

Cherwell District Council

Executive

7 March 2016

<p style="text-align: center;">Queen Elizabeth II's 90th Birthday Celebration Grants</p>
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Report of Director of Operational Delivery

This report is public

Purpose of report

To consider a grant scheme to encourage community celebrations of Her Majesty Queen Elizabeth II's 90th year.

1.0 Recommendations

The Executive is recommended:

- 1.1 To agree the grant scheme as outlined in the report.

2.0 Introduction

- 2.1 To celebrate the Queen's 90th birthday, it is proposed to establish a "one-off" grants scheme that will encourage and assist local communities in the Cherwell District to hold celebratory events during the summer of 2016. It is proposed that this be similar in nature to the successful grants scheme which the Council offered to celebrate the Queen's Diamond Jubilee 2012.

3.0 Proposed Grant Scheme

- 3.1 **Eligible events:** Grants will be awarded to events that facilitate and encourage participation by the whole local community. Events should aim to bring people together and strengthen community spirit. Examples might be street parties or village festivals. Events must take place between 16 April and 30 September 2016. Events can be stand-alone, or special elements taking place in association with established annual events
- 3.2 **Applicant eligibility:** Parish authorities will be given the first opportunity to apply for grants. If a Parish Authority does not wish to apply, then properly constituted community groups will be able to apply for a grant towards a celebration in that parish (or ward in the cases of Banbury, Bicester & Kidlington).

- 3.3 **Grant award levels:** Awards will be based on size of parish / ward population and on the scope/nature of the event. Applications will be assessed and grants awarded on a first come, first served basis, subject to budget availability.
- Banbury, Bicester and Kidlington – up to £500 per ward, plus up to £500 for a town/village –wide event
 - Rest of the District – From £100 per parish for smallest parishes, up to £500 per parish for largest parishes
- 3.4 **Temporary Road Closures and Temporary Event Notices:** It is proposed that the cost of these (where required for an approved event) will be borne by the grant fund, in addition to the grant awarded.
- 3.5 **Eligible costs:** Grants can be spent on equipment and venue hire, entertainment, insurance, and local promotion/publicity. Commemorative items and food/drink are among the costs that are not eligible. Religious or political events will not be funded.
- 3.6 **Decision making:** Applications will be assessed by the Countryside & Communities Manager, and grant awards made in consultation with the Lead Member for Financial Management.
- 3.7 **Audit:** The grant will be paid out in advance in order to aid cash flow and minimise the administrative burden for organisers in the lead-up to their events. Each organiser will be required to submit a short post-event report, including copies of eligible receipts to at least the value of the grant awarded. In the event of an underspend, the appropriate sum must be repaid to Cherwell District Council.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The proposed grant scheme will honour Her Majesty Queen Elizabeth. It will encourage community cohesion and neighbourliness in Cherwell's parishes and urban communities.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Consideration has been given to extending eligibility to informal neighbourhood groups. This has not been recommended because the money would be paid over to individuals rather than established, accountable organisations.

Option 2: Consideration has been given to restricting grants to events taking place on the Queen's birthday (21 April), or her official birthday weekend (10-12 June). Given the work involved in organising an event and the short lead-in times to apply

for this grant, it is considered fairer to extend eligibility to events throughout the summer.

Option 3: Not to establish a grants scheme to celebrate the Queen's 90th year.

7.0 Implications

Financial and Resource Implications

- 7.1 The estimated cost of c£40,000 for the proposed grant scheme can be funded from General Fund balances.

Comments checked by:

Paul Sutton, Head of Finance & Procurement, 030000 30106,
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Legal Implications

- 7.2 There are no adverse legal implications. Groups organising an event will remain responsible and are required to confirm in their application that they will comply with any relevant legislation and regulations.

Comments checked by:

Kevin Lane Head of Law & Governance, 03000030107,
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Risk Implications

- 7.3 There are no legal adverse risk implications. Groups organising an event will remain responsible and are required to confirm in their application that they will have appropriate insurance cover and risk assessments for the event. This will be monitored through the services operational risk register and escalated through the corporate risk register as and when necessary.

Comments checked by:

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8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Cherwell: Thriving Communities

- Continue to support the voluntary sector and community groups
- Continue to support the growth & development of neighbourhood community associations

Lead Councillor

Councillor Tony Ilott, Lead Member for Public Protection

Document Information

Appendix No	Title
1	Draft guidance note for applicants
Background Papers	
None	
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