**Crewe Town Council**

**Community Plan Committee**

1 Chantry Court,

Forge Street,

Crewe,

Cheshire,

CW1 2DL

Tel: 01270 756975

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

**Minutes of the Meeting held on Monday 27th July 2020**

|  |  |
| --- | --- |
| **CP20/1/01** | Present:- |
|  | Councillor Tess Buckley, Tom Dunlop, Benn Minshall and Jill Rhodes |
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|  | Apologies:- |
|  | Apologies for absence were received by Councillor Phoenix Morrissey |
|  |  |
|  | In attendance:- |
|  | Hannah Marr (Community Engagement Officer) and Councillor Jamie Messent |
|  |  |
| **CP20/1/02** | To note declarations of members interests |
|  |  |
|  | No declarations of members interests were received |
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| **CP20/1/03** | Public Participation |
|  |  |
|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments |
|  |  |
|  | Any members of the public wishing to participate in public participation during the meeting should email [hannah.marr@crewetowncouncil.gov.uk](mailto:hannah.marr@crewetowncouncil.gov.uk) before **9am** on **Monday 27th July 2020** providing their name, email address and an indication of the subject of their question or comment. An invitation to join the Zoom meeting will be provided |
|  |  |
|  | Any members of the public wishing to submit a comment or question in writing, please submit this by email to [hannah.marr@crewetowncouncil.gov.uk](mailto:hannah.marr@crewetowncouncil.gov.uk) before **9am** on **Monday 27th July 2020** for inclusion in the meeting |
|  |  |
|  | No questions or comments were submitted to the Community Plan Committee by members of the public |
|  |  |
| **CP20/1/04** | To confirm the Minutes of the Community Plan Committee meeting held on Thursday 20th February 2020  ***(attached)*** |
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|  | The Minutes of the Community Plan Committee meeting held on Thursday 20th February 2020 were approved as an accurate record |
|  |  |
| **CP20/1/05** | To note the year to date financial position for the Community Plan Committee  ***(attached)*** |
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|  | Members noted the financial position of the Community Plan Committee |
|  |  |
| **CP20/1/06** | To note decisions taken under delegation to support voluntary, community and faith sector organisations during COVID-19  ***(attached)*** |
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|  | Members noted the decisions taken under delegation to support voluntary, community and faith sector organisations during COVID-19 |
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| **CP20/1/07** | To consider the Terms of Reference for the Community Plan Committee  ***(attached)*** |
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|  | Members considered the Terms of Reference for the Community Plan Committee and ***resolved*** to recommend to Council that these be adopted |
|  |  |
| **CP20/1/08** | To receive an update from the Community Engagement Officer regarding the Town Councils community response to COVID-19  ***(attached)*** |
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|  | Members received an update from the Community Engagement Officer regarding the Town Councils community response to COVID-19 |
|  |  |
| **CP20/1/09** | To consider making a recommendation to Council that the Grants Scheme Policy is amended to include the provision of creating targeted and responsive grant funds  ***(policy attached)*** |
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|  | Members considered the amended Grants Scheme Policy and ***resolved*** to recommend to Council that it be adopted and that the Grants Scheme remains closed to applications at present |
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| **CP20/1/10** | To consider the establishment of the Grants Working Group and its Terms of Reference  ***(attached)*** |
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|  | Members considered establishing a Grants Working Group and ***resolved*** that the Working Group is formed |
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|  | Members considered the Terms of Reference for the Grants Working Group and ***resolved*** that they be adopted |
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| **CP20/1/11** | To consider matters related to the Crewe Town Council Grants Scheme and the establishment of a COVID-19 Community Response Fund  ***(attached)*** |
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|  | Members considered matters related to establishing a COVID-19 Community Response Fund |
|  |  |
|  | Members ***resolved*** to recommend to Council that a COVID-19 Community Response Fund totalling £20,000 is created within the Grants Scheme Budget |
|  |  |
|  | Members further ***resolved*** to recommend to Council that the Grants Working Group has delegation to facilitate, administer and distribute these funds |
|  |  |
| **CP20/1/12** | To consider matters related to establishing a Community Project Commissioning Process  ***(attached)*** |
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|  | Members considered matters related to establishing a Community Project Commissioning Process |
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|  | Members ***resolved*** to recommend to Council that the Community Project Commissioning Process is established totalling £40,000 from the Community Plan Budget |
|  |  |
|  | Members further ***resolved*** to recommend to Council that should any additional support be needed to facilitate and administer the Community Project Commissioning Process, that delegation is given to bring in external support |
|  |  |
| **CP20/1/13** | To note the dates of future meetings of the Community Plan Committee:- |
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|  | * Monday 21st September 2020 * Monday 16th November 2020 * Monday 18th January 2021 * Monday 29th March 2021 |
|  |  |
|  | Members noted the dates of future meetings of the Community Plan Committee |
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|  | **The Community Plan Committee Meeting closed at 7:44pm** |

Decisions taken under delegation to support the community response to COVID-19

Report to Community Plan Committee

Monday 27th July 2020

The following decisions have been taken to support the community response to COVID-19:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Description** | **Organisation** | **Amount** |
| April | Hand Sanitiser | Wishing Well  St. Paul’s Centre  CHANCE Changing Lives | £612.40 |
| April | Gloves and Masks | St. Paul’s Centre | £176.25 |
| May | Match funding towards online counselling sessions | SWANS CIC | £559.94 |
| May and June | Children’s Mental Health Resource Packs | Family Ties CIC | £320.00 |
| July | Holiday Hunger Equipment | St. Andrew, All Saints’ and St. Peter’s Churches  West Street Christian Fellowship | £529.36 |
| July | Contribution towards food for Holiday Hunger Programme | St. Andrew, All Saints’ and St. Peter’s Churches | £300.00 |

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| --- | --- |
| COMMUNITY PLAN COMMITTEE: TERMS OF REFERENCE  **Approved by Council: 04 August 2020**  **[Review Date: October 2021]** | |
| **10 Members of the Authority,** including the Mayor and Deputy Mayor **Quorum = 4**  Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders | |
| To oversee the delivery of the Community Plan and support the delivery of improvement in the social lives of those who live, work or visit the town | |
| Meetings: Alternative months  All non-committee members may attend meetings of the Committee except for confidential and speak on issues at the Chair’s discretion, but are unable to vote. | |
| **Function of Committee** **Column 1** | **Delegation of Functions**  **Column 2** |
| **Community Engagement** |  |
| 1. To develop, facilitate and implement themes and actions contained within A Vision for Crewe – Crewe’s Community Plan to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town. | * Committee to have strategic overview and approve action plans within policy and budget * Town Clerk for Operational Management |
| 1. To facilitate and support statutory, voluntary, community and faith sector organisations to deliver the aspirations of A Vision for Crewe – Crewe’s Community Plan | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| 1. To have oversight of the Council’s involvement with outside bodies which are relevant to the voluntary, community and faith sector as well as the themes and actions contained within A Vision for Crewe – Crewe’s Community Plan such as the Crewe Pledge | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| 1. To update and refresh the action plans and themes contained within A Vision for Crewe – Crewe’s Community Plan | * Council to approve plans, themes and updates * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| 1. To agree project funding proposals which meet the aspirations contained within A Vision for Crewe – Crewe’s Community Plan under the themes of:–  * Cultivating civic and community pride * Celebrating arts and culture * Aspirational young people * Health and wellbeing * A Voice for Crewe | * Committee to have strategic overview and approve acceptance within policy and budget |
| 1. To promote and support:-  * Social inclusion within communities * Public and community services and facilities within the Town * Crewe Local Area Partnership * CAB for the Town (Local Government Act 1972 s142) * Fair Trade in the Town * Healthy living * The development of and coordination of NHS services * Public and community services for young people | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To seek and maximise the benefit of external funding directly or in partnership with others | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To support external partnership organisations with regard to friendships and twinning agreements | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| Compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of A Vision for Crewe – Crewe’s Community Plan | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To have oversight of Working Groups formed to support projects and activities which deliver the aspirations contained within A Vision for Crewe – Crewe’s Community Plan | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To administer and oversee the civic functions of the Council and the office of the Mayor | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To have oversight of the Grants Working Group | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To administer the policies and procedures and make recommendations relating to the Council’s grants and donations | * Grants Working Group to evaluate and recommend to Committee * Committee to have strategic overview and approve acceptance within policy and budget * Council to approve policy * Town Clerk for Operational Management |
| To facilitate, promote and administer the Councils grants and donations | * Committee to have strategic overview and approve acceptance within policy and budget * Town Clerk for Operational Management |
| To have oversight of targeted or responsive grant funds | * Grants Working Group to evaluate and recommend to Committee * Committee to have strategic overview and approve acceptance within policy and budget * Council to approve establishing grant funds which are over £10,000 * Town Clerk for Operational Management |

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk’s return.

COVID-19 Community Response Update

Report to Community Plan Committee

Monday 27th July 2020

The main focus has continued to be to support organisations who are still providing services such as:-

* The Wishing Well Project
* St. Paul’s Pantry at the St. Paul’s Centre
* CHANCE Changing Lives
* Salvation Army Crewe Corps

The Community Engagement Officer has kept in regular contact with these organisations either by phone, email or virtual meetings to provide support. Small amounts of funding has also been provided where needed

Although a large number of community organisations are still temporarily closed, there are several who are operating remotely and/or regrouping to find ways in which they can continue services. The Community Engagement Officer, in conjunction with CVS Cheshire East has continued to keep in touch with as many local organisations to offer support where able to do so

To support this, a biweekly meetings have been established for organisations to share and discuss issues and ideas they may have. It has been positively received with an average of 10 – 15 organisations attending each of the four meetings we have so far held. There are a number of partnerships and projects being formed across a number of themes/topics which are at different stages of progress

Community organisations, where able to do so, are now moving into a recovery phase to explore options on how they can reopen services and buildings. Much of this hinges on restrictions changing and/or the residents they work with so it will be a slow process to reopen. Information is currently being pulled together to gain better understanding of services available and to identify any areas of need or focus

In additional to the above, the Community Engagement Officer has either participated in a large number of virtual meetings and hosted others. Further weekly meetings are held with CVS Cheshire East and the Chair of the Community Plan Committee

Hannah Marr

Community Engagement Officer

21st July 2020

Crewe Town Council

Community Grants Scheme

Policy and Guidance

Our Priorities

Crewe Town Council’spriorities are set out in ***‘A Vision for Crewe – Crewe’s Community Plan’*** which was adopted by the Town Council in August 2019(a copy of which is at the end of this guidance). It is highly recommended that you read the Action Plan before applying as your application will be considered with reference to the themes in this Plan:-

* **Cultivating civic and community pride in Crewe**
* Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen
* Creating opportunities for local people by enabling them to be engaged and be employed in the place they live
* **Celebrating arts and culture in Crewe**
* Supporting the expression of creativity and imagination of the community
* **Aspirational young people in Crewe**
* Ensuring that young people have the opportunities, knowledge and skills to progress towards achieving and building their aspirations
* **Health and wellbeing in Crewe**
* Creating space and opportunity where people can feel safe and well
* Improving health and wellbeing
* Developing existing services and new initiatives focussed on health and wellbeing
* Increasing access to services and their engagement with the community
* **A Voice for Crewe**
* Engaging in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

**Grant applications** **MUST** **support the outcomes identified in the Action Plans, which are to:**-

* Support local services to be delivered at the heart of communities enabling people in Crewe to access support closest to them
* Support Crewe to tell the best story of itself
* Utilise local skills, knowledge and talents in Crewe
* Empower a volunteering culture in Crewe
* Enable the community to engage with arts, culture and leisure activities in Crewe
* Build resilience and aspirations for young people in Crewe
* Support safe activities and places for young people in Crewe
* Reduce social isolation and loneliness in Crewe
* Improve health and wellbeing outcomes in Crewe
* Support activities and projects focussed on mental health for adults, young people and children in Crewe
* Support the community to feel safe when accessing the town and services in Crewe
* Increase bereavement services and support in Crewe
* Enhance and enable the community for the benefit of all in Crewe

Assistance

If you have any questions, queries or need assistance to complete your application, please email [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk) or contact the Community Engagement Officer on 01270 756975

We only fund organisations that

* Are a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which has a governing document and an active management committee / board
* Operate within the Crewe Town Boundary OR are able to significantly show and demonstrate that the proposed activity will positively benefit Crewe residents
* Are able to provide proof of a bank or building society account in the organisation’s name which requires at least two signatures and, where possible, an audited set of annual accounts
* Have the appropriate safeguarding policies and procedures in place and are able to evidence them if the proposed activity involves vulnerable people, children or young people

We only fund activities or projects that

* Directly involve, include or positively benefit residents within the Crewe town boundary. A map showing the boundary can be found[here](https://www.crewetowncouncil.gov.uk/wp-content/uploads/2016/01/Crewe-Ward-Boundaries-Amended-23.12.15.pdf?fbclid=IwAR05pJC5pPMqdGFyW3zkNkp33u9-pDVpMx7VBP6hX2aggl5d8wUQ_3em4vI)
* From time to time, the Town Council may wish to create responsive funds which are targeted for a specific purpose. These funds will have their own guidance and application process but will be similar to those outlined in the Councils current Community Grants Scheme
* Where responsive funds are established, Crewe Town Council will decide the eligibility criteria for applying to each individual fund so that maximum benefit for Crewe residents can be reached

We cannot fund

* Incomplete applications, where the grant application form has not been fully completed and / or not all the required information / documentation has been provided
* General running costs such as utilities, insurance, broadband, salaries or staffing costs
* Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe or the benefit to Crewe’s residents
* Applications where funds will be used retrospectively
* Activities that duplicate others already taking place in Crewe area unless the application is to fund organisations working in partnership
* Activities which are mainly of a political or religious nature
* Applications from individuals as well as general appeals, sponsorship or general fundraising requests from organisations
* Applications for projects, events or activities whose primary aim or purpose is fundraising
* Loans against loss or debt
* Applications for over £2,500 unless it is in exceptional circumstances. However, in the case where responsive funds are established, this amount may change

How to apply for funding

* All grant applications must be made in writing and submitted on the most current Crewe Town Council Grants Scheme Application Form. This is available at <https://www.crewetowncouncil.gov.uk/grants/> or by emailing [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)
* Forms must be clear, legible and preferably submitted by email to [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)
* A complete copy of the organisation’s latest set of accounts, or at least three bank statements, governing documentation and relevant policies relating to the project must be supplied within seven days of the grant application being submitted. Where an organisation or project is newly established, details of anticipated costings and quotations must be attached to the application

Application Deadlines

Grant applications will be considered five times per year. Applications for 2020 / 2021MUSTbe submitted before **MIDNIGHT** on the following dates:-

**25th October 2020**

**4th January 2021**

**7th March 2021**

**Reapplying after a successful application**

* Organisations that have already received funding from the Crewe Town Council Grants Scheme can reapply after a full financial year has elapsed i.e. if you have received funding in 2019 / 2020, you are unable to apply until the financial year 2021 / 2022. However, in very exceptional circumstances, earlier applications may be considered and in the case where responsive funds, the eligibility criteria may differ depending on its purpose

**Reapplying after an unsuccessful application**

* Unsuccessful organisations can reapply in the new financial year, which commences in April

How applications are considered

* Your grant application will be checked and evaluated by a Crewe Town Council Officer and then assessed by the Grants Working Group before it is submitted to Crewe Town Council’s Community Plan Committee for consideration. Crewe Town Council has delegated powers to the Grants Working Group and the Community Plan Committee to consider and make recommendations on allocations of grant funding and to make donations to organisations
* Incomplete applications may be declined or returned, leading to a delay in decision-making and an application is considered during the next evaluation round
* Crewe Town Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application
* Where possible and felt necessary, organisations will be asked to meet Crewe Town Council to discuss their application in more detail before it is presented to the Grants Working Group
* The Working Group will judge each application on its own individual merits and how each project best supports the aims and objectives set out in *‘A Vision for Crewe – Crewe’s Community Plan’* and the work carried out by Crewe Town Council in the community. The Grants Working Group will then make their recommendations to the Community Plan Committee and a formal resolution will take place regarding the grant application. Once the Community Plan Committee has made a decision, organisations will be informed of the outcome of their grant application
* Crewe Town Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. Funds are allocated under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations
* Crewe Town Councillors are governed by a Code of Conduct, which can be found [here](http://www.crewetowncouncil.gov.uk/policies). Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Crewe Town Council
* Applicants will be notified in writing following the decision made by the Community Plan Committee at Crewe Town Council

**If your application is successful**

* Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before funds are released
* Funds will only be paid to successful organisations via direct bank transfer, not by cash or cheque
* Receipt of funds received must be confirmed in writing

Grant conditions

* An End of Grant Report must be submitted upon completion of the project. The report shall highlight how the project has benefitted and made a difference to both the organisation and the community and include details as how the funds were spent. Organisations are also required to complete a Case Study
* Organisations are required to submit an information / news release for use in the press, social media and reciprocal websites. Support will be provided to draft the information, which must be signed off by both the organisation and Crewe Town Council before it is released
* Organisations are required to attend the Annual Crewe Town Meeting which is held in April / May each year to speak publicly about the funded project
* Funds awarded **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose for which the funds will be used, they must formally write to Crewe Town Council to seek approval for the funds to be used for a different purpose. No further work should be carried out on the project until this formal approval is granted. Crewe Town Council reserves the right to request all funds to be repaid should funds not be used for the stated purpose or project outlined in the original grant application
* If an organisation is unable to spend all of the funds allocated to the project or for the purpose stated in the original application, any unspent monies must be returned to Crewe Town Council at the earliest opportunity
* If an organisation is unable to fulfil the project to which funding has been allocated, the organisation must immediately repay the grant funding in full to Crewe Town Council
* In cases where a funded project generates a profit, Crewe Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Grants Scheme unless the Grants Working Group is satisfied that the profit will be utilised to benefit the organisation positively and the community, which it supports

Community Plan Action Plans

July 2019



**Cultivating Civic and Community Pride**

***Working to make a difference in the life of our communities and developing a combination***

***of knowledge, skills, values and motivation to make that difference happen***

***Creating opportunities for local people by enabling them***

***to be engaged and be employed in the place they live***

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in spring 2019

They all aim to support the community to have the knowledge skills and opportunity to make a difference and develop pride within the community

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| --- | --- |
| **Outcomes identified** | **Actions** |
| Local services delivered at the heart of communities enabling local people to access support closest to them | * Work with the local community, voluntary and faith sector organisations and other key stakeholders to support and inspire:-   + The delivery of services through local community assets and partnership centres;   + More joined up working to remove duplication and link services together in partnerships where possible; * Cultivation of a wide range of community events, projects, initiatives and activities using these to support the promotion of local activities, groups, organisations and services; * Development of community activities and services to support those with English as a second language; * Work with the business community in Crewe to engage all businesses, large and small, to effectively engage more with community activity, projects and initiatives; |
| Creating a Voice for Crewe  Supporting Crewe to tell the best story about itself positively | * Building on the Crewe Branding Project, work with community partners to create a *championing role* to tell positive stories of Crewe and its community. Example activities could include:-   + Sharing the historic and current diversity of Crewe and its community;   + Showcase local events and activities to tell the story of organisations, volunteers, services and the community;   + Promotion of the voluntary, community and faith sector such as monthly themes promoting different organisations, services, topic areas, etc.;   + Each Ward in Crewe has an *identity* or *character* which can showcase why it is unique and share this with the wider community; |
| Supporting local people and businesses to be at the heart of service delivery | * Review how Crewe Town Council procures and commissions its activities to encourage community partners and businesses to do the same to:- * Utilise local skills, knowledge and talents; * Where possible use processes which have social value to build and develop the skills and talents of the local community; |
| Empower a volunteering culture within Crewe | * Campaign to promote a volunteering culture in Crewe and showcase the talents volunteers can bring, the benefits of volunteering and how it can enhance the community for the greater good; * Embedding Employer Supported Volunteering within local businesses and highlighting the positive impact this can have on businesses, employees, voluntary, community and faith sector organisations and the wider community; |

Celebrating Arts and Culture

***Supporting the expression of creativity and imagination of the community in Crewe***

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in spring 2019

There were two key elements with the first being artists themselves wanting to feel and be part of a vibrant sector in Crewe, have the workspace to inspire them and their work and also showcase those the local community

The second was the community being able to have a wide programme of arts and culture activities for them to engage with and enjoy. Where possible, there was a view that workshops / information sessions could support larger public events to give the community a greater exposure to arts and culture but could also play a part with smaller activities and also participate in services delivered at a local level

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| **Outcomes identified** | **Actions** |
| Having a strong and active Arts and Culture Sector in Crewe with the community engaging in arts and culture activities | * Build and develop a strong Cultural and Arts Network and Forum which could possibly build on the work started by the original Crewe CAN; * Cultivate a wide range of events, activities and projects which have an arts and / or cultural focus but wider topic reach; * Support the completion and delivery of the Crewe Cultural Strategy; * Support community partners on the creation of a cultural arts space to bring together creative arts within Crewe. The aim of this would be a dedicated space where ideas can be shared and different pathways / opportunities / initiatives can be explored and showcased; * Support community partners with the development of Christchurch particularly supporting and implementing ideas on how the space can be used in its current open air form and then once proposed plans are completed; |

**Aspirational Young People**

***Ensuring that young people in Crewe have the opportunities,***

***knowledge and skills to progress towards achieving and building their aspirations***

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in spring 2019

Throughout all responses, there was an expressed need to encourage young people to have aspirations and to be given opportunities to develop the skills and knowledge needed to give them the best chance to achieve their aspirations

It was raised that when developing activities, that this should be inclusive of all young people including those with physical disabilities, special educational and additional needs

Providing activities for young people to take part in was also raised alongside the need for safe and accessible youth provision. There were also many comments around ensuring that any barriers to accessing provision and services were considered including working with parents or guardians to support them to encourage their children to attend activities

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| **Outcomes identified** | **Actions** |
| Inspirational achievable employment support available for Young People which builds their aspirations and resilience | * Provide informal learning opportunities for young people in addition to formal learning strategies for example:-   + YMCA GLOW Academy which tracks young people’s non-educational learning and skills though an App; * Use football and other sports as a way of learning and building resilience e.g. Conflict Management. This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities; * Develop a local strategy to bring employers together to merge the gap between school and work by showcasing the opportunities available for young people such as apprenticeships and training; * Provide a number of creative development opportunities for young people which are not just one off events. Example:-   + Creative Arts – an event linked with follow up workshops with employers or skills development; |
| Young people having safe activities and places they can engage with | * Work with community partners to identify and support the development of activities that are delivered in local venues and locations that young people are able to access and are safe environments; * Ensure these projects are also financially accessible for the young people and their families; * Support community partners and organisation to be sustainable to make sure that projects can continue to be delivered and are not just *temporarily sticking plasters*; |
| Support those Young People travelling out of borough for education are engaged with their community in Crewe | * Make links with the out of area schools that Crewe young people are attending * Explore ways to raise awareness with these families of local support groups and activities in Crewe can attend as it was raised that many of these young people have special educational and additional needs so miss out on local information as they are not educated in Crewe; |

**Health and Wellbeing**

***Creating space and opportunities where people can feel safe and well***

***Improve health and wellbeing***

***Develop existing services and new initiatives focussed on health and wellbeing***

***Increasing access to services and their engagement within the community***

Health and wellbeing of the community was identified through the survey and focus groups with issues raised around healthy eating, the impact of loneliness and isolation, the need for mental health services for adults, children and young people and the overall poor health outcomes in Crewe

The issue of transport was raised throughout all the themes but has been included in this section as it was often linked to the issues of isolation and accessing health and wellbeing services

The following Action Plan aims to highlight how working with community partners can improve health and wellbeing of the community

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| Outcomes identified | Actions |
| Reduce social isolation and loneliness in the community | * Support, encourage and develop projects and activities that promote companionship and befriending schemes; * Review existing transport services to identify where the gaps are and support local Community Transport schemes that can target those most in need and the timings for the activities they want to access; |
| Improve the health and wellbeing outcomes of the community promoting self-care and healthy eating | * Work with community partners to support the promotion of health and wellbeing campaigns, initiatives, projects and services; * Support, encourage and develop health and wellbeing projects and activities with community partners that enable the local people to be more active, eat healthily and embolden self-care. Examples could include:-   + Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them;   + Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions; |
| Support available for adults, young people and children with mental health conditions | * Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include:-   + Mental Health Cafés;   + Art and culture activities to support exploring mental health;   + Sport, leisure and recreational activities;   + Social Prescribing Projects; |
| Community having access to support and advice on their finances which enable them to live well and access local events and activities | * Work with community partners to promote and develop services which provide financial planning, budgeting and support for individuals and families; |
| Community feeling safe when accessing the town and services | * Work with community partners to promote community safety by delivering activities which empower people and help them feel safe and confident when travelling around the town in which ever form they choose or use; * Work with the community partners to identify and address areas with specific safety / anti-social behaviour concerns; |
| Increase in bereavement services available in Crewe | * Work with community partners to explore the development of bereavement support groups and related activities within Crewe that are accessible to all; |

**A Voice for Crewe**

***A strong Town Council engaging in constructive positive dialogue with community partners***

***to lobby and influence for and on behalf of Crewe***

This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders representing the views of the community

|  |  |
| --- | --- |
| Priority areas | Influential Key Stakeholders |
| Support available for adults, young people and children with mental health conditions and / or health conditions | Cheshire East Council  Clinical Commissioning Groups  Cheshire and Wirral Partnership  Local Member of Parliament |
| Young People travelling out of borough for educational purposes are not engaged with their community in Crewe | Cheshire East Council  Clinical Commissioning Groups  Local Member of Parliament |
| Actively responding to national and local consultations carried out by partners to represent the views of the community in Crewe | All Stakeholders |
| Transport infrastructure improvements | Cheshire East Council |
| Acting as Crewe’s biggest and best ambassador. Within this area potential activities include:-   * Councillors having a clear and defined role in promoting Crewe * Working closely with recipients of grants, funding and support to promote the impact and benefits of the funded activities * Identify areas of joint working | Crewe Town Council |

****Crewe Town Council

Terms of Reference

Grants Working Group 2020 / 2021

|  |  |
| --- | --- |
| **Quorum: 2** | |
| **4 Members of Crewe Town Council** including the Chair of Community Plan Committee  From time to time, Members may wish to add non-Council representatives to the Working Group to provide specialist skills, knowledge and advice to support the grants scheme and specifically when targeted or responsive funds are established | |
| **Function of Working Group** | **Delegation of Function** |
| 1. To evaluate applications submitted to the Grants Scheme | * Working group to have overview * Operational management to the Town Clerk |
| 1. To evaluate applications submitted to targeted or responsive grant funds established by the Town Council | * Working group to have overview * Operational management to the Town Clerk |
| 1. To make recommendations to the Community Plan Committee relating to funding awards | * Working group to have overview * Recommendations made to Community Plan Committee for consideration |
| 1. Monitor and review the Grants and Donations Policy | * Working group to have overview * Recommendations made to Community Plan Committee for consideration * Council for approval * Operational management to the Town Clerk |

COVID-19 Community Response Fund

**Report to Community Plan Committee**

**Monday 27th July 2020**

Crewe Town Council has been supporting local voluntary, community and faith sector organisations with their community response during the COVID-19 pandemic

Many organisations are currently mothballed as they are unable to provide their usual day-to-day services due to the lockdown restrictions. Some have been able to continue providing services but adjusted their provision to support residents in other ways i.e. instead of holding a lunch club providing a home delivered meal, instead of face-to-face counselling providing it via phone or virtual platforms

As social distancing restrictions are starting to lift, organisations are beginning to explore how they can reopen services and buildings to local residents. However, this requires additional resources to comply with government guidance and reduce the risk of spreading coronavirus

**Proposal and Recommendation**

It was decided in April 2020, not to open the Crewe Town Council Grants Scheme as organisations were closed, had reduced services and there was an uncertainty as to when restrictions and social distancing measures would change. There was also an anticipation that funds would be more needed, and effectively used, as organisations begin to plan recovery. The Grants Scheme Budget is £50,000 for the financial year 2020 / 2021

The proposal is to establish a six month COVID-19 Community Response Fund totalling £20,000. Community organisations can apply for up to £1,000 per organisation on a first come, first served basis. The funds will be taken from the current Grants Scheme Budget therefore reducing that to a total of £30,000 for the remainder of the financial year

The Council has previously created small targeted funds to support the community and the process will be as follows:-

* The fund will have its own specific guidance using the current Grants Scheme Guidance as a basis but much more slimmed down
* A specific application form will need to be completed to apply in to the fund using the current Grant Application Form as a basis, but again slimmed down
* Applications will first be evaluated by the Community Engagement Officer and then by the Grants Working Group
* The Grants Working Group will meet on a regular basis, which can be carried out virtually, to assess the applications with a view that organisations will have a quick response
* Delegation will be given to the Community Engagement Officer, the Chair of Community Plan Committee and another member of the Grants Working Group to determine which applications are awarded
* All awards to the COVID-19 Community Response Fund will be reported to the Community Plan Committee

COVID-19 Fund Process

Community Project Commissioning Process

**Report to Community Plan Committee**

**Monday 27th July 2020**

In 2019, consultation identified the following themes which formed the basis of the refreshed Community Plan Action Plan:-

* Cultivating Civic and Community Pride
* Celebrating Arts and Culture
* Aspirational Young People
* Health and Wellbeing
* A Voice for Crewe

Under these themes, four topics were identified as areas of focus and are identified in the Community Plan Budget:-

* Bereavement
* Health and Wellbeing
* Families and Early Intervention
* Social Isolation

Crewe Town Council and CVS Cheshire East are jointly hosting bi-weekly meetings with Crewe based voluntary, community and faith sector organisations to support their response during COVID-19. During these meetings, discussions the following themes have been identified as areas to focus on during the COVID-19 recovery period:-

* Mental Health
* Older and Vulnerable People
* Parents and Carers
* Bereavement and Loss

**Small Resource Commissioning Process 2016/2017**

In 2016/2017, Community Plan Working Groups where established with an allocation of £10,000. The funds were distributed across three target areas to encourage partnership working and community action outlined in the original Vision for Crewe document

Members of each Working Groups were asked to discuss the Action Plans and the needs/gaps which they were aware of within the town boundary

A Small Resource Commissioning Process was established as a way of *‘seed-corning’* projects that encouraged partnership working and the sharing of ideas/information

The proposal put to the Working Groups were to use the resources to:-

* Address the priorities outlined
* Involve at least two member organisations, and more where possible, with the view of working together
* Projects needed to be completed before February 2017
* Acknowledgement needed to be given to the Community Plan and the Town Council for not only the funds but the support which was provided to them

A short guidance and application form was also produced using the Grants Scheme procedures as a basis

Proposal and Recommendation

To allocate £40,000 in the Community Plan Budget which will be targeted at the four themes identified as COVID-19 Recovery Themes – Mental health, older and vulnerable people, parents and carers, bereavement and loss. Each theme will be allocated £10,000 and the fund will be called Community Project Commissioning Process

Community organisations will be encouraged to join a themed area and working groups will be established accordingly. The Working Groups will be encouraged to create an idea which can be pitched to Committee to access funds. As with the previous commissioning process detailed above, the proposals will need to include:-

* How the project or activity will address the priority
* Involve at least two or more community organisations with the view of building a partnership project
* Funds will be allocated at the September Community Plan Meeting
* Projects need to be completed before 31st March 2021

Organisations will be expected to gather information and feedback from participants which can then be used to attract further funding and advance the projects further

Community Project Commissiong Process