

Pol & Fin
April May 08



Service Level Agreement

Total funding agreed :
£2500 capital

General conditions of funding :

1. The funds are to be used for the project, details of which are below
2. The funds will be paid in arrears of expenditure incurred. If this is a problem please contact the Community Safety Co-ordinator (CSC) as soon as possible so that we can arrange a payment plan.
3. The amount of grant is subject to the project making satisfactory progress in delivering the service level agreement. The CSC will monitor progress of the project and if we have concerns these will be notified to you.
4. The project will work to achieve the overall strategic outcome of the Community Safety Partnership Plan 2008 - 2011 and Local Area Agreement for Hampshire (available from the CSC).
5. Any suggested changes to the service level agreement must be notified in writing to the CSC, who will subsequently advise in writing whether such proposed changes are acceptable. No changes can take place without the written consent of the CSC.
6. This agreement of grant funding remains open for 30 days from the date of this letter. If you do not sign and return the service level agreement by the specified date, the offer shall lapse.
7. Payment of funding will be made by New Forest District Council, as the accountable body for the Community Safety Partnership (CSP) funds. Invoices should be made to them via the CSC.
8. Records of expenditure relating to your project and information on your project in general must be kept for a minimum of two years after completion and should be made available for inspection by the CSP or by anyone acting on their behalf.
9. CSP funds will not be paid and may not be used for:
 - a. expenditure on works or activities which any organisation has a statutory duty to undertake,
 - b. recoverable input VAT incurred;
 - c. any liability arising out of negligence;
 - d. payments for redundancy to staff employed on fixed term contracts signed after June 1996, where this arises in respect of the expiry of that term without it being renewed.
10. The CSP may reduce, suspend or withhold funding payments, or require all or part of the funding to be repaid if there has been failure by the project to comply with the requirements of the Service Level Agreement. In particular, funding may be reduced, suspended or withheld, or will be liable to be repaid in the following circumstances:-
 - a. the performance of the project is considered by the CSP to be unsatisfactory as measured against the service level agreement;
 - b. there are unapproved changes to the project;
 - c. the project fails to maintain adequate records that indicate the nature and amount of expenditure incurred, and the outcomes and outputs achieved;

- d. any information provided in the request for funds or in a claim for payment is found to be intentionally incorrect or incomplete;
 - e. any attempt is made to transfer or assign any rights, interests or obligations associated with the project without agreement by the CSP;
 - f. a charge is taken on an asset financed wholly or partly from funding monies, without the agreement in advance of the CSP;
 - g. the funding has not been used for the purpose agreed;
 - h. insufficient measures are taken to investigate and resolve any reported irregularity that is likely to affect the project's ability to achieve the service level agreement.
11. The project should ensure that it complies with the law for the time being in force in the United Kingdom and in particular:
- a. Takes all necessary steps to secure the health, safety, and welfare of all persons involved in the project;
 - b. Does not discriminate against any person on the grounds of sex, disability, religion, age or race etc.
12. Projects should ensure they have the necessary authority (legislative or otherwise) for the activities proposed.

Reports

13. It is expected that all project leads will report the progress of the project regularly (minimum every three months). The required report pro-forma will be sent to you.

Specific conditions of funding :

1. Three monthly reports to be made from April 2008 - April 2009
2. Ringwood Town Council to consider the benefits of the venue being available for more than one night a week

Reporting period to start :

April 2008

Partnership Representative Signature (electronic signature is permitted)

S Sutton

Project title :

Drop In at Carvers Recreation Ground, Ringwood

Description of project:

Capital repairs to former tennis pavilion to allow re-use as a drop in centre for 14-20 age group. Works include re-roofing, rewiring, new marmaleum flooring, complete redecoration, external lighting, repairs to security fencing, new doors and reglazing of windows with

toughened glass

What does the project aim to achieve? (all targets to be specific, measurable, achievable, realistic and timely)

provision of an informal meeting place that will lead to a reduction of anti-social behaviour and criminal damage

Breakdown of cost of project and who is funding what :

current cost £5500 met by the Town Council. A total of £1135 recovered through insurers. In addition internal decoration, door hanging, kitchen area refurbishment carried out by volunteers. Carnival Ass has contributed £1000 for furnishings and water boiler. Various other items of equipment also donated

Funds being requested from Community Safety Partnership :

£2500

What services and/or facilities and/or resources will the project provide to the Partnership (the Service Level Agreement):

Engagement of young people in a controlled but informal environment led by qualified youth workers with the simple aim of providing a safe place where the young people can meet on an informal relaxed basis. The engagement of young people in this way will lead to a reduction in anti-social behaviour and criminal damage

Project lead :

Terry Simpson, Ringwood Town Council

Contact telephone :

01425 473883

Contact e mail address :

town.council@ringwood.gov.uk

Contact address :

Greenways, 71 Christchurch Rd, Ringwood, Hants, BH24 1DH

Project Lead Signature (electronic signature is permitted)

Please return to Mrs Stephanie Sutton on e mail to: Stephanie.sutton@nfdc.gov.uk

Or by post to Community Safety Co-ordinator, New Forest District Council, Appletree Court, Lyndhurst,
Hants, SO43 7PA

Quarterly reports to be submitted every three months until the funded project has finished & identified final outcomes, or as directed, to:

Stephanie Sutton
Community Safety Co-ordinator,
New Forest District Council
Appletree Court
Lyndhurst
Hants
SO43 7PA



We will send you reminders of when you are required to send these reports in

Title: Drop In at Carvers Recreation Ground, Ringwood	
Funding Granted : £2500	Project lead : Terry Simpson, Town Clerk
Services, resources and facilities (as per service level agreement) <ol style="list-style-type: none"> 1. 1 drop in centre at Carvers Recreation Ground 2. Town Council to consider benefits of venue being available more than one night a week 	Services, resources and facilities delivered (to be completed by project lead) <ol style="list-style-type: none"> 1. 2.
Intended achievements in reducing crime, disorder, anti-social behaviour and substance misuse <ol style="list-style-type: none"> 1. Reduction in criminal damage during opening hours of the drop in... 2. Reduction in number of rowdy and inconsiderate calls during hours of opening 3. Reduction in complaints to Town Council about anti-social behaviour during hours of opening 4. 	Progress of intended achievements (to be completed by project lead, crime analyst or CSC) <ol style="list-style-type: none"> 1. (crime analyst to provide data) 2. (crime analyst to provide data) 3. (Town Council to provide data)
Updates on problem/new intelligence: (to be completed by project lead)	
Project delivery issues including finance issues: (to be completed by project lead)	

Signed and dated	(to be completed by project lead – electronic signature is permitted)