**Crewe Town Council**

**Community Plan Committee**

1 Chantry Court,

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**Minutes of the Meeting held on Monday 9th September 2019**

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| **19/4/01** | Present:- |
|  | Councillors Tess Buckley, Alan Coiley, Joe Cosby, Tom Dunlop, Hazel Faddes, Tess Keefe, Benn Minshall, Phoenix Morrissey, Jill Rhodes, Brian Roberts, Dennis Straine-Francis and Nanette Walton |
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|  | Apologies:- |
|  | Apologies for absence were received from Councillor Dorothy Flude |
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|  | In attendance:- |
|  | Hannah Marr (Community Engagement Officer) |
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| **19/4/02** | To note declarations of Members’ interests |
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|  | Councillor Morrissey declared an interest in Item 5 relating to the Cheshire Without Abuse application to the Crewe Town Council Grants Scheme |
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| **19/4/03** | Public Participation |
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|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments |
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|  | Councillor Joe Cosby raised a question to regarding how the funds received by Crewe Town Council in donations from the public towards those affected by the Beechmere fire would be spent  The Chair of the Community Plan Committee advised that this would be discussed during an Item located later on the Agenda  Councillor Cosby requested that a Beechmere Residents Group be established to take into account views of those affected by the Beechmere fire  Councillor Cosby also advised that he had a meeting with the Diocese of Shrewsbury regarding their new community centre on being built on Delamere Street and that he had asked them to contact the Community Engagement Officer so that further discussions can take place |
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|  | Councillor Hazel Faddes advised that it was felt that residents who were affected by the Beechmere fire were not all in accommodation suited to their needs and requirements  Councillor Faddes also advised that the health and wellbeing of residents affected by the Beechmere fire has been greatly affected since the incident and that this needs to be taken into account when activities and events are being organised and arranged |
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|  | Crewe and District Bus Users Group wished to thank Crewe Town Council for the funds the organisation had received to support their ongoing work in the community |
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|  | Councillor Joe Cosby left the meeting at the end of this item |
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| **19/4/04** | To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019  ***(minutes attached)*** |
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|  | The Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee |
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| **19/4/05** | To consider recommendations from the Grants Working Group in relation to applications submitted to the Crewe Town Council Grants Scheme submitted to the Town Council before Sunday 18th August 2019 |
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|  | The Grant Applications submitted are:- |
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|  | 1. Organisation: South Cheshire Amateur Boxing Club   Project Title: Coach Development Programme  Amount Requested: £846.00   1. Organisation: Cheshire and Warrington Carers Trust   Project Title: Caring for Carers in Crewe  Amount Requested: £1,900.00   1. Organisation: Motherwell Cheshire   Project Title: Our Mentally Healthy Town  Amount Requested: £1,770.00   1. Organisation: Cheshire Without Abuse   Project Title: Even Better Relationships  Amount Requested: £1,200.00   1. Organisation: Ruby’s Fund   Project Title: Parent Carer Outreach Pilot based in Crewe  Project Title: £2,354.00 |
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|  | Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 18th August 2019 and:- |
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|  | 1. Members of the Community Plan Committee ***resolved*** to award funds of £846.00 to South Cheshire Amateur Boxing Club towards the Coach Development Programme |
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|  | 1. Members of the Community Plan Committee ***resolved*** to award funds of £1,900.00 to Cheshire and Warrington Carers Trust towards the Caring for Carers in Crewe Project |
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|  | 1. Members of the Community Plan Committee ***resolved*** to award funds of £1,000.00 to Motherwell Cheshire towards the Our Mentally Healthy Town Project |
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|  | 1. Members of the Community Plan Committee ***resolved*** to award funds of £1,200.00 to Cheshire Without Abuse towards the Even Better Relationships Project subject to the organisation liaising with the Community Engagement Officer who will help to develop the project further and in more detail |
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|  | 1. Members of the Community Plan Committee ***resolved*** to award funds of £2,354.00 to Ruby’s Fund towards the Parent Carer Outreach Pilot in Crewe and requested that the Community Engagement Officer supports the organisation to develop the project |
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|  | Members noted that the Grants Working Group has requested further information from the following organisations to support their applications to the Crewe Town Council Grants Scheme with a view that once received these can be resubmitted for consideration at a future meeting of the Community Plan Committee:- |
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|  | 1. Inner Trust Community Interest Company 2. Edge Inclusion Partners CIC |
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|  | The Grants Working Group rejected the following application to the Crewe Town Council Grants Scheme:- |
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|  | 1. Organisation: CHANCE Changing Lives   Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 2019 |
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| **19/4/06** | To consider matters related to supporting those affected by the fire at Beechmere |
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|  | Members received an update regarding those affected by the Beechmere fire from the Community Engagement |
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|  | Members ***resolved*** to establish a Beechmere Fire Appeal Fund using the monies raised from the public to support those affected by the Beechmere fire |
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|  | Members ***resolved*** to support and develop a programme of activities and events to support those affected by the Beechmere fire |
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| **19/4/07** | To consider a resolution to present the Crewe Town Council Civic Awards and to authorise the Community Engagement Officer to collect nominations and compile a list of award winners in consultation with the Mayor and Deputy Mayor of Crewe |
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|  | Members considered the draft award information regarding the Civic Award Scheme and ***resolved*** to present the Civic Awards in October 2019 |
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|  | Members further ***resolved*** to authorise the Community Engagement Officer to compile a list of award nominees and winners in consultation with the Mayor and Deputy Mayor of Crewe |
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| **19/4/08** | To note the dates of future meetings of the Community Plan Committee:- |
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|  | * Monday 4th November 2019 * Monday 27th January 2020 * Monday 23rd March 2020 |
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|  | Members noted the dates of future meetings of the Community Plan Committee |
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|  | **The Community Plan Committee Meeting closed at 8.52pm** |

**Summary**

Following the fire at Beechmere Crewe Town Council is working with Your Housing, Cheshire East Council and other statutory and Voluntary Sector partners to co-ordinate relief for the residents affected by the fire.

This has included the management of a Beechmere Appeal fund which includes donations from the local community, businesses and grant making organisations. The Town Council is also working to identify independently organised fundraising activity and encourage them to add their funding into the Beechmere Appeal Fund.

The aim of the Beechmere Appeal Fund is to distribute the donations and ensure they make the greatest impact on the residents and those affected by the fire.

The aim will be to make grants from the Beechmere Appeal Fund to support:-

* Residents of Beechmere and their families to replace items lost in the fire, provide ongoing support to enable them to remain active in the community and to support with physical and emotional needs following the fire.
* Voluntary organisations tackling the acute social issues resulting from the disaster.
* Care Homes / other services providing immediate support to the residents including temporary housing, to enable them to ensure the residents have the support needed and plan for the move into permanent accommodation.

The Town Council and CVS Cheshire East will establish a dedicated Beechmere Appeal Fund Working Group consisting of approximately four people – a CTC Officer, CEC Officer, Your Housing Officer and an existing Community Partner from the voluntary, community and faith sector who is independent and impartial. The Working Group will meet bi-weekly to make awards above £100 and to ensure that the funding criterion keeps pace with priority needs as they emerge.

Delegated authority will also be given to the Community Engagement Officer to make awards on a daily basis in response to urgent appeals which are under £100.

**Impact and Need**

Immediately following the fire, Crewe Town Council and Cheshire East Council managed a donation programme from the community where along with cash donations a range of new and second hand goods were donated for the residents.

The donated goods have been widely distributed to residents, however a sizeable amount of physical donations remain including items such as toiletries, mobility aids, bedding, clothing and incontinence items

If a request for funding is received primary focus will be to meet the request with physical goods held in stock before a financial allocation is made. However, there may be requests where funding will still be provided even if there are donated goods as the resident need more suitable choices e.g. orthopaedic items, specifically sized clothing and footwear, cleaning supplies, etc.

Your Housing Group have designated Officers who are carrying out a survey with Beechmere residents regarding their ongoing support needs and the results of this will be used to inform the priorities of this Beechmere Appeal Fund.

From initial requests some of the current needs are:-

* Clothing – This would include all elements of clothing and footwear.
* Homeware – These items could include, crockery, kitchen appliances, home furnishings.
* Specialist Equipment – Many of the residents used specialist equipment to support them in their daily life and includes items such as walking aids.
* Informal Support Networks and access to Social Activities – The residents relied on friends and neighbours for support. As the fire resulted in their having to be relocated or re-housed, many people may need additional help and support to access their networks and social activities.
* Advice Services – Residents will need assistance with debt and benefits advice, and assistance with their insurers.

**Considerations**

There are a number of residents who are in temporary accommodation who in some months may need assistance which is being provided now to others and so this group needs to be considered for a future need.

Your Housing advised Crewe Town Council on Thursday 5th September that they will be allocating £5,000 to each resident to cover the cost of furniture therefore this is why furniture has not been added to the list

The Beechmere residents no longer have access to social activities which were held on site which assisted to reduce a number of health and wellbeing issues and topics. It is foreseen that this will now need to be met and delivered by the voluntary, community and faith sector. Applications from community organisations and groups who are working in partnership and who are seeking to build capacity within their existing activities are being requested on the basis that these demonstrate sustainability and a commitment not to duplicate or create something in the short term. However, should there be an activity which needs to be created, this will be directed via the Crewe Town Council Grants Scheme and will be considered as a wider community project

Whilst the Crewe Town Council Grant Scheme documentation can be used as a framework, a much more simplified process will be developed to ensure that the appropriate levels of audit and governance requirements are met

**Emergency Funds for Individuals and Voluntary and Community Groups**

Funds will be made available for charitable purposes caused directly or indirectly by the fire at Beechmere

Who can apply?

* Residents of Beechmere and their families
* Voluntary, community and faith sector organisations and groups
* Services currently providing temporary accommodation for residents of Beechmere
* They must be providing relief to people who have been affected by the fire at Beechmere.

The Beechmere Appeal Fund can provide support with:-

Relief services

* Homeware Items e.g. Bedding, Kitchen goods,
* Food
* Clothing
* Specialist equipment e.g. Glasses, chairs, walking aids, etc.
* Cost of replacing important documents e.g. Passports, etc.
* Costs to support Pets e.g. bowls, food, beds, vet costs, etc.

Additional support services

* Information / advice e.g. financial, pension, etc.
* Counselling
* Care services e.g. day care or respite
* Social Activities – that are in addition to the activities provided by Your Housing
* Transport
* Longer term projects

Applications made by individuals

Applications made for goods may be provided with an item which has been donated by the community rather than cash. When the application is made, this will be checked against current items in storage and the applicant will be contacted.

Applications made by voluntary, community and faith sector organisations will be expected to:-

* Provide and show evidence of collaboration with other service providers
* Maximise the use of volunteers
* Demonstrate sustainability and does not duplicate an activity which is already being provided elsewhere
* Preference will be made to activities held in Crewe however the Working Group will consider applications where there is a notable benefit to Beechmere residents located out of area

**Exclusions**

The Beechmere Appeal Fund will not allocate funds towards:-

* The purchase of goods that were fully insured
* The purchase of goods or services that do not directly benefit the residents of Beechmere e.g. social activities where the beneficiaries are the not the residents.
* Any non-charitable activity e.g. political or primarily of a religious nature
* Fundraising events and activities, general appeals, sponsorship and general fundraising requests
* Substitution for statutory funding
* Loan against loss or debt
* Funds will not be used to offset retrospective purposes
* Applications from national bodies without a clear local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe

**CVS Cheshire East Administration**

***Option 1***

CVS Cheshire East administers the Beechmere Appeal Fund and hold the funds in a restricted reserve which would be reported as such within the organisation’s annual accounts.

With this option our team would manage all requests for funding, accepting and reviewing applications

CVS Cheshire East would liaise with other fundraisers and work to bring funding together into the central appeal fund.

We would produce reports to the Town Council on the allocated funding, what it had been used to support and the remaining funds on a regular basis.

***Option 2***

CVS Cheshire East supported Crewe Town Council and its Community Engagement Officer to administer the fund and would support capacity issues.

Within this offer we would dedicate a staff member to work alongside the Community Engagement Officer and support the allocation of delegated funds and the administration of the grant applications and Appeal panel.

With this option all funding would be held by Crewe Town Council.

**CVS Recommendation**

We are happy to provide either option of support or consider any other requested by the Town Council.

Option 2 may be the most productive option as this would provide additional capacity and support to the officers, would show that the Town Council was acting diligently in the allocation of the funding but would not duplicate work that the Community Engagement officer had or would be doing.

**Costings**

We have included support for 6 months to cover the start and end of the Appeal. We recognise that the time spent won’t be constant with busier and quieter periods.

We don’t want to charge for time that we haven’t spent and so can charge for work completed for the support. We are able to monitor the time worked against this and can have regular conversations with the Community Engagement Officer in regards to time spent.

**£25 per hour – this includes all costs for the CVS support**

**Option 1 – estimate on average 2 days per week – £9,000**

**Option 2 – estimate on average 1 day per week – £4,500**