

Finance and Policy - Resolutions

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	CILCA Fees F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for attending a training course.	16.10.12	1) Fees can be reimbursed after 6 th Month probationary period
2	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	1) Authorisation of payment of £1,000 approved at Full Council on 05.02.13 2) Cheque raised 19.02.13 3) Cheque sent 21.02.13
3	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	1) Order raised 31.03.13 2) Paid online – J Norris to be reimbursed 3) Cheque for J Norris raised 11.04.13 4) Four members of staff completed their courses during 17.06.13 to 28.06.13 5) Two members still need to finish their courses – as at 05.07.13
5	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
6	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

Finance and Policy - Resolutions

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
7	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	1) Zurich invoice paid on 11.04.13 2) Order raised for the rebuild valuation on 27.03.13 3) Keep chasing up for the rebuild valuation – last call made w/b 17.06.13 4) Rebuild valuation received 25.06.13 - waiting for Deputy Clerk to check documents after returning from annual leave on 08.07.13
8	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
9	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	1) Revenue Subsidy Grants Policy and application form written up on 02.07.13 – F & P Chair, Vice-Chair and Mayor 2) Service Level Agreement written up for Ilminster Tourism on 02.07.13 – sent to F & P Chair, Vice-Chair and Mayor
11	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	1) Memberships approved 2) Cheques raised 14.05.13 3) Cheques sent 16.05.13
12	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	1) Order sent on 10.05.13 2) Photocopier delivered on 14.05.13 3) Cheque raised and sent on 04.06.13 4) Training booked for 10.07.13

Finance and Policy - Resolutions

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
13	Approval of Accounts TC 07.05.13	Resolved that the accounts of Iliminster Town Council for the year 2012/13 be approved	07.05.13	1) Accounts approved
14	Authorisation of Payments TC 07.05.13	Resolved that the accounts listed in the schedules presented to the Council totalling £18,871.76 & £1476.09 be approved	07.05.13	1) Payments approved
15	Grant Application Iliminster Tourism F&P 04.06.13	Resolved that a revenue subsidy of £800 be made to Iliminster Tourism subject to the implementation of Service Level Agreement between Iliminster Tourism and the Town Council	18.06.13	1) Draft SLA sent to Chair of F&P Vice-Chair and the Mayor – 02.07.13 2) Joy informed Iliminster Tourism that they have been awarded the funds
16	Grant Application from Iliminster Air Cadets F & P 04.06.13	Resolved that a grant of £955 be awarded to the 2381 Iliminster Air Training Corps for the purchase of first aid training equipment	18.06.13	1) Letter awarding grant sent out on 08.07.13
17	Iliminster Sports Initiative F & P 04.06.13	Resolved that the money in the Iliminster Sports Initiative Account be held until the recreation review has been completed	18.06.13	1) Waiting until Rec Review has been completed
18	Peter Lacey's permanent memorial F&P 04.06.13	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	18.06.13	1) Cheque raised 02.07.13

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
Gooch			
19.05.2013	Gooch Charitable 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 giving 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

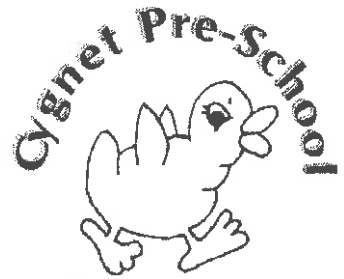
Savings Information at 31st August 2012	
Cygnets Lloyds Savings Account	£ 5,096.94
Brittania Savings Account	£ 3,259.83
Fundraising and Donations in 2009	
Fundraising and Donations in 2010	
Fundraising and Donations in 2011	
Fundraising and Donations in 2012	£ 639.56
Sub total of Restricted Funds	£ 3,899.39
Bank Interest	£ 5.93
Donations 2012	£ 506.65
Sub Total Unrestricted Funds	£ 512.58

CYGNET PRE-SCHOOL SUMMARY OF ACCOUNTS

From 1st September 2011 to 31 August 2012

<i>Balance at 1st September 2011</i>		<i>2011/2012</i>	
<i>Bank Current Account</i>		£	393.36
<i>Cash</i>		£	416.00
<i>Building Society</i>		£	-
<i>Opening balance Lloyds Saving Account</i>		£	5,096.94
			£ 5,906.30
<i>Receipts</i>			
<i>Pre School Fees</i>		£	13,593.04
<i>Fundraising</i>		£	1,526.01
<i>Milk Fund</i>		£	234.58
<i>Funding</i>		£	55,896.47
<i>Grant</i>			
<i>ELLP</i>			
<i>Miscellaneous</i>		£	502.21
<i>Bank Interest - current</i>		£	5.93
<i>Interest - Building Society</i>			
<i>Interest - Lloyds Savings Account</i>			
			£ 71,758.24
<i>Payments</i>			
<i>Purchase of Goods</i>			1595.09
<i>ELLP Spending</i>			
<i>Fundraising costs</i>			103.05
<i>Summer Trip / staff welfare</i>			210.61
<i>Insurance</i>			203
<i>Rent and Utilities</i>			804.69
<i>Staff Wages</i>			64196.97
<i>Staff Training</i>			1205.95
<i>Postage, stationery and computer</i>			540.17
<i>Printing</i>			708.3
<i>Telephone</i>			424.31
<i>Internet</i>			223.2
<i>Subscription and Inspection fee</i>			
<i>Premises expenses</i>			1236.47
<i>HMRC -Employers National Insurance</i>			2373.91
<i>Legal Fee</i>			140
<i>Outdoor area and indoor refit</i>			
<i>Bank Charges</i>			220.86
<i>Bad Debt write off</i>			
<i>Miscellaneous</i>			
			£ 74,186.58
<i>Excess Income over Expenditure</i>			
			-£ 2,428.34
<i>Balance as at 31st August 2012</i>			
<i>Bank - current account</i>		£	1,505.36
<i>Cash</i>		£	85.92
<i>Building Society</i>		£	-
<i>Lloyds Saving Account</i>		£	2,202.87
			£ 3,794.15

Cygnets Pre-School
c/o Swanmead Community School, Ditton Street, Ilminster TA19 0BL
Telephone Number: 01460 57444
Email: cygnetspreschool@yahoo.co.uk
Website: www.cygnetspreschool.co.uk
Supervisor: Sue Dixon



18th April 2013

Dear Sarah

With regard to your recent email regarding Cygnets 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, Cygnets 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_Ilminster 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. 01823 222222
Mobi. 01823 222222
Email: [redacted]*

This email, and any attachments is intended solely for the



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2013/14**

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

1. Name / Title of Organisation 3D SUPPORT SERVICES LTD

2. Name of person submitting the application... VICKIE HOBBS

Position held in organisation ADMINISTRATOR

Address... CHARD LEIGH HOUSE, WADEFORD, CHARD

..... SOMERSET TA20 3AJ

Tel. No... 01460 65611

Email... payments@3dimensions.org.uk

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

..... Please see attached

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4. Total anticipated cost of project £1550

(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £ 250

16 %

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
MAY 2013	Somerset County Council	£170	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 resource costs. Plus the expertise, 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 towards 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

Income

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)

Now In: [Sensory Garden](#) → Garden Sensory Box

[Click here to see a list of all products](#)

Browse Categories

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New Sensory Products

iRIS+

Bubble Tube

Fibre Optic Light

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

[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 Bamboo 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 Wall 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 Ladybird 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 0

Quantity:

Your Shopping Cart

> [Garden Sensory Box - Garden Sensory Box](#)
Qty 1 : £195.00 ex vat

Sub Total: £195.00
CHECKOUT



Company Registration No. 06970836 (England and Wales)

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



3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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 law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view 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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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 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

27 March 2013

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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2012

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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

BALANCE SHEET

AS AT 31 OCTOBER 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	4		1,578		-
Current assets					
Debtors	5	1,188		577	
Cash at bank and in hand		8,483			
		<u>9,671</u>		<u>577</u>	
Creditors: amounts falling due within one year	6	<u>(39,431)</u>		<u>(1,480)</u>	
Net current liabilities			<u>(29,760)</u>		<u>(903)</u>
Total assets less current liabilities			<u>(28,182)</u>		<u>(903)</u>
Capital and reserves					<u>(903)</u>
Profit and loss account	7		<u>(28,182)</u>		
Shareholders' funds			<u>(28,182)</u>		<u>(903)</u>

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).

Approved by the Board for issue on 25 March 2013

R Syrett
Director

B Harms
Director

Company Registration No. 06970836

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2012

4 Tangible fixed assets

	Plant and machinery etc
	£
Cost	
At 1 November 2011	-
Additions	1,972
	<hr/>
At 31 October 2012	1,972
	<hr/>
Depreciation	
At 1 November 2011	-
Charge for the year	394
	<hr/>
At 31 October 2012	394
	<hr/>
Net book value	
At 31 October 2012	1,578
	<hr/> <hr/>

5 Debtors	2012	2011
	£	£
Other debtors	1,188	-
	<hr/> <hr/>	<hr/> <hr/>

6 Creditors: amounts falling due within one year	2012	2011
	£	£
Other creditors	39,431	1,480
	<hr/> <hr/>	<hr/> <hr/>

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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	(903)
Loss for the year	(27,279)
Balance at 31 October 2012	<u>(28,182)</u>

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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

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

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

3D SUPPORT SERVICES LIMITED (BY GUARANTEE)

SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED 31 OCTOBER 2012

	2012	2011
	£	£
Administrative expenses	1,065	-
Rent	40	-
Cleaning	28,976	-
Property repairs and maintenance	8	-
Printing, postage and stationery	106	-
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		
	<u>31,954</u>	<u>578</u>

Circulated before meeting

Agenda No 5

Finance Monitoring for Finance Policy meeting on 6.07.13

Head-ing No	Heading	Budget 2013/2014	Actual 15.07.13	Balance	Committed	Balance including committed	Comments
110	Precept	£236,100.00	£118,050.00	£118,050.00		£118,050.00	
	Finance & Policy Income						
214	Interest - Bus Res	£20.00	£7.68	£12.32		£0.00	
218	Interest - Bonus Saver	£2,100.00	£698.53	£1,401.47		£12.32	
220	Dividends	£10.00	£4.68	£5.32		£1,401.47	
221	Donations	£300.00	£0.00	£300.00		£5.32	
222	Civic Evening	£0.00	£75.00	£-75.00		£300.00	
224	Christmas Lights	£1,000.00	£0.00	£1,000.00		£-75.00	
232	Miscellaneous	£0.00	£0.00	£0.00		£1,000.00	
234	VAT Repayments	£0.00	£0.00	£0.00		£0.00	
240	Jubilee Celebrations	£0.00	£0.00	£0.00		£0.00	
241	Jubilee Charities	£0.00	£0.00	£0.00		£0.00	
	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		£54,856.51	
351	Training	£500.00	£0.00	£500.00		£500.00	
352	Health & Safety	£100.00	£26.21	£73.79		£73.79	
354	Insurance	£680.00	£5,097.93	£-4,417.93		£-4,417.93	Awaiting details from ins co to split cost to OS etc.
355	Ilminster in Bloom	£400.00	£0.00	£400.00		£400.00	
356	Grants	£7,000.00	£0.00	£7,000.00	£955.00	£6,045.00	
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	
363	Bank Charges	£470.00	£74.05	£395.95		£395.95	

Finance Monitoring for Finance Policy meeting on 16.07.13

Heading No	Heading	Budget 2013/2014	Actual 15.07.13	Balance	Committed	Balance including committed	Comments
364	Supplies	£1,550.00	£850.03	£699.97		£699.97	
365	Audit Fees	£950.00	£200.00	£750.00		£750.00	
366	Professional Fees	£1,500.00	£1,232.93	£267.07		£267.07	
367	Election Expenses	£2,000.00	£0.00	£2,000.00		£2,000.00	
368	Members	£900.00	£15.00	£885.00		£885.00	
369	Civic Evening	£0.00	£0.00	£0.00	£174.00	-£174.00	
374	Christmas Lights	£2,800.00	£600.00	£2,200.00		£2,200.00	
378	Advertising	£1,000.00	£0.00	£1,000.00		£1,000.00	
379	Miscellaneous	£220.00	£10.00	£210.00	£45.00	£165.00	Update Mayor's board
380	Reserves	£738.00	£0.00	£738.00		£738.00	
381	Photocopier		£2,923.90	-£2,923.90		-£2,923.90	
385	Contingency/Unallocated	£13,486.00	£0.00	£13,486.00		£13,486.00	
389	Community Engagement	£2,000.00	£0.00	£2,000.00		£2,000.00	
	Revenue Subsidy				£800.00	-£800.00	Tourism
	Total	£119,184.00	£34,161.80	£85,022.20	£1,000.00	£84,022.20	
	From Reserves					£2,923.90	
	Balance - General Fund					£86,946.10	
	F&P Renewals & Reserves						
	Opening Balance (£19,651+£738 from this year's budget)					£20,389.00	
	Photocopier					£2,923.47	
	Balance as at 16.07.13					£17,465.53	
	F&P Contingency/Unallocated						
	Opening Balance (10,000+£13486 from this year's budget)					£23,486.00	
	Balance as at 16.07.13					£23,486.00	

ILMINSTER TOWN COUNCIL
RESERVES MONITORING
2013/2014
(16.07.13)

Details		Opening Balances	Budget Allocation	Total Reserves	Income	Expenditure	Closing Balances
RENEWALS & RESERVES		187715		187715	1500	120	189095
Interest							
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 INITIATIVE		1148		1148			1148
CONTINGENCY - F&P		10000	13486	23486			23486
CONTINGENCY/UNALLOCATED O/S		21888	15000	36888			36888
TOTAL RESERVES		236469	66860	303329	1500	4144	300685



Community Council for Somerset

Supporting Action in Your Community

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

Tel: 01823 331222 Email: info@somersetccc.org.uk Website: www.somersetccc.org.uk

The Community Council for Somerset is a Company limited by Guarantee, Registered in England & Wales No. 3541219, and is a Registered Charity No. 1069260





Community Council for Somerset

Supporting Action in Your Community

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**.

HOW YOU PAY

- We enclose a cheque for **£35**, payable to the Community Council for Somerset
- 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.
- 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)

Name of Group or Organisation

.....
Details of person nominated as main contact:

Name Title/Position

Address

Postcode Telephone

Email Signature

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

Victoria House, Victoria Street, Taunton, TA1 3JZ

Tel: 01823 331222 Email: info@somersetccc.org.uk Website: www.somersetccc.org.uk

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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 a¹ revenue subsidy grant from Ilminster Town Council.

Ilminster Town Council's Obligations

1. 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
 - b. 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

¹ 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

DRAFT



**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



**ILMINSTER TOWN COUNCIL
REVENUE SUBSIDY GRANT
APPLICATION FORM 2013/14**

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.....

Position held in organisation

Address.....

.....

Tel. No.....

Email.....

3. Please give an overview of the services provided by your organization *with an emphasis on how it will benefit the citizens and / or businesses of Ilminster*

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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 of this organisation
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted (yes / no)

7. Please provide details of how your organisation will be raising money to meet running costs e.g. charges for services fundraising events.

.....

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

