



DOWNHAM ASSEMBLY

Date: THURSDAY, 8 NOVEMBER 2012 at 7.00 pm

St Luke's Church

Northover

Downham

BR1 5JR

Enquiries to: Jason Fleming

Telephone: 020 8314 3253 (direct line)

MEMBERS

Councillor Duwayne Brooks

(LD)

Councillor Jenni Clutten

(LD)

Councillor Julia Fletcher

(LD)

ORDER OF BUSINESS – PART 1 AGENDA

Item No		Page No.s
1.	Introductions	
2.	Meet the project providers	1 - 12
3.	Hand in the voting cards	
4.	Food and networking	
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6.	Co-ordinating Group Minutes	16 - 18

DOWNHAM
REMEMBRANCE
SERVICE

Two Minutes Silence
pause to remember

11am Friday 9 November Downham War Memorial,

Corner of Downham Way and Bromley
Road

In attendance will be Heidi Alexander MP, Cllr Julia Fletcher,
Conon John Kavanagh Good Sheppard, Father Stuart Leck St
Barnabas Church, young people from Bonus Pastor Catholic
College, Good Sheppard School, St Johns School and other
Downham schools.

On Sunday 11 November community Remembrance service
will be held at Lewisham War Memorial and locally at St
Barnabas Church.

Downham Christmas Festival

**Second Saturday in December
2012 @ the Downham Health &
Leisure Centre 11am – 4pm**



Downham Assembly Voting Event

Thursday 8 November 2012, 7.00pm – 9.00pm
St Luke's Church
Northover, Downham, BR1 5JR

Agenda & Project

Booklet

- | | | |
|-------------------------------|---|--------|
| 1 . Introduction | Cllr Julia Fletcher Chair
Downham assembly | 7.00pm |
| 2. Meet the project providers | | 7.10pm |
| 3. Hand in the voting cards | | 8:15pm |
| 4. Food & Networking | | 8:20pm |
| 5. Results & Close | | 8:50pm |

Project 1 – Aquatic Youth Club

Project Description			
Swimming games including water polo, flip n fun diving, rookie lifesaving, relays and any activities the group would like to undertake. One hour of fun in the pool lead by a qualified level 2 swimming instructor.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • crime & Antisocial behaviour. • Activities for young people. 			
Who will be involved?			
Local schools will be involved in this project to attach the children to the project. We will also work closes with Youth Services and Phoenix Community Housing to promote the sessions to all local children in the area. A qualified swimming teacher who is a local resident will be delivering the project			
How much will it cost?			
Expenditure			
Swimming teacher		£17.40	
Pool hire		£30.65	
£48.05 x 40 weeks		£1922.00	
Minus £14.40 for 10 swimmers to bring their library cards x 40		- £576.00	
Total Project Expenditure		£1,346	
Assembly Fund requirement		£1346.00	
Other funding (please specify)	Applied for	Confirmed	
Lewisham Free Swimming Library Card scheme		£14.40 per week for 40 weeks	£576
Payment in kind for marketing		£260	
Total Project Income		£2182.00	

Project 21 - Downham Youth Football Club Project for Under 11s

Project Description			
Downham Youth Football Club Project is for under 11s, organised by Dream sports (Fitness & Dance) Ltd. We provide, facilitate, maintain, supervise and manage 5 a side x2 indoor court or 11 a side x2 (Outdoor/Pitches for young boys).			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • crime & Antisocial behaviour. • Activities for young people. 			
Who will be involved?			
Dream Sports (Fitness & Dance) Limited will facilitate, maintain and manage the outdoor and indoor activities for the football programme. The football club project is for youths who are residents in the Downham area. The local youths would play as individuals and teams with time specific play times for boys and girls.			
How much will it cost?			
Expenditure			
Insurance		£100.00	
Purchase of Certificates @ £3 X 10 = £30. @ £3 x 22 = £66		£96.00	
Professional fee		£200.00	
Stationary		£50.00	
Football ball @ £2 x 3		£6.00	
Referee Whistle £2.50 & Stop Watch £4.99		£7.49p	
Hall Hire per hour @ £20 x 10 sessions At Downham Community Centre (Wesley Hall)		£200	
Cones x 6 cost £2.50, Medal £1.50 x 22 cost: £33 and ribbon 55p x 22 cost: £12.01p		£47.03p	
Total Project Expenditure		£706.79	
Assembly Fund requirement		£500	
Other funding (please specify)	Applied for	Confirmed	
Dream sports to cover the extra £206.79p		Confirmed	
Total Project Income		£706.79p	

Project 20 – Educational and Motivational Project

Project Description	
<p>Yes I Can is a joint initiative project aimed at intergeneration group from the Downham community. The project is designed to attract the attention of the delegates, educate, engage, inspire, motivate and also empower them.</p> <p>The project will achieve the following: impacting awareness, education, motivation, confidence building, rejuvenate their aspiration, empowerment and social cohesion among the youths.</p>	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Activities for young people. 	
Who will be involved?	
<p>The joint Initiative involves ET4G Limited, a non-profit organisation and Unincorporated, both are local organisations. Local residents would predominantly be the invited delegates. Delegate who will give testimonies and also profile their businesses are local residents. In addition other local businesses are invited as guest. Similar organisation, Safer Neighbourhood Team (SNT), faith organisation, social & cultural organisations etc</p>	
How much will it cost?	
Expenditure	
Hall Hire @ £21ph x 5 hours	£105
Projector Acer	£100
Projector Screen	£54
Design, Printing & Advert	£50
Insurance	£50
Professional Fees	£200
Refreshments	£80
Total Project Expenditure	£639
Assembly Fund requirement	£500
Other funding (please specify)	
Own fund	£139 Confirmed
Total Project Income	£639

Project 2 – Zumbatomic for Children

Project Description	
<p>Zumba is taking over the fitness industry currently and this is now being rolled out for children with Zumbatomic. This will provide sessions for 3-6 and 7-10 year olds for half hour each. This will achieve providing children with a fun form of exercise meeting one of their requirements for 5 x 30minutes of exercise per week.</p> <p>They will learn dance routines, make friends within the group, and exercise without realising it</p>	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • crime & Antisocial behaviour. • Activities for young people. 	
Who will be involved?	
<p>Local schools will be involved in this project to attract the children to the project. We will also work closes with Youth Services and Phoenix Community Housing to promote the sessions to all local children in the area. A qualified zumbatomic instructor who is a local resident will be delivering the project and will be supported by all staff at Leisure Connection.</p>	
How much will it cost?	
Expenditure	
Instructor £24.30 per hour for 40 weeks	£972
Studio hire £25.52 per hour for 40 weeks	£1020.80p
Total Project Expenditure	£1992.80p
Assembly Fund requirement	1992.80p
Other funding (please specify)	
Own fund	£139 Confirmed
Payment in kind for marketing	£260
Total Project Income	£2252.80p

Project 3 - Stretch and Relax with lunch at Downham

Project Description			
This project will deliver a stretch session for the elderly, to keep them physically active. It will also provide the opportunity to engage in social activity with a lunch provided in the café ensuring a healthy option is provided. This will meet the needs of issue 1 & 2 on provisions for the elderly.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • Provisions for the elderly 			
Who will be involved?			
The project will involve local residents to engage members of the community to attend the group. We will also work in partnership with Lewisham Pensioners forum to promote the group and advertise the sessions. The project will be run by a qualified fitness instructor to guide the stretch sessions. The Café team will also be involved to provide the lunch and to encourage social interaction amongst the group. And set a social environment for the group to enjoy a chat and relaxing lunch.			
How much will it cost?			
Expenditure			
Lunch per week for 20 people with main and drink		£70	
Stretch session per week for 20 people		£43.05	
Total Project Expenditure		£3956.75	
Assembly Fund requirement		£3956.75	
Other funding (please specify)			
Own fund	£139	Confirmed	
Total Project Income		£3956.75	

Project 19 – Keep fit class for senior citizens

Project Description			
This project will enable the elderly to interact, keep fit and socialise with the community. This is important to prevent isolation and enable opportunities for daytime activities.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • Provisions for the elderly • Adult Education 			
Who will be involved?			
The project will involve local residents, a fitness instructor and any other local people who attend the age exchange or Lewisham Pensioners forum.			
How much will it cost?			
Expenditure			
Fitness instructor (10 sessions) £30 per session			£300
Tea, coffee & biscuits			£10
Specialist PE equipment			£150
Total Project Expenditure			£460
Assembly Fund requirement			£460
Other funding (please specify)			
Total Project Income			£460

Project 18 – Computer club

Project Description		
<p>Weekly hour sessions for the elderly to support them with basic ICT skills, which will enable them to access local services confidently and contact friends or relatives via a method of communication which is usually difficult for them to access. The children will have the opportunity to share their schooling experiences with members of the community. The elderly will be supported 1:1 by pupils in year 6 and overseen by an ICT expert. This then benefits both the elderly and the younger members of society, which reinforces our 'Values Education'. Which in the long run, helps to make our pupils more helpful, caring and responsible individuals. And this project also provides a valuable sociable day time activity for the older generation, thus covering two of the ward's priorities.</p>		
Ward priorities the project addresses		
<ul style="list-style-type: none"> • Provisions for the elderly • Adult Education 		
Who will be involved?		
<p>Local residents, pupils, teachers and any adults/elderly that attend groups like Age exchange or the Lewisham Pensioners group.</p>		
How much will it cost?		
Expenditure		
Cost of tutor £20 per session overall £200		£200
Paper/ink		£40
Advertising per course		£10
Total Project Expenditure		£250
Assembly Fund requirement		£250
Other funding (please specify)		
Total Project Income		£250

Project 4 - Downham family choir

Project Description		
<p>Downham Family Choir is a community choir that was born out of the Sing Out Lewisham project, set up by Lewisham Council in partnership with the BBC singers in 2011. The project was initially fully funded however since then funding has ceased completely. The Choir is led by myself and is a project extended primarily to those who live in the borough as well as others outside it. Rehearsals are held in Downham Leisure Centre every Saturday 12:45 to 2pm and facilities are fully accessible to all.</p>		
Ward priorities the project addresses		
<ul style="list-style-type: none"> • Provisions for the elderly • Activities for young people 		
Who will be involved?		
<p>I will be working in partnership with Downham Leisure Centre as they provide the facilities for rehearsals, the Local assembly to keep the awareness in the community and Lewisham arts service to be aware of upcoming events the choir can participate in. Local business will also be kept informed of the choir activities to ensure awareness is still vibrant and continually open for interested parties. As the group grows, it will be necessary to use a more professional instrumental accompaniment and work with other more established choirs to increase the repertoire of music available to the group.</p>		
How much will it cost?		
Expenditure		
Artistic fees-keyboardist		£240
Room hire		£750
Marketing and documentation		£350
Overheads		£250
Professional time		£300
Total Project Expenditure		£1890
Assembly Fund requirement		£1890
Other funding (please specify)		
Total Project Income		£1890

Project 5 - Free golf lessons at Beckenham Place Park Golf Club.

Project Description	
We would like funding to provide free golf lessons for all ages in Beckenham Place Park Golf Club. The lessons will take place on the weekends for young people and during the weekdays for older participants, although this will be flexible. Lessons will be run by John Good, the golf club Pro, who has plenty of experience of coaching different age groups to a high standard. The lessons will be completely free of charge for participants and will aim to get more people active and interested in sports.	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Provisions for the elderly • Activities for young people • Crime and ASB 	
Who will be involved?	
Our project will be run by the golf club and primarily, the Head Pro. The Pro will run and monitor all the coaching sessions with the help of assistants working at the club. Therefore, we do not need external expertise or to hire in any coaches.	
How much will it cost?	
Expenditure	
Coaching fees (40 hours of coaching for groups of 6 at £50/hour)	£2000
Total Project Expenditure	£2000
Assembly Fund requirement	£2000
Other funding (please specify)	
Advertising	£???
Total Project Income	£2000

Project 17 – Sugar Plum Handmade Crafts Family Learning Workshop

Project Description	
This project intends to deliver family learning workshops at Donderry Children's Centre. The facilitators, who are local residents, would like to teach participants how to make jewellery, hair adornments and handmade decorations with recycled materials such as scrap fabric, buttons, bits and materials with different textures. The target audience will be parents and/or carers and children aged 5-11.	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Adult education • Activities for young people • Environment 	
Who will be involved?	
The delivery of the sessions will be carried out by Karyn Cecchini from One Crafty Mama and Tanya Ianciu. The target audience will be local residents, mainly those with disadvantaged characteristics, such as lone parents/carers with vulnerabilities and parents/carers out of employment or low income. Also families with poor attachment, whereby parents struggle building a positive relationship with their children. Children that are underachieving academically will also be targeted. Outreach Workers from Donderry Children's Centre will promote the workshops and recruit the families.	
How much will it cost?	
Expenditure	
Family learning facilitator x 2 x 10 hours	£300
Handouts, materials and marketing	£200
Total Project Expenditure	£500
Assembly Fund requirement	£500
Total Project Income	£500

Project 16 – YUMMY EXPLORERS

Project Description	
<p>The introduction of solids foods can be a stressful time for both parents/carers and babies, and lack of knowledge and skills can make this transition stage from breast milk /formula feeds to solids a difficult time for many parents. The Weaning Club will offer a relaxed and comfortable atmosphere to all parents who are either starting or have already started introducing solids to their infants.</p> <p>The club will deliver weekly drop-in sessions (over 4 weeks) for parents/carers with infants between 6-12 months.</p>	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Adult education • Activities for young people • Crime and ASB 	
Who will be involved?	
<p>Livia La Camera (Paediatric Dietician, Public Health Lewisham NHS South East London) Donderry Children centre (outreach workers have expressed their intent to support of this course whilst running at their centre)</p> <p>guest speakers (Local resident/parent)</p>	
How much will it cost?	
Sessions	£180
Volunteers + guest speaker travel expense	£33.60p
Equipment (accessories for infant feeding e.g. floor mats, bibs, cutlery)	£30
Ingredients (stock cupboard and fresh ingredients) 4 sessions x £10	£40
Publicity: printing (flyers, posters)	£80
Recipes and handouts	£28.80p
Administration (bookings, telephone, gas/electricity for preparation of food)	£50
Pre-planning (e.g. cooking, delivery of flyers)	£50
Total Project Expenditure	£493.40p
Assembly Fund requirement	£493.40p
Total Project Income	£493.40p

Project 6 – Regal Educational Arts Project

Project Description	
<p>A number of activities developed and delivered through REAP to include: expansion of the REAP tuition service; A Downham achievements awards ceremony; A Downham Children's Community Choir and a Downham's got talent open mic competition.</p>	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Activities for young people • Crime and ASB • Environment 	
Who will be involved?	
<p>Other than the community members directly (local residents), I feel it will more be public sector organisations that will be used to enable such as schools, youth clubs and community groups and parents. As within the Downham achievement awards we would want to recognise all those that are doing well.</p>	
How much will it cost?	
Expenditure	
PA Equipment to buy	£500
Hire Downham Hall 2hrs twice a month for 6 months £100 per month to re-start another supplementary school.	£600
4 Staff to run the project twice a month for 6 months £70 per session x 2= 140 a month x 6 months =	£840
Flyers and designs for 3 flyers –choir, awards ceremony, talent shows @ £100 each	£300
To help expand educational centre just hall fees for 1 year Downham hall @£35 per session (per week) £140 per month x 6 months	£840
Hire Knights academy for 3hrs awards ceremony (estimation) and staff	£500
Medals, certificates (estimation)	£200
Total Project Expenditure	£2940
Assembly Fund requirement	£2940
Total Project Income	£2940

Project 7 – A 10 week (2 hours per week) for women who feel they have no confidence with numbers

Project Description	
This course is for women who feel nervous about working with numbers and who believe their understanding of numeracy is poor. Women will learn some numerical skills that they believe are 'beyond them' due to inadequate teaching and/or or bad experiences in their past when learning maths. Or they may just feel the subject is too difficult.	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Adult education 	
Who will be involved?	
These sessions will be delivered by Sandra Endersby the Director and owner of Endersby Training Limited. The Marketing will be done by Gayle Wallace of GW Training and Associates. A training room will be required. The project will target 15 local women.	
How much will it cost?	
Expenditure	
Outreach & marketing	£400.00
Room Hire	£450.00
Refreshments	£75.00
Training Materials	£100.00
Writing and Delivery of training	£1,725.00
Evaluation and post training report	£150.00
Total Project Expenditure	£2,900
Assembly Fund requirement	£2,900
Total Project Income	£2,900

Project 15 – Meadows Youth Club

Project Description			
To continue running the Friday night Youth Club in the Meadows Community Centre, on the Meadows Estate, from January to March 2013. The project has been running successfully for a number of years and provides the young people on the estate with somewhere to go on Friday evening.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • Activities for young people 			
Who will be involved?			
The main beneficiaries will be the young people who live and play in the Meadows Estate; however the youth club is open to all young people.			
How much will it cost?			
Expenditure			
Youth Worker in Charge			£870
Curriculum Youth Worker			£680
Youth Worker			£450
Hall Hire			£585
Project Management			£1560
Total Project Expenditure			£4145
Assembly Fund requirement			£2000
Phoenix Community Housing		In Kind	£780
Be Totally You		In Kind	£780
Hall Hire		In Kind	£585
Total Project Income			£4145

Project 14 – Nifty 60's

Project Description
<p>The two fitness clubs assist in keeping the elderly residents healthy and active. They also offer the opportunity for local elderly residents to meet up regularly, reducing social isolation.</p> <p>The outcomes of the project are:</p> <ul style="list-style-type: none"> ➤ Increased take up of health and well being programmes among targeted population; ➤ A reduction in self reported falls among participants; ➤ Improved indicators of positive mental well being among target population.
Ward priorities the project addresses
<ul style="list-style-type: none"> • Provision for the elderly • Crime and ASB
Who will be involved?
<p>Overview: This project is both a social and health project that increases the wellbeing of older people living in Lewisham. The project is delivered in partnership with SAGE and is delivered from Hazelhurst Court Community Hall and Grovehill Court Community Hall.</p>
How much will it cost?

Please see expenditure sheet attached.

Project 8 – Women Mean Business – be your own boss!

Project Description																										
<p>The overall aim of this training day for women to explore whether self employment and starting one's own business is for them what starting and running a business entails. The participants will gain a greater understanding of themselves and how their own personality is suited, or otherwise, to working independently.</p>																										
Ward priorities the project addresses																										
<ul style="list-style-type: none"> • Adult education 																										
Who will be involved?																										
<p>The delivery of this will be by Sandra Endersby the Director and owner of Endersby Training Limited. The Marketing will be done by Gayle Wallace of GW Training Limited. A training room will be required. The project will target up to 20 local women.</p>																										
How much will it cost?																										
<table border="1"> <tr> <td>Expenditure</td> <td></td> </tr> <tr> <td>Outreach & marketing</td> <td>£450.00</td> </tr> <tr> <td>Room Hire</td> <td>£150.00</td> </tr> <tr> <td>Training Materials</td> <td>£25.00</td> </tr> <tr> <td>Delivery of training</td> <td>£475.00</td> </tr> <tr> <td>Evaluation and post training report</td> <td>£100.00</td> </tr> <tr> <td>Total Project Expenditure</td> <td>£1,200</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Assembly Fund requirement</td> <td>£1,200</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total Project Income</td> <td>£1,200</td> </tr> </table>	Expenditure		Outreach & marketing	£450.00	Room Hire	£150.00	Training Materials	£25.00	Delivery of training	£475.00	Evaluation and post training report	£100.00	Total Project Expenditure	£1,200			Assembly Fund requirement	£1,200							Total Project Income	£1,200
Expenditure																										
Outreach & marketing	£450.00																									
Room Hire	£150.00																									
Training Materials	£25.00																									
Delivery of training	£475.00																									
Evaluation and post training report	£100.00																									
Total Project Expenditure	£1,200																									
Assembly Fund requirement	£1,200																									
Total Project Income	£1,200																									

Project 9 – Martial Mentors

Project Description			
The project will work with a group of 8 young men aged 11-16 years old In our current climate, it is all too common to see too many young men involved in violence, drugs and gangs. On top of this, many make a conscious choice to show a lack of respect for their community and its inhabitants (anti-social behaviour). This project, Martial Mentors aims to be the solution to such attitudes and lifestyle. This aim will be achieved through a weekly session where martial arts and self defence are taught and students receive mentoring from older males.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • Activities for young people • Crime & ASB 			
Who will be involved?			
The project will work with young men (11-16) from Downham, primarily the Downham Housing Estate. We will use our link with local schools to create the group. 2 martial arts instructors have been acquired and are ready to commence the sessions once things have been confirmed. They are also youth mentors.			
How much will it cost?			
Expenditure			
Martial arts instructors fees (x2 instructors)		£1680	
Renting of space		£480	
Refreshments		£50	
Project coordinator		£360	
Total Project Expenditure		£2,570	
Assembly Fund requirement		£2,570	
Other funding (please specify)	Applied for	Confirmed	
Printing fees	Yes	Yes	£30
Total Project Income		£2,570	

Project 13 - Snow marshals pilot project

Project Description			
The pilot project is a service that is being tested for its viability and likeability the community. Our snow Marshalls duty among others would be to clear side streets and roads of snow during the winter season. The pilot project aims to achieve: Friendly and safe community, snow Marshall support aware community and community cohesion. With the support service of our snow Marshalls, it can be reasonably expected, that there would be less falls caused by snow in the winter seasons for the residents especially for the children, disable and elderly people in Downham.			
Ward priorities the project addresses			
<ul style="list-style-type: none"> • Provision for the elderly 			
Who will be involved?			
3 Management team and 4 local volunteers broken: 1or 2 member(s) of staff from management team and 4 local volunteer staff will be available to provide support during the winter (in particular snow periods).			
How much will it cost?			
Expenditure			
1 Second Hand Transit Snow Van		£1500	
Stationeries & phone calls expenses		£100	
Snow boots 1 @ £10 x 7		£70	
Spades 1 @ £4 x 6		£24	
Snow Rakes 1 @ £ 3 x 6		£18	
Snow Jackets 1 @ £10 x 7		£70	
Professional fee (supplements cost of ad, van service, Mot, Car Insurance, admin, breakdown cover, public liability insurance)		£1000	
Total Project Expenditure		£2,782	
Assembly Fund requirement		£2,500	
Other funding (please specify)	Applied for	Confirmed	
Donation from BPD Organisation	£282	Yes	£280
Total Project Income		£2,782	

Project 12 - Easy Meals for One or More...

Project Description	
We propose to run a series of 3 Cook and Eat Programmes. Each series will be 6 sessions long (a total of 18 Cook and Eat sessions in all). We have chosen two different venues (Downderry Children's Centre and Downham Health and Leisure Centre).	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Adult education • Provision for the elderly • Activities for young people 	
Who will be involved?	
Downham Nutrition Partnership, Delicious Nutritious UK, Downham Elderly Health Project, Community Development for Health Team, Downderry Children's and Family Centre, Downham Health and Leisure Centre, Pre-School Learning Alliance, Children's Centre Area 3, Older local residents, Young families and any local resident, Livia La Camera, Lead Specialist Dietician, NHS SE and volunteers.	
Expenditure	
Tutors	£1,872
Cooking Equipment (not available on loan)	£100
Ingredients (18 sessions x £23)	£414
Printing	£546
Development of Recipes and handouts	£144
Food Hygiene Certificates / CRB checks	£100
Volunteer Expenses Travel + Administration costs	£576
Management	£ 240
Room hire DH&LC	£1,440
Room hire Downderry Children's Centre	£360
Use of equipment	£150
Consultancy	£700
Total Project Expenditure	£6642
Assembly Fund requirement	£3,992
Other funding ~ in kind	
Room Hire at Downham Health + Leisure Centre [£40 / hour x 3 hours x 12 sessions = £1,440]	£1,440
Room Hire at Downderry Children' Centre [£20 per hour x 3 hours x 6 = £360]	£360
Use of equipment from PSLA + DNP ~ £150	£150
Pre-planning consultancy ~ Ruth Webber (DNP); Livia La Camera (Dietician), Ros Spinks (Elderly) ~ estimated as £700	£700
Total Project Income	£6,642

Project 10 - Business Start-Up Course for Parents/Carers

Project Description	
This project intends to deliver a NOCN (National Open College Network) Level 2 Award in Employability QCF (Qualifications and Credit Framework, the QCF is the new framework for recognising and accrediting qualifications in England, Wales and Northern Ireland) for 12 parents and/or carers in the Downham area. This type of course is intended to develop a wide range of skills relevant to vocational employment which allows young people to make informed career and progression choices and build their self-esteem and confidence.	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Adult education 	
Who will be involved?	
The delivery of the course will be carried out by Aspiring 2 Be, the target audience will be local residents mainly those with disadvantaged characteristics, such as parents/carers out of employment or low income. Outreach Workers from Downderry Children's Centre will promote the course and will be responsible of the recruitment of the learners.	
Expenditure	
Course x 24 hours	£750
Crèche Workers x 2 x 24 hours (one crèche worker NVQ2 at £13.95 per hour and one crèche worker NVQ3 at £15.05 per hour)	£696
Marketing and material for courses	£100
Total Project Expenditure	£1,546
Assembly Fund requirement	£1,546
Total Project Income	£1,546

Project 11 - HAKA SC Badminton Club

Project Description	
<p>The Badminton club runs once a week on Fridays from 7-8pm</p> <p>The Badminton club aims to forge and build new relationships between different groups of people and put them in touch with their community helping to prevent crime and anti-social behaviour and build community spirit. The club gives local people direct access to community facilities and supplies all equipment and a coach so that they can access a community based sports club.</p> <p>The club gives the opportunity for young people aged 16+ to access an activity and have guided support and coaching.</p>	
Ward priorities the project addresses	
<ul style="list-style-type: none"> • Activities for young people • Crime and ASB 	
Who will be involved?	
<p>We have an external coach who we hire and the club will be made up of local residents. All facilities and equipment will be provided by the Sports Complex.</p>	
Expenditure	
Badminton Coach, 1 hour X 35 weeks X £30.00/hour	£1,050
Payment in kind badminton coach 5 x £30 p/hour	£150
15 weeks at two courts: £17.00 X 15 weeks	£255
15 weeks at three courts: £17.00 + £8.00 = £25.00 X 15 weeks	£375
10 weeks at four courts: £31.00 X 10 weeks =	£310
5	
Total Project Expenditure	£2,140
Assembly Fund requirement	£1,990
Total Project Income	£2,140

Still another 10 projects to meet, please try and visit each of the stalls here and talk with the project providers.

Downham Assembly Fund 2012/13 £18,750

This year the coordinating group decided to ring fence some of the assembly fund to ensure that we had a broad range of projects and for differing amounts of money.

First we made a decision that £2k would be ring fenced for four brand new, first time projects for £500 or less. People were asked to vote for their favourite project in order of preference 1 through to 4. 1 being their favourite 4 being their least favourite. This was done on a points basis, 1st = 4 points, 2nd = 3 point, 3rd = 2 points and 4th = 1 point. This brought the total funding available down to £16,750

We then decided to cap two project at £4k with the remaining projects capped at £2k. This meant that once we had the highest votes for two projects over £2k and under £4k we would look for the remaining project for £2k and under who had received the most votes.

Voting results

Winning project for the three groups listed below:

Projects for £500 or less

Position	Project	Project number	Score	cost
1 st place	Downham Youth Football Club Project for Under 11s	21	134 points	£500
2 nd place	Sugar Plum Handmade Crafts Family Learning Workshop	17	109 points	£500
3 rd place	Educational and Motivational Project	20	97 points	£500
4 th place	Keep fit classes for senior citizens	19	91 points	£460

Over £2,000 projects capped at £4,000

Position	Project	Project number	Score	cost
1 st place	REAP	6	35 votes	£2,940
2 nd place	Easy meals for one or more...	12	28 votes	£3,992

Projects £2,000 and below

Position	Project	Project number	Score	cost
1 st place	Downham Choir	4	34 votes	£1,890
2 nd place	Business Start-Up Course for Parents/Carers	10	31 votes	£1,546
3 rd place	Women Mean Business – be your own boss!	8	27 votes	£1,200
Joint 4 th place	Aquatic Youth Club	1	24 votes	£1,346
Joint 4 th place	Meadows Youth Club	15	24 votes	£2,000
5 th place	HAKA SC Badminton Club	11	16 votes	£1,876

Projects who did not receive funding listed below:

Projects for £500 or less

Position	Project	Project number	Score	cost
Joint 5 th place	YUMMY EXPLOERS	16	89 points	£493.40p
Joint 5 th place	Computer Club	18	89 points	£250

Over £2,000 projects capped at £4,000

Position	Project	Project number	Score	cost
3 rd place	Martial Mentors	9	26 votes	£2,570
4 th place	Snow marshals pilot project	13	23 votes	£2,500
5 th place	Stretch & Relax with lunch at Downham	3	19 votes	£3,956
6 th place	A 10 week course for women who feel they have no confidence with numbers	7	16 votes	£2,900
7 th place	Nifty 60's	14	14 votes	£3,967

Projects £2,000 and below

Position	Project	Project number	Score	cost
6 th place	Zumbatomic for Children	2	15 votes	£1992.80p
7 th place	Free golf lessons at Beckenham Place park golf club	5	9 votes	£2,000

Agenda Item 6

**Downham Assembly
Coordinating Group Meeting
18 October 2012
HAKA sports complex,
Meeting minutes**



Chair: Jason Fleming

Minutes: Jason Fleming

Attendees: Cllr Duwayne Brooks, Gail Nicholas, Sue Ringshall, Colleen Etheridge, Fiona Calder, Joe Cobham,

Apologies: Cllr Julia Fletcher, Cllr Jenni Clutten, Sue Court & Richard Holland

Agenda Points	Action Points
<p>1. Scrutiny meeting</p> <p>Jason welcomed everyone to the meeting and said that as with the previous year the coordinating group will look to offer support and advice to the applicants though questions, comments and suggestions for them to consider. This information will then be sent to each of the applicants and they will be given one week in which to respond, the group can then offer and final remarks to the providers before the assembly in November.</p> <p>As two project providers were coordinating group members and one a relative of another applicant they will be asked to leave the room while these projects are discussed. They can offer questions, comments and suggestions on the other projects received. (please see item 2)</p> <p>This year we received twenty one project proposals looking to address many priorities and actions within our Action Plan. We have £18,750 (to be confirmed) to be allocated to projects this year which would contain the Councillors discretionary element of £3,750.</p> <p>We have received £38,863.95p worth of projects this year and as such it was proposed that we deliver an event the same as last years market place event.</p>	<p>AP1. Jason to check with Julia re the discretionary element of funding.</p>

Each of the project were discussed and a series of questions, comments and suggestions were drawn up to put to each of the applicants.

For the full details please see questions, comments and suggestions document.

2. declaration of interest

Both Fiona Calder and Joe Cobham declared an interest in projects discussed on the night.

These were as follows:

Fiona Calder:

- Regal Educational Arts Project (REAP)

Joe Cobham:

- Waste recycling and Snow marshals pilot project
- Educational and Motivational Project
- Downham Youth Football Club Project for Under 11s

Both Fiona and Joe left the room when their projects were being discussed by the remaining co-group members and were asked to join the group once more at the end of the discussion.

3. Format of the meeting

As there was so many applications to discuss at the meeting there was not enough time to discuss the format of the meeting in detail.

The group had agreed to follow what was delivered last year as it worked well with similar numbers but the actual details of the meeting were not discussed.

Jason asked the group if they would be happy for him to send through details as to how the event would run and for the co-group to provide any further suggestions or comments.

AP2. Jason to provide details for the meeting and for the group to response with any further ideas or suggestions.

4. Publicity

Again time was limited to discuss the publicity. The group took a look at the door to door letter, which included information on the Remembrance Service and the Downham Celebrates Christmas Festival, as well as the posters and leaflets. The group approved them all. Joe asked if information on the DCEG (Downham Community Engagement Group) could be included within the door to door letter. Information to be forwarded to Jason

The group had agreed to change the picture on the front of the door to door letter to the venue if at all possible.

AP3. Joe to forward Jason info on the DCEG to be included within the door to door letter.

5. AOB

The group had agreed to continue further discussions on the format of the evening and what it will include via email as the time only allowed for the discussion of each of the 2012/13 Assembly Fund proposals.

The meeting was brought to a close.