

Report Purpose:

To update on Contracts

Author

Town Clerk

Floral Contract

The winter bedding has been completed in the town centre, by the Town Rangers and the barrier plants and hanging baskets by ANSA.

The Town Council's contract with ANSA was agreed in 2022 and comes to an end 30th November 2024. It is a 2 year contract with a possible one year extension.

The proposal is to extend the contract by one year, mainly because CEC are completing a Macc on Foot project which means there will be new planters (replacing the 3-tiered planters). The tender would then be put out next year when we have the number of new planters etc. Ansa have informed us the price will remain the same as this year.

Action: To extend the contract by one year with ANSA.

CVS

In accordance with the Standing Orders for Contracts Policy Section 4.1 'tenders need not be invited for contracts estimated to have a value of £25,000 or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations.' However, section 4.2 states 'Three quotations need not be invited in circumstances set out in regulation 11 of the Financial Regulations, or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.'

CVS offer a bespoke service with knowledge of the third sector and workings for the local authority and MTC, plus access to information of several funders in Macclesfield, and represent the whole of the sector with impartiality. After research we do not believe there is another service available to complete this contract and therefore propose to continue the SLA for a continued 3 years.

Action: To resolve to not seek 3 quotes for the Voluntary Sector support contract and to continue the contract with CVS for 3 years. CVS proposal attached.



Proposal: Infrastructure support for Macclesfield VCFSE Sector organisations

Background

CVSCE (Community and Voluntary Services Cheshire East) has been operating since the merger of 3 distinct VCFSE (Voluntary, Community, Faither and Social Enterprise) Sector support organisations in 2009 and has been delivering in the Macclesfield in both forms for decades.

Macclesfield Town Council has consistently recognised the value of infrastructure support in ensuring the strength of the VCFSE Sector in the area for many years and has funded CVSCE for the last 4 financial years.

This proposal outlines the advancements made in infrastructure support, which will further develop VCFSE Sector organisations to deliver for the people of Macclesfield.

What we do

CVSCE works to ensure that every organisation has the best chance to be sustainable and resilient, connected and visible, by supporting them in areas of governance, fundraising and impact management, communications and volunteer management. We achieve this by providing information, resources and training, networking opportunities and one-to-one bespoke support.

We encourage and promote volunteering opportunities via our volunteering portal, and in collaboration with other infrastructure organisations across Cheshire and Warrington, as well as working with corporate bodies to support their inhouse volunteering schemes.

We act as an advocate for the sector, enabling them to come together to share their views and influence local and regional decisions, including the development of both the VCFSE Sector Alliance, which will enable organisations to have a say in how the services they provide should be valued and considered appropriately, and the Cheshire East Local Infrastructure Alliance, which aims to bring together all those organisations enhancing VCFSE and Local Council Sector organisations through infrastructure support to better share information.

Support in Macclesfield – a track record

CVSCE has been providing support to local organisations in Macclesfield since 1965 (when it was called Macclesfield and District Voluntary Action). For the past four years we have been contracted by Macclesfield Town Council to:

- Support Macclesfield groups with their development and income generation and income diversification
- Support the Town Council Grants programmes to organisations that deliver services in Macclesfield and provide assistance to those organisations
- Assist VCFSE organisations to become more environmentally sustainable
- Create an online Community for Macclesfield, both for volunteers and for Voluntary, Community and Faith (VCFS) organisations
- Create a bank of Volunteers to work with the Town Council and associated groups in the community

CVSCE has provided in-depth support to an average of 16 organisations a year on topics such as organisational strategy and fundraising and impact. This has resulted £340,000 of grants being awarded to Macclesfield organisations, as well as 12 groups feeling more secure in their governance and ability to run an effective organisation. The biggest piece of work to date by CVSCE has been the support of the Disability Information Bureau (DiB), which experienced financial difficulties earlier this year and was in danger of closing. We have provided managerial, communications and administrative support, allowing the organisation to not only stay open (albeit with a reduced staffing structure) but to advance new streams of work (DiB have just been awarded £10,000 from the Cost-of-Living Fund for a digital inclusion project) and are about to support with a radical trustee recruitment process and governance review to secure the long-term sustainability of the organisation.

Partnership and collaboration are crucial for the VCFSE sector in terms of sustainability and resilience. Being able to share resources, innovation and learning helps to build the capacity of smaller organisations by providing them with access to knowledge and networks of larger partners. CVSCE is well placed to broker such collaborative partnerships, with the knowledge of the local sector at our fingertips and the long experience of its team members. Other projects that CVSCE works on, e.g. Refugees Welcome and the Cheshire East Food Alliance Project have brought organisations together in Macclesfield and established great working partnerships. These partnerships are essential for creating a more cohesive and supportive environment for both the organisations involved and the communities they serve.

Proposal for 2025-2026

CVSCE will continue to work with local organisations to provide the following services:

1. Bespoke one to one support to Macclesfield organisations to assist their development and growth through:
 - Resources such as templates and information
 - Training in areas of grant writing, volunteer management, trustees' roles and responsibilities etc
 - Organisational strategy to determine the direction of travel for a charity
 - Grant application read through service, with advice and support
 - Volunteer opportunities through the Macclesfield Volunteer Hub, hosted by CVSCE and linked to the Macclesfield Town Council website
 - Impact reporting support
2. CVSCE will also continue to support Macclesfield Town Council's grant programme by:
 - Reviewing grant applications
 - Supporting organisations to resubmit applications
 - Provide advice and guidance to Macclesfield Town Council regarding potential improvements to the grant programmes
3. CVSCE will promote the Council's volunteering programme by:
 - Reviewing volunteer recruitment and management documentation
 - Promoting the active recruitment of volunteers through the Macclesfield Volunteer Hub
 - Providing advice on the production of effective volunteer role descriptions
 - Promoting volunteering across all CVS communication channels
4. Macclesfield Town Council has a strong environmental ethos and is keen that all organisations should be as environmentally sustainable as possible. There are a number of environmental initiatives in the town which the Council and CVS supports. As part of the Growing our Communities service contract commissioned by Cheshire East Council, CVS has partnered with Cheshire Community Action, who "helps people and organisations to improve the places and

spaces that are important to them”, partly by examining ways to make buildings greener. As part of the VCFSE Alliance it is envisaged that there will be an environmental strand included.

Outputs

CVSCE provides a whole organisation solution, designed to transcend individual staff members. As such, this project will provide suitably qualified support in the following areas:

- Sector Development, including governance, strategic planning, volunteer management, and funding & impact
- Communications
- Administration

The delivery of this work will be, in the main, delivered by CVSCE staff members, but we also engage a range of volunteers who may be asked to execute some of the tasks associated with this project, recognising both their cost-effective enhancement of work streams, but also being committed to our own social value impact. Where possible, CVSCE will endeavour to attract these volunteers from the Macclesfield area to further contribute to the community’s development.

In addition to the considerable amount of staff time, CVSCE engages a range of digital solutions to support the development of the VCFSE Sector in Macclesfield. Such solutions include, but are not limited to:

- Salesforce CRM to provide easily accessible data for reporting purposes. This data can include volunteering hours and demographic information, funding application status and conversion rates, and amount of bespoke support and/or training delivered to VCFSE Sector organisations
- Social Value Engine to provide robust, academically rigorous approaches to impact measurement and reporting. It is expected that complex projects would require additional resource to process through the Engine, but overarching principles, the development of proxies within funding applications and estimation tools would all be included
- Volunteering portal to provide a platform for both prospective volunteers and VCFSE Sector organisations looking to engage volunteers to support their work

The costs associated with these digital solutions are incorporated into the contract.

CVSCE will produce an annual report on the outcomes of the VCFSE Sector support delivered to Macclesfield organisations, as well as providing interim data for specific project elements in discrete pockets, for example; funding applications and conversion; volunteering hours and demographics

CVSCE will produce an annual report on the overarching Social Value Estimate of a sample of Macclesfield organisations. The production of a whole town report would require additional resource as this would take a considerable amount of time and focus from a dedicated staff member.

Costings

The annual cost for 2025-2026 is £1000 pcm, or **£12,000 in total**.

CVSCE is currently undergoing a VAT registration exercise. We believe this grant is not subject to VAT under these terms but will inform Macclesfield Town Council if this position changes.

No individual working on the outcomes of this grant programme will be deemed to work for Macclesfield Town Council