

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted for the Officer or Executive Member
[No]

SERVICE DIRECTORATE: Legal and Community

1. **DECISION TAKEN**

The approval of funding awards from the Letchworth Committee budget to the following body:

£940 to Make Lunch Letchworth for food and educational activities during school holidays for families in receipt of free school meals

2. **DECISION TAKER**

The Executive Member for Community Engagement in consultation with the Service Director – Legal and Community

3. **DATE DECISION TAKEN:**

24 June 2021

4. **REASON FOR DECISION**

4.1 Following the cessation of the Flexibility of Meeting Regulations 2020 Committees are required to physically meet should they wish to legally participate and make decisions. As this meeting is being held on a virtual platform, with no Chair or Vice Chair having been appointed at the Annual Council Meeting, no decisions can be made by the virtual meeting and any decisions on whether to award financial assistance to voluntary organisations and the use of discretionary spending needs to be via a recommendation to the Executive Member for Community Engagement in consultation with the Service Director, Legal and Community

4.2 To enable the distribution of funds to the project outlined above, via the delegated authority process, subject to the considerations noted at paragraph 6 below. As the Letchworth Committee met virtually on 16th June, they were unable to make a lawful decision.

5. **CONSULTATION WITH COMMITTEE MEMBERS**

5.1 Consultation including the effect on stakeholders, partners and the public are contained within the report published with the Letchworth Virtual Committee agenda for the meeting held on 16 June 2021.

6. **APPLICATION DETAILS**

6.1 **Make Lunch Letchworth**

**Applicant
Project**

Make Lunch Letchworth

For food and educational activities during school holidays for families in receipt of free school meals

Sum requested

£2,940

Total project cost

£6,240

Joint funding

£2,800 personal contributions

**NHDC Policy met
Council Priorities**

£500 from Letchworth Civic Trust
YES
Build thriving and resilient communities

Make Lunch Letchworth are an organisation run by volunteers from local Churches to help feed, support, and provide for families that find themselves struggling in school holidays. Pre-COVID, families could come along and enjoy a cooked, healthy meal and social interaction. During the lockdown episodes, they adapted to take recipe boxes to families' doors in a COVID-safe way and provided YouTube videos on how to make the meals at home. Those recipe boxes also included fantastic activities for the children and face masks. The Make Lunch idea is a national project run by Transforming Lives for Good, a registered Charity themselves (see <https://www.tlg.org.uk/your-church/make-lunch>), who give access to resources but do not financially support each local Make Lunch group. Each Make Lunch group must provide their own funding. In this case the funding will be held by the New Life Church.

The funding will be used towards the cost of Food and educational activities for the 32 families they currently have on their system. They provide balanced meal suggestions which are taught via YouTube videos if they are unable to meet face-to-face; and they have experienced education professionals devising and overseeing activities and provisions. Make Lunch Letchworth help families in Letchworth who struggle to feed their children in a healthy way through the school holidays. They are also educating families by providing a range of stimulating activities for children and young people when school is out. The value exists in fulfilling demand from families during school holidays

Currently working with 32 families although this number could increase, this equates to 128 people.

When the lunch club is operational it is based at the hall at St. Paul's Church Letchworth. The recipe boxes delivered during lockdown have been put together at different Church venues in Letchworth. AS outlined above they provide food and activities during School holiday periods. Currently this is once-a-week during school holiday periods.

The group receive details of potential families through local Schools. They have a good relationship with the Best Before Café and work in partnership with other members of the NHDC Food Provision Network group. They also have strong links with local Supermarkets who donate food items.

The cost of providing food and activities is between £320 and £480 per week of a school holiday for the 32 families, this equates to Up to £6,240 for 13-weeks of School holiday periods in one academic year.

The group have raised £2,800 from contributions and the Letchworth Civic Trust have provided £500 in March. So far Make Lunch Letchworth have £3,300 leaving £2,940 funding required.

They have approached the Letchworth Garden City Heritage Foundation (LGCHF) for a contribution of £2,000 to the project. However, the next grant meeting of the LGCHF isn't until July 28th which is after the Summer School holidays have started.

As the group have an application pending with the LGCHF, the Committee recommended to support this application with the provision of **£940.00** to allow the group to commence activities for the Summer Holidays. If their application to LGCHF is unsuccessful then the Committee invited to group to reapply to them at a future meeting.

At the virtual meeting, having considered the matter, it was agreed:

- (1) That the Members of the Letchworth Committee support the award of £940 in grant funding to 'Make Lunch Letchworth', for food and educational activities during school holidays for families in receipt of free school meals;
- (2) That the Executive Member for Community Engagement be requested to consider and support the grant funding application, as detailed in (1) above.

REASON FOR RECOMMENDATION: The awarding of financial assistance to voluntary organisations and the use of discretionary spending allow the Committee to further the aims of the Council Plan.

7. LEGAL IMPLICATIONS

- 7.1 Usually the Chair and Vice Chair of the various Area Committees would have been elected following the Annual Council meeting. However, due to the pandemic and issues regarding the maximum number of people that could be accommodated within the Council Chamber the appointments did not take place.
- 7.2 Until the Area Committees have convened 'in person' and the respective Chairs and Vice Chairs elected they are not able to be consulted for the purposes of delegated decisions for grant aid/financial support.
- 7.3 Therefore an amendment has been made to 9.8.2 and 14.6.8 (b) (iii) of the Constitution on 1 June 2021 , to enable the Executive Member for Community Engagement to continue to make delegated decisions – 'The Executive Member for Community Engagement, having consulted the Chair or Vice Chair of the relevant Area Committee, or where no Chair or Vice Chair – the Members of the Area Committee by majority or those responding, or confirming via virtual means, and Service Director: Legal and Community; of on recommendation of Grants Panel'.
- 7.4 Sections 9.8.1 (a) and 9.8.1 (b) of the Council's Constitution in respect of the Area Committees' Terms of Reference, notes the following:- To allocate discretionary budgets within the terms determined by the Council and to allocate devolved budgets and activities within the terms determined by the Council. This is outlined in the current Grant Policy agreed by Cabinet in January 2020. Section 9.8.2 (h) of the Constitution in respect of Area Committees' Terms of Reference notes that they may:- Establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities. However, if the Members of the Committee meets on a virtual or partly virtual platform, such decisions cannot be made and instead the Members Committee must make a recommendation, as per 9.3 above, to the Executive Member for Community Engagement, in consultation with the Service Director Legal and Community to allocate the funding from the respective budget.

8. FINANCIAL IMPLICATIONS

- 8.1 The carry over amount from 2020/21 was £4,800. there is an amount of £2,000 allocated (but not spent) to the Wilbury and Ickneild School Parents Association (WISPA). This can be released once they have the relevant permissions to site the portacabin the funding is sought towards. This leaves an unallocated carry over of £2,800

The budget for 2021/22 is £11,000 therefore the total funds available to allocate this financial year is £13,800

8.2 The grant funding application for this meeting totals **£940.00** The budget has sufficient funds to award the full amount to the organisation as outlined at 8.1.
The Members of the Letchworth Committee agreed to recommend the award of this sum to the Executive Member for Community Engagement, this will leave a balance of £12,860

9. RISK IMPLICATIONS

9.1 There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

10. EQUALITIES IMPLICATIONS

10.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

10.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

11. SOCIAL VALUE IMPLICATIONS

11.1 The Social Value Act and "go local" requirements do not apply to this report.

12. ENVIRONMENTAL IMPLICATIONS

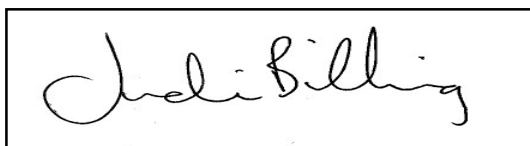
12.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

13.1 There are no pertinent Human Resource implications associated with any items within this report.

NOTIFICATION DATE

25 June 2021



Signature of Executive Member Decision taker

Date ...24.6.21.....

Signature of Service Director: Legal and Community



Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS