

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

Report from	Cllr Shola Delip/ Cllr Ioana Sovago
On behalf of	Community Lounge Working Group
Date	21.09.2023
For Meeting of Council/Committee	Full Council meeting
Date of meeting	26 th September 2023
Agenda item no.	130/23-24
Confidentiality	N/A
TITLE OF MOTION	Funding Approval for Community Lounge
MOTION(S)	<p>a) To receive update from Community Lounge on development since the FCNTC on 27 July 2023</p> <p>b) To approve the recommendation for the timing of the Community Lounge for the months of September and October, as outlined in the motion paper</p> <p>c) To approve the CLWG to have a Facebook page and group to create events and advertise activities.</p> <p>d) To receive and approve funding through Cambridgeshire ACRE for Community Lounge activity: 2.5 hours a week for September and October at the Interim Community Building (subject to £20/h; if the hourly rate increases we will cancel the activity).</p>
Background	<p>The Community Lounge has been running for the last nine months (initially known as Warm Hub), led by NTC and a number of community volunteers. This arrangement was concluded at the end of May when funding from CACRE was paused. SCDC has stepped in to run in a similar way calling it “Step into the Summer” during June with the help of the Community Lounge volunteers. CACRE had an underspend on funding throughout these months and offered to continue the Community Lounge initiative and fund us until the end of October.</p> <ul style="list-style-type: none"> • The Community Lounge Working Group discussed options available to continue for the months of September and October. • The CL Wednesday morning sessions at the Temporary Community Centre have changed from September due to an overlap of the timing with the Northstowe Hub Coffee running at the same time. • The CLWG believed that individuals facing economic hardship might feel hesitant to join the CL (Community Gathering) as they may perceive the retail offer of refreshments in the same building as a requirement to fully participate in the overall CL offer • Additionally, the CL and NH share volunteers, and due to this insufficient volunteers are available to run the session on Wednesday mornings. • The CLWG came to a consensus to only run the Thursday evening sessions for September and October. • Working Group Cllrs and existing volunteers are happy to lead/ co-lead on a rota basis for the coming months. • Additional volunteers are consolidated periodically from the community, where needed. • At the time of writing this CACRE has approved funding for the months of September and October on the same basis and budget as presented for the months of July and August. CACRE announced at their network meeting on 22nd of August, that from November SCDC is looking for an extra 2-year

	<p>contract, with the potential aim that the Hubs become independent and additional funding sources may be necessary. Further training for first aid, safeguarding, and food hygiene will be arranged by CACRE in November, however until then if any courses are made available via NTC we will ensure our volunteers will attend.</p> <ul style="list-style-type: none"> • This motion will cover the September and October months (Thursday nights only) of confirmed funding. Should further funding become available in November 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 activities in September and October in the new Temporary Community Building on Thursdays. There are enough volunteers to continue the sessions on Thursday evenings, and more volunteers showed interest. For September and October, we have put together a list of volunteers available during these two months and a list of expected activities (See Appendix). Additional activities might be added. Financial management of the grant funding will continue to be held with NTC The Working Group. For the CLWG to open a social media account on Facebook to help with advertising.</p> <p>If further funding becomes available from November 2023 till March 2024 for which we will present a further motion in October.</p>
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> To receive update from Community Lounge on development since the NTC FTNTC on 27 July 23 To approve the recommendation for running of the Community Lounge for Months of September & October 2023 To approve for the CLWG to have a Facebook page to create and advertise events. To receive and approve funding for Community Lounge activity via CACRE: 2.5 hours a week (2 hours operational and 15 minutes either side of each session to facilitate preparation and tidy up) for September and October at the Temporary Community Building. If the situation changes based on the Availability of sports pavilion the CL will continue on Wednesday mornings. This will mean 5 hours a week (4 hours operational and 15 minutes either side of the session to facilitate preparation and tidy up) <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 of September and October. Existing community groups (Northstowe Hub, Sport and Wellbeing, Pathfinder Church, Emmanuel Church, Hindu Samaj Northstowe, Northstowe Muslims, Stardust Academy, etc) will continue to provide volunteers and activities.</p> <p>There is potential for further funding to become available for November 2023 for 2 years, for this a new motion would normally be presented to the town council in October 2023.</p>
Appendices	N/A
Documents:	CL Planned Activities, Participants and Volunteers of the past 2 months (NB: this has been shared with Cllrs only, as contains personal data).

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

Input needed from Clerk	[info added by clerk, 21/09/2023]: Input has been provided on previous version, and discussions and correspondence leading up to this motion being prepared.
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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 days' 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	<p>YES:</p> <ul style="list-style-type: none"> Community Lounge has some ongoing staffing input needs, to ensure paperwork (e.g. Risk Assessments) is in place and kept up-to-date; shopping trips for refreshment supplies; communications with lead (Council) volunteers; and support in promotion of activities; securing bookings venue; processing invoices; correspondence funder and return of monthly progress reports and financial claims. 	←
Volunteer need implications:	<p>YES:</p> <ul style="list-style-type: none"> 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. 	←
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 – cost neutral; see below	√
	There will be financial implications; Details: – cost neutral; see below	√
	<p>There is provision within the budget; Budget heading & details:</p> <p>NO:</p> <ul style="list-style-type: none"> But runs on cost-neutral basis, with expenses for venue hire and refreshments reimbursed from funder – existing scheme is extension of previously approved grant funding - budget has been developed directly with relevant Cambridgeshire ACRE staff; the budget should normally allow for running the service on a cost-neutral basis. One new issue has come up recently: uncertainty about room hire rate as previously agreed going forward, which may possibly be increased at some stage (TBC) 	←
	Decisions may give rise to additional expenditure; Details: POTENTIALLY:	←

	<ul style="list-style-type: none"> Additional equipment needs for new activities may possibly need to be purchased – NB: no specific budget heading has been allocated for any additional costs. 	
	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 – some (temporary) solutions have been provided by SCDC in the Temporary Community Centre, awaiting more accessible storage options. 	←
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 : <ul style="list-style-type: none"> 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](#).