

## **THE WARD INITIATIVES FUND**

The Guidelines on the use of the Ward Initiatives Fund are reproduced below. Before you can access the fund, you are required to complete a form, which is available to download on the Members' Intranet.

### **1. INTRODUCTION**

- 1.1 The Ward Initiatives Fund of £625 per member per annum of the four year term, exists to enhance the capacity of members to undertake their community representation role. The fund does not form part of the Scheme of Members' Allowances.
- 1.2 These guidelines set out the prohibitions on the use of the fund, but does not cover all the authorised uses to which the fund may be put. It is hoped that members will be innovative in producing proposals for use of the fund and will share their experiences of the outcomes of any new uses.
- 1.3 Members should note that they cannot access the fund directly. All payments will be made directly by the Council and are subject to the usual internal controls on expenditure and the prohibitions listed below.
- 1.4 Members should not raise unrealistic expectations to potential beneficiaries, and the award of any payment should not be used to curry favour.
- 1.5 Members are advised not to incur expenditure themselves and then seek to recover their costs from the fund without first being assured that such costs are refundable.
- 1.6 Members must provide invoices, quotations or receipts to accompany any request.
- 1.7 Before payments from the fund may be authorised, members are required to sign an undertaking not to use it for improper purposes.

### **2. PROHIBITIONS ON THE USE OF THE FUND**

- 2.1 The fund may not be used for any purpose for which the Borough Council could not itself incur expenditure. Nor may it be used for any purpose which would breach the Council's constitution or policy framework.
- 2.2 This prohibition includes:
  - expenditure which would be in breach of the Code of Recommended Practice on Local Authority Publicity

- expenditure which would be in breach of any statutory provision relating to elections and referendums
- expenditure which would be contrary to the Council's commitments to local people

### 2.3 Examples of prohibited expenditure include:

- anything which is, or is liable to misrepresentation as being, party political. Anything published with financial support from the fund may not include reference to political affiliations, use political slogans, expressly advocate policies as being of a particular political party or directly attack policies and opinions of other parties, groups or individuals
- no publications or events shall be funded which are issued or held during the period between the notice of an ordinary Borough Council election and the election itself, nor will support be given during such period in relation to a ward in which a by-election is to be held. For other local, parliamentary or European parliamentary elections the prohibition relates to any event or publication which gives, or could be misrepresented as giving any publicity whatsoever to a candidate at the election.
- no publications or events shall be funded which appear designed to influence local people in deciding whether or not to sign a petition or vote in a referendum for an elected Mayor
- any request which would directly benefit a sole individual
- any request for monies to be spent on consumables or trips
- any request that could be considered as 'Treating' (*an explanation of what is meant by 'treating' is available to view on the Members' Intranet.*)
- any request where the beneficiary has received or is set to receive funding from any other scheme of the Borough Council or County Council.
- The Ward Initiatives Fund will not substitute itself as a provider/funder of services when another public provider cuts such a service.

2.4 Determinations to withhold funding will be made by the Head of Democratic and Legal Services and shall be in writing detailing the basis of the determination. Appeals against a determination to withhold funding will be heard by the Standards Advisory Committee, advised by the Monitoring Officer, within one month of any such appeal by a member.

### **3. AUTHORISED USES OF THE FUND**

3.1 Subject to the prohibitions noted in Section 2 the fund may be used for any purpose which in the opinion of the member concerned will enhance their community representation role. Such purposes will include:

- providing information to constituents, whether in the whole ward or a part thereof and whether about the Council or about any other matter affecting the economic, social or environmental well-being of the ward or that part of the ward
- seeking the views of constituents, whether in the whole ward or a part thereof and whether about the Council or about any other matter affecting the economic, social or environmental well-being of the ward or that part of the ward
- training for any purpose connected with members' roles for which no provision has been made in the members' training programme
- any other purpose which in the opinion of the member will enhance the economic, social and environmental well-being of their ward or part thereof.

3.2 Individual ward members may pool their fund allocations together if they feel that a scheme would benefit residents of more than one ward. One or more ward members can also join with one or more ward councillors from an adjacent ward or wards to fund a project, provided it can be shown that the project benefits residents from both or all wards concerned. Individual members are responsible for ensuring funds are distributed in an equitable manner.

### **4. ADMINISTRATION OF THE FUND**

4.1 The Head of Democratic and Legal Services and such other officers delegated by this post-holder shall have responsibility for administering the fund.

4.2 All requests must be submitted to the delegated officers to be assessed and authorised.

4.3 The annual allowance will run alongside the four year term between local elections. Any monies not spent as at 31<sup>st</sup> March each year can be rolled over into the following financial year. However, in the fourth year, any balances left in the fund and not spent before the deadline imposed, are considered lost and will be absorbed within the Council's general balances.

4.4 Reports will be compiled and published from time to time.

Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Adams	Hire North Park Pavilion	£3.94	KIT Rebike Tutti Frutti Hire of Grange Grange Methodist Hire KRISP	£808.10	Kool Kids Youth Club Crescents Community K Factor Tickets K Fed	£185	KCU Ltd Grange Gymnastics Grange School PTA Kettering Special Needs Youth Group Youth Works CIC	£1502.96
Bain		£0.00		£0.00	Sea Cadets Ise Valley Scout Group Green Patch	£1850	Ise School Special Status	£650
Bayes	Kettering Allotment Assoc	£625	Trees & Hedging	£625		£0.00	Friends of Brambleside	£1250
Bishop	Hire of St Mary's School	£22.50	KCU Ltd Metal Detector Federation of School Councils William Knibb Forum	£354.95	KCU Ltd K Fed Friends of Kettering Library Police Bikes	£700	K Fed Home Start KCU Ltd	£517.08
Brown	Speed Camera	£215	Rothwell Library Platform Cherry tree Rothwell Youth Group	£755	Rothwell Junior Garden	£150	Rothwell Aztecs FC Rothwell Planters Rothwell Fair Rothwell Lions	£1380
Bullock		£0.00		£0.00	Warkton Church Clock	£250	Geddington Memorial Plaque Police Speed Gun Litter Bin – Cranford Samuel Lee Charity	£2250
Civil	Hire- Ise Valley Millbrook Scouts	£625		£0.00		£0.00	Ise Valley Scout Group	£1675

Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Corazzo	Hire – North Park Pavilion Maple Rd – Mock ups Hire- Ronald Tree Nursery Grange School Keyrings	£343.94	Hire- Grange Methodist KRISP	£110	Kool Kids Youth Club Crescent Community K Factors Tickets K Fed	£185	KCU Ltd Grange Gymnastics Grange School PTA Kettering Special Needs Youth Group Youth Works CIC Grange Methodist Church	£1861.06
Dearing	Speed Camera	£215	Dog Bin – Desborough Vine Community Mini- bus	£720.25	Loatlands School	£50	Desborough H Centre - Signage Desborough H Centre – Cabinets Vine Community Centre Desborough Town Centre Partnership Desborough Pocket Park	£1514
Derbyshire	Speed Camera	£215	Desborough Youth Cricket Club Dog Bin – Desborough Marlow House Mini-bus	£970.25		£0.00	Vine Community Trust Desborough Community Transport Desborough Civic Society Loatlands School Fund Desborough Junior FC	£1314.75
Edwards	5th Kettering Scouts Counties Flower Show Bin - Hawthorn Rd Counties Community Assoc	£359	Highfield Bams Com Assoc Counties Community Centre	£350	Counties Community Centre	£440	Highfields Surestart Friends of Highfield Pensioners Resident day Homeless Centre	£1350.47

Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Freer	Leaflets Wren Spinney School Hall Meadow St Thomas Moore Westside Comm Group	£630	Hire – St Thomas Moore Sound System Hall Meadow Westside Comm Group	£610	St Thomas Moore	£300	Hall Meadow Courses Chairs- St Thomas Moore Park Bench Kettering Town Harriers	£843
Groome, C		£0.00	Burton Latimer Clock Kettering Eisteddfod	£541.66	Burton Latimer Cemetery Bench Burton Latimer Christmas Lights Cemetery bench	£790.19	Printer - Burton Latimer Civic Centre Police bike Friends of Burton Library Burton Latimer Pocket Park	£1168.15
Groome, R	Wild Magic	£50	Burton Latimer Clock	£441.66	Burton Latimer Cemetery Bench Burton Latimer Christmas Lights Cemetery bench	£790.19	Cherry tree Burton Latimer Civic Centre cladding Burton Latimer Heritage Society St Nicholas Church Friends of Burton Library	£1218.15
Hakewill	Speed Camera Leaflet Delivery Broughton Leaflets	£255		£0.00	St Mary's Court - DVD	£21.06	Broughton under 5's Harrington Village Hall Broughton Indoor Bowls Great Cransley Notice Board Mawsley Youth Club St Andrew's Group B4Y	£2223.94

Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Henson, J	5 <sup>th</sup> Kettering Scouts Counties Flower Show Bin – Hawthorn Road Counties Comm Assoc Drill Hall Rev Robert Hill	£625	KCU CAB HARA Bishop Stopford 10 <sup>th</sup> Kettering Rainbows 5 <sup>th</sup> Kettering Beavers Counties Gardening Kettering Eisteddfod	£625	Counties Gardening St Jude's YMCA Southfield Recycling	£250	Counties Gardening 10 <sup>th</sup> Kettering Rainbows Pensioners Resident Day Homeless Centre	£999.32
Henson, L	5 <sup>th</sup> Kettering Scouts Counties Flower Show Bin – Hawthorn Road Counties Comm Assoc Drill Hall Rev Robert Hill	£625	KCU CAB HARA Bishop Stopford 10 <sup>th</sup> Kettering Rainbows 5 <sup>th</sup> Kettering Beavers Counties Gardening Kettering Eisteddfod	£625	Counties Gardening St Jude's YMCA Southfield Recycling	£250	Counties Gardening 10 <sup>th</sup> Kettering Rainbows Pensioners Resident Day Prizes/Refreshments for event Homeless Centre	£999.67
Hollobone		£0.00		£0.00	Sea Cadets Ise Valley Scout Group Green Patch	£1850	Ise School Special Status	£650
Lamb		£0.00	Barton Seagrave Community Association Wallis Spinney Pocket Park	£1250	Barton Seagrave School Barton Rd -- bin Latimer School PTA	£625	Latimer School PTA	£625
Lynch, M		£0.00	Warriors Youth FC	£500	Kettering Warriors FC Ise Valley Scout Group	£1250	Kettering Warriors FC	£500
Lynch, S		£0.00	Warriors Youth FC	£500	Rhymetime Nursery Ise Valley Scout Group	£1250	Ise Valley Scout Group	£750

Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Malin	Leaflets Wren Spinney School Hall Meadow St Thomas Moore Westside Community Group	£630	Hall Meadow – IT system Westside Community Group	£600	Westside Community Group	£245	St Thomas Moore – chairs Park bench Kettering Harriers Hall Meadow	£843
Marks	Kettering Allotment Association	£625		£0.00		£0.00	Friends of Brambleside	£1875
Perry	Speed camera Broughton Parish Council	£280	Loddington & Mawsley Cricket Club Mawley Toddler Group	£125		£0.00	Pytchley Youth Shelter Mawsley Allotment B4Y St Andrew's Group	£2095
Pote	Speed camera Police	£615	Rothwell Aztecs FC Rothwell Junior School	£635	Young Detectives scheme	£250	Rothwell Planters Police Rothwell Aztecs FC – kit	£1000
Manns / Rennie		£0.00	Keystone Escape Youth Centre	£1000	KFED - Holocaust	£100	Keystone – Wii Teamwork	£1400
Roberts		£0.00	Barton Cricket Club Townswomen Guild	£373	Barton Road - Bin	£265	Barton Seagrave Community Centre	£1862
Smith- Haynes		£0.00	Rockingham Road Pavilion – hire Graffiti Paint	£189.25	Stamford Road Park – tree Police bike & uniform St Andrew's Church	£1094.69	32 <sup>nd</sup> All Saints Rainbows KCU Ltd	£1009.34
Soans	Speed camera	£215	Marlow House minibus	£1000	Desborough pocket park	£500	Desborough minibus Desborough pocket park	£785



Councillor	2011/12	Total Spent	2012/13	Total Spent	2013/14	Total Spent	2014/15	Total Spent
Talbot	Speed camera	£215	Rothwell - bin	£440.50	Youth works	£500	3 <sup>rd</sup> Rothwell Guides	£600
Tebbutt	Speed camera Desborough bowls	£465			Desborough Junior FC Young Detectives scheme United Reform – boiler	£800	Havelock Infants Litter bins x 2 Police camera calibration	£1235
Titcombe		£0.00	Rockingham Road Pavilion - hire	£11	Stamford Road Park – tree Police bike & uniform St Andrew's Church	£1094.69	32 <sup>nd</sup> All Saints Rainbows	£549.36
Watts	St Mary's School – hire MIND - hire	£37.50	MIND – hire KCU ltd Federation of schools councils William Knibb forum Metal detector	£469.95	KCU ltd Friends of Kettering library KOPA Police bikes	£750	KFED Homestart KCU ltd	£1000
West		£0.00		£0.00	Kettering school of boxing Keystone Escape Youth Group	£1250	Kettering school of boxing Keystone - ramp	£1250
Wiley	Speed camera Wilbarston Primary School	£635	Wilbarston Primary School Braybrooke Primary School	£615	Stoke Albany War Memorial Wilbarston Primary School Braybrooke Primary School	£625	Rushton PCA	£150
Zanger	Pocket Park German Scout twinning Scouts Christmas Lights	£150	Trophy BL Darby & Joan Ciub BL community centre Leaflet delivery Burton Latimer clock	£959.66	Town Council Trophy Town Christmas Lights	£235	BLTC Civic Centre Union Jack flag Christmas lights switch-on Chevrons Youth Group	£1155.34