



Minutes of Meeting held on January 21st 2020

In Attendance:

Rob Venus – Community Development Officer
David Davies – Clerk
Cllr. Pauline Barker
Cllr. Mal Walker

Declarations of Interest:

None

Apologies:

None.

Venue:

Main Council Office

Introduction and purpose of meeting:

The purpose of this meeting concerned the CDO budget for 20-21 and the funded projects under delivery. As this was an urgent matter it was considered appropriate and necessary for the meeting with Councillors with Special Responsibilities to be called to address these matters.

M 1.1 Presentation from CDO

- A breakdown of the proposed budget.
- A breakdown of grant funded projects and how these generate income for the Community Centre, Hearth Workshop and cover overheads in other areas of the Council's existing/normal operations.
- Justification and rationalisation for the additional support requested for delivery of the Community Development Service.
- The CDO explained that all spend under the Year 1 GI Project must be made and claimed before the end of March. With the claim from us to Neath Port Talbot (Lead Applicant) required no later than mid-March.
- The CDO explained that failure to do this would mean any unspent funding being withdrawn and the community losing this.

M 1.2 Outcomes

The Outcomes of this meeting were as follows:

- Agreed that the meeting would represent a duly delegated committee in regards to decision making powers required under spend of project monies within the Green Infrastructure and Artisan Plastics projects.
- It was agreed that procurement rules, issued by the funder, should be adhered to and that items/services purchased at value less than £5,00 will be permitted on a single quote basis. This will not apply if the CDO is able to secure competitive quotes (3 at least) for items and value for money shall underpin all procurement.
- The CDO clarified that 3 quotes, for all items over £300, is the norm and that these are in place. That the exception will only apply to those costs where time may lead to a complete loss of funding.
- The CDO explained how the cost of additional support would be offset by funded income as follows:
 - Within Year 1 of the GI Project a total of £9,904 can be classified as "Income" as it either;
 - Represents direct rental/hire income for use of the Community Centre, Hearth Workshop or other spaces/equipment.
 - Offsets existing costs on such things as office consumables.
 - Offsets existing, already committed, costs such as CDO time.
 - Of this around £2,500 is committed to cover costs for use of space within the Hearth Workshop and/or Community Centre.
 - £1,000 would be allocated to the salary budget for the CDO as Project Manager.
 - An additional £700 (marketing) and £650 (engagement events) would be allocated to the Hearth Workshop and Community Centre. The remainder would be allocated to materials, services and other venue hire related to these cost headings.
 - £870 would be allocated to existing office supplies' costs.
 - **This equals a nett gain of £5,720 in this financial year.**

M2.1 Subsequent Year's Funding under the GI Project

The CDO went on to explain how the subsequent years' funding, under the Green Infrastructure project, would see similar gains as explained in the table below:

GI Project - Staff	£16,476.75	
GI Project - Training	£3,052.00	Will include some training currently required for the CDO which would otherwise be paid for directly by the council.
GI Project - Establishment Costs	£1,600.00	
GI Project - Meeting and Conference	£750.00	Will include some income for the Community Centre via invoice for room hire.
GI Project - Travel and Subsistence	£1,000.00	
GI Project - Publicity and Promotion	£4,250.00	
GI Project - ICT and Telephony	£1,600.00	
GI Project - Overhead Costs	£4,672.00	£2,000 allocated to salary of CDO Admin Support with £2,672 covering existing overhead costs. As such, £4,672 could be considered as income.
GI Project - External Contracts/Consultancy	£3,000.00	
GI Project - Infrastructure	£0.00	
GI Project - Equipment	£3,418.00	
GI Project - Consumables	£2,900.00	Will offset existing spend with only a portion being used to cover consumable costs within the project. Combined with previously proposed efficiency measures this should result in an overall gain.
GI Project - Other Costs	£2,500.00	Will include some income for the Hearth Workshop via invoice for use of equipment and space.

Those cells in GREEN represent funded income which offsets reasonably expected spend in the delivery of works within the Community Development Service which would have incurred costs regardless of the project. As such, there will be a predicted nett gain of £7,200 year-on-year through this funding.

M 3.1 Community Development Support

Within the proposed budget previously circulated, a cost centre for additional support was included at a value of £6,000.

Following consideration of this, it is felt that an allocation of **£7,800** would be more appropriate.

This cost could be covered as follows:

Year 1:

- Transfer of gains from 2019-20 into 2020-21 to a sum of **£5,720**
- Reallocation of £3,000 from existing CDO/Projects budgets to cover remainder and recruitment costs.

Year 2, 3 and 4:

- Allocation of gains from Year 2 GI Project Fund to the sum of **£5,000**
- Reallocation of **£2,800** from CDO/Projects budget to cover remainder.

This would allow for an accrued gain of **£6,600** over the 2020-23 financial years for allocation across Council services; GI Project predicted nett gains of £7,200, less £5,00, multiplied over 3 years.

In addition to the overall gain, this additional support is justified as:

- This cost will hopefully be offset by the fact that the CDO will have greater capacity and, as such, be able to deliver more effectively and secure additional funded income streams.
- When the income generation within the CDO role is considered in the round it is currently one of the most effective at income generation across the remit of the Council's duties. Improved support and capacity here will seek to develop upon this even further.
- In addition to a primary focus on the development of the whole of Cwmaman, its people and places, the CDO also seeks to secure income to support the wider Council's duties.
- Examples include provision, within funded projects, for room hire at the centre/workshop and the procurement of equipment and tools, stated as for community use, which support the capacity of the caretaker staff and duties. This will continue to be a concern going forward and will, it is hoped, be improved by additional support for the role.
- Income for the community/Council generated over the last 3 years is: £139,447.78. Over the coming 3 years, through the GI Project alone, an additional £148,231.20 will be brought into the community.
- Additional income generation is only feasible with increased capacity and support for the CDO function and service.

Table 1: Year 1 GI Project Budget Breakdown

Salary and Costs - CDO (Project Management)	£1,000.00	INCOME - will be evidenced through timesheet entries to offset CDO salary costs before April 2020. Allowing £1,000 to be carried over to 20-21 to budget for CDO Admin Support.	£1,000.00
Consultancy - GI Charter/Foundation Setting	£5,000.00		
Shipping Containers	£3,660.00	INCOME - £1,830 is being used to procure the shipping container to locate next to community centre for storage of centre and GI items. As this was a previously required spend for the centre this can be classed as income.	£1,830.00
Shipping Container Refurbishment	£2,343.00	Includes shelving for the GI/Centre based container to be situated at the foot of Gelli Werdd.	
Container Space Furnishings	£1,000.00		
Office Equipment and Essential Tools	£1,200.00	INCOME - will be used to procure IT equipment for use by Council staff and volunteers. As previously required spend this can be considered income.	£1,200.00
Woodlands Engagement - Mill	£6,288.00	POTENTIAL INCOME – will provide potential income through the processing and sale of timber (felled within our lands), same for timber sourced from contractors and the use of the Mill by MakerSpace members for use to process their own timber. Also potential for training courses No other mill is available for such use in the Amman Valley area.	
Woodlands Management - Tools	£1,200.00	INCOME - caretaker staff require a chainsaw. This will be purchased with part of this money. Therefore £600 can be classed as income.	£600.00
Office Supplies	£1,600.00	INCOME - existing costs will be covered, in part, by some of this fund. We already spend this money so this can be classed as income through offset.	£870.00
Larch Cladding	£554.00	INCOME – will be used to clad the GI/Centre container.	£554.00
Equipment Usage and Associated Overheads	£1,500.00	INCOME - will mostly be allocated through the Hearth Workshop via invoice and returned to the Hearth Workshop budget. As this will be minimal this will allow for £1,500 to be carried over to the CDO Admin Support budget for 20-21.	£1,500.00
Room Rents and Fees	£1,000.00	INCOME - will mostly be allocated through the Community Centre and Hearth Workshop via invoice and returned to the respective budgets.	£1,000.00
Marketing and Promotion of GI Charter	£1,500.00	INCOME - will include development of aspects of the website. Existing required spend so classed as income.	£700.00
Multi-sector Engagement Events x 2	£1,500.00	INCOME - will include some room hire costs which will be evidenced through invoice and returned to the Community Centre Budget.	£650.00
		Total to be considered are "Income":	£9,904.00