

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

Report from	Cllr Benedicic, Cllr Delip
On behalf of	Warm Hub Working Group
Date	12/04/2023
For Meeting of Council/Committee	Full Town Council
Date of meeting	Extraordinary FC meeting - Tuesday 18 th April
Agenda item no.	279/22-23
Confidentiality	N/A
TITLE OF MOTION	Warm Hub Updates
MOTION(S)	<ol style="list-style-type: none"> 1. To receive update from Warm Hub WG on developments since last full council meeting 2. To approve the addition of Graeme Hodgson, Aparna Nigam, and Cllr Naveen Castelino to the Warm Hub Working Group 3. To approve the recommended option for management of the Warm Hub for the months of April & May, as outlined in the motion paper 4. To approve the renaming of Warm Hub to Northstowe Community Lounge
Background	<p>The Warm Hub has been running for the last few months, led by NTC and a number of community volunteers. This arrangement was due to conclude at the end of March when funding from CACRE stopped. CACRE had an underspend on the funding throughout these months and offered to continue the WH initiative funding until the end of May.</p> <p>A motion was presented at the last full town council meeting to pass on the leadership of the WH to a community group (Northstowe Hub). This motion was deferred and the council asked for further information and more options to be considered.</p> <ul style="list-style-type: none"> • The Warm Hub Working Group met to discuss options available to the council with regards to continuation of the Warm Hub • Meeting was held with trustees from Northstowe Hub • Working Group came into consensus that continuation of service was paramount to the community • Strain on existing volunteers was recognised as being the pain point • Additional volunteers have come forward • Cllr Benedicic happy to take ownership of WG and leading organisation for months of April & May <p>This motion is presented to provide that additional information for the full town council to consider.</p> <p>This motion will cover the next two months of confirmed funding, should and further future funding become available additional information and motions will be provided to the town council for consideration.</p>

<p>Issues/items for consideration by the Council</p>	<p>The following options were considered:</p> <ol style="list-style-type: none"> 1. To organically allow the Warm Hub to cease operations 2. To continue operations led by NTC, changing Working Group leader to Cllr Benedicic 3. To pass ownership in full to Northstowe Hub <p>The first option was felt to be of detriment to the community and as such should be ruled out.</p> <p>The second option was felt to be the best option for the short term. Since the full town council meeting where this was discussed a number of additional volunteers have stepped forward to help out. Existing arrangements with community groups are able to continue and provide volunteers and wrap around activities. Financial management of the grant funding will continue to be held with NTC. No additional paperwork is required with CACRE.</p> <p>The third option was discussed with Northstowe Hub trustees and it was felt that this was not within the spirit of what was originally discussed, the group is still in the process of forming their structure and as such are unable to manage funding and other financial aspects. Northstowe Hub are keen to work with NTC to help provide direction of what activities and events the community would like to have available to them. Northstowe Hub are willing to help with volunteers and other areas of involvement.</p>
<p>Recommendations</p>	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1. To receive update from Warm Hub WG on developments since last full council meeting 2. To approve the addition of Graeme Hodgson, Aparna Nigam, and Cllr Naveen Castelino to the Warm Hub Working Group 3. To approve the recommended option for management of the Warm Hub for the months of April & May, as outlined in the motion paper 4. To approve the renaming of Warm Hub to Northstowe Community Lounge <p>The Warm Hub Working Group is recommending the 2nd listed option to the town council, this is to continue operations in the same format as has been running previously, with financial ownership held with NTC and with NTC leading the Warm Hub/Northstowe Community Lounge. Leadership of the Warm Hub Working Group will pass to Cllr Benedicic to manage for the months of April & May. Existing community groups (Northstowe Hub, Pathfinder Church, Emmanuel Church, Hindu Samaj Northstowe, Northstowe Muslims etc) will continue to provide volunteers and activities.</p> <p>Should further funding be available in future, a new motion would be presented to the town council with a more formal arrangement documented between NTC and the various community groups in the form of a MOU (Memorandum of Understanding).</p>
<p>Appendices</p>	<p>N/A</p>
<p>Documents:</p>	<p>N/A</p>

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

Input needed from Clerk?	Quick review to make sure nothing missed. ➤ Done.
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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:	Initiatives/services for Community	√
Staffing Implications: ⁱⁱ	YES - Warm Hub as it has been managed to date does have some ongoing staffing input needs, to ensure paperwork (e.g. RA and volunteer guidance) is in order and kept up-to-date; carrying out shopping trips for refreshment supplies; communications with lead (Council) volunteers; and support in promotion of activities.	√
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.	√
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: Warm Hubs are open to all.	√
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: N/A – cost neutral; see below	√
	There will be financial implications; Details: N/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.	√
	Decisions may give rise to additional expenditure; Details: POTENTIALLY - additional equipment needs for new activities may possibly need to be purchased – TBC (although possibility for getting items through funder as with hot water dispensers received recently)	√
	Decisions may have potential for income generation; Details: N/A	√
Other Resource implications (besides finance):	Details: N/A	√
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. 	√

	<ul style="list-style-type: none"> 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: Details of volunteers and participants.	√
	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:	<ul style="list-style-type: none"> With regards to the name change: as far as the clerk is aware there is some flexibility in the name to be used for promotion; however, as part of the funding agreement the Warm Hub logo needs to be used consistently as part of promotional activities. A letter confirming the extension of the Cambridgeshire ACRE grant funding arrangement for the Northstowe Warm Hub has been received by Northstowe Town Council on 11th April, confirming the continuity of the Warm Hub funding scheme until the end of May 2023 on the same basis as the grant funding agreement for Jan – Mar 2023. 	√

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](#).