

# Swindon Borough Council

## Town Twinning Network

**Thursday, 15 September 2005**

Committee Room 2, Civic Offices, Swindon (Anticipated meeting room)

**At 6.00 p.m.**

**Conservative  
Councillors**

Deborah Baylies  
Doreen Dart  
Chris Van Roon

**Labour  
Councillors**

David Glaholm  
Derique Montaut

**Liberal Democrat  
Councillors**

Stan Pajak

John Mayell, Swindon Ocotal Link  
Philip Young, Swindon Chamber of Commerce and Industry  
Mr Reg Clarke, Swindon Salzgitter Twinning Association  
Mr Bruce Clarke, Swindon Ocotal Link  
Mr Phil Eagle, La Garenne Link  
Mr D Ainscough, Lydiards - Tessy sur Vire Twinning Association  
Mike Ide, Wroughton - St Germain les Corbeil Twinning Association  
Dr D Worsnip, Highworth - Pontorson Twinning Association  
Daryl Jones, Senior Economic Development Officer

**Committee Officer:** Alison Smith (Telephone 01793 463612)

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

Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 463000)

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## **AGENDA**

- 1. Apologies for Absence**
- 2. Minutes** (Pages 1 - 4)  
To receive the minutes of the meeting held on 25<sup>th</sup> July, 2005.
- 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. Town Twinning Link with Chattanooga, USA** (Pages 5 - 10)
- 5. Update on Swindon Borough Council Projects** (Pages 11 - 14)
- 6. Reports from the Town Twinning Associations and Links** (Pages 15 - 16)
- 7. Town Twinning Network Financial Position** (Pages 17 - 24)

**Date of Despatch:** 07 September 2005

**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 Corporate Governance 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

**MONDAY, 25 JULY 2005**

PRESENT:- Councillors Derique Montaut (Chair), Deborah Baylies, Doreen Dart, and Stan Pajak; John Mayell and Bruce Clarke (Swindon Ocotal Link), Mr Reg Clarke (Swindon Salzgitter Twinning Association), Mr Phil Eagle (La Garenne Link), Daryl Jones (Senior Economic Development Officer), Mike Ide (Wroughton - St Germain les Corbeil Twinning Association) and Dr D Worsnip (Highworth - Pontorson Twinning Association).

Councillor Philip Steele, Phil Denham, Sarah Bakewell, Katie Sworn, Caroline Rucinski and Susie Rathbone were also in attendance.

Apologies for absence were received from Councillors David Glaholm and Chris Van Roon, Michael Colley, Peter Mallinson and Steph Trinci

#### **23. Minutes**

Resolved – That, subject to the inclusion of Dr D Worsnip in the attendance list, the minutes of the meeting held on 26<sup>th</sup> April 2005, be confirmed.

#### **24. Public Question Time**

No public questions were received during the meeting.

#### **25. Chair's Comments**

The Chair commented that, in order for the Town Twinning Network to continually evolve, it needed to encourage other community groups to attend and participate in its work and that it needed to work towards the establishment of a Business Plan for all Twinning activities, official and otherwise, in and around the Town.

Bruce Clarke and Daryl Jones will develop a pro-forma so that all the current twins and links can enter details relating to their future activities and that this will feed into the overall Twinning Business Plan. Daryl confirmed that the Network is open to groups within a 50-mile radius and that a number of community groups would be invited to attend future meetings to give a short presentation on the type of activities they are involved in.

Dr Worsnip commented that the formal nature of the Network does prevent people from attending these meetings. Daryl added that some groups do come to him for help and advice but do not necessarily want to attend the Network meetings on a regular basis. It was agreed, however, that a press release would be sent out regarding the Network to try and encourage other groups to come along and participate in the Town Twinning Network. In particular, it was felt that, within the current climate, it would be appropriate to invite the local Muslim Community to attend the next meeting.

Some discussion took place regarding the cost of leisure facilities within the town to twinning visitors and although, in many cases, fees were waived for visitors, there is no corporate policy regarding this. It was felt, therefore, that a recommendation, supported by an officer report, should go to the Cabinet asking for

a Corporate policy to be adopted on the waiving of fees on leisure facilities in the Town for visitors from our Twin and Link towns.

Resolved – That (1) a pro-forma be developed and completed by all the groups within the Network to ascertain the level of Twinning and Link activity within the area and associated costs; (2) a Twinning Business Plan be produced outlining all Twinning and link activities for consideration at the annual meeting in November; (3) a press release be sent out regarding the activities of the Network and encouraging other groups, particularly the Muslim community to participate; (4) subject to the approval of Cabinet, a corporate policy be adopted which would allow fees of leisure facilities within the Town to be waived for all Twinning and Link visitors.

## **26. Update on Swindon Borough Council Twinning Projects**

Daryl Jones presented a report on the activities of Swindon Borough Council in relation to Twinning projects since the last meeting of the Network.

A meeting had taken place to discuss future youth exchanges with the Swindon Salzgitter Twinning Association. It was agreed that Daryl would prepare a discussion paper on youth exchanges for the next meeting of the Network.

Daryl introduced Phil Denham and Sarah and Katie from Swindon Borough Council who had recently participated in a Training Bridge exchange during May 2005 in Salzgitter. Funding for this exchange was applied for through the British Council. Phil Denham reported that his role was to make preparations for the visit and he was able to organise travel, accommodation, work placements, language tuition and cultural visits. Sarah and Katie informed the Network of their experiences during the visit and both felt that this programme should be further promoted within the Council as they felt it had been a very positive experience.

Other projects highlighted by Daryl included:

- Economic Development Officer from Torun is currently in Swindon.
- The Company developing the Torun Speedway track is keen support twinning activities.
- 6 trainees from Torun Electricity company to visit Swindon – European funding is being applied for via Leonardo Da Vinci.
- Group insurance request for events and displays at public sites – Bruce Clarke to pursue the possibility of this with the Legal and Finance Departments.

Resolved – That (1) a discussion paper on youth exchanges be prepared for the next meeting of the Network and (2) the possibility of group insurance for the Network be pursued with the Director of Law and Corporate Governance and the Director of Finance.

## **27. Reports from the Town Twinning Associations and Links**

### Swindon Salzgitter Twinning Association

Reg Clarke circulated the programme for the recent trip by Salzgitter visitors to Swindon from 1<sup>st</sup> to 8<sup>th</sup> June and reported that 120 people had attended the farewell event. The Chair congratulated them on a very successful visit.

### Swindon Ocotal Link (SOL)

Bruce Clarke reported on the following activities of SOL:

- Two students were currently in Ocotal – this is a self-funded trip.
- SOL has recently raised £1500.
- Another trip to Ocotal is being planned for mid November – the cost will be around £1300 for two weeks. It is hoped that £6K will be raised to take over there.
- The Mayor of Ocotal has been invited to attend the 30<sup>th</sup> anniversary celebrations of the Swindon Salzgitter Twinning Association. Bruce to contact Carole Deamer regarding the arrangements and programme. It was agreed that both the Nicaraguan and German Ambassadors should be invited to attend the event.

### Torun Swindon Link

Councillor Pajak informed the Network of the following activities:

- Successful visit to Torun by the Swindon Junior Ice Hockey Club.
- Polish connection is celebrated in street names in the Bloor Homes Northern Sector development.
- Ryan Air is creating a route from Stansted to Bydgoszcz which is only 25 miles from Torun.
- Hoping to agree a constitution for the formation of the Torun and Swindon Twinning Enterprise – TASTE.
- Torun Folk group Kadzioleczka are performing at the Polish Community Centre on Thursday 28<sup>th</sup> July at 6.00pm.
- 6 trainees from Torun Electricity Company will do their annual training exchange in Swindon for 9 weeks from 20<sup>th</sup> August.
- Caroline Rucinski, a student from Torun, is currently in Swindon for work experience.
- Invite has been made for a joint musical event in Swindon and Torun in September.

Councillor Pajak added that they were also pursuing sporting events between Torun and Swindon.

### Highworth-Pontorson Twinning Association

Dr Worsnip reported that they were hoping to invite visitors from Pontorson to Highworth to celebrate the 800<sup>th</sup> anniversary of the establishment of the market that is to be held next April.

### Wroughton-St Germain les Corbeil Twinning Association

Mike Ide reported that St Germain les Corbeil had hosted their Twin Town in Germany and had not therefore been able to invite them over this year but they have been invited to visit in 2006. He also reported that they were able to get insurance for £110/year and had been doing this for the last 15 years.

## **28. Update on the Potential Chattanooga Link**

This item was deferred until the next meeting.



To: The Chair and Members of  
the Town Twinning Network

Date: 15<sup>th</sup> September 2005

By: Director of Cultural Change

Parish/Ward: All

### **TOWN TWINNING LINK WITH CHATTANOOGA, USA**

#### **1 Purpose**

To agree an official friendship link between Swindon and Chattanooga with a view to forming an official twinning link at a later date. Before moving to an official “twinning” or “sister city” status, a period of “friendship” link would be established while exploring and developing opportunities which would be beneficial to both cities.

#### **2 Recommendations**

2.1 To recommend that Swindon Borough Council agrees to an official friendship agreement with the city of Chattanooga, Tennessee, USA in 2005.

2.2 To recommend that the Swindon Borough Council Mayor signs an official friendship agreement with the city of Chattanooga in 2005/06.

2.3 Swindon Borough Council supports the friendship link and agreement with a view to creating beneficial projects between the towns.

##### 2.3.1 Personnel exchanges in the fields of

- Medicine
- Education
- Government Departments
- Commerce
- Architecture
- Transportation
- Hobby and social groupings
- Leisure, Hotel and Catering
- *Virtually every form of human endeavour can be involved.*

2.3.2 Organisations, government departments and companies will be encouraged to carry out these exchange programmes. Both the host and the visitor would benefit by experience and each sector would set its goals and targets as to the requirements and results.

- *E.g. Doctors on exchange could evaluate practises in the hosting hospital to see whether recommendations could be made on returning to improve service for Swindon patients.*

- 2.3.3 Commerce. Both Swindon and Chattanooga have industries they can be proud of and therefore good relationships would lead to international trade. Again this could be fostered through visits and exchanges. It is estimated that 78% of all new business is generated through relationship.
- 2.4 London 2012 Olympics now gives Swindon great potential to help host teams from the US and to look at business opportunities in supporting London. Examples of areas to be looked at are:
- 2.4.1 Hosting
  - 2.4.2 Training facilities
  - 2.4.3 Family support for athletes
  - 2.4.4 Assisting US Companies in UK markets

*The question shouldn't only be "this is what we can do" but of "what is it the US want".*

### **3 Similarities**

- 3.1 Swindon and Chattanooga offer the following many similar opportunities, history and values:
- 3.1.1 Major University (University of Tennessee at Chattanooga and the University of Bath in Swindon)
  - 3.1.2 Regional medical centre (Erlanger Hospital in Chattanooga and the Great Western Hospital in Swindon). Both are teaching hospitals with high goals.
  - 3.1.3 National Transportation Hubs (Major river artery in Chattanooga with trucking, railroad and airport. Swindon has easy access to every area of the UK making it a distribution choice.)
  - 3.1.4 Tourism (Chattanooga is known as the "Scenic City of the South" for its natural wonders; home of the world's largest fresh-water aquarium. Swindon is centre of some of the best surrounding countryside in the UK and has many historical sites and monuments dating back to the Iron Age. Steam, the railway museum plays a major theme in the town and is central for the towns of Oxford, Bath and Bristol.)
  - 3.1.5 Major commerce hubs with a diverse industrial base. These can be found on the relevant websites.
  - 3.1.6 Business administration headquarters (Chattanooga has insurance to fast food while Swindon has many major companies including Motorola, Zurich to the World Bible Society.)
  - 3.1.7 Population equivalency: (core populations)



- Swindon – 230,000 +/-
- Chattanooga – 156,000 +/- {this is deceiving as the city of Red Bank is totally surrounded, 360 degrees, by the city of Chattanooga} ... (including the immediately surrounding townships the greater population of Chattanooga is approximately 400,000)

#### **4 Financial Implications**

- 4.1 There are no direct funds available to support the friendship link but the European and External Funding officer is requested to seek external funds to help assist with international projects related to the link. *There are no financial implications arising from this report*
- 4.2 Our contact in Chattanooga may recommend the application be made for a federal grant in order to fund the programme.

#### **5 Social, Environmental, Staffing and Legal/Human Rights Implications**

- 5.1 This opportunity has the possibility of adding to Swindon's import and export potential as well as giving exchange advantages to all sectors of our society.
- 5.2 Chattanooga shares many of the qualities and challenges similar to Swindon including rebuilding of its commercial and social hubs. Both recognise the need to restructure their commercial centres and to produce good environments to increases the quality of live for it inhabitancies.
- 5.3 Since approximately 1985 Chattanooga has actively pursued a program of "downtown reclamation", and with success. A north-to-south corridor between the Tennessee Aquarium and the Chattanooga Choo-Choo has been entirely revitalized. Because of the success of this program, it continues to expand beyond this central corridor. Additionally, a major industrial park expansion has recently completed. Chattanooga is therefore showing itself to be commercially and socially progressive. Swindon has during a similar period increased its housing programmes especially to the North and is currently planning its revitalisation of the centre and to the South.
- 5.4 Staffing implications for the Swindon Borough Council (SBC) would not be effected. If this were to change in the future, commercial opportunities would bring revenue into the SBC to more than adequately fund any additional requirements.

#### **6 Summary**

- 6.1 American twinning is seen very much as increasing commercial as well as social benefits. The way in which Swindon currently views twinning would need to be broadened. This would not detract from its ethos but broaden its horizon. Swindon needs to increase and change its mindset. It has much to offer and needs to see itself more as the gateway to the west.

6.2 Currently Britain is seen as the USA's best partner in Europe and Swindon can take advantage of that.

6.3 The background of both Chattanooga and Swindon are very similar:-

6.3.1 Both are famous and founded around the railway

6.3.2 Both are seen strategically located in the countries for distribution and communication

6.3.3 Both are in the process of developing their commercial hubs

6.3.4 Core populations are surprisingly similar as outlined above

6.4 With the current local newspaper 2005 project of being "Proud of Swindon" this twinning proposal highlights an ideal opportunity for the continuing expansion.

6.5 Initial contact has shown Chattanooga's willingness to explore this relationship further.

## **7 Appendices**

7.1 Documents already distributed

## **8 Dates**

8.1 First proposed to the committee 19 April 2005

8.2 Second presentation scheduled 15<sup>th</sup> September 2005

## **9 Supporting Websites**

9.1 [www.swindon.gov.uk](http://www.swindon.gov.uk)

9.2 [www.thisisswindon.co.uk](http://www.thisisswindon.co.uk)

9.3 [www.chattanoogaasistercities.org](http://www.chattanoogaasistercities.org)

9.4 [www.chattanooga.gov](http://www.chattanooga.gov)

9.5 [www.chattanooga.gov/General\\_Government/62\\_2070.htm](http://www.chattanooga.gov/General_Government/62_2070.htm)

9.6 <http://www.sister-cities.org/icrc/directory/usa/TN>

The Director of Finance and the Director of Law and Corporate Governance are consulted on all reports. The following officers and agencies were consulted on this report.

Officer: Daryl Jones

Agency: Swindon Chamber of Commerce

The following Ward Councillors were consulted or informed of the contents of this report.

None

**THE FOLLOWING UNPUBLISHED DOCUMENTS HAVE BEEN RELIED ON IN THE PREPARATION OF THIS REPORT:**

1/ Chattanooga

Further information regarding this report can be obtained from Daryl Jones on Direct Dial No. 463158 or Email [dsjones@swindon.gov.uk](mailto:dsjones@swindon.gov.uk)

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To: The Chair and Members of  
the Town Twinning Network

Date: 15 September 2005

By: Director of Cultural Change

Parish/Ward: All

### **Update on Swindon Borough Council Twinning Projects**

#### **1 Purpose**

- 1.1 To provide a verbal report updating members of the Town Twinning Network on the activities of Swindon Borough Council in relation to Twinning Projects since the last meeting.

#### **2 Recommendations**

- 2.1 That members of the Town Twinning Network note the activities of Swindon Borough Council.

#### **3 Financial and Procurement Implications**

- 3.1 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.

#### **4 Social, Environmental, Staffing, Legal/Human Rights, Risk and Other Implications**

- 4.1 Social Implications – This report has no direct social implications. It is anticipated that any activity will strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities
- 4.2 Environmental Implications – There are no environmental implications arising from this report
- 4.3 Staffing Implications – There are no staffing implications arising from this report
- 4.4 Legal/Human Rights Implications – This report has no specific legal or human rights implications
- 4.5 All other Risk Implications – None

- 4.6 Links to Corporate Plan – The Council is committed to developing and promoting a strong local image and “pride of place” for all (objective 4 – an economically prosperous place).

## **5 Detail**

- 5.1 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.
- 5.2 The Town Twinning Network meets five 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.
- 5.3 The Senior Economic Development Officer will provide members of the Network with a verbal update of the activities of Swindon Borough Council in relation to Town Twinning activities that have taken place since the last meeting as follows:-
- 5.4 Salzgitter – Request from Salzgitter Council for another intake of Training Bridge Council trainees for November 2005.
- 5.5 Salzgitter – Meeting with Director of Community and Housing to discuss future youth activities with Salzgitter. Youth exchange planned for Summer 2006.
- 5.6 Salzgitter – Official visit taking place from 30 Sept with Salzgitter Council members attending celebrations in Swindon for 5 days.
- 5.7 Torun – Cultural visit to Torun taking place 18 – 21 November 2005. About 30 Council staff taking part. Self financing.
- 5.8 Torun – A meeting with a business Director from Helical Poland who was developing the Torun City Speedway track. He wanted to help Swindon develop better business link with Torun using the Speedway development as a good example of business links.
- 5.9 Torun – A group of 6 trainees from Torun Electricity company are currently here doing their annual training exchange in Swindon for 9 weeks from 20 August 2005 until 22 October 2005.
- 5.10 Ocotal – Meeting with Director of Community and Housing to discuss future youth activities with Ocotal. Youth exchange planned for 2006.
- 5.11 Opportunities for funding from EU and British Council – 2005/06.

## **6 Appendices**

6.1 None

## **7 Date**

7.1 6<sup>th</sup> September 2005

The Director of Finance and Director of Law and Corporate Governance are consulted on all reports.

Further information regarding this report can be obtained from Daryl Jones on Direct Dial No. 463158 or Email [djones@swindon.gov.uk](mailto:djones@swindon.gov.uk).

The Lead Member for the service area subject to this report is Councillor Mike Bawden, Leader of the Council.

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To: The Chair and Members of  
the Town Twinning Network

Date: 15<sup>th</sup> September 2005

By: Director of Law and Corporate  
Governance

Parish/Ward: All

### **Reports from the Town Twinning Associations and Links**

#### **1 Purpose**

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 of 25<sup>th</sup> July 2005:

- Swindon Salzgitter Twinning Association
- Swindon Ocotal Link
- Swindon Torun Link
- La Garenne Link
- Highworth-Pontorson Twinning Association
- Other Twins/Links present at this meeting

#### **2 Recommendations**

2.1 That members of the Town Twinning Network note the activities of the Twinning Associations and Links.

#### **3 Financial and Procurement Implications**

3.1 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.

#### **4 Social, Environmental, Staffing, Legal/Human Rights, Risk and Other Implications**

4.1 Social Implications – This report has no direct social implications. It is anticipated that any activity will strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities

- 4.2 Environmental Implications – There are no environmental implications arising from this report
- 4.3 Staffing Implications – There are no staffing implications arising from this report
- 4.4 Legal/Human Rights Implications – This report has no specific legal or human rights implications
- 4.5 All other Risk Implications – None
- 4.6 Links to Corporate Plans and Policies (in particular to Swindon 2010) – The Council is committed to developing and promoting a strong local image and “pride of place” for all (objective 4 – an economically prosperous place).

## **5 Detail**

- 5.1 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.
- 5.2 The Town Twinning Network meets five 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.
- 5.3 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.

## **6 Appendices**

- 6.1 None

## **7 Date**

- 7.1 22<sup>nd</sup> August 2005

The Director of Finance and Director of Law and Corporate Governance are consulted on all reports.

Further information regarding this report can be obtained from Alison Smith on Direct Dial No. 463612 or Email [alsmith@swindon.gov.uk](mailto:alsmith@swindon.gov.uk)

The Lead Member for the service area subject to this report is Councillor Mike Bawden, Leader of the Council.

To: The Chair and Members of  
the Town Twinning Network

Date: 15<sup>th</sup> September 2005

By: Director of Law and Corporate  
Governance

Parish/Ward: None

### **Town Twinning Network Financial Position**

#### **1 Purpose**

- 1.1 To update the Network on the position of the Town Twinning Network finances.

#### **2 Recommendations**

- 2.1 The report is noted.
- 2.2 The visit of the Civic delegation from Salzgitter on 30<sup>th</sup> September 2005 be welcomed and that the Network support any necessary funding for the visit being provided from previous years' underspend on the Town Twinning budget.

#### **3 Financial Implications**

- 3.1 The current revenue budget available for Town Twinning Grants in the financial year 2005/06 totals £2,000. In addition, there exists £12,915 in a reserve created from previous year's underspends on the Town Twinning budget.

#### **4 Social, Environmental, Staffing, Legal/Human Rights, Risk and Other Implications**

##### Social Implications

- 4.1 Town Twinning grants are non-recurring grants intended to promote Town Twinning and, specifically, activities which will enhance existing twinning links with the twin towns of Swindon and develop other international friendship links between the people of Swindon and communities in other countries.
- 4.2 It is intended that the award of grants to Twinning Groups and other Swindon-based voluntary or not-for-profit organisations wishing to take part in twinning activities will strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities.

#### **4.3 Environmental Implications**

There are no environmental implications arising from this report

#### **4.4 Staffing Implications**

There are no staffing implications arising from this report.

#### **4.5 Legal/Human Rights Implications**

This report has no specific legal or human rights implications.

#### **4.6 All other Risk Implications**

None.

#### **4.7 Links to Corporate Plan**

The Council is committed to developing and promoting a strong local image and “pride of place” for all (objective 4 – an economically prosperous place).

### **5 Detail**

- 5.1 A revenue budget for the award of Town Twinning Grants has been established for the current Municipal year of £2,000. In addition, any underspend from previous years budget is carried forward. The total reserve currently stands at £12,915.
- 5.2 It is intended that the budget be used to finance grants to Swindon-based voluntary or not-for-profit organisations involved in Town Twinning activities, which will encourage greater twinning activity and strengthen links between Swindon and its Twin Towns. A copy of the grants criteria is attached as Appendix 1.
- 5.3 In view of the impending visit of the Civic delegation from Salzgitter later this month, it is intended to use £3,000 of the combined revenue and reserve budgets to part fund the visit which will raise the profile of Town Twinning within the Borough and the Network’s support for this is sought. This would leave a balance approaching £12,000 which is the equivalent of two years grants monies.

### **6 Appendices**

- 6.1 Appendix 1 - Grant Criteria

### **7 Date**

- 7.1 6<sup>th</sup> September 2005

**THE FOLLOWING UNPUBLISHED DOCUMENTS HAVE BEEN RELIED ON IN THE PREPARATION OF THIS REPORT:**

None

The Director of Finance and Director of Law and Corporate Governance are consulted on all reports.

Further information regarding this report can be obtained from either Stephen Taylor on Direct Dial No. 463012 or email [staylor@swindon.gov.uk](mailto:staylor@swindon.gov.uk) or Alison Smith on Direct Dial No. 463612 or Email [alsmith@swindon.gov.uk](mailto:alsmith@swindon.gov.uk)

The Lead Member for the service area subject to this report is Councillor Mike Bawden, Leader of the Council.

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## 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 and, specifically, activities which will enhance existing twinning links with the Twin Towns of Swindon (currently Salzgitter and Ocotal) and develop other international friendship links between the people 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 Corporate Governance, in consultation with the Lead Member with portofolio responsibility for Twinning, the Director of Cultural Change and the Town Twinning Network can award slightly larger grants where necessary.**

Applicants should be able to demonstrate:

- \* 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 one-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

### 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 Corporate Governance, following consultation with the Lead 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 Alison Smith (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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