### **ILMINSTER TOWN COUNCIL**

Council Offices North Street ILMINSTER Somerset TA19 0DG

Tel: 01460 52149 Fax: 01460 55642

e-mail: town.council@ilminster.gov.uk

Town Clerk: Joy Norris

9<sup>th</sup> July 2013



A meeting of the **FINANCE AND POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 16<sup>th</sup> July 2013** in the Council Chamber, Council Offices, North Street, Ilminster at **19:30hrs**.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris Town Clerk

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

### FINANCE AND POLICY AGENDA

### 1. Apologies for absence

To receive apologies for absence from Councillors unable to attend the meeting.

### 2. Declarations of Interest

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

### 3. Minutes

- a) To confirm the minutes of the meeting held on 4th June 2013 as a correct record (attached)
- b) To consider the action list relating to the Finance & Policy committee (attached).





### **Ilminster Town Council**

### 4. Grant Applications

- To consider the grant application made by Cygnet Pre-school for funding towards a new building (see attached)
- b) To consider the grant application made by the Sensory Centre for resources for '3 Dimensions' sessions (see attached)

### 5. Financial Comparison

To receive information about the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget (to follow).

### 6. By- Election Costs

To inform Councillors of estimated costs for the by-election for Ilminster ( if received from South Somerset District Council)

### 7. Membership Fee - Community Council for Somerset

To consider the membership for the Community Council for Somerset (see attached)

### 8. Draft Service Level Agreement for Ilminster Tourism

To consider the draft service level agreement for Ilminster Tourism (see attached)

### 9. Revenue Subsidy Grant Policy.

To consider the revenue subsidy grant policy (see attached)



### **Ilminster Town Council Finance & Policy Committee Minutes**

A meeting of the Finance and Policy Committee was held on 4th June 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

### Present

Chair:

Cllr D Miller

Councillors:

P Burton, C Goodall, A Lawson, J Pallister, A Shearman, S Shepherd, S Storey,

R Swann, E Taylor and L Vijeh.

### In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk)

### **Members of the Public**

Two members of the public attended the meeting.

### 1. Apologies for Absence

There were no apologies for absence.

### 2. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
C.Goodall	5 & 6a	Personal	Volunteer at Ilminster Tourism
S.Shepherd	5 & 6a	Personal	Chair of Tourism Management Committee.
S.Storey	5 & 6a	Personal	Representative on Ilminster Tourism
A. Shearman	11	Personal	Relative of the Chair of Children's Hospice South West

### 3. Minutes of previous Finance and Policy Committee meeting.

### **RESOLVED**

- to confirm the minutes of the meeting held on 30<sup>th</sup> April 2013 as a correct record. (i)
- (ii) to update action list relating to the Finance and Policy committee.

### 4. Election of Vice-Chair

Councillor Philip Burton was elected as Vice-Chair of the Finance and Policy Committee

### 5. Presentation by Ilminster Tourism.

A presentation was given by Mike Holtom from Ilminster Tourism giving information about the work of the Local Information Centre and its 'financial position'.

### 6. Grant Applications

a) The Committee was asked to consider the application made by Ilminster Tourism for funding towards the running costs of the Local Information Centre. Discussions on this matter included the following:

Chair's Initials



## Ilminster Town Council Finance & Policy Committee Minutes

- The application will be treated separately to the grants and therefore should be renamed
- There is money that can be used to fund this application separate from the grant budget.
- A service level agreement will need to be drawn up and approved by the members.

**RESOLVED to RECOMMEND** that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council

**b)** The Committee was asked to consider the grant application made by Ilminster Air Cadets for first aid training equipment.

**RESOLVED to RECOMMEND** that a grant of £955 be awarded to the 2381 Ilminster Air Training Corps for the purchase of first aid training equipment.

### 7. Financial Comparison.

Councillors received information regarding the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget. Members asked that the presentation of the information be amended to show an additional column of the total of committed expenditure added to actual expenditure.

### 8. Edge Designs Contract

The Committee was asked to consider what course of action needs to be taken before the Edge Designs contract is due for renewal in December 2013.

**RESOLVED** that the Town Clerk will review and explore alternative options for providing the computer software for finance, planning and cemetery administration and report back to the Finance and Policy Committee in the autumn.

### 9. Ilminster Sports Initiative.

The Committee was asked to consider how the money received from the public for the Ilminster Sports Initiative should be treated.

**RESOLVED to RECOMMEND** that the money in the Ilminster Sports Initiative Account be held until the Open Spaces review has been completed.

### 10 Peter Lacey Permanent Memorial

The Councillors were asked to consider the request from the Chairman of Somerset Association of Local Government, to donate £10 towards the purchasing of a bench as a permanent memorial to Peter Lacey.

**RESOLVED to RECOMMEND** that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey.

### 11 Market House - Selling Food

The members were asked to consider the request from Axminster Tools, to use the Market House to cook and sell sausages as part of a team building exercise, where all monies raised will be donated to the Children's Hospice South West.

Chair's Initials

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## Ilminster Town Council Finance & Policy Committee Minutes

**RESOLVED to RECOMMEND** that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene training and certificates in place.

The meeting closed at 20.35hrs

Chair's signature & Date



# Action list for Finance and Policy meeting on 16.07.13

Date Completed		06.06.13 COMPLETE		05.06.13 COMPLETE	COMPLETE
Action Taken	1) Checked with other Town Councils how they carry out their Bank Rec 2) Set up a draft list trying to work out dates to coincide with evening meetings 3) Advised that day meetings can be arranged 4) Rota being prepared at the moment 5) Dates sent to Councillors on 09.07.13 for them to confirm their	Lists updated		'Revenue Subsidy' instead of grant	Draft Service Level Agreement done 02.07.13 – take to F&P on 16.07.13 for
Action By	you	Nikki/ Michelle	Marilyn/ Michelle	yor	Joy
Action (To Do)	RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.	Update lists – Cllr P Burton elected Vice-Chair of F & P	See if Town Council have a copy of the constitution of Ilminster Tourism – Copy needs to be sent to all Clirs	Look for another terminology for Tourism's application	Draft a Service Level Agreement for the Ilminster Tourism, using the District Council's Service Level Agreement as a guide To be taken back to members for approval.
Topic	Item 6 Bank Reconciliation	Item 4 Election of Vice- Chair	Item 5 Presentation by Ilminster Tourism	Item 6a Grant Application Ilminster Tourism	ltem 6a Grant Application Ilminster Tourism
Meeting Date and Minute Number	F&P 30.04.13	F&P 04.06.13	F&P 04.06.13	F&P 04.06.13	F&P 04.06.13
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# Action list for Finance and Policy meeting on 16.07.13

Š	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					approval	
· o	F&P 04.06.13	Item 6a Grant Application Ilminster Tourism	RESOLVED to RECOMMEND that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council	Joy/Nikki	To be taken to Full Council on 18.06.13	Taken to Full Council on 18.06.13 APPROVED
7	F&P 04.06.13	Item 6b Grant application from Ilminster Air Cadets	RESOLVED to RECOMMEND that a grant of £955 be awarded to the 2381 Ilminster Air Training Corps for the purchase of first aid training equipment	Joy/Nikki	To be taken to Full Council on 18.06.13	Taken to Full Council on 18.06.13
œ	F&P 04.06.13	Item 7 Financial Comparison	Email Councillors with confirmation that the amount spent under the heading 'professional fees' is for the renewal of memberships	Michelle/ Marilyn/ Joy	Joy to add to clerks update	COMPLETE
6	F&P 04.06.13	Item 7 Financial Comparison	Delete all jubilee headings from the spreadsheets	Marilyn	Headings deleted on spreadsheets	05.06.13 COMPLETE
10	F&P 04.06.13	Item 7 Financial Comparison	Add a column to add committed expenditure to the actual expenditure so that there is a total	Marilyn/ Michelle	Amended spreadsheet	Sent to Chair & Vice Chair F&P on 06.06.13

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# Action list for Finance and Policy meeting on 16.07.13

S O	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
#	F&P 04.06.13	Item 8 Edge Designs Contract	RESOLVED that the Town Clerk will explore alternative options for providing the computer software and support to the Council, and report back to the Finance and Policy Committee in the autumn.	Joy/ Marilyn	Added to agenda planner 06.06.13	Taken to Full Council on 18.06.13 APPROVED
12	F&P 04.06.13	Item 9 Ilminster Sports Initiative	RESOLVED to RECOMMEND that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	Joy/Nikki	To be taken to Full Council on 18.06.13	Taken to Full Council on 18.06.13 APPROVED
13	F&P 04.06.13	Item 10 Peter Lacey permanent memorial	RESOLVED to RECOMMEND that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey	Joy/Nikki	To be taken to Full Council on 18.06.13	Taken to Full Council on 18.06.13 APPROVED
14	F&P 04.06.13	Market House Selling food	RESOLVED to RECOMIMEND that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene requirements in place	Joy/Nikki	To be taken to Full Council on 18.06.13	Taken to Full Council on 18.06.13 APPROVED



## Finance and Policy - Resolutions

	Committee		Date	
on ,	Minute Date andTopic	Resolution	Approved at Full Council	Progress to date
-	<b>CILCA Fees</b> F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for attending a training course.	16.10.12	Fees can be reimbursed after 6 <sup>th</sup> Month     probationary period
8	Website F & P 13.12.12	Resolved that  (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000  (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.	04.12.12	<ol> <li>Authorisation of payment of £1,000 approved at Full Council on 05.02.13</li> <li>Cheque raised 19.02.13</li> <li>Cheque sent 21.02.13</li> </ol>
en .	Cemetery Fees F&P 29.01.13	Resolved that cemetery fees for Ilminster Town Council be increased as follows:  i) Burial plot fee increase by 10%  ii) Ashes Plot fee increase by 20%  iii) All other burial fees increased by the current inflation rate of 3.1%	05.02.13	1) Schedule of fees updated with the new charge for 2013/14
4	Health & Safety Training F & P 29.01.13	Resolved that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	05.02.13	<ol> <li>Order raised 31.03.13</li> <li>Paid online – J Norris to be reimbursed</li> <li>Cheque for J Norris raised 11.04.13</li> <li>Four members of staff completed their courses during 17.06.13 to 28.06.13</li> <li>Two members still need to finish their courses</li> </ol>
2	Authorisation of payments TC 05.02.13	Resolved that the Town Clerk makes the following payment to Loxston Groundcare Ltd of £856.25 + vat	05.02.13	1) Cheque sent 21.02.13
9	Authorisation of payments Website TC 05.02.13	Resolved that the Town Clerk makes the following payment to Somerset Webservices £1000+vat	05.02.12	1) Cheque to be signed 19.02.13 2) Cheque sent 21.02.13

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## Finance and Policy - Resolutions

2	Committee Minute Date andTopic	Resolution	Date Approved at Full Council	Progress to date
_	Insurance Quotations F & P 19.03.13	Resolved that  1) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers best of value  2) that the lowest quotation accepted for undertaking a rebuild valuation survey of Council property	26.03.13	<ol> <li>Zurich invoice paid on 11.04.13</li> <li>Order raised for the rebuild valuation on 27.03.13</li> <li>Keep chasing up for the rebuild valuation – last call made w/b 17.06.13</li> <li>Rebuild valuation received 25.06.13 - waiting for Deputy Clerk to check documents after returning from annual leave on 08.07.13</li> </ol>
<b>∞</b>	Grants Policy F&P 19.03.13	Resolved that the amended Grants Policy be adopted for 2013/14	26.03.13	1) Grant Policy adopted
6	Rent Increases F&P 19.03.13	Resolved that the rents for the Football Club, the Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	26.03.13	1) Rent invoices raised 14.04.13
10	Future Revenue Grant Application F&P 30.04.13	Resolved that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.	07.05.13	<ol> <li>Revenue Subsidy Grants Policy and application form written up on 02.07.13 – F &amp;P Chair, Vice-Chair and Mayor</li> <li>Service Level Agreement written up for Ilminster Tourism on 02.07.13 – sent to F &amp;P Chair, Vice-Chair and Mayor</li> </ol>
1	Renewal of Memberships F&P 30.04.13	Resolved that Council renews the memberships with the following organisations:  a) Action for market Towns b) Institute of Cemetery and Crematorium Management c) SALC (Somerset Association of Local Government)	07.05.13	<ol> <li>Memberships approved</li> <li>Cheques raised 14.05.13</li> <li>Cheques sent 16.05.13</li> </ol>
72	Office Equipment F & P 30.04.13	Resolved that the Council purchase a new Bizhub C364 photocopier for the office from Konica Minolta at a cost not exceeding £3,000, Costs to be met from the replacement fund.	07.05.13	<ol> <li>Order sent on 10.05.13</li> <li>Photocopier delivered on 14.05.13</li> <li>Cheque raised and sent on 04.06.13</li> <li>Training booked for 10.07.13</li> </ol>



## Finance and Policy - Resolutions

Progress to date	approved	s approved	Draft SLA sent to Chair of F&P Vice-Chair and the Mayor – 02.07.13 Joy informed Ilminster Tourism that they have been awarded the funds	1) Letter awarding grant sent out on 08.07.13	1) Waiting until Rec Review has been completed	1) Cheque raised 02.07.13
lat icil	3 1) Accounts approved	3 1) Payments approved	1)			
Date Approved at Full Council	07.05.13	07.05.13	18.06.13	18.06.13	18.06.13	18.06.13
Resolution	Resolved that the accounts of Ilminster Town Council for the year 2012/13 be approved	Resolved that the accounts listed in the schedules presented to the Council totalling £18,871.76 & £1476.09 be approved	Resolved that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council	Resolved that a grant of £955 be awarded to the 2381llminster Air Training Corps for the purchase of first aid training equipment	Resolved that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	Resolved that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey
Committee Minute Date andTopic	Approval of Accounts TC 07.05.13	Authorisation of Payments TC 07.05.13	Grant Application Ilminster Tourism F&P 04.06.13	Grant Application from Ilminster Air Cadets F & P 04.06.13	Ilminster Sports Initative F & P 04.06.13	Peter Lacey's permanent memorial F&P 04.06.13
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ILMINSTER
2 8 MAY 2013
TOWN COUNCIL



## ILMIINSTER TOWN COUNCIL GRANT APPLICATION FORM 2013/14

Grant Policy and Guidelines	Council's
1. Name / Title of Organisation Cygnet Pre School Ilmi	nster
2. Name of person submitting the application. Sue Dixon Position held in organisation. Supervisor Address. Cygnet Pre School. 5/0 Swanmead So Ditton Street Ilminster TAIR OBL	hool
Tel. No 0!4.60. 57444 Email	
3. Full details of project for which a grant is sought: with emphasis on ho the citizens of Ilminster	w it will benefit
Our existing but is at the end of its safe and SCC are replacing the but and have asked contribution of VE8000 to 6,0000 from the	useful life for a Fre School
Our project to to reuse £5000 to £10000 to c part of the new but costs and to repurposh interior of the new but the new but will enak fre school to continue providing pre school educa care to the children of Ilminoter	over our the De Cygnet
Total anticipated cost of project (Please enclose supporting estimates)	£.10,000
5. Amount of grant sought from Town Council and % of total project cost	£ 1000 10%

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6. Please give details of applications made to other grant making bodies in respect of this project (eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
19.05.2013	Gooch Charital	le Trust £1000	

7. Please provide details of the contribution that will be made by your organization to the Project.

We have been fundraising for two years towards a hut fund in anticipation of Somerset County Council pring us the go ahead. We have raised £5000 to date
8. Has your organisation received a grant from this Council within the last 3 years?
YES/NO If YES, please provide details.

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information accounts
- Evidence project costings are reasonable

Please return the completed form to Ilminster Town Council Council Offices
North Street
Ilminster
Somerset
TA19 0DG

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Continue I I II III		
Savings Information at 31st August 2012		
Cygnet Lloyds Savings Account	£	5,096.94
Brittania Savings Account	£	3,259.83
Fundraising and Donations in 2009		,
Fundraising and Donations in 2010		
Fundraising and Donations in 2011		
Fundraising and Donations in 2012	£	639.56
	_	000.00
Sub total of Restricted Funds	£	3,899.39
	~	0,000.00
Bank Interest	£	5.93
Donations 2012	£	506.65
	~	500.05
Sub Total Unrestricted Funds	£	512.58
	~	0 12.00

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### CYGNET PRE-SCHOOL SUMMARY OF ACCOUNTS

### From 1st September 2011 to 31 August 2012

Balance at 1st September 2011	2011/2012	
Bank Current Account	0 000 00	
Cash	£ 393.36	
Building Society	£ 416.00	
Opening balance Lloyds Saving Account	£ -	
penning balance Lloyds Saving Account	£ 5,096.94	£ 5,906
Receipts		
Pre School Fees	£ 13,593.04	
undraising	£ 1,526.01	
filk Fund		
unding		
t	£ 55,896.47	
LP		
liscellaneous	£ 502.21	
ank Interest - current	£ 5.93	
nterest - Building Society	2 5.93	
nterest- Lloyds Savings Account		£ 71.758.
2.6yac cayingo / toodani		£ 71,758.
ayments		
urchase of Goods	1595.09	
LP Spending	1000.00	
undraising costs	103.05	
ummer Trip / staff welfare	210.61	
surance	203	
ent and Utilities	804.69	
aff Wages	64196.97	<del></del>
aff Training	1205.95	
estage, stationery and computer	540.17	
ir ing		
pophone	708.3	
ternet	424.31	
ubscription and Inspection fee	223.2	
emises expenses	1000 17	
MRC -Employers National Insurance	1236.47	
	2373.91	
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nk Charges	220.86	
d Debt write off sccellaneous		
Secenarious		£ 74,186.58
cess Income over Expenditure		-£ 2,428.34
ance as at 31st August 2012		
all aurrent account	0 450500	
nk - current account	£ 1,505.36	
sh Salahan Sal	£ 85.92	
Ilding Society	£ -	
yds Saving Account	£ 2,202.87	£ 3,794.15

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Cygnet Pre-School

c/o Swanmead Community School, Ditton Street, Ilminster TA19 0BL

Telephone Number: 01460 57444

Email:

cygnetpreschool@yahoo.co.uk www.cygnetpreschool.co.uk

Website: Supervisor:

Sue Dixon



18<sup>th</sup> April 2013

Dear Sarah

With regard to your recent email regarding Cygnet Pre-School's contribution towards a new building, the committee have held a meeting to discuss the best way forward.

We currently have £5,000 through previous fundraising and confirm this money is available however, we will continue to fundraise in order to add to this amount. We are committed to putting in time and effort to raise as much money as possible over the next term.

We have contacted various local organisations requesting donations and Mr Walker, Headteacher of Swanmead Community School, has kindly offered to chase these up on our behalf.

Due to the pre-school not being able to meet your requested contribution, would it be beneficial for us to view Plan A? Unfortunately, this may be our only option.

Thank you for your time.

Yours sincerely

Helen Webb Chairperson, Cygnet Pre-School



### **Debbie Cole**

From:

Yahoo [cygnetpreschool@yahoo.co.uk]

Sent:

12 April 2013 07:56

To:

Debbie Cole

Subject:

Fwd: PROTECT: FW: RE: Replacment Building

Attachments: P13715\_Ilminister Cygnets\_Planning\_Proposed GAs.pdf; ATT00007.htm

Sent from my iPhone

Begin forwarded message:

From:

Date: 11 April 2013 13:17:53 GMT+01:00

To: < cygnetpreschool@yahoo.co.uk>

Subject: PROTECT: FW: RE: Replacment Building

Hello Sue

Please find attached a draft proposal for your replacement building. This is the bigger option that we discussed. I have requested that the office is made bigger and store smaller so the office space can double up as a small group room.

Before we can go to Planning or out to tender, which would then give us a better idea of the actual cost, we will need to ensure that we have enough capital to underwrite the project in the first instance.

I have an indicative figure that we would be over budget; this is in the region of £8 to £10K. Do you think this is an achievable amount that the pre-school could raise?

If Paul and I are unable to secure the additional funds internally and you wish to proceed with your contribution we would need a copy of the Committees minutes agreeing that they would underwrite the short fall.

Could you please let me kow your thoughts as soon as possible.

Many thanks Sarah

Project Officer for Childcare 0 - 19

County Hall

Taunton TA1 4DY

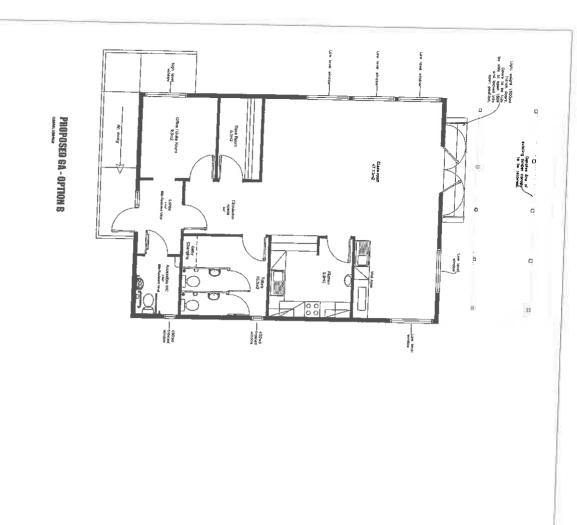
Tel.

Mount.

Email:

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# ILMIINSTER TOWN COUNCIL GRANT APPLICATION FORM 2013/14

<u>Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines</u>

1. Name / Title of Organisation 3D SUPPORT SERVICE	ES LTD
2. Name of person submitting the application. U.C.K.E. HORRS. Position held in organisation. ADMINISTRATOR Address. CHARDLEIGH. HOUSE. WADEFORD, CL. SOMSRSET. TA2O 3AJ	IARD
Tel. No. 01460 65611 Email Payments @ 3 dimensions org 1	JK.
3. Full details of project for which a grant is sought: with emphasis on hothe citizens of Ilminster	
Please see attached	
4. Total anticipated cost of project (Please enclose supporting estimates)	£1550
5. Amount of grant sought from Town Council and % of total project cost	£.250



6. Please give details of applications made to other grant making bodies in respect of this project (eg South Somerset District Council/Lottery. etc)

Date MAY 2013	Organisation Someset County Council	Amount Sought	Granted Yes.
	3 Dimensions	£400	Yes

7. Please provide details of the contribution that will be made by your organization to the Project.

We provide the venue and majority of the restorce costs. Plus the experience and knowledge of our staff
8. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

YES - £500 +0.2005 a ball pool.

Please use additional sheets if necessary Don't forget to include:

- Constitution / rules
- Financial information accounts
- Evidence project costings are reasonable

Please return the completed form to Ilminster Town Council Council Offices North Street Ilminster Somerset TA19 0DG



Having established 3D Sensory Centre in 2012, we have been running coffee mornings, training sessions and 'Drop in and play' events for families affected by autism and other complex needs.

Our programme of play sessions is proving increasingly popular amongst the local community with increasing numbers of families attending. We have four themed sessions planned for the summer school holidays with activities ranging from Forest skills, seaside theme with pebble painting, bugs and butterflies and outdoor play.

All staffing is provided by experienced members of the 3 Dimensions team who are in part funded by 3 Dimensions and also by Somerset County Council short breaks team.

We are seeking funding towards the resources for these sessions. We have a limited amount of resources for outdoor play at the present time and would like to purchase sensory play toys for the young people to use and enjoy.

The budget breakdown for the events is as follows:

#### **Expenses**

Staffing

£800

Premises hire £250

Resource costs £500 (including capital purchase of Garden Sensory Box)

**TOTAL** 

£1550

#### <u>Income</u>

3 Dimensions £400 (match funding for staffing)

3DSS

£250 (hall hire for free)

**Participants** 

£180 (12 children per session at £3 each)

SCC

£470 (Short breaks team)

Balance of funding required £250 (to purchase Garden Sensory Box)



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Free Design

The Team

Vidéos

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**Bubble Tube** 

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Projection

Sensory Wall Panels

Sensory Integration

Sensory Ceiling

UV & Dark Room

Sensory Switches

Autism IRiS

Sensory Resource Boxes

Sensory Room Packages

Interactive Floor System

Portable Equipment

Sensory Backpacks

Sensory At Home

Soft Play Equipment Movement & Balance

Tactile & Dexterity

Mirrors

Visual

**Aromatherapy Products** 

Music, DVDs & Books

Sensory Lighting

Hydrotherapy Pools

Sensory Bathrooms

Sensory Garden

Sand & Water Play

Curtains

Sensory Supplies



View larger image

#### Garden Sensory Box



#### Your Shopping Cart

» Garden Sensory Box - Garden Sensory Box Qty 1: £195.00 ex vat

> Sub Total: £195.00 CHECKOUT







E-mail this product to a friend

Contents\*:

- 1 x Metallic Spiral Pack of 3
- 1 x Large African Bamboo
- 1 x Windchime
- 1 x Sunburst Bemboo Windchime
- 1 x Chimes of Mercury Windchime
- 1 x Wall Butterfly Yellow Large 1 x Wall Butterfly Yellow Medium
- 1 x Wall Butterfly Yellow Small
- 1 x Wail Butterfly Green Large
- 1 x Wall Butterfly Green Medium
- 1 x Wall Butterfly Green Small
- 1 x Classic Multi-coloured Windmill
- 1 x Multi-coloured Wheel
- 1 x Ladybird Flag 0.5m
- 1 x Ladtbird Flag 1m
- 1 x Bee Flag 0.5m - 1 x Bee Flag - 1m
- ~ 1 x Ladybird Flower Spinner
- 1 x Bumble Bee Flower Spinner
- 1 x Technicolour Fun Spinner
- 1 x Multi Bee Spinner
- 1 x Multi Ladybird Spinner
- 1 x Bumble Bee Spinner
- 1 x Ladybird Spinner
- 1 x Ladybird Spiral
- 1 x Bumble Bee Spiral
- 1 x Handheld Pinwheel
- 1 x Pinwheel
- 1 x Psycho
- 1 x Spiral Twister
- 1 x Triple 8 Spinner - 1 x Tri-Spinner
- 1 x Bunting
- 1 x Windsock Rainbow
- 1 x Rainbow Fish Windsock
- 1 x Rainbow Bali Flag 157cm
- 1 x Heavy Duty Box 82 lt

\* Please note: content may vary.

Price: £195.00 + VAT= £234+ delivery

Quantity: -1 Add to Cart

Add to Wish List

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# 3D SUPPORT SERVICES LIMITED (BY GUARANTEE) DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2012



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#### COMPANY INFORMATION

**Directors** 

R Syrett

B Harms

N Ellul A Frost

Secretary

N Ellul

Company number

06970836

Registered office

17-18 Leach Road

Chard Business Park

Chard Somerset TA20 1FA

Accountants

Lentells Limited

17-18 Leach Road Chard Business Park

Chard Somerset TA20 1FA

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Accountants' report	2
Profit and loss account	3
Balance sheet	4
Notes to the financial statements	5 - 7



#### DIRECTORS' REPORT

#### FOR THE YEAR ENDED 31 OCTOBER 2012

The directors present their report and financial statements for the year ended 31 October 2012.

#### Principal activities

The principal activity of the company is that of providing care services.

#### **Directors**

The following directors have held office since 1 November 2011:

R Syrett

**B** Harms

N Ellul

A Frost

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company the directors must not approve the financial statements unless they are satisfied that they give a true and wiew of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board

R Syrett Director 25 March 2013

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# REPORT TO THE DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF 3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of 3D Support Services Limited (by Guarantee) for the year ended 31 October 2012 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to the Board of Directors of 3D Support Services Limited (by Guarantee), as a body, in accordance with the terms of our engagement letter dated 4 March 2011. Our work has been undertaken solely to prepare for your approval the financial statements of 3D Support Services Limited (by Guarantee) and state those matters that we have agreed to state to the Board of Directors of 3D Support Services Limited (by Guarantee), as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To Guarantee), as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than 3D Support Services Limited (by Guarantee) and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that 3D Support Services Limited (by Guarantee) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of 3D Support Services Limited (by Guarantee). You consider that 3D Support Services Limited (by Guarantee) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of 3D Support Services Limited (by Guarantee). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Lentells Limited

**Accountants** 

1000

27 March 2013

17-18 Leach Road Chard Business Park Chard Somerset TA20 1FA



# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2012

	Notes	2012 £	2011 £
Turnover		4,675	162
Administrative expenses		(31,954)	(578)
Loss on ordinary activities before taxation	2	(27,279)	(416)
Tax on loss on ordinary activities	3	<u>=</u>	:#C
Loss for the year	7	(27,279)	(416) ————



# BALANCE SHEET AS AT 31 OCTOBER 2012

		201	2	2011	
	Notes	£	£	£	£
<b>Fixed assets</b> Tangible assets	4		1,578		đ
<b>Current assets</b> Debtors Cash at bank and in hand	5	1,188 8,483  9,671		577 	
Creditors: amounts falling due within one year	6	(39,431)	(29,760)	(1,480)	(903
Net current liabilities  Total assets less current liabilities			(28,182)		(903
Capital and reserves Profit and loss account	7		(28,182)		(903
Shareholders' funds			(28,182)		

For the financial year ended 31 October 2012 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**B** Harms

Director

Approved by the Board for issue on 25 March 2013

R Syrett Director

Company Registration No. 06970836



## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2012

#### **Accounting policies**

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Company has made a loss of £27,279 for the twelve months to 31 October 2012. The Company's net assets now stand at negative £28,182. The accounts have been prepared on a going concern basis as the Directors will continue to provide the financial support where necessary, so that the Company can continue to operate.

### 1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

#### 1.3 Turnover

Turnover represents amounts received for grants and donations.

### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment

20% reducing balance

2	Operating loss	2012 £	2011 £
	Operating loss is stated after charging:  Depreciation of tangible assets	394	<u>-</u>

#### **Taxation** 3

The company has estimated losses of £ 29,446 (2011 - £ 615) available for carry forward against future trading profits.



# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2012

4	Tangible fixed assets		Plant and hinery etc
			£
	Cost		2
	At 1 November 2011 Additions		1,972
	At 31 October 2012		1,972
	Depreciation 2011		-
	At 1 November 2011 Charge for the year		394
	At 31 October 2012		394
	Net book value At 31 October 2012		1,578
5	Debtors	2012 £	2011 £
	Other debtors	1,188	-
6	Creditors: amounts falling due within one year	2012 £	2011 £
	Other creditors	39,431	1,480
	Other premiora		



# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2012

#### 7 Statement of movements on profit and loss account

Profit and loss account

Balance at 1 November 2011 Loss for the year

(903) (27,279)

Balance at 31 October 2012

(28,182)

#### 8 Control

The Company was under the control of its Directors throughout the year under review.

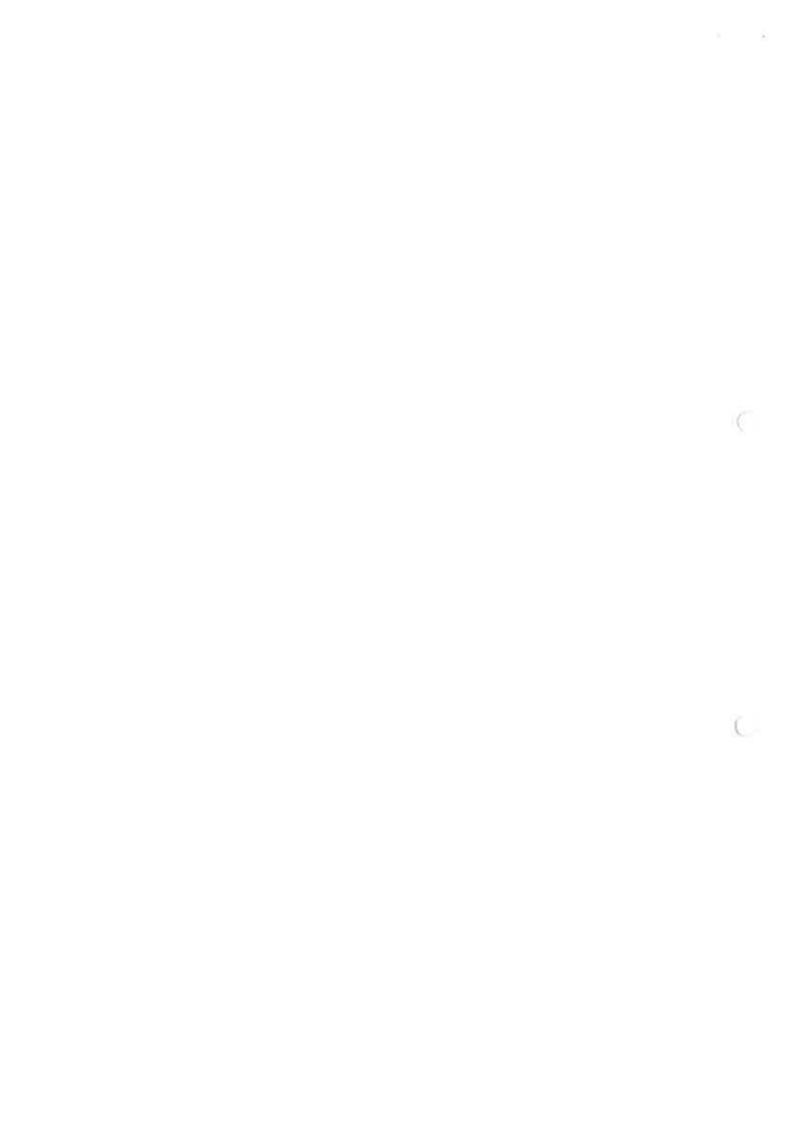
#### 9 Company status

The Company is a private Company limited by guarantee and consequently does not have a share capital.

#### 10 Related party relationships and transactions

#### Loans to directors

At 1 November 2011, the Company's liabilities included loans to Directors totalling £1,000. During the year, the Company received further loans from Directors, totalling £34,500. The balance due to Directors at the year-end was £35,500. The loans are interest free with no fixed date of repayment.



# 3D SUPPORT SERVICES LIMITED (BY GUARANTEE) MANAGEMENT INFORMATION FOR THE YEAR ENDED 31 OCTOBER 2012



### DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2012

	2012 £ £	2011 £ £
Turnover Sales	4,675	162
Administrative expenses	(31,954)	(578)
Operating loss	(27,279)	(416) ======



# SCHEDULE OF ADMINISTRATIVE EXPENSES

### FOR THE YEAR ENDED 31 OCTOBER 2012

	0040	2011
	2012	£
	£	Σ.
Administrative expenses	1,065	(2)
Rent	40	-
Cleaning	28,976	*
Property repairs and maintenance	8	-
Printing, postage and stationery	106	85
Advertising	15	-
Telephone	70	-
Computer running costs	150	
Hire of equipment	540	480
Accountancy	274	74
Bank charges	316	24
Sundry expenses	394	-
Depreciation on fixtures fittings & equipment		
	31,954	578
		<del></del>



# circulated before

6.07.13
Policy meeting o
onitoring for Finance
Financ M

Head-ing No	Heading	Budget 2013/2014	Actual 15.07.13	Balance	Committed	Balance including	Comments
						Della line	
110	Precept	£236,100.00	£118,050.00	£118,050.00		£118,050.00	
						£0.00	
	Finance & Policy Income					£0.00	
214	Interest - Bus Res	£20.00	£7.68	£12.32		£12.32	
218	Interest - Bonus Saver	£2,100.00	£698.53	£1,401.47		£1.401.47	
220	Dividends	£10.00	£4.68	£5.32		£5.32	
221	Donations	£300.00	£0.00	£300.00		£300 00	
222	Civic Evening	£0.00	£75.00	-£75.00		00:223-	
224	Christmas Lights	£1,000.00	£0.00	£1,000.00		£1 000 00	
232	Miscellaneous	£0.00	€0.00	£0.00		£0.00	
234	VAT Repayments	£0.00	£0.00	£0.00		00.03	
240	Jubilee Celebrations	£0.00	€0.00	00.03		£0.00	
241	Jubilee Charities	£0.00	£0.00	£0.00		00.03	
	Total	£3,430.00	£785.89	£2,644.11	£0.00	£2,644.11	
	Finance & Policy Expenditure						
350	Employees	£72,065,00	£17.208.49	£54 856 51		CEA SEG EA	
351	Training	£500.00	£0.00	£500 00		5500.00	
352	Health & Safety	£100.00	£26.21	£73.79		67873	
354	Insurance	£680.00	£5,097.93	-£4.417.93		-F4 417 03	Awaiting details from ins co to split
355	Ilminster in Bloom	£400.00	\$0.00	£400.00		£400 00	
356	Grants	£7,000.00	£0.00	£7,000.00	£955.00	F6 045 00	
357	Presentation Evening	£400.00	£0.00	£400.00		£400.00	
358	Services/Rents	£7,500.00	£5,537.50	£1,962.50		£1.962.50	
359	Purchases (Sundries)	£250.00	£56.77	£193.23		£193.23	
360	Purchases		£71.98	-£71.98		-£71.98	Office furniture
361	Maintenance	£2,250.00	£142.01	£2,107.99		£2.107.99	_
362	Website	£425.00	£115.00	£310.00	£1,000.00	-£690.00	
303	Bank Charges	£470.00	£74.05	£395.95		£395 95	

7
6
C

# Financ Monitoring for Finance Policy meeting c .6.07.13

Supplies			palance	Committed	including	Comments
Foor	04 770	0			committed	
2000	£1,550.00	£820.03	£696.97		£699.97	
900	£950.00	£200.00	£750.00		£750.00	
Professional Fees	£1,500.00	£1,232.93	£267.07		£267.07	
Election Expenses	£2,000.00	£0.00	£2,000.00		£2.000.00	
Members	£900.00	£15.00	£885.00		£885.00	
Civic Evening	£0.00	£0.00	€0.00	£174.00	-£174.00	
Christmas Lights	£2,800.00	£600.00	£2,200.00		£2,200.00	
Advertising	£1,000.00	00.03	£1,000.00		£1,000.00	
Miscellaneous	£220.00	£10.00	£210.00	£45.00	£165.00	£165.00 Update Mayor's board
Reserves	£738.00	£0.00	£738.00		£738.00	
Photocopier		£2,923.90	-£2,923.90		-£2.923.90	
Contingency/Unallocated	£13,486.00	£0.00	£13,486.00		£13.486.00	
Community Engagement	£2,000.00	£0.00	£2,000.00		£2,000,00	
Revenue Subsidy				£800.00	-£800.00 Tourism	Tourism
Total	£119,184.00	£34,161.80	£85,022.20	£1,000.00	£84,022.20	
From Reserves	1				£2 923 90	
Balance - General Fund					£86,946.10	
F&P Renewals & Reserves						5 5 5 5 5 5
Opening Balance (£19,651+£738 from this year's budget)	ar's budget)				£20.389.00	
					£2,923.47	
Balance as at 16.07.13					£47 ARE E2	
			†		2000	
F&P Contingency/Unallocated					1	
Opening Balance (10,000+£13486 from this year's budget)	ear's budget)				£23.486.00	
7 10						
balance as at 10.07.13					£23,486.00	

		1
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# ILMINSTER TOWN COUNCIL RESERVES MONITORING 2013/2014 (16.07.13)

Details		Opening Balances	Budget Allocation		Income	Expendit- ure	Closing Balances
RENEWALS & RESERVES		187715		187715	1500	120	189095
Interest					30		
Lodge Rental	1500						
Lodge Letting Fees	-120						
Lodge Maintenance							
Finance & Policy		19651	738	20389		2924	17465
Photocopier	-2924						
Open Spaces		-35318	32194	-3124		1100	-4224
Brittens Gateway	-1100			-			
Cemetery		9795	4472	14267			14267
Market House		21590	970	22560			22560
TOTAL RENEWALS &		203433	38374	241807	1500	4144	239163
ILMINSTER SPORTS INITIATI	VE	1148		1148			1148
CONTINGENCY - F&P		10000	13486	23486			23486
CONTINGENCY/UNALLOCAT	ED O/S	21888	15000	36888			36888
TOTAL RESERVES		236469	66860	303329	1500	4144	300685

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### COMMUNITY GROUP MEMBERSHIP

Are you a

♦ School ♦ Charity ♦ Small business
 ♦ Voluntary Group ♦ Community or Rural Housing Group ♦ Steering Committee ♦ or any other Group/Community Organisation?

When it comes to community groups think
Community Council for Somerset
"your one stop information shop"
for

### **ADVICE, INFORMATION & SUPPORT**

Do you need;

◆ Funding advice ◆ Ideas for Income generation ◆ Help with setting up on your own ◆ Help to decipher government speak ◆ Help to take effective action and get results.

Allow us to raise your community profile

### WHAT YOU GET!

### **Services**

- Friendly independent, reliable support, backed with 87 years experience.
- Comprehensive range of resources, guidance & toolkits specifically written for you.
- Quarterly updates on legislation, government, funding and much more...
- Support to decipher the "Localism Act" and other government materials.
- Networking and introductions to other groups to improve best practice.
- Information to help you demystify the role of the parish council

### **Finance**

- Bespoke funding advice, tailored to fit your needs. You get one chance, ensure you get it right with our service!
- Income generation advice

### **Discounts**

- 15% discount on chargeable services, consultations, funding application forms etc
- Discounts on training and advice sessions



Advice & support makes all the difference!

Lympsham shop committee said of our service

"They have helped us by providing information on current funding opportunities and application form critiques. With their support we approached the Clark Foundation and also the Big Lottery Village SOS scheme in addition to conducting various activities locally to raise funds. They supported us to raise £18,000!"

### DID YOU KNOW!

For every £1 of your membership we have secured £12 of outside funding to support you in your community

12 month Membership For 2013 /14

Just £35

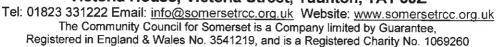
For all community groups

Simply

COMPLETE THE ATTACHED FORM AND RETURN IT TO US



### Victoria House, Victoria Street, Taunton, TA1 3JZ







### **COMMUNITY GROUP MEMBERSHIP 2013/2014 APPLICATION FORM**

To join us, complete the details below and return to Community Council for Somerset, Victoria House, Victoria Street, TAUNTON, Somerset TA1 3JZ
Tick boxes to indicate:

THE MEMBERSHIP YOU REQUIRE  We are a voluntary or community group, charity, small business, trust or steering group and agree to pay £35.
<ul> <li>We enclose a cheque for £35, payable to the Community Council for Somerset</li> <li>We would like to pay by STANDING ORDER. We will complete the standing order forms and return one to our bank and complete and return the one on the reverse of this form to CCS.</li> <li>We would like to pay by Bank Transfer to Community Council for Somerset Ac no: 81168152. Sort code: 09:01:27 (please quote organisation/parish council for ref)</li> <li>Name of Group or Organisation</li> </ul>
Details of person nominated as main contact:
Name Title/Position
Address
Postcode Telephone
EmailSignature
Every member of the Community Council for Somerset undertakes to contribute to the assets of the company. In the event of the organisation being wound up whilst a member or within one year after ceasing to be a member, each member will pay an amount that will not exceed £1.00 as a contribution to costs.
Data Protection
We will hold your details on our database in line with requirements of the Data Protection Act 1998. We will use the renewal process for membership as an opportunity to keep this information accurate and up to date. Your details may be shared with the funders of our services where required and as evidence of our work. They may also be shared with our partner organisations. If you do not wish your details to be used by organisations other than the Community Council for Somerset, please tick the box





## Service Level Agreement Between Ilminster Town Council And Ilminster Tourism 2013/14

### Parties to the Agreement

Ilminster Tourism and Ilminster Town Council

### Purpose

To set out the service levels to be achieved by Ilminster Tourism in return for a <sup>1</sup>revenue subsidy grant from Ilminster Town Council.

### **liminster Town Council's Obligations**

- To pay promptly the amount of the revenue subsidy grant agreed by the Town Council when the Service Level agreement has been signed by both parties.
- 2. To nominate a representative (this will usually be a serving Councillor) to sit on the management committee of Ilminster Tourism. This representative will provide regular updates on the activities of the Information centre to the Town Council
- 3. Visit the Ilminster Local Information Centre by request

### **Ilminster Tourist Centre's Obligations**

- 1. To provide a warm welcome and professional service to visitors
- 2. To provide attractive and tidy displays with categorised up-to date information promoting the Town of Ilminster and the local area
- 3. To ensure the Local Information Centre is staffed by people with good local knowledge
- 4. To ensure that all staff wear name badges which clearly state their name
- 5. To keep statistics on the number of visitors to the Local Information Centre and the nature of enquiries (see 8 below)
- 6. To ensure that all persons staffing the Local Information Centre are appropriately trained (see 8 below)
- 7. To ensure that all persons staffing the Local Information Centre are aware of their responsibilities under Equalities legislation
- 8. To ensure that the centre is well signed and accessible to people with disabilities
- 9. To acknowledge Ilminster Town Council's support in any material prepared by the Local Information Centre
- 10. To provide an annual, written, report to Ilminster Town Council on the activities undertaken during the period of funding. The report to include:
  - a. An income and expenditure summary
  - Statistics on the number of visitor contacts, the method by which the Local Information Centre was accessed, the type / nature of enquiries ( this needs to be an accurate record not an estimated figure)
  - c. Details of training undertaken by people staffing the Local Information Centre
  - d. The number and nature of any complaints dealt with and how they were resolved

<sup>&</sup>lt;sup>1</sup> A revenue subsidy grant must be applied for in accordance with the Town Council's current policy



Signed On Behalf of Ilminster Town Council

Date

Signed on Behalf of Ilminster Tourism

Date



# ILMINSTER TOWN COUNCIL REVENUE SUBSIDY GRANT APPLICATIONS POLICY AND GUIDANCE



- 1. Ilminster Town Council may award a revenue subsidy grant to *local* organisations who have charitable objectives and operate on a not-for-profit basis. NB: In this context local means that the organisation is based within the parish of Ilminster or that it provides services / activities will benefit Ilminster residents and / or businesses.
- 2. Monies awarded through this process are drawn from a limited budget and organisations are limited to one application per year.
- 3. A revenue subsidy grant application should not exceed 50% of the annual revenue cost and the application should be supported by information on how the balance of funding is being met.
- 4. Grant applications will NOT be considered from:

Private business ventures Other local authorities Any political body Pressure or lobbying groups

- 5. The Town Council will not make revenue subsidy grants to organisations whose accounts are not in good order.
- 6. Other than in exceptional circumstances the Town Council will not fund:
  - Organisations which are properly the subject of statutory funding
  - Retrospective applications
- 7. The Town Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a revenue subsidy grant, or if a revenue subsidy grant has already been offered will result in the offer being rescinded.
- 8. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information. .
- 9. Applications submitted without the required supporting documents will be returned and only considered when **ALL** the required information is submitted.
- 10. The following documents / information should accompany the grant application form:
  - (a) For all organisations which have been in existence for longer than 12 months a copy of the organisation's latest audited accounts and balance sheet must accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead. Where such statements have both been certified, they must be signed by two persons from within



the organisation who have been appointed to act as auditors. The statements must show the **total** balance of funds for the organisation.

- (b) the estimated income and expenditure for the year in which the funding is requested and any relevant information on how the amounts have been calculated.
- (c) a copy of the organisation's constitution or rules
- 11. Applications will be considered by the Finance and Policy Committee who will make a recommendation to Council.

Members will be provided with a copy of the revenue subsidy grant application and supporting documentation. The Town Council may request representatives of an organisation to attend a meeting to make a presentation on the work of their organisation and / or their application.

Council and Committee meetings are open to the public and there is a section available for public questions..

- 12. All applicants will be informed in writing of the Town Council's decision regarding their revenue subsidy grant application.
- 13. Organisations who have a revenue subsidy grant application approved will be required to enter into a Service Level Agreement with the Town Council
- 14. All queries should be directed to
  The Town Clerk
  Ilminster Town Council
  Council Offices
  North Street
  Ilminster
  TA19 0DG

Tel: 01460 52149 Fax: 01460 55642

E-mail: town.council@ilminster.gov.uk





### Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation
2. Name of person submitting the application
Tel. No Email
······································
4. Total anticipated annual running costs
(Please enclose supporting estimates)
5. Amount of grant sought from Town Council and % of total project cost £ %



6. Please give details of applications made to other grant making bodies in respect	t of
this organisation	
(eg South Somerset District Council/Lottery. etc)	

Date	Organisation	Amount Sought	Granted (yes / no)

<ol> <li>Please provide details of how your organisation will be raising money to meet running costs e.g. charges for services fundraising events.</li> </ol>
8. Please provide details of how your organisation will seek to reduce the level of revenue subsidy grant required in future years
9. Has your organisation received any type of grant funding from Ilminster Town Council within the last 3 years?
YES/NO If YES, please provide details.

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information accounts



Please return the completed form to Ilminster Town Council Council Offices North Street Ilminster Somerset TA19 0DG

