



**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 ...SOUTH SOMERSET DISABILITY FORUM

2. Name of person submitting the application Margaret Baker.....
Position held in organisationHonorary Treasurer.....
Address...20 South St, Yeovil BA20 1QE
Tel. No 01935 706766.....
Email...treasurer.ssdf@gmail.com

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

We are setting up a series of informative talks and activities created by our in house trainer and delivered at venues across South Somerset targeting Councillors, schools, community groups, WI's and residents of housing groups. The purpose is to draw their attention to the needs of persons with disabilities and an understanding of how they can make life more pleasant and more involved in the community. This might also highlight the needs of mothers with buggies

We would attend schools in order that young persons with or without disabilities would understand how they are equally part of the community from an early age to prevent discrimination

With the increased development of South Somerset, the needs of persons with disabilities must be a high priority for town councils and work will need to be undertaken to ensure that everyone is aware of these. Dropped kerbs can enable a wheelchair to cross a road, contrasting doorways ensure a partially sighted person can distinguish the access or there are facilities for persons with poor hearing. Physical access is also of concern for persons with buggies where insufficient consideration is given to pavement widths or how to open and enter a narrow door way. Our role is to promote this awareness

Our promotion will cover the following and we are aware there are many opportunities in and around the town of Ilminster

Date	Project milestone	Publicity planned (i.e. event, press release)
Early October	Training package completed	Press release to highlight this work in local press and Yarlington Residents news
October	10 Venues booked for November onwards	Notification to community groups, WI's and Scouts
October	Materials designed and costed	
January	Further 10 venues booked from March onwards	Notification to Parish and Town Councils
June	Further 10 venues booked from June onwards	Follow up notification to PC's and groups not yet involved

Total anticipated cost of project
(Please enclose supporting estimates)

£ 5,800.

Total Amount requested
of this grant
application

Venue rental	£ 1000	£ 200	30 venues at £35 per time
Trainer set up and delivery costs	£ 900	£ 100	Charged at £18ph for 50 hours
Cost of delivery	£ 1700	£ 400	Charged at £18 ph for 95 hours
Travel	£ 450	£ 150	Car travel and specialist taxis for wheelchair persons when necessary
Design of printed matter	£ 1000	£ 150	Leaflets and booklets to be designed using persons with high skills and an attempt to include the training of volunteers in this skill
Printing	£ 750	£ 100	
	£	£	
	£	£	
	£	£	
TOTALS	£ 5800	£ 1100	

5. Amount of grant sought from Ilminster Town Council and % of total project cost
£1,500

%

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
July 2013	Yarlington Housing	1350	1350
July 2013	Yeovil Without Parish	1500	1000
October 2013	Wincanton Town Council	1350	
October 2013	Crewkerne Town Council	1100	

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

Our organization both staff and volunteers will operate this project from the beginning expecting to train new persons to assist in this work across South Somerset

8. Has your organisation received a grant from this Council within the last 3 years?

NO

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules – our Constitution is currently under review by one of our Trustees and our legal advisor as it had been come rather outdated and amended on many occasions over the years. We include the most recent update, however it will be considerably updated to ensure it is fit for current needs
- Financial information – Trustee Report and Accounts for 2012- 2013 included
- Evidence project costings are reasonable

Charity number: 1091404

**The South Somerset Disability
Forum**

Trustees' report and accounts

**for the year ended
31 March 2013**



**South Somerset
Disability Forum**

Registered Charity 1091404

The South Somerset Disability Forum

Contents

	Page
Trustees and information including staff and volunteers	1
Report of the Trustees	2 - 11
Independent Examiner's Report	12- 13
Statement of financial activities	14
Balance sheet	15
Notes to the financial statements	16 – 22
Key financial information graph	23

The South Somerset Disability Forum

Trustees and information including staff and volunteers

President

Clive Davis - Clive is also the Town Council appointment to the charity

Trustees for the Year

Ruth Kendall (Chairperson – resigned 6 June 2013)
Ann Campbell (Vice Chairperson - resigned January 2013)
Iris Coton (Secretary - resigned September 2012)
Francis Hussey (Treasurer - resigned September 2012)
Maggie Baker (Treasurer - appointed September 2012)
Tristan Cobb (Secretary appointed to this post November 2012)
Douglas Campbell (resigned January 2013)
Jacqui Cousins
Ken Comber
Bernard Hurley (appointed November 2012 - resigned January 2013)
Nigel Leveridge
John Palmer (resigned February 2013)
Mike Rowsell (appointed November 2012) Access leader

Staff

Sally Leveridge Liaison Officer
Nathan Gardiner IT and Grants Officer
Cherry Cobb Training Officer

Volunteers

Many of our Trustees are also our volunteers but we would like to identify the following who also put in considerable work this year to help the organisation

Clive Davis	Stan Shayler
Ron Honer	Lisa Tavener
Iris Hoskins	Cliff Howell
Adele Sharp	Michael Vickery

And any others who may have been omitted

Office	South Street Centre, 20 South St Yeovil, BA20 1QE
Website	www.southsomersetdisabilityforum.co.uk
Bankers	National Westminster Bank , Hendford, Yeovil
Accountants	Milsted Langdon, Motivo House, Yeovil

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

The Trustees are pleased to submit their report and financial accounts for April 2012 to March 2013. The South Somerset Disability Forum is an independent charity governed by a constitution. This report and accounts comply with SORP 2005 and amendments since that date and the Charity's Act 2011.

Charitable Objectives

The charity was registered with the Charity Commission 4th September 2001 for the following purpose:-

"THE FORUM SEEKS TO IMPROVE ACCESS TO BUILDINGS AND SERVICES FOR PEOPLE WITH DISABILITIES AND OTHER MEMBERS OF THE COMMUNITY BY PROMOTING EQUAL OPPORTUNITIES AND ACCESS FOR ALL. WE SEEK TO ELIMINATE DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES".

At the end of this financial year the Trustees started to revisit this statement and are currently redrafting their Vision, Mission and Objectives to make it clearer to all what these are for the future.

Management Structure

The Forum is governed by a board of Trustees

- The Trustees are elected at the AGM and must meet at least four times a year following this meeting in May. The majority of these should be persons who have direct personal experience of disability issues
- The officers should be appointed at this meeting
- Further Trustees may be co-opted up to a total of five but not more than one third of the board

The Trustees employed three part time staff during the year. A number of volunteers undertake valuable day to day work including administration and the field work needed. It is impossible to quantify the value of volunteers but it would be almost impossible to operate any charity without the dedication and support of all these people. Total volunteer and trustee hours totalled 2,746 which averages 53 hours a week.

Trustee Training

Trustees have a responsibility to undertake training to ensure they understand their role and for this purpose are directed to the Charity Commission web site. In 2012 structured training was undertaken with Milsted Langdon for further understanding. It is expected that training will be undertaken on a regular basis in future to ensure compliance with relevant charity regulations.

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

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Health and Safety Policy

The policy applies to all staff and volunteers and it is expected that all persons familiarise themselves with this and adhere to these procedures. It is reviewed from time to time in order to take account of legislative changes.

Risk Policy

The Trustees have identified a number of risks the major of which are

- Lack of finances to continue
- Lack of Trustees and volunteers
- Illness of staff
- Loss of staff or volunteers
- Loss of income through fraud
- Damage to reputation
- Lack of proper management
- Health safety and welfare of staff and volunteers
- Risk of claims by staff, volunteers or the public

The Trustees have established systems and procedures to manage these risks where possible. A new business plan is currently being developed in order to focus where the charity must go for the next year to three years. These are reviewed to ensure they continue to meet the needs of the charity.

Aims

These are to:

- To increase services and access for people with a disability, their families and carers
- To build supportive communities
- To challenge inequality and discrimination

The Forum is regularly consulted by Parish, Town and District Authorities, shops, businesses for its recommendations. Much of this work is undertaken as part of a Service Level Agreement with South Somerset District Council.

The majority of the work done by the Forum is by volunteers many of whom have disabilities or care passionately about people with disabilities. Developing the skills of volunteers is a large part of the Forum's work.

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

Public Benefit

In planning their activities the Trustees have considered the Charity Commission guidance on public benefits. The report below identifies how the Trustees can identify they have achieved this.

There are no accurate figures for people with disabilities living in South Somerset but government figures from 2008 showed over 13,000 persons were disabled in the area. There is therefore a huge challenge for the Forum to address.

We have identified where we can have the greatest impact and are setting our objectives for the next financial year to achieve these. The training officer is engaged for all her hours creating and delivering training packages for authorities, volunteers and soon to include other groups. Thank you to all the staff, volunteers and authorities that have supported us and helped us through a year where there have been fewer hours available than were needed and we appreciate the dedication of our staff in their roles.

Objectives for the Year

The Forum was awarded funding for or continued with the following:-

- To continue with Village Hall surveys to identify problems for disabled people and to recommend solutions
- To identify where kerbs were incorrectly dropped to facilitate road crossings
- To upgrade the leaflet information available. This was further developed with the lottery award and leaflets were created for Disability Living Access to Ninesprings Country Park, Volunteer promotion and Business links
- Create and assist to operate a sports event in Yeovil with input jointly from Yarlinton Housing, Shopmobility, Somerset Activity and Sports Partnership
- Training of volunteers to improve job opportunities and self-esteem. This was delayed and is currently in the process of completion
- Create a more secure funding stream

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

Grant Funding

Successful Applications for Grant funding in order to achieve their aims

- Yeovil Town Council
- Awards for All – National Lottery Funding
- South West Community fund
- South Somerset District Council
- Yarlinton Housing Group
- Neighbourhood Learning in Deprived Communities
- Village Hall Access review
- Area South SSDC

Achievements for the year

- ✓ Over 2400 enquiries and phone calls
- ✓ 3356 emails sent or received
- ✓ 22 Village halls reviewed and others on line
- ✓ Access review training
- ✓ Induction and Equality Act training
- ✓ Dropped kerbs review completed. Areas of Yeovil, Ilminster, Chard and Wincanton were surveyed and areas of concern were notified and referred to the Councils for action to improve them
- ✓ 44 planning applications reviewed and adjusted as a result of SSDF intervention
- ✓ 500 Building control applications reviewed
- ✓ 4 Street collections in Yeovil to raise funds
- ✓ Onsite building control Corp Equal Steering Group. Community Forum. ThisAbility Event. Draft Health & Wellbeing. Area South Committee. Consultations – Key Market House. Blue Badge charges. Dropped Kerb Reporting. First Bus. Proposed South Somerset Local Plan. Middle Street / Sherborne Road enhancement. Council Tax. Play Facilities. Masonic Hall. Police Crime Commissioner.
- ✓ 4 public meetings and 4 coffee mornings where views could be aired and concerns taken on board
- ✓ 5 Newsletters produced and circulated
- ✓ Provision of access advice to SSDC

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

- ✓ Completed review of Ninesprings countryside access mapping and produced a suitable map
- ✓ New and informative leaflets produced and distributed
- ✓ More applications to identify "core funding" in support of this
- ✓ More training offered to businesses and authorities to ensure understanding of the Disabilities Act
- ✓ Sporting activities to highlight the sporting events available locally for disabled person
- ✓ Training of volunteers to improve job opportunities and self esteem

ThisAbility

With the Olympics and ParaOlympics being held in the UK in 2012 it gave SSDF the opportunity to be part of this event held in Yeovil. Along with SASP (Somerset Activity and Sports Partnership), Yarlinton Housing Group and Shop Mobility this event, featuring many sports events for the disabled, brought together people from across the county both able and otherwise to participate at Bucklers Mead School in Yeovil. It was a fantastic event on the back of the success of the UK sports teams at the Olympics and ParaOlympics and created a lot of opportunities for everyone to enjoy

What more could have been done

- With more funding available it would be possible to increase the staff hours so that the office could be open more and more communication and training achieved.
- There should have been more time and effort into identifying unrestricted funding to maintain the day to day operation of the organisation.

Impact on our beneficiaries

There are now more places in South Somerset where people with disabilities are able to have the same access and opportunities as any other person. On occasions our staff have been able to support them directly when there was possible discrimination and on other occasions they were able to give them the information needed to ensure they were able to obtain the support they needed. A growing number of beneficiaries now have more confidence to deal with daily life as a result of our input.

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

Financial Report

A considerable proportion of the income results from grants and of these a number have restrictions. This can create problems as funders are often reluctant to pay for "core costs" such as the actual operation of the charity, staff wages, phones and office rent. The charity must account for the money spent and identify that it has achieved the purpose for which the money was given and the project must be concluded within the timescale demanded by the donor. Failure to do either of these may result in the donor demanding the return of the grant. This can prove extremely difficult in a small organisation such as SSDF with so few people involved. Timescales may become stretched with a constant demand on everyone's time

The year as a result of both this and the constant need to find "core" funding to pay the rent and the salaries has been extremely taxing. Only at the very end of the year did this start to show signs that there were ways forward with new funding on the horizon

Depreciation of Fixed Assets

The web site is depreciated over a straight line of three years as this is of on-going value to the aims of the charity. All computers and cameras will be depreciated over three years and fixtures and fittings will be depreciated over ten years. This year has seen the addition of a number of assets which are for the purpose of measuring entrances, slopes, the pressure of automatic doors and lighting and will continue to be used to facilitate access reviews and other work. We have also sourced a "uppy downy" desk as it is known in the office for those in wheelchairs along with an extra computers to facilitate training students in the use of professional publishing software

Reserves Policy

The total assets of the charity were £17,513 at the end of the year. Of these £8,037 were fixed assets such as computers. £7,306 of the total net assets were restricted and £10,207 being truly "free reserves". There is £13,890 known accrued income of which £3,990 is restricted and therefore the Trustees have identified that the charity is able to continue and have identified that should funds fail to be raised the free reserves required to operate the charity on a short term or to close the charity should be a minimum of three months

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

Plans for the future

These tasks have been identified for the coming year as part of the Strategic Plan

- ✚ Improvement to the website
- ✚ More attendance at public meetings to ensure the concerns of people with disabilities are addressed at the highest level
- ✚ Attendance at more external meetings
- ✚ More Access Review training for new volunteers
- ✚ Review of all polling stations across South Somerset
- ✚ Developing our work across the South Somerset area
- ✚ Disability Awareness training for local taxi drivers
- ✚ Assisting in developing a sensory garden in Yeovil
- ✚ Assisting in developing a Faith Walk in Yeovil

The new Strategic Plan was agreed following the end of the financial year but included here for information.

STRATEGIC PLAN 2013 – 2017

VISION

- ❖ Equal Access and Opportunities for all

MISSION

- Promoting Access for all
- Promoting opportunities for all
- Improve Awareness for all
- Remove barriers from disability
- Remove discrimination

VALUES

- ✚ Teamwork
- ✚ Commitment
- ✚ Respect
- ✚ Integrity
- ✚ Passion

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

AIMS

- **THE FORUM SEEKS TO IMPROVE ACCESS TO BUILDINGS AND SERVICES FOR PEOPLE WITH DISABILITIES BY PROMOTING EQUAL OPPORTUNITIES AND ACCESS FOR ALL. WE SEEK TO ELIMINATE DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES**

"the promotion of Access and Opportunity for persons with physical disabilities in South Somerset in any manner that is charitable under the law of England"

WE WILL ACHIEVE OUR AIMS in 2013 – 2014 by:-

- Creating financial stability
- Creating and delivering training projects
- Continuing to deliver high quality Access reviews
- Continuing to create quality information and P/R material
- Setting up interesting regular public meetings with specific topics
- Continuing to create new and exciting volunteer opportunities
- Improving awareness using diverse media
- Creating a more vibrant image

Strategic Objectives 2013 – 2017

- **Ensure South Somerset has an independent body to whom it can turn for experienced and knowledgeable guidance for access and opportunities in public areas**
- **Secure sufficient funding to support the Forum's work**
- **Ensure appropriate resources in our organisation to accomplish these objectives**
- **Improve public and authority understanding of disability**
- **Promote equality of opportunity**

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

OBJECTIVES FOR 2013 – 2014

- ✓ **Identify funding to support the programme and rebuild free reserves to a minimum of three months**
- ✓ **Create income generation opportunities through consultancy**
- ✓ **Develop fund raising programme**
- ✓ **Develop links with local businesses for funding and support**

- ✓ **Deliver Access Review training**
- ✓ **Deliver taxi training**
- ✓ **Review all polling stations**
- ✓ **Complete village halls Access Reviews**
- ✓ **Monitor all planning and advise appropriately**
- ✓ **Review and make recommendation on the Faith Walk in Yeovil**
- ✓ **Review and make recommendations on Yeovil, Chard and Ilminster car parks**

- ✓ **Create links and spread influence in other South Somerset towns by the use of public meetings across the area with external input**
- ✓ **Create and use a database of key stakeholders**

- ✓ **Develop staff and volunteer skills to support the work of the Forum**
- ✓ **Assess and develop experience and support to potential volunteers and trustees**
- ✓ **Create “Friends of SSDF”**

“Promoting Equal Access and Opportunity for All”

The South Somerset Disability Forum

Report of the Trustees for the year ended 31 March 2013

.....continued

Trustees responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- [a] select suitable accounting policies and then apply them consistently;
- [b] observe the methods and principles of the Charities SORP;
- [c] make judgements and estimates that are reasonable and prudent;
- [d] state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and;
- [e] prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by the Trustees on 11 June 2013 and signed on their behalf by

T Cobb

M Baker

The South Somerset Disability Forum
Independent Examiner's Report to the Trustees
of The South Somerset Disability Forum

I report on the accounts of the charity for the year ended 31 March 2013, which are set out on pages 14 to 23.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

The South Somerset Disability Forum

**Independent Examiner's Report to the Trustees
of The South Somerset Disability Forum**

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Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G J Freeman ACA

11 June 2013

Milsted Langdon LLP
Chartered Accountants
Motivo House
Alvington
Yeovil
Somerset, BA20 2FG

The South Somerset Disability Forum

Statement of financial activities for the year ended 31 March 2013

	Notes	General Funds £	Restricted Funds £	2013 Total Funds £	2012 Total Funds £
Incoming resources					
Incoming resources from generated funds:					
Grant income	2	14,209	8,880	23,089	27,659
Other income:					
Donations		3,518	152	3,670	521
Fundraising		1,221	-	1,221	925
Consultancy fees		798	-	798	600
		5,537	152	5,689	2,046
Investment income					
Bank interest		8	-	8	10
Total incoming resources		19,754	9,032	28,786	29,715
Resources expended					
Costs of generating funds	3	21,627	12,452	34,079	30,340
Governance costs					
Independent Examiner's fee		1,680	-	1,680	900
Total resources expended		23,307	12,452	35,759	31,240
Net outgoing resources before transfers		(3,553)	(3,420)	(6,973)	(1,525)
Gross transfers between funds	10	2,040	(2,040)	-	-
Net movement of funds		(1,513)	(5,460)	(6,973)	(1,525)
Reconciliation of funds					
Total funds brought forward	10	11,720	12,766	24,486	26,011
Total funds carried forward	10	10,207	7,306	17,513	24,486

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**The South Somerset Disability Forum
(Charity number 1091404)**

**Balance sheet
As at 31 March 2013**

	Notes	2013		2012	
		£	£	£	£
Fixed assets					
Tangible assets	6		8,037		8,759
Current assets					
Debtors	7	5,890		-	
Current account		4,463		1,205	
Reserve account		1,007		15,370	
Petty cash		50		52	
		-----		-----	
Total current assets			11,410		16,627
Creditors: Amounts falling due within one year					
	8		(1,934)		(900)
			-----		-----
Net current assets			9,476		15,727
			-----		-----
Net assets			17,513		24,486
			-----		-----
The funds of the charity:					
General funds	10		10,207		11,720
Restricted funds	10		7,306		12,766
			-----		-----
Total charity funds			17,513		24,486
			-----		-----

Approved by the Committee Members on 11 June 2013 and signed on its behalf by

T Cobb

M Baker

The South Somerset Disability Forum

Notes to the financial statements for the year ended 31 March 2013

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005 and the Charities Act 2011.

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Investment income is included in the statement of financial activities on a receivables basis.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Governance costs

Governance costs include costs of the preparation and examination of the accounts, the costs of trustee meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

Donations in kind

The charity is fortunate in the level of active support it receives from volunteers. These volunteers spend a considerable amount of time administering our activities. Without this voluntary support considerable additional expense would be incurred. No monetary value is allocated to this donated time within this report, however the charity continue to express their sincere gratitude to their volunteers.

The South Somerset Disability Forum

Notes to the financial statements for the year 31 March 2013

.....continued

Tangible fixed assets and depreciation

Fixed assets are capitalised if they can be used for more than one year, they are valued at cost or reasonable value upon receipt. All computers and cameras will be depreciated over three years straight line and fixtures and fittings will be depreciated over ten years straight line. Depreciation is charged at 33.3% straight line on website development costs.

Taxation

The charity is a registered charity and the results of its normal activities are not liable to income tax.

Fund accounting policy

The charity has a number of restricted income funds to account for situations where a contributor requires that a donation or grant must be spent on a particular purpose. All other funds are unrestricted income funds. These funds are available for use at the discretion of the Trustees in furtherance of the general objects of the charity.

2. Grant income

	General Funds £	Restricted Funds £	2013 Total Funds £	2012 Total Funds £
Service Level Agreement (SSDC)	7,000	-	7,000	7,000
Village Halls Project (SSDC)	4,709	-	4,709	2,809
Somerset Community Foundation	-	900	900	2,417
European Social Fund – South West Foundation Grant	-	7,980	7,980	-
Awards for All	-	-	-	9,820
Aztec – Website logo donation in kind	-	-	-	500
Yeovil Town Council	-	-	-	1,000
Yarlington Housing	2,500	-	2,500	-
Neighbourhood Learning in Deprived Communities (Somerset Skills and Learning)	-	-	-	4,113
	14,209	8,880	23,089	27,659

The South Somerset Disability Forum

Notes to the financial statements for the year 31 March 2013

.....continued

3. Costs of generating funds

	General Funds £	Restricted Funds £	2013 Total Funds £	2012 Total Funds £
Salary	12,900	5,998	18,898	16,121
Consultancy	105	-	105	-
Travelling and expenses	706	65	771	429
Repairs	174	164	338	-
Telephone and broadband	536	-	536	674
Stationary, ink and office consumables	161	-	161	539
Printing and advertising	46	2,000	2,046	-
Postage	51	138	189	47
Training fees	570	-	570	4,315
Catering	7	698	705	234
Rent and room hire	3,000	500	3,500	3,000
Equipment hire and coaching	109	100	209	-
Coffee mornings	134	-	134	-
Insurance	429	-	429	1,014
Payroll fees	420	-	420	363
Legal fees	-	-	-	166
Accountancy fees	461	-	461	-
Sundry expenses	207	338	545	434
Depreciation	1,681	2,451	4,132	3,004
Profit on the disposal of fixed assets	(70)	-	(70)	-
	21,627	12,452	34,079	30,340

4. Analysis of staff costs and staff numbers

	2013	2012
Average number of full-time equivalent employees (including casual and part time staff)	2	3
	£	£
Gross salary	18,898	16,121

5. Movement in total funds for the year

This is stated after charging:

	2013 £	2012 £
Depreciation	4,132	3,004
Independent Examiner's fee	1,680	900

The South Somerset Disability Forum

**Notes to the financial statements
for the year 31 March 2013**

.....continued

6. Tangible fixed assets

	Website £	Equipment £	Total £
Cost			
At 1 April 2012	4,388	8,903	13,291
Additions	-	3,620	3,620
Disposals	-	(280)	(280)
	-----	-----	-----
At 31 March 2013	4,388	12,243	16,631
	-----	-----	-----
Depreciation			
At 1 April 2012	1,463	3,069	4,532
Charge for year	1,463	2,669	4,132
Depreciation eliminated on disposals	-	(70)	(70)
	-----	-----	-----
At 31 March 2013	2,926	5,668	8,594
	-----	-----	-----
Net book value			
At 31 March 2013	1,462	6,575	8,037
	-----	-----	-----
At 31 March 2012	2,925	5,834	8,759
	-----	-----	-----

7. Debtors

	2013 £	2012 £
Other Debtors	5,890	-
	-----	-----

8. Creditors: Amounts falling due within one year

	2013 £	2012 £
Accruals	1,934	900
	-----	-----

The South Somerset Disability Forum

Notes to the financial statements for the year 31 March 2013

.....continued

9. Analysis of net assets between funds

	General funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,133	3,904	8,037
Current assets	8,008	3,402	11,410
Creditors: amounts falling due within one year	(1,934)	-	(1,934)
	10,207	7,306	17,513

10. Analysis of funds

	31 March 2012 £	Incoming resources £	Outgoing resources £	Transfers £	31 March 2013 £
Restricted funds					
Disability Sport Showcase	-	1,052	(1,984)	932	-
Awards for All	9,507	-	(6,049)	(2,972)	486
Website	3,259	-	(1,630)	-	1,629
South West Foundation	-	7,980	(2,789)	-	5,191
	12,766	9,032	(12,452)	(2,040)	7,306
General funds	11,720	19,754	(23,307)	2,040	10,207
Total funds	24,486	28,786	(35,759)	-	17,513

Purposes of restricted funds

Awards for All represents the project being run with Awards for All. This covers activities such as a recruitment events, publicity material and information booklets and hand-outs.

The South Somerset Disability Forum

Notes to the financial statements for the year 31 March 2013

.....continued

10. Analysis of funds (continued)

Website represents the charity's website which has been developed from restricted resources provided for that purpose. The fund represents the capitalised website development costs less depreciation to date.

South West Foundation represents monies being used to provide a trainer to prepare and deliver courses to support members of the community to move towards employment.

The Disability Sport showcase funds represent donations and expenditure towards the ThisAbility event which featured various sporting events for disabled persons.

11. Trustees' remuneration and expenses

No Trustees received any remuneration during the year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

During the year costs in respect of the operation of the charity amounting to £1,726 were initially funded by Mrs M Baker.

Details of expenses reimbursed to Trustees during the year are as follows:

	£
I Cotton	118
N Leveridge	76
M Rowsell	48
J Cousins	6
J Palmer	6

12. Commitments under operating leases

At 31 March 2013, the charity had aggregate annual commitments under non-cancellable operating leases as set out below:

	Land and buildings	
	2013	2012
	£	£
Operating leases which expire within one year	3,000	3,000
	-----	-----

The South Somerset Disability Forum

Notes to the financial statements for the year 31 March 2013

.....continued

13. Taxation

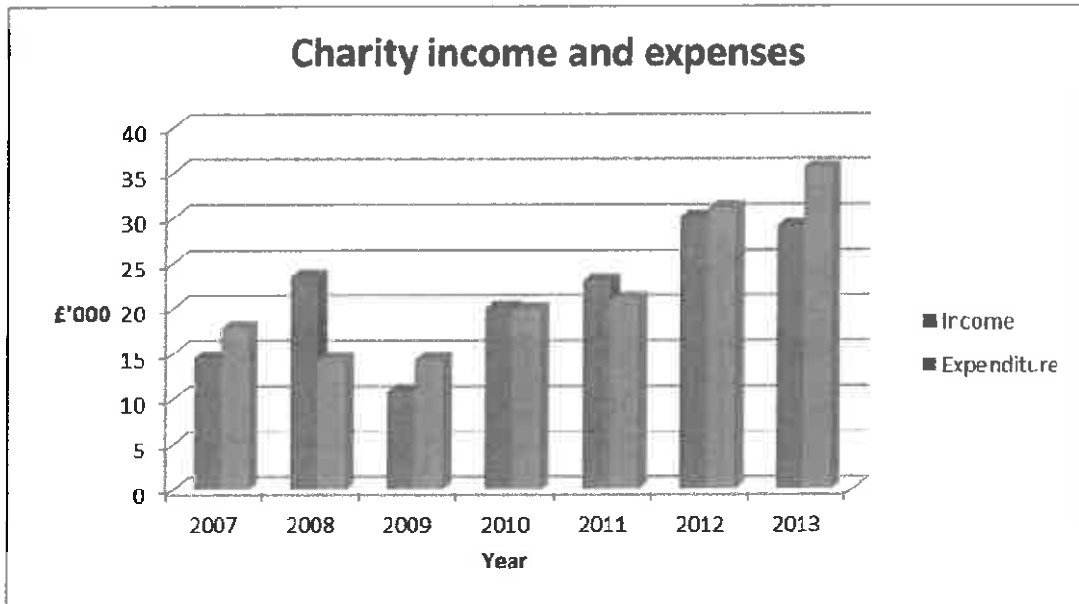
As a charity, The South Somerset Disability Forum is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

14. Material grants

The amount of grant income notified but not yet received as at 31 March 2013 is £8,000.

The South Somerset Disability Forum

Key financial information graphs for the year ended 31 March 2013



SOUTH SOMERSET DISABILITY FORUM

Constitution

Adopted on the 4th of September 2001
(amended on the 5th day of March 2002
amended on the 9th day of January 2007
amended on the 17th day of February 2011
amended on the 10th day of May 2012)

1. **Name**
The name of the association is:
THE SOUTH SOMERSET DISABILITY FORUM ('The Forum')

2. **Administration**
Subject to the matters set out below, South Somerset Disability Forum and its property shall be administered and managed in accordance with this constitution by the members of the Board of Trustees, constituted by clause 7 of this constitution.

3. **Objects**
The relief of persons with disabilities in any manner which is charitable under the law of England and Wales.

4. **Powers**
In furtherance of the objects but not otherwise the Board of Trustees may exercise the following powers:
 - a. Power to raise funds and invite and receive contributions provided that in raising funds the Board of Trustees shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
 - b. Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use, subject to full membership consultation.
 - c. Power subject to any consents required by law to sell, lease or dispose of all or any part of the Forum, subject to full membership consultation.
 - d. Power subject to any contents required by law to borrow money and to charge all or any part of the property of the Forum with repayment of the money so borrowed, subject to full membership consultation.

- e. Power to employ a Manager to be responsible for office management and day to day Forum administration. The Manager will deputise for the secretary and report directly and solely to the chairperson and will represent the Forum as and when requested by the chairperson.
- f. Power to employ such staff (who shall not be members of the board) as are necessary for the proper pursuit of the objectives and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents.
- g. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- h. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects and to coordinate any group of charitable trusts, associations or institutions in order to form a consortium to further the benefit of persons with disabilities. The consortium to be self managing and financially self-accounting.
- i. Power to appoint and constitute such advisory committees as the Board of Trustees may think fit
- j. Power to do all such other lawful things as is necessary for the achievement of the objectives of the Forum.

5. Membership

Membership of the Charity shall be open to;

- a. Individuals over the age of sixteen years who are interested in furthering the work of the Forum and who have completed a membership registration form.
- b. Any corporate or unincorporated association which is interested in furthering the Forum's work (any such body being called in this constitution a "member organisation")
- c. Every member, or member organisation, shall have one vote.
- d. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Forum and may appoint an alternate to replace its appointed representative at any meeting of the Forum if the appointed representative is unable to attend.
- e. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

Clause 5 continued on page 3

- f. The Board of Trustees may unanimously and for good reason terminate the membership of any individual or member organisation. Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Board of Trustees, accompanied by an Independent Arbitrator, before a final decision is made.

6. Honorary Officers

- A. At the annual general meeting of the Forum the members shall elect from amongst themselves a chairperson, vice chairperson, secretary and a treasurer, who shall hold office from the conclusion of that meeting.
- B. Nominations and seconds for the honorary officers in clause 5 f must be submitted in writing to the secretary or the Forum Manager at least fourteen days prior to the annual general meeting.
- C. Should there be no nominations for either of the honorary officers the Board of Trustees is authorised to fill any vacancies at the next Board of Trustees Committee meeting.

7. Board of Trustees

- a. The Board of Trustees shall consist of not less than five members nor more than ten members being:
 - i. the honorary officers specified in the preceding clause
 - ii. Not more than 6 elected at the annual general meeting who shall hold office from the conclusion of that meeting.
 - iii. ALL elected members to read document CC3 Responsibilities of Charity Trustees
 - iv. Written nominations for membership of the Board of Trustees must be submitted to the secretary or the Forum Manager at least fourteen days prior to the date of the annual general meeting.
 - v. A majority of members elected to the Board of Trustees shall be members who have direct personal experience of disability issues.

Clause 7 continued on page 4

- b. The Board of Trustees may in addition appoint not more than 5 co-opted members. All co-opted members should have direct personal experience of disability issues so as to maintain the status quo of sub sub-clause 7 a (v) above. No-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Board of Trustees would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Board of Trustees called under clause 10 A and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- c. Nobody shall be appointed as a member of the Board of Trustees who is aged under eighteen years
- d. All the members of the Board of Trustees shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed if so nominated.
- e. The proceedings of the Board of Trustees shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- f. No person shall be entitled to act as a member of the Board of Trustees whether on a first or any subsequent entry into office until they have signed in the minute book of the Board of Trustees a declaration of acceptance and of willingness to act in the trusts of the Forum.

8 Determination of Membership of Board of Trustees

A member of the Board of Trustees shall cease to hold office if him or her:

- a. Is disqualified from acting as a member of the Board by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
- b. Becomes incapable of managing and administering his or her own affairs
- c. Is absent without the permission of the Board of Trustees from all their meetings held within a period of six months and the Board resolve that his or her office be vacated; or
- d. Notifies to the Board of Trustees a wish to resign (but only if at least three members of the committee will remain in office when the notice of resignation is to take that effect).

- 9 Board of Trustee Members not to be personally interested
- a. The trustees shall have power to provide indemnity insurance for themselves out of the income of the Forum provided that any such insurance shall not extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard of whether it was a breach of trust or breach of duty or not.
 - b. No member of the Board of Trustees shall acquire any interest in property belonging to the Forum (otherwise than as a trustee for the Forum) or receive remuneration or be interested (otherwise than as a member of the Board of Trustees) in any contract entered into by the committee.
 - c. The trustees shall have power to use the Forum's funds to insure the Forum against loss to its own funds from the acts and defaults of the trustees.
- 10 Meetings and proceedings of the Board of Trustees
- a. The Board of Trustees shall hold meetings every quarter, at least four per year. A special meeting may be called at any time by the chairperson or by any two members of the Board of Trustees upon not less than seven days notice being given to the other members of the committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than twenty days notice must be given.
 - b. The chairperson shall act as chair at meetings of the Board of Trustees. If the chairperson and vice chairperson are both absent from any meeting the members of the board present shall choose one of their number to be chairperson of the meeting before any other business is transacted.
 - c. The Board of Trustees shall have the authority to appoint members of the Forum to be responsible for specific duties.
 - d. There shall be a quorum when at least one third of the number of members of the Board of Trustees for the time being or three members of the committee, whichever is the greater, are present at a meeting.
 - e. Every matter shall be determined by a majority of votes of the members of the Board of Trustees present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
 - f. The Board of Trustees shall keep minutes, in books kept for the purpose of the proceedings at meetings of the Committee.
 - g. The Board of Trustees may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

- h. The Board of Trustees may appoint one or more sub-committees consisting of three or more members (one of whom should be a member of the Board of Trustees) for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Board of Trustees would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of the sub-committee shall be fully and promptly reported to the Board of Trustees.

11 Receipts and expenditure

- a. The funds of the Forum including all donations, contributions and bequests, shall be paid into an account operated by the Board of Trustees in the name of the Forum at such bank as the Board of Trustees shall from time to time decide. All cheques drawn on the account must be signed by at least two members, Board of Trustees or the Manager.
- b. The funds belonging to the Forum shall be applied only in furthering the objects of the South Somerset Disability Forum.

12 Property

The Board of Trustees shall cause the title to;

- a. All land held by or in trust for the Forum which is not vested in the Official Custodian for Charities
- b. All investments held by or on behalf of the Forum to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Board of Trustees at their pleasure and shall act in accordance with the lawful directions of the Board. Provided they act only in accordance with the lawful directions of the board, the holding trustees shall not be liable for the acts and defaults of its members.
- c. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Forum, the Board of Trustees may permit any investments held by or in trust for the Forum to be held in the name of a clearing bank, trust corporation or any stock-broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock-broking company) as nominee for the Board of Trustees, and may pay such a nominee reasonable and proper remuneration for acting as such.

13 Accounts

The Board of Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to;

- a. The keeping of records for the Forum
- b. The preparation of annual statements of accounts for the Forum presented previously at the AGM
- c. The auditing or independent examination of the statements of accounts of the Forum
- d. The transmission of the statements of accounts of the Forum to the Commission.

14 Annual Report

The Board of Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

15 Annual Return

The Board of Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

16 Annual General Meeting

- a. There shall be an annual general meeting of the Forum, where possible, will take place on 2nd Thursday in May.
- b. Every annual general meeting shall be called by the Board of Trustees. The secretary or Manager shall give at least twenty one day's notice of the annual general meeting to all the members of the Forum. All the members of the Forum shall be entitled to attend and vote at the meeting.
- c. Before any business is transacted at the first annual general meeting the persons present shall appoint a chairperson of the meeting. The chairperson shall be the chairperson of subsequent annual general meetings, but if he or she is not present before any other business is transacted the persons present shall appoint a chairperson of the meeting.
- d. The Board of Trustees shall present to each annual general meeting the report and accounts of the Charity for the preceding year together with a calendar of future meetings.
- e. Nominations for election to the Board of Trustees must be made by members of the Forum in writing and must be in the hands of the secretary of the Board or the Manager at least fourteen days before the annual general meeting. Should nominations exceed vacancies election shall be by ballot.

17 Special General Meetings

The Board of Trustees may call a special general meeting of the Forum at anytime. If at least ten members request such a meeting in writing stating the business to be considered the secretary or Manager shall call a meeting. The notice to state the business to be discussed.

18 Procedure at General Meetings

- a. The secretary or other person appointed by the Board of Trustees shall keep a full record of proceedings at every general meeting of the Forum.
- b. There shall be a quorum when at least one tenth of the number of members of the Forum for the time being or ten members of the Forum whichever is greater, are present at any general meeting.

19 Notices

Any notice required to be served on any member of the Forum shall be in writing and shall be served by the secretary or Chairman of the Board of Trustees on any member either personally or by sending it through the post in a pre-paid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within ten days of posting.

20 Alterations to the Constitution

- a. Subject to the provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting.
- b. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- c. No amendment may be made to clause 1, clause 3, clause 10, or this clause without the prior consent writing of the Commissioners.
- d. No amendment may be made which has the effect of making the Forum cease to be a Charity at law.
- e. The Board of Trustees should promptly send to the Commission a copy of any amendment made under this clause.

21 Dissolution

If the Board of Trustees decides that it is necessary or advisable to dissolve the Forum it shall call a meeting of all members of the Forum of which not less than twenty day's notice (stating the terms of the resolution to be proposed) shall be given.

Clause 21 continued on page 9

If the proposal is confirmed by a two-thirds majority of those present and voting the Board of Trustees shall have power to realise any assets held by or on behalf of the Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Forum as the members of Forum may determine or failing that shall be applied for some other charitable purpose.

A copy of the statement of accounts or account and statement for the final accounting period of the Forum must be sent to the Commission.

Chair

Ruth Kendall

Vice Chair

Ann Campbell

Treasurer

Frances Hussey

Amended 17.02.2011

