

At its meeting on 6 December 2016, Waterbeach Parish Council

RESOLVED that the Parish Council is willing in principle to give further consideration to the proposal, subject to receipt of more specific financial information, including costs and grants, a simple business plan, details of the cost per person and the maximum capacity of the scheme being provided, and to defer this to the January meeting.

Since then, District Councillor Tregoing and Parish Councillor Jane Williamson have been working on the details of a proposed scheme and have had conversations with various grant-giving bodies as well as AgeUK in order to flesh out details of the scheme. This report provides details of the proposed scheme and indicates the sources of funding currently secured (excluding Parish Councils).

Details of the scheme

The purpose of the scheme is to provide a Community Warden who would be available to provide support to older people within Waterbeach, Landbeach and Chittering. The clients would pay £6 per week (a standard fee adopted in all the existing schemes within Cambridgeshire) and for this they would receive various services including regular visits. Full details of the scheme have already been circulated to Councillors.

The day-to-day operation of the scheme would be carried out by AgeUK who already run similar schemes in Girton, Swavesey, Histon and Impington and Ely. They would employ the warden and deal with all the administration of the scheme, including collecting the contributions from clients. Local input would be via regular coordination meetings with a committee of local people.

Costs

AgeUK have provided an outline budget which assumes a 15 hour per week post. This has been expanded into a three year budget.

Expenditure	Year 1	Year 2	Year 3	
Salary, pension, etc	7,460	7,535	7,610	Based on 15 hours per week
Travel	500	750	750	Lower in year 1 because fewer clients
Training	200	150	150	Include start-up training
Stationery, etc	200	200	200	
Recruitment costs, etc	500	300	300	Highest costs in year 1 (advertising, DBS, etc.)
Central support and management	2,000	2,000	2,000	
Contingency (say)	1,000	1,000	1,000	
	<u>11,860</u>	<u>11,935</u>	<u>12,010</u>	

Funding

Various bodies have been approached and funding has been promised from:

- South Cambridgeshire District Council - £2,000 first year only (although further funding may be available)
- [The Evelyn Trust](#) - £3,000 per year for three years
- Waterbeach United Charities - £2,000 per year
- October Fund - £1,500 per year

In addition, the clients, as noted above, would pay £6 per week each. For budgetary purposes, we have assumed 7 clients in the first year rising to 15 (the maximum possible) in each of years 2 and 3.

Projected income (excluding the Parish Councils) is thus

Income	Year 1	Year 2	Year 3
SCDC	2,000		
Evelyn trust	3,000	3,000	3,000
United charities	2,000	2,000	2,000
October Fund	1,500	1,500	1,500
Income from clients	2,100	4,500	4,500
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	10,600	11,000	11,000
Funding gap	-1,260	-935	-1,010

As can be seen, there is currently a small gap between income and expenditure which we would ask the Parish Councils to cover. However, it may well be that some of the costs could be reduced, in particular, the contingency of £1,000 per year in the expenditure budget. Our suggestion is that Waterbeach and Landbeach should agree to provide support of up to £1,500 per year in total divided in proportion to their Band D equivalent Council tax bases. This would amount to, in year 1, £264 from Landbeach and £1,236 from Waterbeach.

Administration of the Scheme

It is proposed that Waterbeach Parish Council receives all the grant money and passes it on to AgeUK. The Council already holds £2,000 from SCDC and the Evelyn Trust have indicated they would pay their grant to the Parish Council.

Formal agreements have been provided by the Evelyn Trust and by AgeUK and these are available in draft form. It is proposed that, once satisfactory terms are agreed, the Clerk be authorised to sign the agreements. Since the Finance Committee is due to meet during July, that committee could give final approval of the form of the agreements and satisfy itself that the Council is not exposed to any financial risk beyond the amount of the grants it agrees to make.