

ILMINSTER TOWN COUNCIL

Council Offices
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Town Clerk: Joy Norris

12th November 2013

Dear Councillor

A meeting of the **RESOURCES COMMITTEE** which you are summoned to attend will be held on **Tuesday 19th November 2013** in the Council Chamber, Council Offices, North Street, Ilminster at **19:30hrs**.

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

Yours sincerely

Joy Norris
Town Clerk

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

RESOURCES AGENDA

1. **Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the Finance and Policy meeting held on 27th August 2013 and the Staffing Meeting held on 9th July 2013 as a correct record.(attached)
 - b) To consider the action list relating to the Resources Committee (attached).

Iminster Town Council

- 4. Grant Applications**
 - a)** To consider the grant application made by South Somerset Disability Forum for funding towards the costs of promoting awareness of the needs of people with disabilities, with an emphasis on how this will benefit the citizens of Iminster.
 - b)** To consider the grant application made by The Golden Oldies Charity for funding towards a new singing and activity session in Iminster.
- 5. Financial Comparison**

To receive information about the Resources expenditure and commitments to date when compared with the 2013/14 budget (attached).
- 6. Computer software contract**

To consider the quotations for providing cemetery, planning and finance software for the office computers, which is due for renewal in December 2013. A confidential summary will be sent by post to Councillors.
- 7. New computers**

To consider purchasing new computer equipment as Windows XP operating system will not be supported from January. (Report to follow)
- 8. Fair Trade Town**

To consider if Iminster Town Council wish to become a Fair Trade Town. This item was brought forward from the last Finance and Policy meeting. Councillors agreed to look on the website before making their decision.
- 9. Staffing updates**

To receive an oral report from the Town Clerk regarding staffing matters

Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 27th August 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, J Pallister, A Shearman, S Shepherd, S Storey, E Taylor and L Vijeh.

In Attendance

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

Members of the Public

Three members of the public attended this meeting.

At the beginning of the meeting the Chair advised, with the consent of the committee, the agenda order would be varied. This was due to the presence of the person giving the presentation on becoming a fair trade town and the absence of the representatives from both organisations that were applying for a grant.

21. Apologies for Absence

Apologies for absence were received from Councillors V Keitch, A Lawson, J Sothern, R Swann,

22. Declarations of Interest

There were no declarations of interest made.

23. Minutes

RESOLVED

a) to confirm the minutes of the meeting held on 16th July 2013 as a correct record subject to Councillor Pallister's apologies being included.

b) to update the action list relating to the Finance & Policy committee

It was brought to the Town Clerk's attention that there is an increasing number of vermin around the rubbish store area on the recreation ground. The Town Clerk will speak to the Open Spaces Wardens regarding this matter.

24. Fair Trade Town Presentation.

A presentation was made by Mr. Westwood on the subject of how Ilminster can become a Fair Trade town. A copy of the presentation is attached to these Minutes and an 'Action Guide' is available on the Fair Trade website.

Issues discussed following the presentation included:

- Supporting local businesses
- The cost of fair trade goods and the financial impact on a business
- The impact on local businesses
- Current availability of fair trade goods in Ilminster
- Members would like the opportunity to find out more information for themselves

Chair's initials

**Iminster Town Council
Finance & Policy Committee Minutes**

RESOLVED that an item regarding the Town Council's support for becoming a fair trade town be brought to a future Finance and Policy meeting for consideration.

25. Financial Comparison

The Committee received information about the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget.

Discussions on this topic included the following:

- The Town Clerk gave a brief explanation that the budget compared to the actual expenditure so far, for the year, is on target.
- Funds will be required for rebuilding the cemetery wall and depending on the costs of this work; and whilst there is a specific budget provision, additional funds may have to be taken out of reserves/renewals and provisions. The quotation requests for rebuilding the cemetery wall are due back by 30th August 2013.
- The company who are carrying out the 'snagging items' on the skate park have been contacted regularly in an effort to get the repairs completed.
- The Play Equipment Inspector came to the recreation ground unannounced, therefore, the staff were unable to ask him for his opinion on the skate park snagging items.
- The Financial Comparison sheet and the Approved Expenditure sheet will be amended in the following way:
 - £10,000 from the Open Spaces Contingency will be allocated to the general reserves fund.
 - £5,000 from the Finance and Policy Contingency will be allocated to the general reserves fund.
 - £5,000 for the Flood Alleviation Grant will remain as expenditure against the Open Spaces Contingency heading.
 - £800 for the Tourism Revenue Subsidy Grant will be shown as expenditure against the Finance and Policy Contingency heading.
 - £2068 for dismantling the football stands will be shown as expenditure against the Finance and Policy Contingency heading.
- The asset cost and formulae used to calculate renewal apportionment will be reviewed as part of the 2014/15 budget planning, as there are some items that need increased funds.

26. Grant Application.

The Committee was asked to consider the grant application made by Iminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.

Discussions included the following:

- Iminster is fortunate to have a small theatre.
- The Town Council should support the refurbishment.

RESOLVED to RECOMMEND that a grant of £500 be awarded to the Iminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.

27. Revenue Subsidy Grant Application.

The Committee was asked to consider the revenue subsidy grant application made by the Youth Club for funding towards the running cost of youth centre.

Discussions on this topic included the following:

Chair's initials

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

- The Town Clerk explained that it is not unusual for funding to be awarded to organisations over an agreed period of time.
- Concerns were raised over the Town Council making a commitment to fund this organisation for three years, and perhaps the funding should be looked at year on year.
- A suggestion was made to award the Youth Club £ 2000 this year and then commit to an amount not less than £ 2000 next year, to enable the organisation to do some financial planning.
- A press release was issued by Somerset County Council that an amount of £49,000 is to be shared between youth clubs in Somerset. Ilminster Youth Club will be getting £2,040.

RESOLVED to RECOMMEND that

- a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2,000 will be made for the year 2014/15
- b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15.
- c) A service level agreement will be set up between the Town Council and the Youth Club. This must be agreed and signed before the grant is paid.

28. Internal Auditor

The Committee was asked to approve the broad content of the documentation for engaging an Internal Auditor.

Issues discussed during consideration of this agenda item included:

- The method of obtaining previous internal auditors
- The potential costs of internal audit.

RESOLVED that the documentation, which includes a request for fees/ cost information is sent out to suitable individuals/organisations.

29. Mayor's Chain

Members were asked to consider the engraving of the mayoral chain of office with names of previous mayors.

Discussions on this topic included the following:

- The cost to have this work done would not exceed £350.
- If the engraving is not done, then the previous inscriptions should be removed.

RESOLVED to RECOMMEND that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.

The meeting closed at 21.33

Chair's signature & Date

ILMINSTER TOWN COUNCIL
Staffing Committee

Minutes of a meeting of the Staffing Committee held in the Council Chamber, Council Offices, North Street, Ilminster, on Tuesday 9 July 2013 commencing at 14:00hrs

Present:

Chairman.... Councillor E J Taylor

Committee: Councillors J Sothern, S Shepherd, R Swann and L Vjeh

In Attendance:

Miss J Norris (Town Clerk)

1. Apologies for Absence

There were no apologies for absence as all Committee members were present.

2. Declarations of Interest

No declarations of interest were made in respect of any items on the agenda.

3. Minutes

RESOLVED

(i) to confirm the minutes of the meeting held on 4th February 2013 as a correct record

(ii) to confirm the minutes of the meeting held on 18 March 2013 as a correct record

4. HR Framework

A) Capability Policy and Procedure

The Town Council has been developing a suite of HR Policies to meet its duties as an employer. A draft Capability Policy, which had been circulated to all staff for comment, was presented for the consideration of the Committee, which complemented the previously agreed Discipline and Grievance Policies.

Issues discussed during consideration of this agenda item included:

- The need for anything posted to be sent recorded delivery
- The need to get signatures, as confirmation of receipt, for any documents sent or given to staff
- The need to agree timescales for improvements to be made in an individual's performance

RESOLVED TO RECOMMEND TO COUNCIL that the draft Capability Policy and procedure be adopted

B) Staff Appraisal Framework

The Staffing Committee had previously intimated its desire for a staff appraisal scheme to be introduced. A draft framework had been compiled about which all staff had been consulted and was presented to the Committee for consideration.

Issues discussed during consideration of this agenda item included:

- The purpose of the appraisal scheme
- Whether or not the draft the scheme was suitable for an organisation as small as the Town Council
- The need for all staff to understand the purpose of the scheme and the benefits for individuals as well as the Council as an employer
- The importance of training so that staff get the maximum benefit from process

Chair's Initials

- Circumstances in which usually confidential appraisal detail may need to be disclosed for other purposes e.g. grievance or disciplinary procedures
- The possibility of the appraisee writing up the appraisal meeting record (rather than the line manager) once the scheme is established
- For the first round of meetings the Deputy Town Clerk and the Senior Open Spaces Warden will jointly conduct the appraisal meetings for the Senior Admin Assistant, the Admin Assistant, the Open Spaces warden and the Open Spaces Apprentice (this was suggested by staff when they were first consulted on the introduction of an appraisal scheme)
- The format of the meeting record – some people will find it easier to complete the generic text boxes e.g. “look forward” whilst other will prefer the statement boxes e.g. “Communicates regularly and clearly with team members”

RESOLVED TO RECOMMEND TO COUNCIL

- (i) To adopt the draft Staff Appraisal Framework
- (ii) That training on appraisals is provided for all staff by a trainer external to the Town Council
- (iii) That a report on what has worked well and any suggested changes be made to the Staffing Committee after the first round of appraisal meetings have been completed

5. Pension Discretions

The Local Government Pension Scheme (LGPS) (Administration) Regulations 2008 s66 stipulate that all employers must prepare a written statement of its policy in relation to the exercise of its functions under certain regulations relating to individual discretions. The Committee was asked to consider the adoption of a policy.

RESOLVED TO RECOMMEND TO COUNCIL

- (i) That Ilminster Town Council adopts a policy of taking all decisions in relation to LGPS discretions on a case by case basis and on each occasion will take into account all possible risks and implications for the Council, with the exception of Regulation 3 – determining the employee contribution rate
- (ii) With regard to Regulation 3 “determining employee contribution rate” that the contribution rate band will be changed as appropriate whenever a pay change occurs

6. Staffing And Workloads

The Town Clerk started her report by updating the Committee on the training that staff had undertaken since the previous meeting:

- The Deputy Clerk had attended the Clerk’s training provided by Somerset association of Local Councils
- The Admin Assistant had successfully completed her NVQ level 3 in Business and Administration
- The Open Spaces Apprentice was making progress with his NVQ qualification with at least 40% of the required completed
- The on line health and safety training was being undertaken by all staff and was near to completion but there had been difficulties with the computer internet connections

The Town Clerk then provided information on the current work of each Town Council employee.

Issues discussed during consideration of this agenda item included:

- The volume of work being undertaken by the Council
- Prioritisation – why it was necessary to do some jobs that did not at first seem important – e.g. weeding the files

Chair's Initials

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Chair's Initials

**ILMINSTER TOWN COUNCIL
Staffing Committee**

The closing time of the meeting was not recorded.

Chair's signature and date

DRAFT

Action List for Resources Committee on 19th November 2013

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	F&P 27.08.13 23b	Action List	Speak to Open Spaces wardens regarding increased number of vermin around the rubbish storage area	Joy/Marilyn/Michelle	1) Joy spoke to OS Warden 2) MC Spoke to Pest Control at SSDC on 30.08.13 3) Order for bait boxes to be raised on 02.09.13 4) Boxes purchased on 03.09.13 – still one outstanding 5) Ordered 2 more boxes – all boxes received – waiting for invoice 6) wardens have laid bait boxes	COMPLETE
2	F&P 27.08.13 24	Fair Trade Town	RESOLVED that the members are given time to research the matter and an item would be brought to a future Finance and Policy meeting for recommendation.	Michelle	Add to F&P agenda planner	COMPLETE
3	F&P 27.08.13 25	Financial Comparison	Amend the financial comparison sheet, the Approved expenditure sheet as per minutes and check columns add up correctly.	Michelle	Amended sheet	COMPLETE
4	F&P 27.08.13 25	Financial Comparison	Update Reserves and R&P sheets as per the minutes. Check <ul style="list-style-type: none"> • Skate park- suggested years for depreciation • Fencing and Hedging – Why is there only £200 in funds • Check who responsibility to maintain hedge at Britten's Field – It was suggested a Capital Sum given about 15 years ago to maintain hedge?? 	Michelle	1) Joy is investigating the responsibility of the hedge 2) Matter being discussed at OS committee meetings	See OS actions COMPLETE

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
5	F&P 27.08.13 26	Grant Application	RESOLVED to RECOMMEND that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.	Joy	To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved
6	F&P 27.08.13 27	Revenue Subsidy Grant Application	RESOLVED to RECOMMEND that a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2,000 will be made for the year 2014/15 b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15. c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.		To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved
7	F&P 27.08.13 26&27	Grant applications	Update grant file and sheet	Michelle		COMPLETE
8	F&P 27.08.13 27	Grant applications	Make a note for next year budget re: amount for RS grant	Michelle	Note made	COMPLETE
9	F&P 27.08.13 28	Internal Auditor	RESOLVED that the documentation, which includes a request for fees/cost information is sent out to suitable individuals/organisations	Joy		COMPLETE

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
10	F&P 27.08.13 29	Mayor's Chain	RESOLVED to RECOMMEND that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.	Joy	To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved

Resources Committee Resolutions – Progress Chart

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	<ol style="list-style-type: none"> 1) Fees can be reimbursed after 6th Month probationary period 2) Town Clerk will be reimbursed once her portfolio is complete.
2	Website F & P 13.12.12	Resolved that <ol style="list-style-type: none"> (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000 (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements. 	04.12.12	<ol style="list-style-type: none"> 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 4) New website is progressing, and will hopefully go live from January 2014.
3	Health & Safety Training F & P 29.01.13	Resolved that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	05.02.13	<ol style="list-style-type: none"> 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 6) One member of staff still to finish courses as at 15.08.13 7) All staff have completed their courses – 30.08.13 8) COMPLETE

Resources Committee Resolutions – Progress Chart

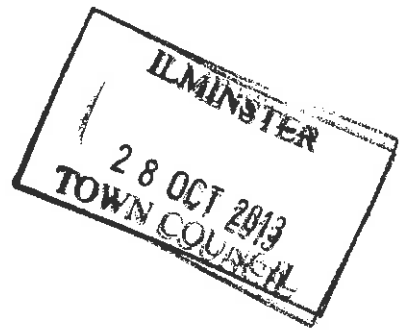
No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
4	<p>Future Revenue Grant Application F&P 30.04.13</p>	<p>Resolved that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.</p>	<p>07.05.13</p>	<ol style="list-style-type: none"> 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 3) SLA to be taken to F & P on 16.07.13 4) SLA Recommended to Full Council on 30.07.13 5) Full Council approved 30.07.13 6) Youth Club's application to F & P meeting on to 27.08.13 7) COMPLETE
5	<p>Grant Application Ilminster Tourism F&P 04.06.13</p>	<p>Resolved that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council</p>	<p>18.06.13</p>	<ol style="list-style-type: none"> 1) Draft SLA sent to Chair of F&P Vice-Chair and the Mayor – 02.07.13 2) Joy informed Ilminster Tourism that they have been awarded the funds 3) SEE ABOVE 4) SLA agreed and signed by both ITC and Ilminster tourism on 10.09.13 5) Cheque for £800 sent out on 18.09.13 6) Made a note for next year's budget 7) COMPLETE
7	<p>Ilminster Sports Initiative F & P 04.06.13</p>	<p>Resolved that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed</p>	<p>18.06.13</p>	<ol style="list-style-type: none"> 1) Waiting until Rec Review has been completed
8	<p>Grant Application Cygnet Pre-school F&P 16.07.13</p>	<p>RESOLVED that a grant of £1,500 be awarded to the Cygnet Pre-school for funding towards a new building</p>	<p>30.07.13</p>	<ol style="list-style-type: none"> 1) Letter awarding grant sent out on 08.08.13 2) Acknowledgement of orders received on 21.10.13
9	<p>Grant Application 3D</p>	<p>RESOLVED that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3</p>	<p>30.07.13</p>	<ol style="list-style-type: none"> 1) Letter awarding grant sent out on 08.08.13 2) Receipt received on 07.08.13

Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	Sensory Centre F&P 16.07.13	Dimensions' sessions		3) Cheque raised 08.08.13 – to be signed 15.08.13 4) COMPLETE
10	Grant Application – Ilminster Entertainment Society T.C 10.09.13	RESOLVED that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.	10.09.13	1) Letter awarding grant sent out on 19.09.13 2) Thank you letter received from Ilminster Entertainment Society on 24.09.13 3) Receipts received 09.10.13 4) Cheque sent 24.10.13 5) COMPLETE
11	F&P Revenue Subsidy Grant Application T.C 10.09.13	RESOLVED that: a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2000 will be made for the year 2014/15. b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15. c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.	10.09.13	1) Letter sent to G Childs on 20.09.13 awarding grant subject to a service level agreement being agreed and signed 2) Joy writing up a draft SLA for the Youth Club as at 19.09.13 3) Note made for next year's budget
12	F&P Mayor's Chain 10.09.13	RESOLVED that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.	10.09.13	1) Order raised 2) Work complete 28.10.13 3) Cheque raised 29.10.13 COMPLETE
13	Authorisation of payments 10.09.13	RESOLVED that the accounts listed in the schedules presented to the Council, totalling £14,976.19, £6,512.36 be approved.	10.09.13	1) Approved at Full Council 2) COMPLETE
14	Capability Policy and Procedure Staffing Comm 09.07.13	RESOLVED to adopt the Capability Policy and Procedure	30.07.13	1) Adopted 2) COMPLETE

Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
15	<p>Staff Appraisal Framework Staffing Comm 09.07.13</p>	<p>RESOLVED to:</p> <ul style="list-style-type: none"> i) the staff appraisal framework, ii) that training on appraisals is provided for all staff by a trainer external to the Town Council iii) that a report on what has worked well and suggested changes be made to Staffing Committee after the first. 	30.07.13	<ul style="list-style-type: none"> 1) Adopted 2) COMPLETE
16	<p>Pension Discretions Staffing Comm 09.07.13</p>	<p>RESOLVED that:</p> <ul style="list-style-type: none"> i) that the Town Council adopts a policy of taking all decisions in relation to LGPS discretions on a case by case basis and on each occasion will <ul style="list-style-type: none"> take into account all possible risks and implications for the Council with the exception of Regulation 3 – determining the employee contribution rate. ii) with regard to Regulation 3 – “determining employee contribution rate” that the contribution rate band will be changed as appropriate whenever a pay change occurs. 	30.07.13	<ul style="list-style-type: none"> 1) Adopted 2) COMPLETE



**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
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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

.....continued

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 Yarlington 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
- Yarlington 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**

.....continued

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
Stationery, 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)
Net assets at 31 March 2013	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
Restricted funds	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

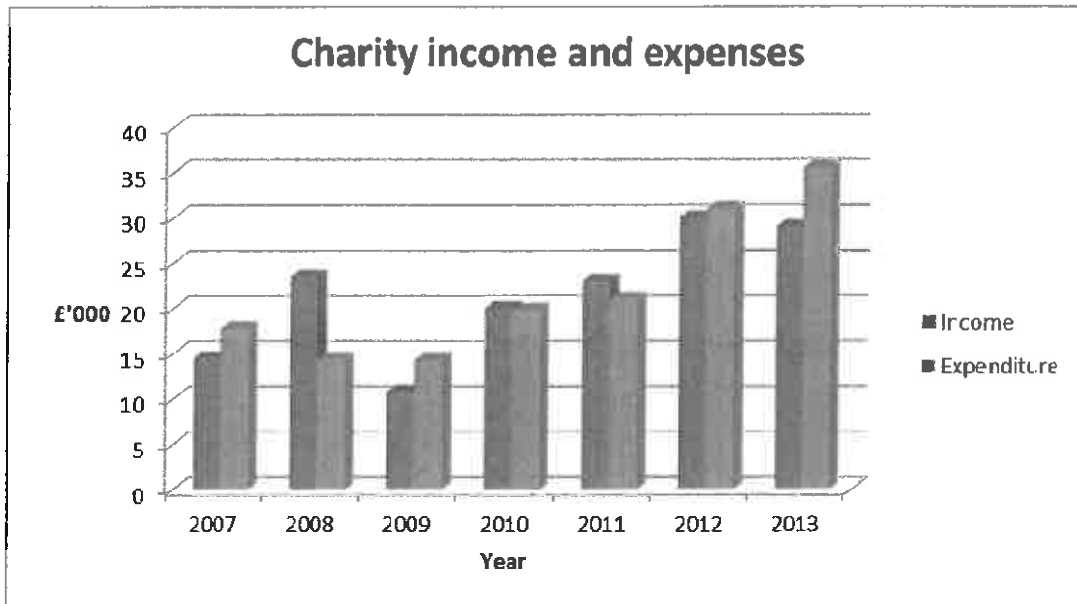
As a charity, The South Somerset Disability Forum is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

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 seconders 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

The GOLDEN-OLDIES

t: 01761 470006 e: hiho@golden-oldies.org.uk

www.golden-oldies.org.uk

Charity

Unit 7, Fourth Avenue, Westfield Industrial Estate, Radstock, BA3 4XE

PATRON: SIR CLIFF RICHARD

"Making a difference to people's lives"



Tuesday, October 29, 2013

Ms Joy Norris
Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset TA19 0DG



Dear Joy,

Please find enclosed an application on behalf of the Golden-Oldies Charity for a grant to support a new singing and activity session in Ilminster.

In support of this application I would like you to consider please this recommendation from Pauline Burr who is Arts Development Officer for South Somerset District Council, she writes;

"I've been fortunate enough to see Goldies in action on many occasions - it really brightens the day for the people who take part. It gets them out of the house and away from the same four walls - which is particularly important for those who don't have friends and relatives nearby.

"I have also seen people rekindle old friendships and make new friends. The health benefits are self-evident; singing is proven to be good for the heart and whether people get up and dance or just stand and wave their hands in the air, their physical well-being is improved by taking part.

"The best thing about Goldies, however, is that people really have fun! For the length of the session they forget their problems and their aches and pains and just have a jolly good time!

I have also added a page which includes many comments from elderly folk who attend our sessions across the West of England. We know that the work of this charity is having a positive effect on lonely lives and I do hope that you will feel able to support us as we develop in Ilminster and West Somerset.

Please do not hesitate to contact me if you have any questions about our work.

With kind regards,

Grenville Jones D.Litt
Founder & Chief Officer

The results of this evaluation have clearly indicated how participation in the Golden-Oldies enhances a participant's health and well-being, strengthens and stimulates communities and can potentially be a cost-saving programme to society by reducing social isolation and improving overall health.

Source: University of Bath - Social & Policy Sciences Department / 2011

Golden-Oldies Ltd, a company limited by guarantee • Company No. 6369123 • Charity Registration No. 1121600.



Joan from our Kingswood group who said on a scale of 1-10 felt a 3 before the session and a 10 after the session. 'she said she loves to sing and enjoys the friendly company.'

Cath from our St Nicholas Court session in Bathampton chooses 'Dancing cheek to cheek' every week as it reminds her of when her and her husband used to dance together. 'It breaks the day up and I enjoy seeing the local people. I like singing and to hear the songs. My Husband and I used to go dancing.'

Vera from our Filton session in Bristol said 'What I like most about my Goldies session is meeting my friends and singing and having fun with them. I enjoy everything including have a cup of tea and a biscuit. I love to sing and clap my hands and wave to all my friends, this is the only time I see them. We all enjoy being together.'

Roy from our Goldies session in Kingswood gets on a public transport bus for 20 minutes, brings his guitar every week wearing his Elvis T-shirt, and strums along to Wonder of you. 'I love meeting with people each week, and I love singing and performing on my guitar.'

Val from our Midsomer Norton session said 'I love going to Goldies because I can sing even though I think I'm not good enough for a choir'

Carol went to a session in Kingswood. 'I was visiting my Aunt in Kingswood (Bristol) The session leader was very confident and had a good rapport with the group members. It was so apparent that they valued the service you are providing. I was talking to a lady called Jean, I got chatting to her and she said she walks 20mins to attend the session- whatever the weather! She must have been well in her 80's. Also the other lady sitting near us was Queenie and she also walked 15mins. There was a chap called Roy he produced a guitar and was given an Elvis song to which he strummed along- His guitar hasn't been tuned for years, but that didn't matter, he sang his heart out, and his smile was so large, it brought tears to my eyes, he so absorbed the round of applause he received when he'd finished.'

The niece of one of our Keynsham Goldies wrote and told us 'My Uncle C... and Auntie B.. Were joined together 'at the hip' and when she died suddenly, without warning, a few years ago, we were all very concerned of how he would cope. He joined the Golden-Oldies. His life now is singing, he loves it, when I see him now that's all he can talk about. He has made many friends and it has given him a well deserved new lease of life and it is lovely to see. Without Golden-Oldies his life would be very different.'

www.golden-oldies.org.uk

01761 470006 rosie@golden-oldies.org.uk

What Goldies means to me

81 year old Vera from Wiltshire attends many sessions. She speaks for the hundreds to whom being a "Goldie" means so much. 'I'm addicted to Goldies, I just love it. I've met so many lovely people and made so many new friends. I'm sad when I can't get to a Goldies sessions.'

B... from Whiteway, Bath has suffered from a deep depression for many years. Since joining Goldies, she has come off her anti-depressant medication. She puts it down to one thing...Goldies! 'I have been attending Goldies at Blagdon Park since the start in 2008. I am partially sighted and cannot read the words in the song books but I still sing along to all the songs. Tom my husband suffers from Parkinsons and I take care of him full time. He is not well enough to attend the Goldies sessions, but is always thankful that they've made such a difference to my life. He likes to say "it's a tonic for the wife". Tom loves to attend concerts and events that Goldies put on when he is well.'

80 year old Winn from our Kingswood group in South Gloucestershire. 'I feel years younger after singing. It's wonderful. I see so many friends dancing and singing. The dancing is good for the figure and the singing is good for the lungs! I certainly don't feel my age and hope we can keep singing forever!'

Joan attends our Chippenham session. 'I wouldn't miss Goldies for the world. I fell down earlier today and all I could think about was 'I've just got to get to Goldies. I wasn't worried about my knee, just getting to Goldies.'

George from David Stoddard Gardens in Swindon. 'It's helped to get my voice back. We sing the good old songs we know. It's such good fun, we have a laugh and a joke, if only the time didn't go so quickly. The people that come here thoroughly enjoy it and they sing their hearts out. It makes the week for us. It sure beats being stuck in all the time just watching TV.'

65 year old Edwina from a group in Bath. After losing my husband 3 years ago, it took Goldies to get me out of my depression. It makes so much difference to me. I get to meet people, chat, laugh and sing and it's so enjoyable.

June never misses her Clevedon session in North Somerset. 'My husband suffers from Alzheimers and I was able to bring him to Golden Oldies. It was uplifting to hear him sing along word perfect when he couldn't put a sentence together. Thank you so much for keeping him in the 'real world'. I still come along although sadly he can't. Golden Oldies are a real life-saver.'

Pat from our Withywood group in Bristol. 'Goldies is the one hour of my week I look forward to. I wish we could have it every day. We might be Golden-Oldies but we feel more gold than old.'

Heather from a North Somerset session. 'It's so enjoyable to sing old songs, which are not heard often today, it's also lovely to meet new friends and the atmosphere is happy.'

67 year old Annette from Weston Super Mare. 'I love singing and I love seeing other people, singing is good for you and it cheers you up. I love my Goldies session they mean a lot to me, I love coming to Goldies and singing with other people.'

www.golden-oldies.org.uk

01761 470006 rosie@golden-oldies.org.uk

Grant Breakdown Costs

<u>Item</u>	<u>Amount</u>
Payment to Session Leader	£360.00
Ipod and Docking Station	£300.00
Song Books and Printing	£175.00
Flyers, Advertising and Promotion	£275.00
Admin Research and Set up	£231.00
TOTAL	<hr/> £1,341

A handwritten signature in black ink, consisting of several loops and a long tail, positioned to the right of the table.



**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 GOLDEN-OLDIES CHARITY

2. Name of person submitting the application ROSIE ATKINS

Position held in organisation FUNDRAISING EVENTS ORGANISER

Address GOLDEN-OLDIES, UNIT 7, FOURTH AVENUE,
WESTFIELD INDUSTRIAL ESTATE, RADSTOCK, BA3 4XE

Tel. No. 01761 470006

Email rosie@golden-oldies.org.uk

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

THE AIM OF THE PROJECT WILL BE SET UP AND RUN
MONTHLY SINGING SESSIONS AND ACTIVITY SESSIONS
FOR OLDER PEOPLE IN ILMINSTER. PLEASE SEE ALL
EVIDENCE PROVIDED OF HOW THE GOLDEN-OLDIES
CHARITY CAN IMPROVE AND CHANGE LIVES,
INCLUDING QUOTES FROM EXISTING GOLDIES MEMBERS,
ENDORSEMENTS AND THOSE ALL IMPORTANT PICTURES. PLEASE
ALSO TAKE A LOOK AT OUR WEBSITE
www.golden-oldies.org.uk

4. Total anticipated cost of project
(Please enclose supporting estimates)

£ 1,341

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

£ 971.00
72%

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
09/10/13	SOUTH SOMERSET COUNCIL	£250.00	PENDING

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

WE ASK PEOPLE ATTENDING TO MAKE A VOLUNTARY DONATION OF £1.00. WHEN THIS COULD BRING APPROXIMATELY £120.00 INTO THE CHARITY FUNDS.

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

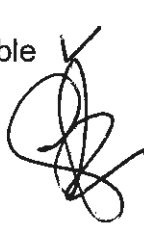
YES NO If YES, please provide details.

.....
.....
.....

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



The research that supports our work

We consult with the elderly people who attend our Goldies singing and activity sessions across the West of England on a regular basis through the Session Leaders. Between May and June 2013 a survey of 200 people took place, 129 were female and 71 male, between the ages of 64 and 92. We asked - How they felt **before** and **after** the session on a 1-10 scale.
50% scored **BELOW 5** at the **start** of the session

ONE hour later, 90% ticked either 9 or 10

Research carried out over the last few decades has consistently shown that 10% of older people feel always or very lonely. Recent estimates place the number of people aged over 65 who are often or always lonely at over 1 million.

The percentage of the population who feel isolated and are therefore, at risk of loneliness is significantly larger:

- 12% of older people feel trapped in their own home
- 6% of older people leave their house once a week or less
- Nearly 200,000 older people in the UK don't get help to get out of their house or flat
- 17% of older people are in contact with family, friends and neighbours less than once a week and 11% are in contact less than once a month
- Over half (51%) of all people aged 75 and over live alone
- 36% of people aged 65 and over in the UK feel out of touch with the pace of modern life and 9% say they feel cut off from society
- Half of all older people (about 5 million) say the television is their main company
- **These statistics on loneliness and social isolation were taken from a report produced by the Campaign to End Loneliness.**

Songs with personal meaning make it possible to acknowledge the person's emotions, breaking the social isolation, and meeting the music therapy participant's psychosocial needs. *Taylor and Frances*

Source Age UK - The power of music, especially singing, to unlock memories and kickstart the grey matter is an increasingly key feature of dementia care. It seems to reach parts of the damaged brain in ways other forms of communication cannot. Age UK source

People who continue to maintain close friendships and find other ways to interact socially live longer than those who become isolated. Relationships and social interactions even help protect against illness by boosting your immune system. *Yale Medical Centre*

Promoting and maintaining the health and well-being of older people has become one of the most pressing priorities of our time.

There is increasing recognition that having a sense of purpose through leisure and cultural activities contributes to older people's well-being.

(Department for **Work and Pensions (DWP)** 2009)

In evaluative terms, respondents reported benefits of participation in singing in a number of ways. These included enjoyment, mental wellbeing, being with others and socializing, physical improvement (such as breathing), improvement in memory and concentration. These findings support previous research and therefore serve to build up the evidence base in this area. **De Haan Canterbury**

Singing, particularly in a social group, seems to benefit the elderly particularly well. As part of a three-year study examining how singing affects the health of those 55 and older, a Senior Singers Chorale was formed by the Levine School of Music in Washington, D.C. The seniors involved in the chorale (as well as seniors involved in two separate arts groups involving writing and painting) showed significant health improvements compared to those in the control groups. Specifically, they reported fewer doctor visits, less incidence of depression, less need for medication and fewer falls and other injuries.

With the number of older people set to increase dramatically in coming years, nobody can be complacent. Without action, the prospects for older people look grim. This is not just important for the current generations of older people, but also for those now in their forties and fifties who will reach older age shortly. **Age Alliance**

Currently the **Welsh Assembly Government** has signed up to the wellbeing definition developed by the UK Government's Department for Environment Food and Rural Affairs (DEFRA) 9 ...

"... a positive physical, social and mental state; it is not just the absence of pain, discomfort and incapacity. It requires that basic needs are met, that elderly individuals have a sense of purpose, that they feel able to achieve important personal goals and participate in society.

It is enhanced by conditions that include supportive personal relationships, strong and inclusive communities, good health, financial and personal security, rewarding employment, and a healthy and attractive environment."



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WHY SUPPORT THE GOLDEN-OLDIES CHARITY ?

Sir Cliff Richard, Patron of the Golden-Oldies Charity

He writes; I am proud to be the Patron of the Golden-Oldies, a small charity that has made huge progress in the last five years. We now reach out to hundreds of elderly and isolated people across the West of England and South Wales through our fun singing sessions and want to continue to brighten hundreds more lonely lives in the future.

The Rt. Hon. Don Foster is the Liberal Democrat MP for Bath and Member of the Privy Council.

He writes; I have watched Golden-Oldies develop from launching in 2008 and seen for myself on a number of occasions the pure joy and energy that it brings to people's lives. As well as the singing there is, of course the value of exercise as many of the Goldies also get up and dance. For so many people, attending their weekly session is the only time they get out to meet other people and make friends. Isolation is a growing concern in our society. We have always had anecdotal evidence of the power of Goldies almost from day one. The recent research by Bath University clearly shows that this Charity, with its very simple ethos, is making a big difference.

Dawn Primarolo, MP for Bristol South

She writes; I know from experience how much work you do in Bristol and really enjoyed attending a Goldies session in Withywood. It was clear that the older people who attended not only have a fantastic time, but use the sessions to make and maintain friendships. This is extremely important to older people in my constituency and, for some, may be their only chance to get out and socialise.

Mr Partridge from Brislington Enterprise College, Bristol, took part in our Jubilee Time after Time project

He writes; I am very proud to have led my students in completing an extremely worthwhile and mutually beneficial project. Observing each individual interact with strangers so responsibly and respectfully was very pleasing. All were engaged and interested in each other; the method of interviewer and interviewee soon became natural conversation. I will definitely aim to facilitate such an experience again because not only were positive values and attitudes reinforced, but skills learned too.

Raymond Friel is Headteacher, St. Gregory's Catholic College, Bath

He writes; A group of "Goldies" first came to our school about three years ago. We weren't sure what to expect and all the students initially were a bit cautious about a group of elderly people who had come to sing for us at an assembly. Within minutes the scene was transformed with the Goldies singing their hearts out and our students – all our students – singing along and waving in unison. They were cheered off the stage with Goldies exchanging 'high fives' with our students on the way out.

Over lunch I talked with many of the Goldies and they were clearly very moved by the experience. Many of them live alone, with very little contact with young people. Among the elderly population, there is a great deal of suspicion and even fear of young people. The media have not helped with their demonization of the 'hoodie' generation. And among young people there is a great deal of ignorance about elderly people and their circumstances. Once they come together, however, it's as if a memory of the bond between them re-asserts itself. There is a natural warmth between the young and the elderly and it is so important to us as a society that we do not lose that.

Dr Afroditi Stathi is a Lecturer in Exercise Psychology Sport, Health & Exercise Science at University of Bath

She writes ; Findings from our Older People and Active Living study clearly demonstrate that daily journeys out of the house for shopping and personal business contribute to physical activity levels and physical function in later life. Golden-Oldies offer older people, particularly the lonely and socially isolated, a reason to "get out and about". As a result, older people get the opportunity to participate in enjoyable activities in their local community and, without realising it, to increase their daily activity levels. To maximise the impact of the Golden Oldies sessions on people's physical function and well-being, **we have developed a short programme of functional exercises which are delivered alongside the singing sessions.** This exercise provides Goldies with a great opportunity to improve their functional ability and maintain their independence. All this without the need for strenuous or "punishing" exercise regimes! The familiar Goldies atmosphere, where fun, enjoyment and support are the key ingredients.

What Goldies means to me

81 year old Vera from Wiltshire attends many sessions. She speaks for the hundreds to whom being a "Goldie" means so much. 'I'm addicted to Goldies, I just love it. I've met so many lovely people and made so many new friends. I'm sad when I can't get to a Goldies sessions.'

B... from Whiteway, Bath has suffered from a deep depression for many years. Since joining Goldies, she has come off her anti-depressant medication. She puts it down to one thing...Goldies! 'I have been attending Goldies at Blagdon Park since the start in 2008. I am partially sighted and cannot read the words in the song books but I still sing along to all the songs. Tom my husband suffers from Parkinsons and I take care of him full time. He is not well enough to attend the Goldies sessions, but is always thankful that they've made such a difference to my life. He likes to say "it's a tonic for the wife". Tom loves to attend concerts and events that Goldies put on when he is well.'

80 year old Winn from our Kingswood group in South Gloucestershire. 'I feel years younger after singing. It's wonderful. I see so many friends dancing and singing. The dancing is good for the figure and the singing is good for the lungs! I certainly don't feel my age and hope we can keep singing forever!'

Joan attends our Chippenham session. 'I wouldn't miss Goldies for the world. I fell down earlier today and all I could think about was 'I've just got to get to Goldies. I wasn't worried about my knee, just getting to Goldies.'

George from David Stoddard Gardens in Swindon. 'It's helped to get my voice back. We sing the good old songs we know. It's such good fun, we have a laugh and a joke, if only the time didn't go so quickly. The people that come here thoroughly enjoy it and they sing their hearts out. It makes the week for us. It sure beats being stuck in all the time just watching TV.'

65 year old Edwina from a group in Bath. After loosing my husband 3 years ago, it took Goldies to get me out of my depression. It makes so much difference to me. I get to meet people, chat, laugh and sing and it's so enjoyable.

June never misses her Clevedon session in North Somerset. 'My husband suffers from Alzheimers and I was able to bring him to Golden Oldies. It was uplifting to hear him g along word perfect when he couldn't put a sentence together. Thank you so much for keeping him in the 'real world'. I still come along although sadly he can't. Golden Oldies are a real life-saver.'

Pat from our Witherwood group in Bristol. 'Goldies is the one hour of my week I look forward to. I wish we could have it every day. We might be Golden-Oldies but we feel more gold than old.'

Heather from a North Somerset session. 'It's so enjoyable to sing old songs, which are not heard often today, it's also lovely to meet new friends and the atmosphere is happy.'

67 year old Annette from Weston Super Mare. 'I love singing and I love seeing other people, singing is good for you and it cheers you up. I love my Goldies session they mean a lot to me, I love coming to Goldies and singing with other people.'

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Joan from our Kingswood group who said on a scale of 1-10 felt a 3 before the session and a 10 after the session. 'she said she loves to sing and enjoys the friendly company.'

Cath from our St Nicholas Court session in Bathampton chooses 'Dancing cheek to cheek' every week as it reminds her of when her and her husband used to dance together. 'It breaks the day up and I enjoy seeing the local people. I like singing and to hear the songs. My Husband and I used to go dancing.'

Vera from our Filton session in Bristol said 'What I like most about my Goldies session is meeting my friends and singing and having fun with them. I enjoy everything including have a cup of tea and a biscuit. I love to sing and clap my hands and wave to all my friends, this is the only time I see them. We all enjoy being together.'

Roy from our Goldies session in Kingswood gets on a public transport bus for 20 minutes, brings his guitar every week wearing his Elvis T-shirt, and strums along to Wonder of you. 'I love meeting with people each week, and I love singing and performing on my guitar.'

Val from our Midsomer Norton session said 'I love going to Goldies because I can sing even though I think I'm not good enough for a choir'

Carol went to a session in Kingswood. 'I was visiting my Aunt in Kingswood (Bristol) The session leader was very confident and had a good rapport with the group members. It was so apparent that they valued the service you are providing. I was talking to a lady called Jean, I got chatting to her and she said she walks 20mins to attend the session- whatever the weather! She must have been well in her 80's. Also the other lady sitting near us was Queenie and she also walked 15mins. There was a chap called Roy he produced a guitar and was given an Elvis song to which he strummed along- His guitar hasn't been tuned for years, but that didn't matter, he sang his heart out, and his smile was so large, it brought tears to my eyes, he so absorbed the round of applause he received when he'd finished.'

The niece of one of our Keynsham Goldies wrote and told us 'My Uncle C... and Auntie B.. Were joined together 'at the hip' and when she died suddenly, without warning, a few years ago, we were all very concerned of how he would cope. He joined the Golden-Oldies. His life now is singing, he loves it, when I see him now that's all he can talk about. He has made many friends and it has given him a well deserved new lease of life and it is lovely to see. Without Golden-Oldies his life would be very different.'

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COMPANIES ACTS 1985, 1989 and 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF GOLDEN-OLDIES

1. NAME

The name of the Company is Golden-Oldies ('the Charity')

2. REGISTERED OFFICE

The registered office of the Charity is to be in England and Wales

3. OBJECTS

To promote, maintain, improve and advance the education of senior citizens aged 70 years and over in the culture and heritage of Bath and North East Somerset and in other regions of the United Kingdom and the encouragement of the arts, in particular, but not exclusively by organising community singing sessions, exhibitions, musical events, television and radio broadcasts and presenting and promoting concerts. ('the Objects')

4. POWERS

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 To promote or carry out research
- 4.2 To provide advice
- 4.3 To publish or distribute information
- 4.4 To co-operate with other bodies, community groups and trusts
- 4.5 To support, administer or set up other charities
- 4.6 To raise funds (but not by means of taxable trading)
- 4.7 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act).
- 4.8 To acquire or hire property of any kind
- 4.9 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act)
- 4.10 To make grants or loans of money and to give guarantees
- 4.11 To set aside funds for special purposes or as reserves against future

- expenditure
- 4.12 To deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
 - 4.13 To delegate the management of investments to a financial expert, but only on terms that:
 - 4.13.1 the investment policy is recorded in writing for the financial expert by the Trustees
 - 4.13.2 every transaction is reported promptly to the Trustees
 - 4.13.3 the performance of the investments is reviewed regularly with the Trustees
 - 4.13.4 the Trustees are entitled to cancel the delegation arrangement at any time
 - 4.13.5 the investment policy and the delegation arrangement are reviewed at least once a year
 - 4.13.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt
 - 4.13.7 the financial expert must not do anything outside the powers of the Trustees
 - 4.14 arrange for investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert acting under their instructions and to pay any reasonable fee required
 - 4.15 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required
 - 4.16 To insure the Trustees against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty
 - 4.17 Subject to clause 5, to employ paid or unpaid agents, staff or advisers
 - 4.18 To enter into contracts to provide services to or on behalf of other bodies
 - 4.19 To establish subsidiary companies to assist or act as agents for the Charity
 - 4.20 To pay the costs of forming the Charity
 - 4.21 To do anything else within the law which promotes or helps to promote the Objects

5 BENEFITS TO MEMBERS AND TRUSTEES

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members of the Charity but members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied
 - 5.1.1 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity
 - 5.1.2 members (including Trustees) may be paid a reasonable rent or hiring fee for property let or hired to the Charity
 - 5.1.3 individual members who are not Trustees but who are beneficiaries may receive charitable benefits in that capacity
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except
 - 5.2.1 as mentioned in clauses 4.16, 5.1.2, 5.1.3 or 5.3.
 - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity
 - 5.2.3 an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings)
 - 5.2.4 payment to any company in which a Trustee has no more than a one per cent shareholding
 - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance)
- 5.3 Any Trustee (or any firm or company of which a Trustee is a member or employee) may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit but only if
 - 5.3.1 the goods or services are actually required by the Charity
 - 5.3.2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in clause 5.4
 - 5.3.3 no more than one half of the Trustees are subject to such a contract in any financial year
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee the Trustee concerned must:
 - 5.4.1 declare an interest at or before discussion begins on the matter
 - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information
 - 5.4.3 not be counted in the quorum for that part of the meeting
 - 5.4.4 withdraw during the vote and have no vote on the matter

- 5.5 This clause may not be amended without the prior written consent of the Commission

6 LIMITED LIABILITY

The liability of members is limited

7 GUARANTEE

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member

8 DISSOLUTION

- 8.1 If the Charity is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
- 8.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects
 - 8.1.2 directly for the Objects or charitable purposes within or similar to the Objects
 - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance
- 8.2 A final report and statement of account must be sent to the Commission

9 INTERPRETATION

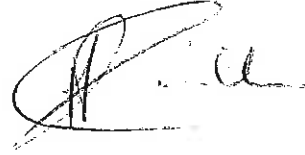
- 9.1 Words and expressions defined in the Articles have the same meanings in this Memorandum.
- 9.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it

We wish to be formed into a company under this Memorandum of Association

NAMES & ADDRESSES OF SUBSCRIBERS

SIGNATURES OF SUBSCRIBERS

John David Cullum
Bathwick Hill House
Bathwick Hill
Bath
BA2 6HA



Witness signature *Paula Bruce*.....
Full Name: *PAULA BRUCE*.....
Address: *c/o 3 Queen Square*.....
Bath, BA1 2HG.....
Occupation: *Legal Secretary*.....

Grenville Lloyd Jones
The Old Chapel
The Mead
Farmborough
Bath
BA2 0AF



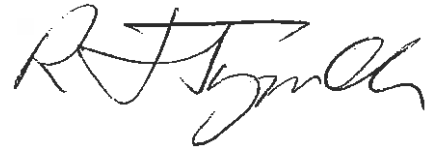
Witness signature *Paula Bruce*.....
Full Name: *PAULA BRUCE*.....
Address: *c/o 3 Queen Square*.....
Bath, BA1 2HG.....
Occupation: *Legal Secretary*.....


Marian McNeir
The River House
Avoncliff
Bradford on Avon
BA15 2HB

Marian McNeir

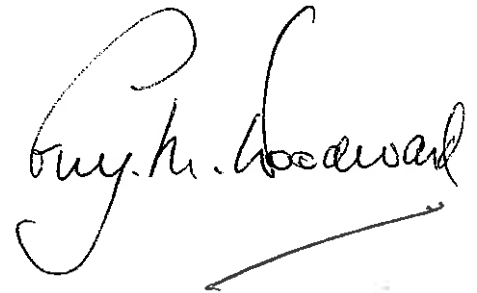
Witness signature *Paula Bruce*.....
Full Name: *PAULA BRUCE*.....
Address: *c/o 3 Queen Square*.....
Bath.....
Occupation: *Legal Secretary*.....


Robert James Tyrrell
Warberry Lodge
Lansdown Road
Bath
BA1 5RB



Witness signature 
Full Name: .. Paula Bruce ..
Address: .. 40 .. 3 .. Queen Square ..
..... Bath ..
Occupation: .. Legal Secretary ..

Guy Mowbray Woodward
20 Park Lane
Bath
BA2 2HX



Witness signature 
Full Name: .. GEORGEY JAMES NORTHOVER ..
Address: .. 3 Queen Square ..
..... Bath BA1 2HG ..
Occupation: .. Solicitor ..

Dated this *fourth* day of *September* 2007

Amended this 26th day of October 2007 by a Special Resolution to insert a new Clause 3 (the objects clause) as set out above in this Memorandum of Association.

Report of the Trustees and Unaudited Financial Statements
For The Year Ended 30 September 2012

for

GOLDEN-OLDIES



The ethos of 'Goldies' as we have become fondly known, is to encourage people who live in isolation to get out and enjoy the company of others through our fun singing and activity sessions. The Jubilee Time after Time project funded by the National Lottery through the Big Lottery Fund added a new dimension to Golden-Oldies. Hundreds of children welcomed elderly people from their local communities into school to take part in Jubilee-based projects. Our picture shows Goldies from Quebec, Twerton enjoying a jubilee tea party with teachers and pupils at Oldfield Park Infants School.

REGISTERED COMPANY NUMBER: 6369123 (England and Wales)
REGISTERED CHARITY NUMBER: 1121600

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REGISTERED COMPANY NUMBER: 06369123 (England and Wales)
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**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 30 September 2012
for
GOLDEN-OLDIES**

Golden-Oldies

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GOLDEN-OLDIES

Chief Officer's Report for the Year Ended 30 September 2012

It is a pleasure to write again about another successful year of the Golden-Oldies Charity with a reflective look back at the last 12 months. It has been a year with so many exciting events and most importantly a hat full of special occasions that have been enjoyed by hundreds of our Goldies.

The ethos of our Charity is to give people who are lonely and who may live in isolation events and occasions that give them a REASON to get out of their homes. Traditionally these "reasons" have been our hugely popular Goldies singing sessions and these of course continue to flourish with Hi-Ho Silver Lining as our much-loved Goldies anthem.

An indicator of the growth of the Charity was illustrated by our very first Session Leaders' Seminar in March. Organised by Abby, this was a memorable day with 18 of our Session Leaders taking part. Guest speakers covered subjects from security to well-being and nutrition.

Securing the funds from the National Lottery People's Millions for our intergenerational Jubilee Time after Time project was a massive step forward for our Charity. It says so much for the popularity of Golden-Oldies that we only won this award because hundreds of people voted for us. We launched Jubilee Time after Time early in the year and over 70 schools participated. The Queen's Jubilee was the theme of our project and schools were encouraged to invite the elderly from their communities to join together in Diamond Jubilee-themed projects. We also introduced a specially commissioned children's song entitled Diamond Day. Tessa Cox, who lives near Bath, wrote this song for us and it was enjoyed by school children's choirs all across the United Kingdom.

Many of the projects involved singing but others looked at the history of playground games and other subjects which included artwork and drama. I was honoured to receive an invitation from the National Lottery to attend the June Buckingham Palace Garden Party where Tessa Cox and I were presented to Her Majesty the Queen. We told her about Goldies and Tessa said to the Queen, "I have written a special song for you."

I also worked with BBC Points West which filmed a number of schools singing Diamond Day. This film featured on their special Jubilee programme in June.

That month we were told that the National Lottery had selected Jubilee Time after Time to be one of ten projects in the Education category of the National Lottery Awards 2012.

We immediately recognised the massive potential that this nomination represented for the work that we do and what we aspire to be in the future. Once again our wonderful Goldies, their families and all our supporters picked up phones, went online and we had the most votes of the 10 nominations in our category. This took us forward to be in the award finals.

At that stage our Patron, Sir Cliff Richard added his support. In truth, it was a disappointment to be told in November we were runners-up and that the winners were the RSPB schools project. Of course we congratulate them in the knowledge that as a national organisation, they can call on many thousands to supporters to vote for them. I have been told that we had over 5000 votes against the RSPB's 9000.

I see it as vital to Goldies that we continue with the schools Time after Time programme and am addressing the issue of how this could be funded.

All our Goldies sessions have continued through this last year. We have added new sessions in both Timsbury and Stoke Gifford and with the support of Wiltshire Council a popular new programme of sessions was introduced during the year. We held an open day at Trowbridge Civic hall in April when our Goldies and children from the Jubilee Time after Time project had a fantastic day together.

The 2012 Bath Half Marathon in March was another success with brilliant support from Integrity Print whose factory is close to our office on the Westfield Industrial Estate. With Abby and Emma providing plates stacked with sandwiches, bananas and liquid refreshments, the team conquered the unusually hot March morning and we raised over £9,000.

Our annual concert this year was held at the Prospect Theatre at Writhlington School with a record number of Goldies attending. This was the perfect venue with excellent access, a large refectory and terrific help from everyone at the school. We were joined that day by a film crew working for the Big Lottery on the Jubilee Time after Time project and the end product was the short video that appeared on the National Lottery website and was also shown on BBC National TV.

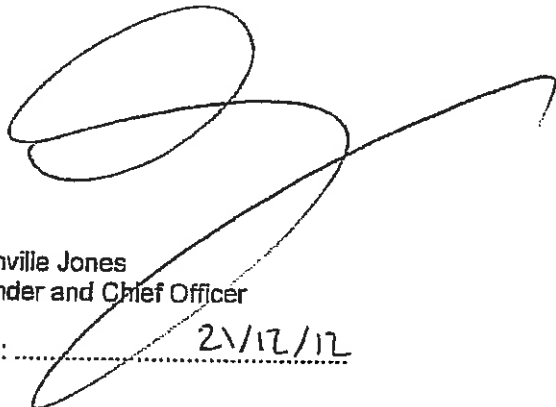
GOLDEN-OLDIES

Chief Officer's Report for the Year Ended 30 September 2012

Goldies in South Wales under the Goldies Cymru title has really taken off this year. Beth Ford is a great new addition to the Charity and is the programme leader in South Wales reporting to me. By February of next year we will have at least ten regular sessions taking place.

I would like to record my personal thanks to Howard Cunningham-Smith who is standing down as Chair of the board of Trustees. He brought to Goldies a wealth of knowledge and the secure governance and policies and procedures that we now have in place are due to his understanding and diligence.

Howard set us on a stable course for the future and I am delighted that he is remaining as a Trustee for a short time whilst our new Chair of trustees Dr Jenny Smerdon settles into her role and takes us forward as we aspire to become a National Charity under the Goldies UK banner.



Grenville Jones
Founder and Chief Officer

Date: 21/12/12

GOLDEN-OLDIES

Report of the Trustees for the Year Ended 30 September 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
06369123 (England and Wales)

Registered Charity number
1121600

Registered office
11 Laura Place
Bath
BA2 4BL

Trustees

Dr J Smerdon

I R Head
M T Richardson
R F Friel
Ms L V Parker
P M J Edwards

Dr A Stathi
R Parsons
I Sellers
H Cunningham-Smith

Chairperson of the
Trustees
Manager
Accountant
Head teacher
Trustee
Cllr and Charity
Trustee
Doctor
Director
Trustee
Fundraiser

- appointed 1.10.11

Company Secretary
M T Richardson

Independent Examiner
Phil Roberts
FCA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

GOLDEN-OLDIES

Report of the Trustees for the Year Ended 30 September 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Management Organisation

Currently the Trustees are Directors of the Company and also Directors of the Charity for the purposes of the Companies Act.

Our Patron is Sir Cliff Richard.

The Golden-Oldies operates as a company Limited by Guarantee under the terms of a Memorandum of association signed on, and dated 4th September 2007. The Memorandum sets out the objectives of the Trust, its beneficiaries and the powers accorded to the Board of Trustees who are also directors of the Charity for the purposes of the Companies Act.

The Charity is administered by a Management Committee of the Trustees who serve for a minimum of two years and who are elected at the Annual General Meeting. The Board of Trustees is required to hold four meetings per year, one of which would be the AGM. The Board can meet at other times if required.

The day-to-day operation of the Charity is delegated by the Board of Trustees to the Chief Officer who is the originator and founder of Golden-Oldies. A Management Team currently of two Trustees and the Chief Officer are appointed to advise upon the strategic direction of the Charity and on charity finances. It also assists the Chief Officer on the operational aspects of the charity under the terms agreed and approved by the Trustees.

In his report Grenville Jones, our Founder and Chief Officer, details another exciting year for "Goldies" as it has become fondly known. As Trustees we continue to be proud to be associated with and support Grenville and the team as they work so hard to deliver 50 weekly singing sessions to hundreds of older people in the South West and South Wales. The Time after Time project has developed our work into schools and we hope that this innovative programme will continue in the future.

Our Trustees now number eleven and we are fortunate to have Helen Wann, an experienced PA, who acts as volunteer secretary to the Trustees. I thank them, the session leaders, the Chief Officer, and staff for their time and tremendous commitment during the year.

I would particularly like to extend my thanks to Howard Cunningham-Smith, my predecessor, who chaired the Trustees the last three years. His experience and knowledge of developing charities has been invaluable in placing the necessary foundations to the future growth of "Goldies".

We also continued to tackle the framework of good practices reflected in the Charity Commission's 'The Hallmarks of an Effective Charity'. Our aim is not only to improve the effectiveness of the charity now, but also to keep pace with future growth and engage with more people who live in social isolation.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Aims and Objectives of the Charity

To support the Goldies' ethos which is to promote and sustain independence in the growing elderly UK population. Our singing and activity sessions across the West of England and Wales give people, some who may be lonely and vulnerable, social events, inter-generational projects (Time after Time) and concerts to look forward to and enjoy. Many of our weekly sessions are now attended by people with learning difficulties and dementia. Goldies is for everyone - the power of music knows no boundaries.

Through Goldies fun daytime singing sessions and other organised events we bring together people and promote social cohesion. We endeavour to brighten the lives of thousands of people and develop our work throughout the United Kingdom.

Working with the founder we aspire to become Goldies UK in the years ahead.

GOLDEN-OLDIES

Report of the Trustees for the Year Ended 30 September 2012

FINANCIAL REVIEW

Fundraising proved to be extremely difficult. However many new philanthropic trusts added their support and I would like to record our specific thanks to the Tudor Trust whose faith and commitment to our development has had a major factor on this years figures. I also pay tribute to Swindon Borough Council who have continuously supported us for year one, the only Local Authority that has done so.

We exist in a world where so many worthwhile causes are forced to compete for public support. It is very satisfying to note that two separate public vote situations - the Bath Chronicle awards and the Jubilee Time after Time proved, without question that people know - and want to support - our development.

During the year ending 30 September 2012 the Trust raised a total income of £265,504 (2011: £191,367). Of this sum the resources expended were £268,714 (2011: £187,489). We ended the year with a surplus of £21,176 (2011: £24,386).

I would also like to extend our thanks to all those sponsors and contributors detailed in the Chief Officer's report and on our web site whose support enabled us to achieve so much in this most difficult of financial times.

FUTURE PLANS

We have interest from across the West of England to introduce Goldies and also a huge demand to continue with the Time after Time programme. Schools are asking about Time after Time 2013 but we have no contingency funding for this.

Thanks to help from Wiltshire Council we have popular new sessions with more starting in 2013. By February we will have 12 session in South Wales working with the Salvation Army and Age Concern. We also plan new sessions in Gloucester supported by the City Council,

Income generation remains a constant challenge. We are facing very difficult times ahead. With more cuts from our under pressure Local Authorities we have to rely even more on individual's generosity as well as Trust and Foundation funding.

We are keen to work in partnership with NHS organisations. Research carried out by Teater and Baldwin in 2010, in addition to a wealth of anecdotal evidence, has indicated that attending "Goldies" sessions considerably increases individuals' emotional well-being, social networks and reduces symptoms of depression and anxiety. We believe that our sessions could prove useful to General Practitioners and other relevant health professionals as a resource to refer individuals who are vulnerable and at risk of developing mental health problems as a consequence of their social circumstances. We aim to carry out further research to look more formally at the impact of attending "Goldies" sessions on individuals.

We are having a profound effect on the lives of hundreds of isolated and lonely people and are determined that Goldies will be a national charity in the years ahead - putting smiles on thousands of faces. Our focus for the future is to continue the development of a robust business model that will enable Goldies UK to be a reality.

Finally I would like to add my congratulations to Grenville who received an honorary degree from Bath Spa University this summer. This was in deserved recognition of his growing reputation and commitment to encourage people of all ages to participate in the "singing experience" and, in particular his work with this charity. I particularly want to thank Grenville for his unwavering dedication and vision for "Goldies" - I know that he will continue to take the charity to new heights in the future.

GOLDEN-OLDIES

**Report of the Trustees
for the Year Ended 30 September 2012**

STATEMENT OF TRUSTEES RESPONSIBILITIES

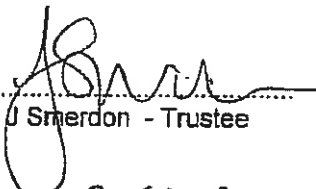
The trustees (who are also the directors of Golden-Oldies for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD:


.....
Dr J Smerdon - Trustee

Date: 29/12/12

**Independent Examiner's Report to the Trustees of
Golden-Oldies**

I report on the accounts for the year ended 30 September 2012 set out on pages eight to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking 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 statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Phil Roberts
FCA



Date: 2/12/12

GOLDEN-OLDIES

**Statement of Financial Activities
for the Year Ended 30 September 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		187,648	57,186	244,834	166,768
Activities for generating funds	2	6,099	-	6,099	14,333
Investment income	3	23	-	23	6
Incoming resources from charitable activities					
Goldies Sessions		14,548	-	14,548	10,260
Total incoming resources		<u>208,318</u>	<u>57,186</u>	<u>265,504</u>	<u>191,367</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		216	-	216	665
Charitable activities					
Goldies Sessions		-	-	-	179,928
Activities for generating funds		208,273	57,106	265,379	3,279
Governance costs		3,119	-	3,119	3,617
Total resources expended		<u>211,608</u>	<u>57,106</u>	<u>268,714</u>	<u>187,489</u>
NET INCOMING/(OUTGOING) RESOURCES					
		(3,290)	80	(3,210)	3,878
RECONCILIATION OF FUNDS					
Total funds brought forward		15,751	8,635	24,386	20,508
TOTAL FUNDS CARRIED FORWARD		<u><u>12,461</u></u>	<u><u>8,715</u></u>	<u><u>21,176</u></u>	<u><u>24,386</u></u>

The notes form part of these financial statements

GOLDEN-OLDIES

**Balance Sheet
At 30 September 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
FIXED ASSETS					
Tangible assets	7	3,472	2,449	5,921	2,268
CURRENT ASSETS					
Cash at bank		12,497	6,265	18,762	25,773
CREDITORS					
Amounts falling due within one year	8	(3,507)	-	(3,507)	(3,655)
NET CURRENT ASSETS		8,990	6,265	15,255	22,118
TOTAL ASSETS LESS CURRENT LIABILITIES		12,462	8,714	21,176	24,386
NET ASSETS		12,462	8,714	21,176	24,386
FUNDS	9				
Unrestricted funds				12,462	15,751
Restricted funds				8,714	8,635
TOTAL FUNDS				21,176	24,386

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2012.

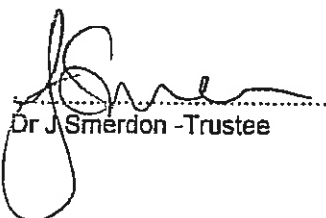
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 20/12/12 and were signed on its behalf by:


Dr J Smerdon - Trustee

The notes form part of these financial statements

GOLDEN-OLDIES

Notes to the Financial Statements for the Year Ended 30 September 2012

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no cost borne by the third party.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included, where relevant, in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Fundraising events	5,916	14,333
T-shirt sales	183	-
	<u>6,099</u>	<u>14,333</u>

3. INVESTMENT INCOME

	2012	2011
	£	£
Deposit account interest	<u>23</u>	<u>6</u>

GOLDEN-OLDIES

Notes to the Financial Statements - continued for the Year Ended 30 September 2012

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2012	2011
	£	£
Depreciation - owned assets	<u>1,480</u>	<u>568</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

No Trustees' were remunerated for services as a Trustee, or received other benefits for the year ended 30 September 2011 nor for the year ended 30 September 2010.

Trustees' Expenses

During the year the trustees received £282 (2011: £325) for travelling expenses.

6. STAFF COSTS

	2012	2011
	£	£
Wages and salaries	<u>61,175</u>	<u>33,856</u>

7. TANGIBLE FIXED ASSETS

		Fixtures and fittings £
COST		
At 1 October 2011		4,414
Additions		<u>5,133</u>
At 30 September 2012		<u>9,547</u>
 DEPRECIATION		
At 1 October 2011		2,146
Charge for year		<u>1,480</u>
At 30 September 2012		<u>3,626</u>
 NET BOOK VALUE		
At 30 September 2012		<u>5,921</u>
At 30 September 2011		<u>2,268</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	145	2,155
Taxation and social security	1,862	-
Other creditors	<u>1,500</u>	<u>1,500</u>
	<u>3,507</u>	<u>3,655</u>

Financial Comparison as at 31.10.11

FINANCE & POLICY INCOME							
Head-ing No	Heading	Budgeted Income 2013/2014	Actual Income received as at 31.10.13	Potential Income	Total Income Actual Income + Potential Income)	Variance between Budgeted Income and Total Income	Comments
110	Precept	£236,100.00	£236,100.00	£0.00	£236,100.00	£0.00	
	Finance & Policy Income						
214	Interest - Bus Res	£20.00	£14.36	£10.00	£24.36	£4.36	
218	Interest - Bonus Saver	£2,100.00	£1,364.49	£1,260.00	£2,624.49	£524.49	
220	Dividends	£10.00	£4.68	£4.68	£9.36	£0.64	
221	Donations	£300.00	£190.00		£190.00	£110.00	offset exp. ilm. In Bloom(355)
222	Civic Evening	£0.00	£175.00		£175.00	£175.00	
224	Christmas Lights	£1,000.00	£2,114.29		£2,114.29	£1,114.29	
232	Miscellaneous	£0.00	£0.00		£0.00	£0.00	
234	VAT Repayments	£0.00	£5,508.29		£5,508.29	£5,508.29	
	Total	£3,430.00	£9,371.11	£1,274.68	£10,645.79		

Financial Comparison as at 31.10.14

FINANCE & POLICY EXPENDITURE							
Head-ing No	Heading	Budgeted Expenditure 2013/2014	Actual Expenditure as at 31.10.13	Expenditure Approved/Com mitted	Total Expenditure (Actual Exp.+ Approved/Committed)	Variance between Budgeted Exp. and Total Exp.	Comments
350	Employees	£72,065.00	£40,567.91	£29,213.23	£69,781.14	£2,283.86	
351	Training	£500.00	£303.00	£197.00	£500.00	£0.00	£197 *see approved expenditure sheet and £178 appraisal training
352	Health & Safety	£100.00	£26.21	£100.00	£126.21	£26.21	
354	Insurance	£680.00	£300.04	£0.00	£300.04	£379.96	
355	Ilminster in Bloom	£400.00	£200.00	£0.00	£200.00	£200.00	offset against income (221)
356	Grants	£7,000.00	£1,705.00	£4,000.00	£5,705.00	£1,295.00	
357	Presentation Evening	£400.00	£0.00	£0.00	£0.00	£400.00	
358	Services/Rents	£7,500.00	£6,170.28	£990.40	£7,160.68	£339.32	
359	Purchases (Sundries)	£250.00	£176.36	£23.64	£200.00	£50.00	
360	Office Furniture		£71.98	£0.00	£71.98		Chairs
361	Maintenance	£2,250.00	£560.39	£1,783.00	£2,343.39	£93.39	
362	Website	£425.00	£115.00	£345.00	£460.00	£35.00	
363	Bank Charges	£470.00	£241.27	£271.47	£512.74	£42.74	
364	Supplies	£1,550.00	£1,126.15	£873.85	£2,000.00	£450.00	
365	Audit Fees	£950.00	£200.00	£600.00	£800.00	£150.00	* £600 for Audit 2013/14
366	Professional Fees	£1,500.00	£1,267.93	£70.00	£1,337.93	£162.07	
367	Election Expenses	£2,000.00	£2,001.34	£0.00	£2,001.34	£1.34	
368	Members	£900.00	£184.00		£184.00	£716.00	
369	Civic Evening	£0.00	£0.00		£0.00	£0.00	
374	Christmas Lights	£2,800.00	£3,126.79	£750.00	£3,876.79	£1,076.79	£750 = Storage 5 mths left to pay
378	Advertising	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00	
379	Miscellaneous	£220.00	£50.00		£50.00	£170.00	
380	Reserves	£738.00	£0.00	£738.00	£738.00	£0.00	
381	Photocopier		£2,923.90	£0.00	£2,923.90		*see approved expenditure sheet
385	Contingency/Unallocated	£13,486.00	£2,868.00	£5,000.00	£7,868.00	£5,618.00	*see approved expenditure sheet and £5000 to General Fund
389	Community Engagement	£2,000.00	£482.85	£1,017.15	£1,500.00	£500.00	*see approved expenditure sheet
395	Projects		£325.00	£0.00	£325.00	£325.00	*see approved expenditure sheet
	Total	£119,184.00	£64,993.40	£46,972.74	£111,966.14		

Approved Expenditure 2013/14

No.	Budget Heading	Approved Expenditure	Approved Amount	Amount Used as at 31.10.13	Approved Amount left to spend	COMMENTS
		RESOURCES				
1	351	CILCA Fees	£197.00	£0.00	£197.00	From F&P training
2	381	Photocopier	£2,923.90	£2,923.90	£0.00	Reserves-office equipment-printer (line 4)
3	389	Mayor's Party in the Park	£1,500.00	£482.85	£1,017.15	From community engagement
4	385	Revenue Subsidy Grant - Tourism	£800.00	£800.00	£0.00	F & P Contingency
			£5,420.90	£4,206.75	£1,214.15	
5	395	Mayor's Chain	£325.00	£325.00	£0.00	NO allocation yet
			£325.00	£325.00	£0.00	
		TOTAL F&P:	£5,745.90	£4,531.75	£1,214.15	
		OPEN SPACES				
6	385	Dismantling Football Stands	£2,068.00	£2,068.00	£0.00	Will be taken from F&P Contingency
7	560/2	Stiga	£4,750.00	£4,750.00	£0.00	rest paid under 595 projects
8	561/8	Digger at Herne Hill	£450.00	£0.00	£450.00	From Maintenance Herne Hill
9	585	Flood Alleviation Grant	£5,000.00	£0.00	£5,000.00	From os contingency
			£12,268.00	£6,818.00	£5,450.00	
10	595	Brittens Field - entrance	£1,100.00	£1,100.00	£0.00	R & P-Britten's Field - drainage(line 103)
11	595	Safety Surfacing	£2,000.00	£775.00	£1,225.00	*Safety surfacing around seesaw area £775 from R & P seesaw (line 76)
						*£1225 various safety matting from temporary allocation of costs-R & P -Skatepark (line 82)

