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To: All Members of the **EXECUTIVE**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Damian Roberts

Chief Executive

SUPPLEMENTARY PAPERS

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Surrey Heath Borough Council
Executive
14 February 2023

Coronation Grant Scheme

Portfolio Holder:	Cllr Sarah Jane Croke
Strategic Director/Head of Service	Sally Kipping (HR, Performance and Communications)
Report Author:	Sally Kipping & Jayne Boitoult – Community Partnership Officer
Key Decision:	No
Wards Affected:	All

Summary and purpose

In the context of the King's Coronation taking place in May 2023 and the Council's role in marking this historic occasion at a local level, this reports sets out proposals for a one-off small grants scheme to support local community-led Coronation activities as part of marking the national Coronation. Following national guidance, these events will take place on 7 May 2023.

Recommendation

The Executive is advised to RESOLVE that

- (i) A scheme of small grants (£250 each to a maximum cost to the Council of £8,000) is approved for application to support local communities in marking the Coronation of King Charles III on 7 May 2023; and:
- (ii) The criteria for the award of grants through the Coronation Grant Scheme be adopted as set out in paragraph 3.2.

1. Background and Supporting Information

- 1.1 The Coronation is to be held on Saturday 6 May 2023, shortly after elections on 4 May 2023. The Palace has asked that local authorities be encouraged to support activities that bring local communities together where food is shared as part of a celebration of community spirit, such as the national 'big lunch' programme established in this country in 2009. National guidance relating to these events can be found here:

<https://www.edenprojectcommunities.com/the-big-lunch>

- 1.2 In bringing forward a small grants scheme for the Coronation, the Council needs to be mindful of the formal pre-election period that occurs ahead of the local elections in May. The pre-election period commences on 22 March 2023 and continues until polling day.
- 1.3 An option is to deliver grant funding through a third party to enable grants to be awarded throughout the pre-election phase. This would have the advantage of having grants available at the point that the public begin to make firm plans for the Coronation in April – early May. Discussions are underway with a suitable third party (The Rotary Club) to ask them whether they are able to deliver this across the borough on the Council's behalf and to award grants to Council specified criteria to individuals and groups.
- 1.4 This report details that aspect of the plan and recommends Executive support for the recommendation above.

2. Reasons for Recommendation

- 2.1 The recommendation supports communities throughout the borough, particularly those who are in greater need, to actively take part in marking the national Coronation making it more accessible to all.

3. Proposal and Alternative Options

- 3.1 There are sufficient funds available with the COMF (Containment Outbreak Management Fund) to support a limited number of events across all wards. These funds (suggested to be a maximum of £8.000 total and funded at £250 per event) would allow community groups to receive a small grant to support community picnics.
- 3.2 Using COMF requires funds to be allocated to specific criteria. Therefore the Council criteria would include that the coronation events taking place on the 7 May 2023 are:
 - a) Borough based setting out the specific location to be held
 - b) Intergenerational
 - c) Bring together a minimum of 20 people
 - d) Be inclusive – including supporting vulnerable people who otherwise might not be able to take part in marking the Coronation
 - e) Support local community engagement and cohesion
 - f) Promote wellbeing
 - g) Have a clear delivery plan including a schedule of costs and arrangements for clearing up after the event (the template to be supplied by the Council)
- 3.3 Applications for grants will be submitted to the selected third party from Surrey Heath residents or community groups who have a long track record of administering small grant payments.

- 3.4 The administration of the grant funding scheme would be supported by the Council's Community Development team who would help the third party set up a process so that applications may be made online or in-person and be a straightforward, easy to use and accessible process.
- 3.5 The timetable for the application and distribution of grants can be seen below:

Date	Activity
1 March 2023	Applications open through the third party supported by shared communications and administration from the Council
30 March 2023 – 3 May	Applications assessed against criteria and funds awarded until limit reached
28 April 2023	Applications close

4. Contribution to the Council's Five Year Strategy

- 4.1 This funding and the resultant community events will contribute to the aim to nurture the strong sense of community across the whole borough (Health & Quality of Life).
- 4.2 It will also invest in our towns and our villages helping them to participate in and enjoy a very impactful national event.

5. Resource Implications

- 5.1 The Community Development team have confirmed that this is a relatively straight forward scheme to set up and administer and that they have the capacity to do so.

6. Section 151 Officer Comments:

- 6.1 Any award of grant using Contain Outbreak Management Funding funding must meet the criteria of the funding as laid down by Government when awarding COMF allocations to local authorities.

7. Legal and Governance Issues

- 7.1 No issues notified

8. Monitoring Officer Comments:

- 8.1 No matters arising.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 We will need to ensure that communities understand that it is an essential condition of grant funding to have a recycling plan for any waste generated from the picnics.

Equalities and Human Rights

- 9.2 This will make the national Coronation more meaningful and accessible to all.

Risk Management

- 9.3 The Council role will only be to provide funding using existing budgets and will assist take up by communicating the availability of this small one-off grant as widely as possible. Spot checks will also be considered to provide greater assurance that the activities are taking place.

Community Engagement

- 9.4 This initiative will support and improve community engagement.