

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Ioana Sovago
On behalf of	Community Lounge Working Group
Date	25.07.2023
For Meeting of Council/Committee	Full Council meeting
Date of meeting	25 th July 2023
Agenda item no.	106/23-24
Confidentiality	N/A
TITLE OF MOTION	Leading Community Lounge September 2023 - March 2024
MOTION(S)	<p>a) To receive update from Community Lounge on development since the FC NTC meeting on 27 June 2023</p> <p>b) To approve the recommendation for management of the Community Lounge for Months of September & March, as outlined in the motion paper</p>
Background	<p>The Community Lounge has been running for the last eight months (initially known as Warm Hub), led by NTC and a number of community volunteers. This arrangement has concluded at the end of May when funding from CACRE has stopped. SCDC has stepped in to run in a similar way “Step into the Summer” events during June with the help of the established volunteers. CACRE had approved funding for months July and August and The Community Lounge is continuing its activity for these 2 months.</p> <p>NTC has apply for funding with CACRE to continue for another 7 months September 2023 to March 2024 (subject to be approved by CACRE). We will like to continue with 6 hours weekly (4 hours operational and 30 minutes either side of each session to facilitate preparation and tidy up), Thursdays evening 3 hours, and 3 hours on Wednesdays, Friday mornings or weekend depending on Interim Facility availability, timing to be confirmed.</p> <ul style="list-style-type: none"> • The Community Lounge Working Group met to discuss options available to the council with regards to continuation of the Community Lounge for months September 2023 to March 2024. • The Community Lounge Working Group came into consensus that continuation of service was paramount to the community. • Since this is a large period, we agreed for members of the Working Group to lead by rotation: 2023 - September Cllr Delip, October and December Cllr Sovago, November Cllr Naveen, 2024 - January Cllr Males, February Aparna Nigam, Cllr Benedic might be also available. To be confirmed and decided when needed. • Additional volunteers consolidation from the community has commenced. • This motion will cover the September 2023 - March 2024 months subject of funding being approved. Should any further future funding become available additional information and motions will be provided to the Town Council for consideration.

Issues/items for consideration by the Council	<p>The following should be considered:</p> <p>The group will continue its activity from September 2023 to March 2024 in the new Interim Community Building. There are enough volunteers to continue the sessions on, and we started further recruitments. We might potentially receive funding for additional activities. Financial management of the grant funding will continue to be held with NTC. The Working Group will work with CACRE to provide the any paperwork required if the motion is passed.</p>
Recommendations	<p>For the Town Council;</p> <ul style="list-style-type: none"> a) To receive update from Community Lounge on development since the NTC FC NTC meeting on 27 June 23 b) To approve the recommendation for management of the Community Lounge for Months September 2023 – March 2024 <p>The Community Lounge Working Group recommends for the Town Council, to continue its operations in the same format as has been running previously i.e.: financial ownership and leadership by NTC for the months September 2023 – March 2024. Existing community groups (Northstowe Hub, Pathfinder Church, Emmanuel Church, Hindu Samaj Northstowe, Northstowe Muslims etc) will continue to provide volunteers and activities.</p>
Appendices	<p>Planned activities and Volunteers Budget and application CACRE Attendees of the past months</p>
Documents:	<p>N/A</p>

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	<p>If needed, please provide details of what feedback is needed and/or what additional research may be needed in order for the motion presenter to finalise the motion paperwork</p>
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Services for Community	
Staffing Implications: ⁱⁱ	YES – Community Lounge has ongoing staffing input needs, to ensure paperwork (e.g. RA and volunteer guidance) is in order and checks that these are kept up-to-date; carrying out shopping trips for refreshment supplies; communications with lead (Council) volunteers; and support in promotion of activities; securing bookings venue; processing invoices; correspondence funder and timely provision of monthly progress reports and financial claims.	←
Volunteer need implications:	YES – Success of Warm Hub is dependent on sufficient volunteers available for each session, and ongoing coordination of volunteer work through lead volunteers and managing volunteer rotas and health and safety etc. NB: plans as proposed indicate that key previous issue of volunteer capacity as well as volunteer management has partially been resolved, although full implementation still dependent on additional volunteers to be recruited for longer-term active input in delivery.	←
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: Warm Hub RA includes mitigation measures.	√
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council’s Plastic-Free Pledge Yes - e.g. paper cups rather than plastic cups used.	√
Financial ^{vi}	There are no financial implications at this stage A – cost neutral; see below	√
	There will be financial implications; Details: A – cost neutral; see below	√
	There is provision within the budget Budget heading & details: NO - but runs on cost-neutral basis, with expenses for venue hire and refreshments reimbursed from funder – budget as proposed has been developed directly with relevant Cambridgeshire ACRE staff; pending final details of funds and appointed funding coordinator, the budget should normally allow for running the service on a cost-neutral basis.	←
	Decisions may give rise to additional expenditure; Details: POTENTIALLY - additional equipment needs for new activities may possibly need to be purchased. Until the grant opportunity has been confirmed and grant funding details and criteria are clear, at this stage it is unclear if such additional costs could potentially also be covered through additional grant funding – TBC.	←
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: YES : <ul style="list-style-type: none"> • Storage of materials, including fresh items such as milk, is to be considered and has yet to be resolved for the Temporary Community Centre. • Equally ensuring access to these items by all volunteers is yet to be arranged. • Access to building is to be arranged – security instructions to be received from SCDC Officers, and key holders likely need to be allocated - to be discussed with SCDC Officers. 	←

	<ul style="list-style-type: none"> It can be expected that these issues may have been resolved before the end of the current Community Lounge series which ends at the end of August - TBC. 	
Health and Safety implications ^{vii}	Details: Warm Hub RA has details	√
Legal	Power under which the spend can be actioned: ^{viii} <ul style="list-style-type: none"> Open Spaces Act 1906, section 9-10 – provision of recreational facilities. Local Government (Miscellaneous Provisions) Act 1976, section 19 – provision of recreational facilities; provision of buildings for use of clubs having athletic, social or educational objectives. 	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: YES - Details of volunteers and participants, and any other personal data gathering that may take place, to be considered	←
	Other considerations: N/A	√
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: Risk Assessment for Warm Hub is present on site.	√
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).