

Agenda Item No: 8

Title: USE OF UNSPENT AD HOC GRANT SCHEME BUDGET

Author: SARAH MCLAGAN (01799) 510560

Summary

- 1 This report discusses the issue of the use of the unspent balance of £4,685 in the Ad Hoc Grant Scheme budget. It asks Members to determine use of the budget.

Background

- 2 The District Grants Advisory Panel received 24 eligible applications for grants from the Voluntary Organisation Support Grant Scheme (VOSG) for grants totalling £212,066 from a budget of £110,320. Four organisations were refused funding (Uttlesford Carers - £5,000, Relate - £6,000, RCCE - £2,000 and Victim Support - £5,000). None of the organisations that were successful received the amount that was originally requested.
- 3 At its meeting on 10 April 2001, the Policy & Resources Committee approved the Amenities Sub-Committee's request that the unspent balance of £4,685 in the Ad Hoc Grant Scheme be carried over to 2001/02.
- 4 At the meeting of full Council on 24 April 2001 Members discussed the decision of the Community Services Committee not to make a VOSG to the RCCE. The Community Services Committee had agreed with the recommendation of the District Grants Advisory Panel that, although the RCCE met the criteria for a grant, there was insufficient budget to provide a grant to meet its request of £2,000.
- 5 At the meeting of full Council, Members expressed a view that the unspent balance in the Ad Hoc Grant Scheme should be used to meet the request for a grant by the RCCE for £2,000.

Consideration of Grant

- 6 Officers have received a letter from the Director of the RCCE – see appendix – which provides further information in support of its application.
- 7 In view of the fact that there are four organisation which met all of the criteria for VOSG, Members need to decide to whom the available underspend is given. Whilst Officers are aware of the valuable contribution that RCCE make to Uttlesford, they are concerned that it could appear that the Council is setting a precedent by giving further consideration to an application. However, of the four organisations that were refused a grant, the RCCE is the only one to appeal. Clearly, Members will wish to ensure that, if they agree to make

such a grant, a precedent is not set for other organisations to come forward once a decision has been made about their application.

- 8 The RCCE would be advised that it would be eligible to apply to the one-year VOSG Scheme for the following two financial years for a maximum grant of £1,000, until it is able to submit an application for the three year scheme in 2004.

RECOMMENDED that Members determine the allocation of the underspent Ad Hoc Grants Scheme monies (£4,685).

Background Papers:

Application from the RCCE to the Voluntary Organisation Support Grant 2001/02.

Supplementary letter and associated information from the RCCE dated 24 April 2001

Agenda Item No: 9

**Title: SAFFRON WALDEN MUSEUM & UTTLESFORD MUSEUM
SERVICE STRATEGIC PLAN, 2001 – 2004**

**Author: Sarah McLagan & Carolyn Wingfield
(01799) 510560/334**

Summary

- 1 This report summarises the Saffron Walden Museum & Uttlesford Museum Service Strategic Plan 2001 – 2004. It recommends that the Plan be adopted.

Development of Museum Strategy

- 2 The existing Museum Service Forward Plan was written for the period 1997 – 2000. The Museum Curator has reviewed the Forward Plan and existing working practices and developed a new Strategic Plan to coincide with and take into account the relevant objectives of the Leisure & Cultural Strategy for Uttlesford.
- 3 The Strategic Plan has been developed using the following approach -
 - a. A review of the current Forward Plan, working/management practices, staffing levels, Council policies and objectives.
 - b. A situational analysis – what external and internal influences do and will affect the operation of the Museum Service.
 - c. SWOT Analysis – what Strengths, Weaknesses, Opportunities and Threats of/to the Museum Service need to be taken into account.
 - d. Identification of the key issues and objectives that the Museum Service needs to pursue to enable the Service to develop effectively and efficiently.
 - e. Identification of the actions that need to be taken and the resources allocated to achieve the key issues and objectives.
- 4 As a result of this work, a comprehensive strategy for the development of the Saffron Walden Museum & Uttlesford Museum Service has been produced. In summary, the key issues/actions for the Service over the next four years include :-
 - a. A review of the Staffing resources.
 - b. Stansted Archaeological project.
 - c. Preparation for and undertaking of a Best Value review of the Service.
 - d. Developing a Marketing Policy, including the implementation of a programme of visitor and non-visitor services.

- e. Improvement of housing and access to collections e.g. replacement of Newport Store, housing and display of Stansted Archaeological archives.
 - f. Revision of policies to address the documentation backlog to maintain Registered status and facilitate other developments.
 - g. Maintaining and improving existing services.
- 5 Most of the identified objectives and actions have no direct financial or resource implication, as they can be absorbed within current work programmes or within existing budgets. The Strategy does identify, however, some new key issues that may have budgetary implications over the next four years. In some cases, the resource requirements will only become known following further work e.g. the staffing review and identifying the problems associated with storage of and access to collections. It should be noted, however, that adoption of the Strategic Plan does not commit the Council to expenditure over the lifetime of the Plan – reports on financial implications will be presented to the appropriate committee at the appropriate time.
- 6 Appended is the Saffron Walden Museum and Uttlesford Museum Service Strategic Plan, 2001 – 2004. Full details of the work undertaken to arrive at the appended Plan can be found in the Members Room or on request, via email.

RECOMMENDED that the Saffron Walden Museum & Uttlesford Museum Service Strategic Plan, 2001 – 2004 be adopted.

Background Papers: Saffron Walden Museum & Uttlesford Museum Service Forward Plan, 1997 – 2000.

Leisure & Cultural Strategy for Uttlesford.- 2000 - 2004
Details of work undertaken to arrive at Saffron Walden
Museum and Uttlesford Museum Service Strategic Plan,
2001 – 2004 – May 2001

Agenda Item No: 10

Title: SWAN MEADOW POND

Author: David Demery (01799) 510520

Summary

- 1 This report advises Members of problems associated with the pond at Swan Meadow. It recommends a course of action to address the difficulties and outlines estimated costs relating to the work.

Background

- 2 The pond was acknowledged as an important feature within the landscape of Swan Meadow when the first phase to provide car parking was carried out. Works to improve the pond were carried out at that time. Subsequently a number of problems have developed.
 - i) There are too many ducks. The population is sustained by the public who feed them resulting in poor quality water in the pond and damage to the perimeter landscape of the pond. A management and control plan needs to be developed in conjunction with a local animal welfare group.
 - ii) The liner has been punctured in a number of places due to objects being thrown into the pond.
 - iii) The liner has been displaced and now balloons as a result of ground water levels being higher than pond water level.
 - iv) Water quality is currently reasonable as spring water is flowing through the holes in the liner and feeds the pond with clear water. However, in normal years the bacterial standards are very poor.
 - v) A number of complaints have been received about to the condition of the pond and there has been adverse press coverage which has highlighted the current problems.

Proposals

- 3 Advice has been sought from pond specialists.
 - (i) The pond structure. It will be necessary to remove the existing liner. To do so the pond will need to be drained by either breaching the weir near the footbridge or pumping to the adjacent ditch. Prior to replacing the liner a clay puddle will be provided to $\frac{3}{4}$ level as a base to the liner which will help to retain water if the liner is again punctured. Ground

water pressure relief overflow tubes will be provided in the pond adjacent to the island to avoid the problems associated with a bulging liner.

- (ii) The pond perimeter – Currently almost all of the pond edge is clear of landscape and although heavily fouled is accessible to the public. The proposals include landscaping around the pond so that the pond sits better in the landscape. This will also limit public access so that duck feeding can be better managed (see drawing).
- (iii) Notices – It is intended to provide information boards to advise of the kind of wildlife attracted to a healthy pond without an artificially high duck population.
- (iv) Maintenance – It is intended to itemise specifically the maintenance required to maintain the pond and its environs to an acceptable standard.

4 Funding – Budget costs for this work have been estimated to be as follows:

Preparation work	£1,750
New liner and associated work	£19,500
New landscaping	£3,000
Notices	£250
On costs	£3,060
Total	£27,560
Future maintenance costs per annum	£1,750

It should be noted that the last phase of the Swan Meadow car park was completed well within budget at a cost of £170k compared with the budget of £240k.

- 5 RECOMMENDED that this work be added to the capital programme of works for 2001/02 and that subject to the receipt of satisfactory quotations the works to Swan Meadow Pond outlined above are carried out.

Background Papers: None

Agenda Item No: 12

Title: 2000/01 AMENITIES SUB COMMITTEE BUDGET MONITORING REPORT

Author: Sara Chapman (01799) 510312

Summary

- 1 This budget monitoring report considers the provisional outturn for 2000/01 against the 2000/01 Revised Budget, based on financial information as at 9 May 2001 before closing the accounts. A further updated report on the overall position will be presented to the Policy and Resources Committee on 19 June 2001. Work to close the accounts will continue through the summer and the statement of accounts will be presented to the meeting of the Resources Committee on the 20 September 2001.

Basis of the Report

- 2 The report is based on data within the Council's Financial Management System to 9 May 2001. Directors and Heads of Service have been asked if they are aware of any significant variations, including any that may not be in the figures produced to date.
- 3 The table in the attached Appendix 1 to this report shows the following data;
 - 2000/01 Revised Budget (adjusted for previously approved virements)
 - 2000/01 Profiled Budget (adjusted for year end postings)
 - 2000/01 Expenditure to the 9 May 2001 including accruals to date
 - 2000/01 Expenditure expressed as a % of the 2000/01 Profiled Budget
 - Notes to explain any apparent discrepancies

Analysis of Variations

- 4 The figures represent a provisional picture of the 2000/01 expenditure before all year end adjustments and checks have been completed. At this stage the Amenities budget as a whole appears underspent by approximately £76,000. The main component of this underspend relates to the community transport budget of which £50,000 was not required to fund any projects. All other variations will be considered as part of the closing of the accounts.

FOR INFORMATION

Background Papers: None