governing document ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners;
  - Charitable aims that are suitable for the work applied for;
  - Dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure;
  - For CICs, the asset lock/dissolution clause must name the selected organisation.

#### **Financial**

1. Provide the most recent official accounts, signed and dated by Chair or treasurer of the governing body. If over 18 months old, an explanation is required.

2. Provide a financial forecast if organisation is in the first 12 – 18months of operation. Forecast to include as a minimum:

- a. Projected income
- b. Projected expenditure
- c. Some planning/clarity around income generation

3. Minimum of 2 unrelated payment authorisers.

Safeguarding (where appropriate)

1. Safeguarding policy in the applicant organisation's own name
2. Named safeguarding representative within the organisation
3. Safeguarding training for all staff/volunteers who have face to face contact with children and young people or vulnerable adults. Training should be appropriate to the nature of the work, cover the organisation's policies and procedures and refreshed regularly
4. All people working with vulnerable people are subject to the relevant checks eg DBS
5. Safeguarding policy includes clear steps to take in the event of an incident or disclosure including who to inform and how to contact them
6. Evidence that the policy has been reviewed within the last twelve months.

The NSPCC website <https://learning.nspcc.org.uk/research-resources/2017/nspcc-safeguarding-standards-and-guidance-england/> provides detailed guidance for groups needing help to set up a policy.

Equal Opportunities

An equal opportunities policy or statement

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