

# Swindon Borough Council

## Town Twinning Network

**Wednesday, 2 April 2014**

Civic Function Room, Civic Offices (Anticipated meeting room)

**At 6.00 p.m.**

### **Conservative Councillors**

Michael Bray  
Mike Bawden  
Toby Elliott

### **Labour Councillors**

Kevin Small (Chair)  
Junab Ali  
Abdul Amin

### **Liberal Democrat Councillors**

Eileen Mochan, Swindon Ocotal Link  
Hassan Nur, Salahley, Somaliland  
Roger Gower, Swindon Salzgitter Twinning Association  
Mr Bruce Clarke, Swindon Ocotal Link  
Mike Ide, Wroughton - St Germain les Corbeil Twinning Association  
Andy Lane, Chattanooga, USA - Vice-Chair  
John Mayell, Swindon Ocotal Link  
Derrick Gustafson, Highworth Twinning Association

**Committee Officer:** Stuart Figini (Telephone 01793 463612)

Email: [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk)

Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH  
(Telephone 01793 445500)

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## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

### **3. Public Question Time**

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

### **4. Minutes (Pages 1 - 2)**

To receive the minutes of the meeting held on 4 December 2013.

5. **Town Twinning Grants Applications - Cultural and Educational Activities** (Pages 3 - 10)
6. **Swindon Salzgitter Twinning - 40th Anniversary Celebrations** (Pages 11 - 14)  
The Town Twinning Network will be asked to consider how Swindon should mark the 40<sup>th</sup> Anniversary of the signing of the twinning agreement with Salzgitter.
7. **Reports from Town Twinning Associations and Links** (Pages 15 - 16)

**Date of Despatch:** 25 March 2014

**Public Question Time** - *Swindon Borough Council is committed to increasing its accountability to the public and to promoting active citizenship. Up to 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Committee (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Director of Law and Democratic Services is desirable - particularly if detailed background information is needed.*

**Access Arrangements** – *The Venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special requirement to enable you to do so please contact the Committee Clerk above, as soon as possible prior to the date of the meeting.*

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

#### **Town Twinning Network - Terms of Reference**

The Town Twinning Network seeks to promote co-ordination and co-operation in the development of Twinning Links with the Twin Towns of Swindon (currently Salzgitter and Ocotal) and other existing Twinning Links with towns in the Borough. It will also encourage the development of other international friendship links between the people of the Borough of Swindon and communities in other countries.

The Town Twinning Network will act as a co-ordinating body for interested groups and individuals seeking to promote twinning links with the Twin Towns of Swindon (currently Salzgitter and Ocotal).

The Town Twinning Network will seek to co-ordinate fund raising and publicity in relation to Town Twinning but will not itself undertake these activities.

The Town Twinning Network will seek to encourage the development of international friendship links and commercial links between the people of Swindon and

communities in other countries by the provision of a forum for discussion and the exchange of information.

The Town Twinning Network will receive and consider applications for Town Twinning grants and make recommendations to the Council.

The Town Twinning Network shall not hold funds or enter into any financial transactions.

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**TOWN TWINNING NETWORK**

**WEDNESDAY, 4 DECEMBER 2013**

PRESENT:- Roger Gower (Swindon Salzgitter Twinning Association), Andy Lane (Chattanooga, USA), Councillor Kevin Small, Councillor Junab Ali, Councillor Abdul Amin, Councillor Mike Bawden, Councillor Toby Elliott, Hassan Nur (Somalia) and Eileen Mochan (Swindon Ocotal Link)

Apologies for absence were received from Mike Ide, John Mayell, Councillor Michael Bray and Derrick Gustafson

**28. Declarations of Interest**

There were no declarations of interest.

**29. Public Question Time**

There were no public questions.

**30. Minutes**

That the minutes of the meeting held on 25 September 2013 be confirmed and signed as a correct record, subject to Councillor Junab Ali's name being added to the list of those giving apologies for absence.

**31. Reports from Town Twinning Associations and Links**

The Network considered (a) a report of the Director of Law and Democratic Services listing the Town Twinning Associations and Links in and around Swindon and (b) the following verbal reports from those Town Twinning Associations and Links present at the meeting:-

**Swindon Salzgitter Twinning Association**

Roger Gower reported that the Association's Annual General Meeting was held in November 2013 and those in official positions were reappointed.

Roger confirmed that the Association were beginning to assemble the group to visit Salzgitter in June 2014 and he spoke briefly about the visit in June 2013 to Swindon from the Salzgitter Twinning Association. He explained that following discussions between the Twinning Associations, it was agreed that each Association would be responsible for their own travel costs to the respective towns.

Marion Jefferies had been appointed as publicity manager. Marion had previously worked with Bruce Clarke at Swindon 105.5 radio station and it was hoped that the Twinning Association would receive some publicity through Marion's links with the station.

Further discussions had been held about the launch of a website and it was felt this would be of great benefit for the Association. Roger may contact Members about funding issues.

The Network was reminded that the Swindon Salzgitter Twinning Association was set up in 1975 and would be celebrating its 40<sup>th</sup> anniversary in 2015. It was suggested that an official Council event should be planned to commemorate the Twinning link to be funded by the Council.

### **Swindon Ocotal Link**

Eileen Mochan reported that she was the new secretary for SOL and that a number of fund raising events were being held.

Eileen explained that it was SOL's 25<sup>th</sup> Anniversary in February 2014 and a celebration event was being organised.

### **Salahley, Somaliland**

Hassan Nur reported that £68,000 had been raised to help fund the Salahley road construction project in Somaliland, which would connect Hargeisa to the largest district under Marodijeh region in the south and of the most populated rural district in the Hawd of Hargeisa.

Hassan also reported that 200 families originating from Somaliland had been made homeless from typhoon Haiyan and that his organisation were raising funds to help with the disaster relief. He explained that a letter had been sent to the Mayor of Swindon but Hassan had not received a reply. The Director of Law and Democratic Services was asked to investigate this further.

### **Chattanooga**

Andy Lane reported that he was still holding discussions with Forward Swindon about a possible business delegation to Chattanooga. Andy also referred to a publication called 'CityScope' that was produced on a quarterly basis by Chattanooga city to promote the region and suggested that Swindon could produce a similar publication to promote itself.

### **Resolved:**

It was resolved that:

- (i) The report and updates from members of the Network be noted; and
- (ii) The Director of Law and Democratic Services be asked to liaise with the leader of the Council, Councillor David Renard, and Councillors Kevin Small and Mike Bawden about the possible options to commemorate the 40<sup>th</sup> Anniversary of the Swindon Salzgitter Twinning link.

## Town Twinning Grant Applications – Cultural and Educational Activities

Town Twinning Network

Date: 2 April 2014

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### 1. Purpose and Reasons

- 1.1 To review the criteria for consideration of Town Twinning Grant applications. .

### 2. Recommendations

The Town Twinning Network is recommended to:

- 2.1 Note the report and continue to use the Town Twinning Grant guidance/criteria set out at Appendix A of the report to assess Town Twinning Grant applications whilst taking into account the definitions for culture and educational activities referred to in 3.2 below.

### 3. Detail

- 3.1 The Chair of the Town Twinning Network has asked for a review of the criteria for consideration of Town Twinning Grant applications.
- 3.2 Town Twinning enables participants to experience the different cultures of the twin towns involved. Culture can mean different things to different people. Its definition can be narrow focusing on 'the arts' or 'leisure' for example or very broad to include entire ways of life, belief systems, traditions and values. The dictionary definition of Educational activities includes learning experiences that communicate, teach or instruct knowledge and skills.
- 3.3 The Department for Culture, Media and Sport in their document 'Creating Opportunities' defines culture as having both a material and a value dimension.

The material dimension of culture includes:

- The performing and visual arts
- Media, film, television, video and language
- Craft, fashion and design
- Libraries, museums and archives
- Literature, writing and publishing
- The built heritage, architecture, landscape and archaeology
- Sports events, facilities and development
- Parks, open spaces, wildlife habitats and water environments

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# **Town Twinning Grant Applications – Cultural and Educational Activities**

**Town Twinning Network**

**Date: 2 April 2014**

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- Children's play, playgrounds and play activities
- Tourism, festivals and attractions
- Informal leisure pursuits.

The value dimension of culture includes:

- Relationships
- Shared memories experiences, identity and sense of place and belonging
- Diverse cultural, religious and historic backgrounds
- Standards; what we consider valuable to pass on to future generations

3.4 Culture can shape and define places and communities. It helps individuals and communities make sense of the world in which they exist and reflect upon, articulate and express their views and thoughts.

3.5 Culture does all kinds of things for people as can be seen in the following examples:

- It helps us to understand ourselves and others
- Broadens our horizons and helps us develop new skills
- Helps bring people together and gives a sense of identity and belonging
- Makes places exciting to live in, work and visit

3.6 In Swindon Town Twinning grants are non-recurring grants intended to promote Town Twinning and, specifically, activities which will enhance existing twinning links and develop international friendship links between the people of Swindon and communities in other countries. The basis for awarding grants is that it will strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities.

3.7 Previously the Partnership and Communities Manager within the Localities Team had been consulted about Town Twinning Admin Grant applications. The guidance/criteria used for this type of grant was the Grassroots Grants and Admin Grants guidance. The Localities Team were involved in 2013 as the Swindon / Salzgitter Twinning Association applied for an Administration Grant in May 2013, and the Swindon Ocotal Link group applied for an Admin grant in October 2013. Both of the Grants were approved.

3.8 However, the Lead Member requested in October 2013 that future applications from the Town Twinning groups would need to be considered under the Town Twinning grants guidance/criteria at the Network meetings and would not be

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# Town Twinning Grant Applications – Cultural and Educational Activities

**Town Twinning Network**

**Date: 2 April 2014**

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funded from the Grassroots Grants funding allocation. A copy of the Town Twinning guidance/criteria is attached at Appendix A.

- 3.9 It is suggested that in considering future Town Twinning Grant Applications officers and Members continue to use the Town Twinning Grant guidance/criteria set out at Appendix A whilst taking into account the above definitions for culture and educational activities.

## **4. Alternative Options**

- 4.1 There are no alternative options.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 There are no direct financial or procurement implications relating to this update. Any future activity that has financial implications would be subject to a separate report.

### Legal and Human Rights Implications

- 5.2 This report has no specific legal or human rights implications.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 This report has no specific implications relating to staff, sustainability, health, rural, crime and disorder.

### Links to One Swindon, Strategic Objectives, Plans and Policies

- 5.4 There are no specific links between Town Twinning and One Swindon, Strategic Objectives, Plans and Policies.

### Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been completed for this report. This is because it relates to verbal updates from Town Twins and Links present at the meeting, with no changes to staffing, budget or service eligibility criteria.

### Risk Management

- 5.6 A risk assessment has not been undertaken.

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# **Town Twinning Grant Applications – Cultural and Educational Activities**

**Town Twinning Network**

**Date: 2 April 2014**

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## **6. Consultees**

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 None

# Town Twinning Grant Applications – Cultural and Educational Activities

Town Twinning Network

Date: 2 April 2014

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Appendix A

## SWINDON BOROUGH COUNCIL GUIDELINES FOR TOWN TWINNING GRANTS

### A. WHAT ARE THESE GRANTS FOR?

The purpose of these non-recurring (one-off) grants is to promote Town Twinning. This includes activities which will enhance existing twinning links and develop other international friendship links between the people of the Borough of Swindon and communities in other countries.

Please note that funding is **not** available from this source for:

- ❖ Individuals
- ❖ Capital works or adaptations
- ❖ Activities the primary purpose of which is (or appears to be) religious or party-political

### B. WHO CAN APPLY?

Subject to the various criteria set out in these guidelines, any Swindon-based voluntary or not-for-profit organisation can apply on a standard application form for “one-off” grants for initiatives which meet the broad aims set out above. The maximum grant available is normally £1,000. The Director of Law and Democratic Services, in consultation with the Cabinet Member for Twinning, the Chief Executive and the Town Twinning Network can award slightly larger grants where necessary.

Applicants should be able to demonstrate:

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# Town Twinning Grant Applications – Cultural and Educational Activities

Town Twinning Network

Date: 2 April 2014

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- ❖ Which group of people will benefit (and approximately how many)
- ❖ How the grant would be used to further Town Twinning links
- ❖ What are the expected benefits and outcomes, both for the group, the subject of the application (where appropriate) and for the development of Twinning links
- ❖ If not a on-off event or time-limited initiative, how the activity will be sustained.

Please note that further applications from the same group, for the same or a broadly similar purpose, will not be considered.

## C. WHAT ARE THE PRIORITIES?

Specific priorities may be set from time to time by the Council.

In general, priority will be given to applications from groups with fewest resources, or least likely to be able to access/attract funds from other sources, for initiatives which:

- ❖ Promote cultural awareness
- ❖ Are pump priming and sustainable **or** likely to produce lasting benefits
- ❖ Attract match-funding from other sources

**Applications will also be considered for assistance towards travel or transport costs, only where evidence is provided that it is for the direct benefit to the people of Swindon.**

# Town Twinning Grant Applications – Cultural and Educational Activities

Town Twinning Network

Date: 2 April 2014

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## D. WHAT ARE THE CONDITIONS?

1. Applications on a standard application form may be made at any time of year but **must be received at least 6 weeks before the proposed activity.**
2. Applicants must have, as a minimum, a simple Constitution and a group bank account into which any grant will be paid. Established groups must comply with the Council's Basic Conditions of Grant Aid.
3. Successful applicants will be required:
  - a) To sign an agreement to use the grant only for the purposes for which it is given;
  - b) To complete and return an Evaluation Form, within 6 weeks of the event/activity taking place.
4. All receipts for items purchased and expenses paid must be kept for accounting purposes. Copies of these must be returned with the Evaluation Form within 6 weeks of the event/activity taking place. (NB. If original receipts are sent, these will be copied and returned).
5. No individual applying for a grant on behalf of a group may themselves receive any payment from that grant other than appropriate expenses actually incurred on behalf of, and approved by, the group.
6. Grant applications, including the level of any grant awarded, will be determined by the Director of Law and Democratic Services, following consultation with the Cabinet Member for Twinning (Leader of the Council), the Chief Executive and the Town Twinning Network.
7. The administration of this scheme for the award of Town Twinning grants will be co-ordinated through the Council's Grants Team, in accordance with standard grant aid procedures.

## E. HOW DO WE APPLY?

For an application form, advice and assistance please contact Stuart Figini (Committee Officer) on 463612. If you need help to fill in the form we will be happy to arrange an appointment.

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## Swindon Salzgitter Town Twinning 40<sup>th</sup> Anniversary Arrangements

**Town Twinning Network**

**Date: 2 April 2014**

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 To consider arrangements to mark the 40<sup>th</sup> Anniversary of the Swindon/Salzgitter Town Twinning.

### **2. Recommendations**

The Town Twinning Network is recommended to:

- 2.1 Note the report and support the arrangements to celebrate the 40<sup>th</sup> Anniversary of the Swindon/Salzgitter Town Twinning.

### **3. Detail**

- 3.1 The Town Twinning Network, at their meeting on 4 December 2013, was informed that the Swindon Salzgitter Twinning Association would be celebrating its 40<sup>th</sup> Anniversary in 2015. It was agreed at that meeting that the Council should consider planning an event to commemorate the Anniversary of the twinning link. This report details initial thoughts about possible options to commemorate the Anniversary and seeks further consideration about likely events.
- 3.2 The Swindon Salzgitter Twinning Association was set up in 1975 with the principle aim of furthering and expanding the knowledge of culture, education, industrial and political interests between the two towns. Visits to Salzgitter are arranged every other year and in between visits are arranged to Swindon.
- 3.3 Initial contact has been made with a number of the Heads of Service Areas including Leisure, Libraries, Traded Services and Culture, Communications and Facilities Management about the possible options open to the Council to help with the celebrations.
- 3.4 Swindon Museum and Art Gallery hold a small amount of material relating to Salzgitter including a book, tourist and public service leaflets and a shopping bag. There is also some material held in the Civic Offices, mainly in Committee Room 5 and the Mayor's Parlour. Potentially there is enough material to create a mini display at the Central Library and the Civic Offices. The Head of Communications and Insight has indicated that he would be happy to support the

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# Swindon Salzgitter Town Twinning 40<sup>th</sup> Anniversary Arrangements

**Town Twinning Network**

**Date: 2 April 2014**

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publicity of any event through the usual communication channels.

- 3.5 Funding any event is a potential issue as resources are scarce. However, a funding application for an event could be made depending on the activity. For example, if it was an arts based activity it could be possible to make an Arts Grant application to the Arts Council.
- 3.6 The Town Twinning Network is asked to consider the above options along with any additional suggestions and ideas, especially from the Swindon Salzgitter Twinning Association, that would contribute towards making the 40<sup>th</sup> Anniversary commemorations a success.
- 3.7 Further discussions would be needed within the Council and with the Swindon Salzgitter Twinning Association to agree a programme of events to mark the Anniversary, with regular update reports to the Town Twinning Network on the progress being made.

## **4. Alternative Options**

- 4.1 There are no alternative options.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 There are no direct financial or procurement implications relating to this update. Any future activity that has financial implications would be subject to a separate report.

### Legal and Human Rights Implications

- 5.2 This report has no specific legal or human rights implications.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 This report has no specific implications relating to staff, sustainability, health, rural, crime and disorder.

### Links to One Swindon, Strategic Objectives, Plans and Policies

- 5.4 There are no specific links between Town Twinning and One Swindon, Strategic Objectives, Plans and Policies.

### Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been completed for this report.

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).



# Swindon Salzgitter Town Twinning 40<sup>th</sup> Anniversary Arrangements

Town Twinning Network

Date: 2 April 2014

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## Risk Management

5.6 A risk assessment has not been undertaken.

## **6. Consultees**

6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

7.1 None

## **8. Appendices**

8.1 None

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## Reports from the Town Twinning Associations and Links

### Town Twinning Network

Date: 2 April 2014

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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#### 1. Purpose and Reasons

1.1 To provide verbal reports updating members of the Town Twinning Network on the activities of the following Town Twinning Associations and Links since the last meeting held on 4 December 2013:-

- Swindon Salzgitter Twinning Association
- Swindon Ocotal Link
- Swindon Torun Link
- Chattanooga, USA
- Wroughton – St Germain les Corbeil Twinning Association
- Highworth Twinning Association
- Other Twins/Links present at the meeting

1.2 To keep the Town Twinning Network informed of the activities of the Town Twins and Links within Swindon and its surrounding areas and to provide a forum for these groups to exchange information and areas of good practice.

#### 2. Recommendations

The Town Twinning Network is recommended to:

2.1 Note the activities of the Twinning Associations and Links.

#### 3. Detail

3.1 The Town Twinning Network seeks to promote co-ordination and co-operation in the development of Twinning Links and in the development of other International friendship links between the people of Swindon and communities in other Countries.

3.2 The Town Twinning Network meets four times a year in order to encourage the development of International friendship links and commercial links between the people of Swindon and communities in other Countries by the provision of a forum for discussion and the exchange of information.

3.3 Each of the Town Twins and Links will give a verbal update at the meeting on the activities that have been undertaken since the last Town Twinning Network meeting.

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# Reports from the Town Twinning Associations and Links

## Town Twinning Network

Date: 2 April 2014

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### 4. Alternative Options

- 4.1 There are no alternative options.

### 5. Implications, Diversity Impact Assessment and Risk Management

#### Financial and Procurement Implications

- 5.1 There are no direct financial or procurement implications relating to this update. Any future activity that has financial implications would be subject to a separate report.

#### Legal and Human Rights Implications

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#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 This report has no specific implications relating to staff, sustainability, health, rural, crime and disorder.

#### Links to One Swindon, Strategic Objectives, Plans and Policies

- 5.4 There are no specific links between Town Twinning and One Swindon, Strategic Objectives, Plans and Policies.

#### Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been completed for this report. This is because it relates to verbal updates from Town Twins and Links present at the meeting, with no changes to staffing, budget or service eligibility criteria.

#### Risk Management

- 5.6 A risk assessment has not been undertaken.

### 6. Consultees

- 6.1 The Board Director Finance, Revenues, Benefits and Property (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

### 7. Background Papers

- 7.1 None

### 8. Appendices

- 8.1 None

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).