

KENDAL TOWN COUNCIL

Notice of Meeting

AUDIT, GRANTS & CHARITIES COMMITTEE

**Thursday 27th April 2017 at 7.00 p.m.
in The Mayor's Parlour, Kendal Town Hall**

Committee Membership (8 Members)

Matt Severn (Chair)	Rachael Hogg (Vice Chair)	Andy Blackman
Paul Bramham	Geoff Cook	David Evans
Keith Hurst-Jones	Guy Tirvengadam	

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation) at Kendal Town Council Meetings or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING (not otherwise on the agenda). Minutes of meeting held on 30th January (see attached)

5. AUDIT OF TOWN COUNCIL HERITAGE ASSETS (see attached)

6. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT (see attached)

7. ANNUAL REVIEW OF THE SYSTEM OF INTERNAL CONTROL AND ANNUAL GOVERNANCE STATEMENT 2016/17 (see attached)

8. FINANCE OUTTURN REPORT – YEAR END 31ST MARCH 2017 (see attached)

9. ANNUAL ACCOUNTS 2016/17 (see attached)

10. GENERAL GRANTS 2017/18 (see attached)

- (a) Dignity in Dementia
- (b) Cumbria Children's Dyslexia Project
- (c) Kendal Rugby Union Football Club
- (d) South Lakeland Equality & Diversity Partnership

KENDAL TOWN COUNCIL

11. GENERAL GRANTS CRITERIA & MULTI-YEAR FUNDING AGREEMENTS *(see attached)*
12. CUMBERLAND BUILDING SOCIETY INVESTMENT *(verbal report)*
13. SCHOOLS OF SCIENCE AND ART CHARITY *(see attached)*
 - 2016/17 Accounts
 - Grant Application – Lauren Pender
14. ANY OTHER BUSINESS
15. DATE OF NEXT MEETING – 31 JULY 2017 AT 7.00PM

Liz Richardson
Town Clerk

By e-mail/post to: Members of the Committee
All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 30th January 2017 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Paul Bramham, Geoff Cook and David Evans
- In the absence of the Committee Chairman, Councillor Evans chaired the meeting.
- APOLOGIES** Councillors Andy Blackman and Guy Tirvengadam
- OFFICERS** Jack Jones (Town Treasurer) and Hazel Belshaw (Temporary Council Secretary)
- 825/16/17 PUBLIC PARTICIPATION**
- None.
- 826/16/17 DECLARATIONS OF INTEREST**
- None.
- 827/16/17 MINUTES OF THE MEETING HELD ON 31st OCTOBER 2016**
- Councillor Evans presented the minutes of the meeting held on 31st October 2016, which had been approved by full Council on 21st November 2016.
- RESOLVED** That the minutes of the meeting of the Committee held on 31st October 2016 be accepted as a correct record. The Treasurer highlighted that the additional money invested with the Cumberland will be repaid in February.
- 828/16/17 MATTERS ARISING (Not on Agenda)**
- None
- 829/16/17 BUDGETARY CONTROL STATEMENT – NINE MONTHS ENDED 31 DECEMBER 2016**
- The Treasurer presented a report on the Council's financial position as at 31st December 2016, providing figures showing actual income and expenditure against the expected portion of the budget for the period, together with a commentary on variances. The overall position was favourable, with a substantial net underspending of approximately £39,129.
- The Treasurer highlighted the following points from the report:
- Kendal in Bloom Committee** – underspend from budget to be allocated to the Pollinator Project.
- Christmas Lights & Festivals** – underspend will be used to repair or replace existing installations or invest in new ones.

Development Fund – it is hopeful that the Maudes Meadow Project will go ahead early in 2017/18.

Management Committee – An overspend on staff salaries, (£5,680) which had been expected. This was due to a number of factors; the Project Manager's increase in working hours, pension contributions for the Town Handyperson and for the Treasurer to review Financial Regulations. The Committee has resolved that the larger issues continue and that the increased expenditure for the year should be met from underspending elsewhere.

Underspendings on Supplies & Services and IT & Website are likely to reduce as the year progresses; the opportunity will be taken to review IT requirements before 31 March.

RESOLVED

That the report be noted.

830/16/17

REVIEW OF RISK ASSESSMENTS

The Treasurer presented the review. The Council has an ongoing contract with Moorepay, which includes two site visits per annum from a specialist in Health and Safety. He did an intensive review of procedures. He highlighted some changes in legislation and best practice but also areas that have been missed. Some of the actions he highlighted are to be done in February and March. He is coming back next week to look at the garage. We have had a periodic electrical check done on the garage which included PAT testing all equipment, this lasts for 5 years. There was a discussion on whether it is our responsibility as the garage is rented but it was concluded it was.

A few areas were highlighted from the review:

Manual handling risks are scattered throughout the report (office, garage and allotments) so we have brought these items together.

COSHH – Assessments to be completed on the new format documentation. Councillor Bramham highlighted that the disposal of hazardous substances should be added to the review. The Treasurer to check with the Town Handyperson and build it into the point.

Fire – Obtain the fire drill procedure from SLDC. Councillor Cook highlighted the need for a fire drill at each Committee meeting and not just at full Council.

Display screen equipment – New format DSE risk self-assessments to be implemented.

Driving – Include a bulk head in specification for the new van.

Walking Festival – Risk assessment required.

Business continuity – We have written an assessment for this.

RESOLVED Committee reviewed the Risk Assessments and authorised the Treasurer to sign the assessments.

RECOMMENDATION That the risk assessments be forwarded to full Council for approval.

831/16/17

GRANT APPLICATIONS

The Treasurer reported that there is £2,869 available for the current year.

This could be used to make the following advance payments of grants which have already been approved for 2017/18:

	£
Rotary Club of Kendal	1,000
1127 Squadron (Kendal) Air Training Corps	900
Kendal Rinteln Association	500
Great North Air Ambulance	250
Kendal & District Lions Club	150
Abbot Hall Bowling Club	50
	2,850

RECOMMENMDATION That advance payment of the identified 2017/18 grants be made in March 2017 from the 2016/17 Budget

Looking at 2017/18, there is currently £4,762 available, which would increase to £7,612 if the advance payments are approved.

1. Dance Ability

This is a small organisation providing weekly dance classes for adults with learning difficulties at The Brewery Arts Centre. They have requested £100 towards the hire of The Brewery. They do not have a company bank account so it was proposed to pay an invoice from the Brewery on their behalf.

RECOMMENDATION That a grant of £100 be awarded.

2. Dignity in Dementia

Their aim is to enhance the dignity of people living with dementia and their caregivers in South Cumbria. It has applied for a grant of £1,200, which is the full cost of running a 10 hour care programme (over a five week period) in Kendal.

It was highlighted that the courses are run in Kendal but not solely for Kendal residents. The Committee suggested that the Treasurer seek advice from Councillor Clare as champion of making Kendal a 'Dementia Friendly Town'. The application would then be referred to the next meeting on 27th April 2017.

RESOLVED

The Treasurer to refer to Councillor Clare and raise again at the next meeting on 27th April.

3. Kendal Town Ladies Football

The Ladies Football team has been invited to play in Rinteln as part of celebrations for the 25th Anniversary of the twinning charter. It has applied for a grant of £500 towards the estimated cost of £4,500 for up to 20 individuals, 9 of whom are in fulltime education. Funding was also being sought from the Kendal Rinteln Association.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant equal to that offered by the Kendal Rinteln Association be awarded, up to a maximum of £300.

832/16/17**SCHOOLS OF SCIENCE AND ART CHARITY**

The Treasurer presented a request from a resident of Mansergh for funding of a course at Kendal College.

RECOMMENDATION

That, in view of the limited funds available to the Charity and the likelihood that many other students could request funding for similar courses, no grant be awarded.

833/16/17**ITEMS FOR THE NEWSLETTER**

The Treasurer had forwarded some information for this to Councillor Clare.

834/16/17**ANY OTHER BUSINESS**

None

835/16/17**DATE OF NEXT MEETING**

The date of the next meeting was agreed as Thursday 27th April 2017.

The meeting closed at 8.04pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
827/16/17	MINUTES OF THE MEETING HELD ON 31st OCTOBER 2016	RES	That the minutes of the meeting of the Committee held on 31 st October 2016 be accepted as a correct record.
829/16/17	BUDGETARY CONTROL STATEMENT	RES	That the report be noted.
830/16/17	REVIEW OF RISK ASSESSMENTS	RES	Committee reviewed the Risk Assessments and authorised The Treasurer to sign the assessments.
		REC	Forward to full Council for approval.
831/16/17	GRANT APPLICATIONS	REC	That advance payment of the identified 2017/18 grants be made in March 2017 from the 2016/17 Budget
831/16/17	GRANT APPLICATIONS Dance Ability	REC	That a grant of £100 be awarded.
831/16/17	GRANT APPLICATIONS Dignity in Dementia	RES	The Treasurer to refer to Councillor Clare and raise again at the next meeting on 27 th April.
831/16/17	GRANT APPLICATIONS Kendal Town Ladies Football	REC	That, in view of the demands on the Council's grants budget, a grant equal to that offered by the Kendal Rinteln Association be awarded, up to a maximum of £300.
832/16/17	SCHOOLS OF SCIENCE AND ART CHARITY	REC	That, in view of the limited funds available to the Charity and the likelihood that many other students could request funding for similar courses, no grant be awarded.
835/16/17	DATE OF NEXT MEETING	INFO	The date of the next meeting was agreed as Thursday 27 th April 2017.

Audit of the Kendal Town Council Collection
Friday 3 March 2017

The collection was audited by Morag Clement, Archaeology Curator at Kendal Museum.

Thirty collection numbers were selected at random and checked against the collection database. The number of items checked equates to just under 5% of the total collection. Details of items that were checked are tabled below along with their locations as detailed in the database.

Catalogue number	Item	Location in database
4	John Wilson	Picture Store
8	Richard Nelson	Picture Store
21	Alderman Henry Wilson	Council Chamber
52	John Gaskarth	Picture Store
73	Isabella Curwen	Picture Store
101	William Edmondson	Picture Store
105	Unknown Mayor	Picture Store
131	E.R. Atkinson	Picture Store
171	Thomas O'Loughlin	Picture Store
195	No entry in database	
207	Corinthian Maid by George Romney	Picture Store
223	Daughter of Cercyon	Picture Store
241	Kendal from Greenbank	Location not known
297	Mountain Landscape	Town Clerks Office
342	An Episode Charles I	Stolen
365	OBE to Paul Wilson	Picture Store
394	Pique work snuff box	Mayors Parlour
400	Edward VII Medal	Mayors Parlour
405	Deputy Mayors Badge	Mayors Parlour
415	Table	Mayors Parlour
477	Kendal Bank £5 note	Mayors Parlour
489	St John's Medal	Mayors Parlour (folder)
515	Unknown badge	Mayors Parlour (folder)
532	'The Leaves we write on' by Mark Cropper	Picture Store
574	History of Football in Kendal 1871-1908	Downstairs Office
600	Sleddal Alms Houses 1887	Downstairs Office
638	Queen Victoria Diamond Jubilee Medal	Mayors Parlour (folder)
650	Old Mayors Gown	Cupboard in upstairs store
671	Councillors Chair	Council Chamber
686	Municipal Yearbook 1964-65	Mayors Parlour (folder)

All items were confirmed as being in the locations as detailed in the catalogue, except for the following:

- 405 - The Deputy Mayors Badge. This was confirmed by the Mayors Attendant as being with the Deputy Mayor.
- 532 – The book ‘The Leaves we write on’. It was documented in the database as being removed from the Mayors Parlour to the Picture store, but could not be located. There were no details of who moved it, or when it was moved so the movement could not be traced. There is also no indication whether it was moved prior to, or after, the recommendation to date and sign movement of objects.
- 671 – Councillors Chair. This was documented as being in the Council Chamber but had been moved to a corridor between the Town Hall and SLDC Offices

241 – ‘Kendal from Greenbank’ is documented as ‘location not known’. As part of the current Collection Condition survey this item may be located, along with item 532.

At the last Audit the Mayor’s Attendant was planning to order items stored on the Mezzanine in numerical order. This work has now been started and will save time in the future when locating material.

As the database file size is now quite large due to attached images, it is no longer practical to copy it and share with other staff. The database is now being uploaded to dropbox regularly and can then be accessed by other members of staff.

Recommendations

In 2016 it was detailed that The Mayor’s Attendant was planning to order items stored in a ring binder in their numerical order relating to the database. After the assessment of these items during the current Collection Condition Survey it is now recommended that the badges and medals are removed from the binder and stored individually in bags or boxes. Flat paper items can still be stored in the binder.

Previous recommendations

1. *To cross reference any items that are linked. For example number 637 in the database is listed as being a Die and Medal from 1875, but there are three medals which are also numbered as 495.*

This is currently being done, and the Collection Condition Survey is also identifying items that are linked, and the database is being updated as required.

2. *If there is more than one item under a number to specify on the database how many items there are. For example the number of medals or badges.*

Some items have been updated, and information from the Collection Condition Survey will also be used to update the database.

3. *It would be helpful for anyone using the database if a simple description of the item was used, for example; Book, Pamphlet, Photo or Painting.*

This has been started but again information from the Collection Condition Survey will be used to update all items in the database.

Report by Morag Clement MA(Hons) MPhil FSA Scot
Archaeology Curator, Kendal Museum
22 March 2017

KENDAL TOWN COUNCIL

Monday 8 May 2017

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

Review of the Effectiveness of Internal Audit

Report

1. The Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.
2. Internal audit is a key element in providing assurance to the Council that its internal control arrangements are sound. It is therefore appropriate for the Committee and Council to review the effectiveness of its internal audit function.
3. The internal audit for 2016/17 has been carried out by R F Miller & Co. There are two aspects to the review: meeting standards and characteristics of effectiveness. The Treasurer's assessment of the performance of R F Miller & Co against relevant criteria is attached as an annex, where it can be seen that their performance is considered to be satisfactory in all respects. If the Committee agrees with this assessment, it should re-appoint R F Miller & Co as its internal auditors for 2017/18.

Recommendations

4. The Committee is recommended to:
 - a) consider the review of the effectiveness of the Council's internal audit in 2016/17 and to forward its comments to full Council; and
 - b) re-appoint R F Miller & Co as the Council's internal auditors for 2017/18.
5. The Town Council is recommended to:
 - a) consider comments made by the Audit, Grants and Charities Committee; and
 - b) approve the review of the effectiveness of its internal audit arrangements in 2016/17

Review of Effectiveness of Internal Audit 2016/17

Area 1: Meeting Standards

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of R F Miller and Co as internal auditors was confirmed by Council in April 2016. The terms of the firm's engagement are formally agreed and documented.</p> <p>The internal auditors follow proper practice and meet national auditing standards.</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the council's anti-fraud and corruption arrangements.</p> <p>The internal auditors have unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The audit service provided by R F Miller and Co is independent from the Council and has no involvement in its financial controls, procedures or decision making. The same company provides payroll services to the Council; this is not considered to represent a conflict of interests as the two functions are separate parts of the organisation.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the auditors' own name to management.</p>
3. Competence	<p>R F Miller and Co are a reputable local firm of accountants with substantial experience in auditing and knowledge of auditing standards. They work to strict procedures which include appropriate quality control.</p> <p>The Audit Manager for the Council assignment is a qualified accountant with considerable experience and occupies a senior position within the firm.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Responsible Finance Officer is consulted on the internal audit coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of Council members are understood, in particular the Audit, Grants and Charities Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Internal audit will provide their opinion to the Council on 31 July 2017.</p>

Review of Effectiveness of Internal Audit 2016/17

Area 2: Characteristics of Effectiveness

Characteristic	Evidence of achievement
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs and national auditing standards.
2. Understanding the whole organisation, its needs and objectives	The annual audit demonstrates how audit work provides assurance for the council's Annual Governance Statement.
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community.
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.
5. Be forward looking	In formulating the annual audit coverage, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.
6. Be challenging	Internal audit focuses on the risks facing the Council. Internal Audit encourages managers/Members to develop their own responses to risk, rather than relying solely on audit recommendations.
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work; the auditor has the freedom to request additional fee work if he considers it necessary. Internal audit understands the Council and the legal and corporate framework in which it operates. The company has undertaken this role for several years; this continuity results in a good understanding of the Council, its internal control environment and the issues facing it.

KENDAL TOWN COUNCIL

Monday 8 May 2017

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

Review of the System of Internal Control and Annual Governance Statement 2016/17

Report

Governance Requirements

1. Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:
 - facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - ensures that the financial and operational management of the authority is effective; and
 - includes effective arrangements for the management of risk.
2. Additionally, each financial year, the Council must conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement, in accordance with proper practices. The annual governance statement (AGS) must be approved before the Council approves the annual accounts.

Internal Audit

3. The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. A separate report considers the adequacy and effectiveness of the Council's internal audit during 2016/17.

Internal Control Framework

4. The attached diagram summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The framework shows that the Council has a sound framework of internal control.

Review of Effectiveness

5. During the year 2016/17, the Council has undertaken a major review of its Standing Orders and Financial Regulations, which now reflect the latest best practice in these

areas. Financial procedures have been revised to take account of the new Regulations and the Council has reviewed both its Reserves and Investment Policies.

6. Proper accounting and governance arrangements are set out by CALC and related organisations in their publication "Governance and Accountability for Smaller Authorities". A new edition of this has just been published, which applies to the 2017/18 financial year, and can be adopted for 2016/17. A copy of the publication is available on the Council's website. As there are no material changes which affect this Council, its adoption for both years is recommended.
7. In carrying out this review, it was identified that, although its approach to staff is included in employment policies, the Council's Equality and Diversity Policy has not been clearly stated. A draft policy statement is attached for adoption by Council.
8. The separate report on Internal Audit indicates that the Council has maintained an effective internal audit of its activities during the 2016/17 financial year. This contributes to Officers' opinion that the controls identified in the framework are adequate and effective and that they have operated consistently throughout the 2016/17 financial year.

Annual Governance Statement (AGS)

9. For Parish Councils, the proper practice for preparing the AGS is prescribed by CALC and the format of the statement is contained as page 2 of the Council's Annual Return. A draft statement is attached which, based on the assurance gained from the internal control framework, contains positive responses to each of the governance questions. The AGS is therefore recommended for approval by the Council and signing by the Mayor and Town Clerk.

Recommendations

10. The Committee is recommended to consider this report and to forward its comments to full Council.
11. The Town Council is recommended to:
 - a) consider the comments made by the Audit, Grants and Charities Committee;
 - b) formally adopt the CALC publication "Governance and Accountability for Smaller Authorities", as representing best practice in these areas, with effect for 2016/17 and 2017/18;
 - c) formally adopt the draft Equality and Diversity Policy;
 - d) approve the review of the effectiveness of the Council's system of internal control;
 - e) approve the Annual Governance Statement for 2016/17; and
 - f) authorise the Mayor and Town Clerk to sign the Statement at Section 1 of the Annual Return.

KENDAL TOWN COUNCIL

INTERNAL CONTROL FRAMEWORK

Statutory & Constitutional	Financial	Audit	Risk Management	Employees
<p>Legislation:</p> <ul style="list-style-type: none"> • Local Government • Health & Safety • Equalities • Data Protection • Freedom of Information <p>Councillors:</p> <ul style="list-style-type: none"> • Standing Orders • Acceptance of Office • Code of Conduct • Register of Interests • Declaration of Interests • Annual Assembly <p>Annual Report</p> <p>Newsletter</p>	<ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of expenditure • Revenue Budget • Budgetary Control • Reserves Policy • Investment Policy • Transparency reports • Asset Register 	<ul style="list-style-type: none"> • Internal Audit • Public Sector Internal Audit Standards • External Audit • Public Right of Inspection 	<ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Kendal Action Plan • Project Management and Reporting 	<ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Employee Handbook • Health & Safety Handbook • Performance Appraisals

KENDAL TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

Purpose

The aim of this policy is to communicate the commitment of Kendal Town Council, its Councillors and Officers to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring that these organisations consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs.

Policy Statement

It is the Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having just had a baby or being pregnant
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age.

Kendal Town Council is opposed to all forms of unlawful and unfair discrimination. All people, including employees, will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without unlawful discrimination.

Kendal Town Council recognises that supporting Equality is of primary importance. This policy will help all those who are Councillors or who work for the Council to develop sound and effective policies that impact on the town, its community and surrounding areas.

Kendal Town Council aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to the community to develop a culture that positively values diversity.

Kendal Town Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Councillors and Officers to be aware of and understand the Equality Act 2010.

Equality Commitments

Kendal Town Council is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

Implementation

To implement this Policy, the Council will:

- Communicate the policy to members of the public and outside bodies.
- Incorporate equal opportunities into general practices.
- Ensure that, where appropriate, other persons or organisations will comply with the policy in their dealings with the Council.

Monitoring and Review

The Town Council will establish appropriate information and monitoring systems to assist the effective implementation of the Policy.

The effectiveness of our Policy will be reviewed periodically, and action taken as necessary.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

Date of Approval: 8 May 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

KENDAL TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	Yes			

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

KENDAL TOWN COUNCIL

Monday 8 May 2017

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

Finance Outturn Report - Year ended 31 March 2017

1. Income & Expenditure Account (Appendix A)

The attached statement shows actual income and expenditure for 2016/17 compared to the Revised Budget for the year; the Original Budget is also shown, for information only. The variance column indicates the under or overspending against the revised budget. In this report and the statement, underspendings, ie favourable variances, are shown as positive figures, with overspendings, ie adverse variances, as negatives or (bracketed).

a) Income +£1,498

Precept and grant income from SLDC was received in accordance with the budget, while there was a variance of £1,498 on other headings, as follows:

- Investment income was £1,077 higher than expected, due to several factors. Interest rates have been favourable, while general underspendings have meant that the Council has invested higher sums for longer periods, including a short-term investment with the Cumberland Building Society. Lastly, we are currently benefiting from the decision of Barclays Bank to levy bank charges as it was accompanied by a compensatory increase in the interest rate payable on account balances.
- The first instalments of Community Infrastructure Levy (CIL) income totalled £646, which has been transferred to a new reserve.
- Miscellaneous income exceeded the budget by £113, however Allotment rents recorded a shortfall of £338.

b) Direct Expenditure +£114,944

Direct expenditure recorded a net underspending of £114,944 (21.6%); the single main reason for this substantial variance was an underspending of £91,876 on Development Fund schemes. However, this budget is funded entirely from reserves and, when this transaction and other transfers to/from reserves are taken into account, the true underspending on expenditure headings is around £6,000. The principal reasons for the net underspending are summarised below.

Management -£2,470

- Staff Salaries were overspent by £9,207, due to a number of factors. Overspends of £3,400 from the Project Manager's increase in working hours,

£2,800 in pension contributions for the Town Handy Person, £1,400 in temporary staffing and £350 for the Treasurer to review Financial Regulations and £800 for additional hours for that post are being offset by an underspending of £1,600 for the Mayor's Attendant. The majority of the remaining overspending is attributable to increased national insurance rates from 1 April 2016. The potential overspending on salaries was identified and provided for in the 2017/18 Budget process.

- The salaries heading is partially recharged to Committee budgets, based on an analysis of staff time spent on their services. As the salaries budget was overspent, an extra £6,289 was charged to Committees and appears as a variance in their staffing headings.
- Premises showed an overspending of £784, almost entirely due to unforeseen electrical safety and external cladding work to the Council's garage.
- Supplies and Services were underspent by £1,525, reflecting a reduced use of consumables such as printing and stationery, including more cost-effective printing/photocopying arrangements; this was offset to an extent by a small increase in Miscellaneous expenditure.
- The Audit, Subscriptions & Insurances budget was overspent by £589; this included £700 from one-off charges for health and safety advice visits, whereas the budget expected them to be spread over the life of the contract.
- During the year, Management Committee agreed that larger issues of the Newsletter could continue, with the excess over budget being compensated by savings elsewhere. The Outturn figures show a £946 overspending, although there may be a refund due from Royal Mail in 2017/18.
- The IT & Website budget was underspent by £1,442. Towards the end of the year, an opportunity was taken to review IT requirements and one new laptop was purchased.

Mayoralty & Ceremonies +£2,380

- Reduced expenditure on staff recharges of £1,130 was largely due to a proportion of the Mayor's Attendant's time being charged to the Condition Survey of heritages items.
- The Mayor's Christmas Cards and Travel budgets both recorded underspendings, of £178 and £676 respectively.
- Several variances, including underspendings of £86 on Regalia and £378 on Mayor's Sunday, offset by an overspending of £135 on Remembrance Sunday, contributed to a net underspending of £322 on Functions.

Arts & Heritage +£322

- No exhibitions were arranged during the year, so the full budget of £3,000 was made available to meet part of the estimated costs of the Condition Survey. The survey is not yet complete, but estimated costs of £2,637 have been charged in the accounts. The remaining budget of £363 has been transferred to the Arts & Heritage Reserve, for use in 2017/18.

- Minor spending of £41 on picture framing has been funded from the same reserve.

Allotments -£256

- Increased expenditure on staff recharges of £610 was due to higher costs and a re-assessment of staff time spent on services.
- Several variances contributed to an underspending of £354 on the heading General Expenses. Vehicle running costs, water charges and pest control were £181, £817 and £504 respectively below budget, although general running costs were overspent by £1,157. The single main reason for the latter variance was the purchase of plaques for all sites; the expenditure of £1,997 had initially been expected to be phased over a longer period.

Bloom +£3,528

- Increased staff recharges resulted in an overspending of £2,294, partly due to the Project Manager assisting in preparation for the Britain in Bloom competition.
- Otherwise there were favourable variances totalling £5,822 across the remaining budget headings, mainly Floral Displays £5,088 and Competitions £754. In accordance with Minute 438/16/17, the £5,822 underspending has been transferred to the Development Fund to supplement the provision for the Pollinator Project.

Christmas Lights & Festivals -£71

- Staff recharges were £442 higher than budgeted.
- Advance payments of 2017/18 grants totalling £7,600 were charged to the Festival Grants budget, which recorded an underspending of £950.
- Around £17,000 was spent on new Lights displays, including the purchase of a projector. Although this resulted in the Displays budget being overspent by £1,026, this was funded by £447 reduced expenditure on the Switch-On budget and the unspent money in the Festival Grants budget.

Environment -£2,698

- A higher proportion of the Project Manager's time was recharged to this heading, resulting in an overspending of £3,276.
- Only £125 on grass reseeding was spent against the £500 budget for Somervell Garden.
- The Parks & Open Spaces Programme expenditure, mainly £5,000 for the Abbot Hall improvement scheme and £625 on the Peace Garden, has met by a contribution from the Environment Reserve.

Highways & Infrastructure +£6,114

- Infrastructure Maintenance budgets underspent by £2,995, including Lighting £1,300, Bus Shelters £1,400 and Paths £800; these were offset by £405 charged to Litter Initiatives and a £100 overspending on Seats.
- Litter Bin Emptying and New Infrastructure budgets were both underspent, by £1,150 and £1,969 respectively.
- To an extent the Committee's budgets are reactive, responding to identified maintenance or replacement of items. Further, the budget generally benefits from the availability of the Development Fund, which is able to finance schemes which would otherwise fall to be met from this heading.

General Grants +£19

- The General Grants budget was almost fully spent, helped by the advance payment of 2017/18 grants totalling £2,850.

Development Fund Expenditure +£91,876 Income +£2,000

- Details of the Fund transactions are given in the statement at **Appendix B**.
- Expenditure fell below the budget by £91,876. There were notable underspendings on Maude's Meadow £15,000, Kendal Castle £5,320 and Market Place Improvements £32,629. All of these schemes are being progressed and expenditure is expected early in 2017/18, while the £10,000 budget for the 20mph Speed Limit Study has been re-profiled to 2018/19.
- The full expenditure of £72,816 is financed by a contribution from the Fund, while income of £30,000 received in respect of 2016/17 is shown as being transferred to the Fund in addition to the £51,705 annual financing contribution.

Contingency +£3,000

- No items were met from the contingency provision as any unbudgeted expenditure is charged to the relevant service heading.

c) Contributions to and Use of Reserves

For clarity, these headings list the contributions made to reserves/funds in the year and the monies transferred from the same reserves to fund 2016/17 expenditure. The following transactions have not already been referred to above:

- In addition to the £5,822 funds for the Pollinator Project, Committee underspendings of £9,322 transferred to the Development Fund included £2,000 for a possible contribution to the Lakes Line Feasibility Study and £1,500 to enable a radar speed gun to be purchased.
- Contributions of £1,134 and £193 have been made to the Allotments and Wainwright Funds respectively to reflect interest earned on investing these monies.

- During the 2017/18 budget process, it was identified that £310 should be transferred to the Election Fund; it has been possible to accommodate this contribution in the accounts in addition to the financing contribution of £2,500.
- Finally, the £320 Wainwright Award has been met from the corresponding Fund.

d) Use of the General Fund Working Balance

The Revised Budget assumed that the working balance would be reduced by £39,157. The favourable outturn variances of £1,498 on income and £6,178 expenditure headings mean that the use of the working balance could be reduced by £7,676 to £31,481.

2. Development Fund (Appendix B)

A separate statement shows the detailed actual expenditure for the year on Development Fund schemes. The closing balance of £113,889 on the Fund is fully committed or allocated to schemes which will incur expenditure in 2017/18 and subsequent years.

3. Reserves Statement (Appendix C)

The Reserves statement shows the transactions on individual funds and reserves for the financial year. Earmarked funds increased from £205,140 to £222,211 in the year. The closing balance is £12,327 higher than the £209,884 forecast in the 2017/18 Budget, almost entirely due to slippage on Development Fund schemes.

The General Fund working balance closed the year at £54,696, which is close to the £55,920 assumed in the 2017/18 Budget.

4. Balance Sheet (Appendix D)

Although the Balance Sheet as at 31 March 2017 is provided largely for information, the following points may be noted:

- The debtors balance of £27,959 includes £25,594 VAT which is being reclaimed from HMRC.
- The prepayments figure reflects expenditure in 2016/17 which is correctly chargeable to 2017/18, eg £518 alarm rentals, £503 IT costs and £498 of insurance and road fund licence costs for the Council van.
- Allotment rent deposits of £3,805 are included in the Creditors and Accruals balance, as are accruals of £26,239 for goods and services received in 2016/17 which will not be paid for until 2017/18.
- The Receipts in Advance figure of £16,234 comprises the £15,234 portion of 2017 allotment rent income which relates to 2017/18, together with £1,000 of SLDC Councillors' contributions to future projects.

5. Conclusion

The outturn statement confirms that net expenditure for 2016/17 was contained within budget; the small net underspending of £7,676 has been retained in accumulated reserves, which remain at a healthy total level, currently £276,907.

Similarly, there are no concerns relating to the Council's Balance Sheet at 31 March 2017 and overall the Council is in a sound financial position.

6. Recommendations

The Audit, Grants and Charities Committee is recommended to:

- a) consider this report and recommend its acceptance to full Council.

The Town Council is recommended to approve:

- a) the outturn statement for 2016/17;
- b) the individual contributions to and from reserves as shown in the statement.

KENDAL TOWN COUNCIL				
2016/17 OUTTURN STATEMENT				
INCOME & EXPENDITURE ACCOUNT				
ORIGINAL BUDGET	REVISED BUDGET	HEADING	ACTUAL OUTTURN	Favourable/ (Adverse) Variance
£	£		£	£
		INCOME		
		Precept:		
345,475	345,475	Council Tax	345,475	0
2,206	2,206	SLDC - Lighting	2,206	0
0	0	SLDC - Elections	0	0
347,681	347,681	Sub-Total	347,681	0
28,955	28,955	SLDC - Grant	28,955	0
		Other Income:		
3,330	3,330	Investment Interest	4,407	1,077
21,020	21,020	Allotment Rents	20,682	(338)
0	0	Community Infrastructure Levy	646	646
100	100	Miscellaneous	213	113
24,450	24,450	Sub-Total	25,948	1,498
401,086	401,086	TOTAL INCOME	402,584	1,498
		EXPENDITURE		
		Management:		
137,500	137,500	Staff Salaries & Expenses (including travel)	146,707	(9,207)
(63,890)	(63,890)	Staff Recharges to Services	(70,179)	6,289
16,270	16,270	Premises	17,054	(784)
7,000	7,000	Supplies & Services	5,475	1,525
13,090	8,840	Audit, Subscriptions & Insurances	9,429	(589)
0	0	Elections	0	0
7,050	7,050	Newsletter	7,996	(946)
5,160	5,160	IT & Website	3,718	1,442
2,015	2,015	Miscellaneous	2,215	(200)
124,195	119,945	Sub-Total	122,415	(2,470)
		Mayoralty & Ceremonies:		
16,900	16,900	Staffing	15,770	1,130
5,280	5,280	Mayor's Allowance & Christmas Cards	5,102	178
1,200	1,200	Mayor's Travel	524	676
5,605	5,785	Functions	5,463	322
1,000	1,000	Twining Expenses	926	74
29,985	30,165	Sub-Total	27,785	2,380
		Arts & Heritage:		
3,000	3,000	Exhibitions	0	3,000
0	0	Restoration of Heritage Items	2,678	(2,678)
2,000	2,000	Kendal Museum	2,000	0
5,000	5,000	Sub-Total	4,678	322
		Allotments:		
15,480	15,480	Staffing	16,090	(610)
11,250	11,250	General Expenses	10,896	354
0	0	Improvements & Developments	0	0
26,730	26,730	Sub-Total	26,986	(256)
		Bloom:		
14,390	14,390	Staffing	16,684	(2,294)
29,220	32,338	Floral Displays (incl. Community Projects)	27,250	5,088
4,500	4,500	Bloom Competitions	3,746	754
(1,000)	(1,000)	Receipts from Sponsors	(980)	(20)
47,110	50,228	Sub-Total	46,700	3,528
		Christmas Lights & Festivals:		
5,700	5,700	Staffing	6,142	(442)
21,880	32,489	Christmas Lights Displays	33,515	(1,026)
2,515	2,515	Christmas Lights Switch - On Event	2,068	447
35,000	35,000	Festival Grants	34,050	950
65,095	75,704	Sub-Total	75,775	(71)
		Environment:		
11,420	11,420	Staffing	14,696	(3,276)
500	500	Somervell Garden	125	375
5,500	6,128	Parks & Open Spaces Programme	5,925	203
17,420	18,048	Sub-Total	20,746	(2,698)
		Highways & Infrastructure:		
4,000	4,000	Infrastructure Maintenance	1,005	2,995
2,000	2,000	Litter Bin Emptying	850	1,150
3,500	3,500	New Infrastructure	1,531	1,969
2,206	2,206	Lighting - running costs	2,206	0
11,706	11,706	Sub-Total	5,592	6,114
36,000	36,000	General Grants	35,981	19
		Development Fund Schemes:		
107,505	164,692	Allocated Schemes	72,816	91,876
0	(28,000)	Development Fund Income	(30,000)	2,000
107,505	136,692		42,816	93,876
20,000	18,400	Flooding Recovery	7,200	11,200
11,400	3,000	Contingency & Unallocated Budget	0	3,000
320	320	Wainwright Award	320	0
502,466	531,938	DIRECT EXPENDITURE	416,994	114,944

ORIGINAL BUDGET	REVISED BUDGET	HEADING	ACTUAL OUTTURN	Favourable (Adverse) Variance
£	£		£	£
		CONTRIBUTIONS TO RESERVES:		
37,505	47,505	Development Fund	51,705	(4,200)
0	28,000	Development Fund - External Income	30,000	(2,000)
0	0	Development Fund - Committee Underspendings	9,322	(9,322)
0	0	Arts & Heritage Fund - Condition Survey	363	(363)
1,220	1,220	Allotments Fund	1,134	86
2,500	2,500	Election Reserve	2,810	(310)
0	0	Community Infrastructure Levy Reserve	646	(646)
220	220	Wainwright Fund	193	27
41,445	79,445		96,173	(16,728)
		USE OF RESERVES:		
(107,505)	(164,692)	Development Fund: Scheme Expenditure	(72,816)	(91,876)
(5,500)	(6,128)	Environment Reserve	(5,925)	(203)
0	0	Arts & Heritage Fund	(41)	41
(320)	(320)	Wainwright Fund	(320)	0
(113,325)	(171,140)		(79,102)	(92,038)
430,586	440,243	GROSS EXPENDITURE	434,065	6,178
(29,500)	(39,157)	Increase/(Decrease) in General Fund Balance	(31,481)	7,676
401,086	401,086		402,584	1,498
		GENERAL FUND BALANCE:		
57,734	86,177	Brought forward 1 April 2016	86,177	0
(29,500)	(39,157)	Increase/(decrease) in year	(31,481)	7,676
28,234	47,020	Balance carried forward	54,696	7,676

KENDAL TOWN COUNCIL			
2016/17 OUTTURN STATEMENT			
DEVELOPMENT FUND			
		Revised Programme £	Actual 31 March 2017 £
Opening Balance 1 April 2016		95,678	95,678
Contributions from Revenue:			
Budgeted contribution		37,505	51,705
Pollinator project - KIB Committee underspend		0	5,822
Radar Speed Gun - E&H Committee underspend		0	1,500
Lakes Line Feasibility Study - Corporate underspend		0	2,000
External Income:			
Footpath, Dean Gibson to Collin Road:	LIP Funding	9,000	9,000
	Cllr Emmott SLDC Allowance	1,000	1,000
Kendal Castle, Environmental Improvements:	LIP Funding	8,000	8,000
	SLDC Partnerships Budget	10,000	10,000
Kendal Leaflet Series	SLDC Kendal Futures	0	2,000
Resources for Year		161,183	186,705
Less: Expenditure on Projects	As at 1 April 2016	Revised Programme	Actual 31 March 2017
	£	£	£
Action Plan for Kendal:			
Signage, Interpretation and Public Realm Improvements		15,000	14,296
Marketing Kendal's Attractions		2,500	2,490
Dementia Action Alliance Newsletter		1,100	689
Strategic Transport Infrastructure Study		10,000	10,000
Kendal Futures Funding:			
Support for Co-ordinator	7,500	7,500	7,500
Visit Kendal Destination Website		6,000	6,000
Delivering the Action Plan - Kendal Futures allocation		10,000	0
Tourism Support in Kendal:			
Cumbria Chamber of Commerce - Kendal TIC	5,000	5,000	0
Green Spaces Improvement Projects:			
Oxenholme Play Area Development Group - Play Area, Bolefoot		5,000	5,000
Maude's Meadow		15,000	0
Heron Hill School Wildlife Area		2,000	596
Footpath, Birk Hagg to Parkside Road, project costings		500	0
Footpath, Dean Gibson to Collin Road		10,000	10,000
Kendal Castle Environmental Improvements		18,000	12,680
SLACC Pollinator Project		0	1,800
Public Realm Improvement Projects:			
'Dressing the Town'	1,128	2,082	265
Christmas Lights, Market Place		1,000	0
Market Place Enhancement (incls £10,000 LIP and £12,000 from SLDC)	4,371	32,629	0
Repainting Railings	1,540	3,040	0
Building Flag & Tree holder maintenance and replacement		2,000	0
Police Yard Lighting Scheme, Civic Society Project		2,000	2,000
Gritting Supplies		641	0
20 mph Speed Limit - Production of Project Estimate		10,000	0
Other Schemes:			
South Lakeland Credit Union	3,000	3,000	0
Lancaster Canal Northern Reaches (reserved allocation)		700	0
Residual expenditure on completed schemes		0	(500)
	22,539	164,692	72,816
Balance carried forward		-3,509	113,889

Appendix C

KENDAL TOWN COUNCIL**2016/17 OUTTURN STATEMENT
FINANCIAL RESERVES**

	Balance	2016/17 Actual		Balance
	1 April 2016	Contribution to Reserve	Use of Reserve	31 March 2017
	£	£	£	£
Development Fund	95,678.41	91,027.00	(72,815.98)	113,889.43
Allotments	69,762.79	1,134.00	0.00	70,896.79
Arts & Heritage	4,006.04	363.00	(41.14)	4,327.90
Environment	18,303.96	0.00	(5,925.00)	12,378.96
Election	5,495.18	2,810.00	0.00	8,305.18
Community Infrastructure Levy	0.00	646.19	0.00	646.19
Wainwright	11,893.31	193.00	(320.00)	11,766.31
TOTAL FUNDS	205,139.69	96,173.19	(79,102.12)	222,210.76
GENERAL FUND WORKING BALANCE	86,176.59	0.00	(31,480.70)	54,695.89
TOTAL RESERVES	291,316.28	96,173.19	(110,582.82)	276,906.65

Appendix D

KENDAL TOWN COUNCIL
2016/17 OUTTURN STATEMENT
BALANCE SHEET AS AT 31 MARCH 2017

	£	£
Investments		269,587.30
Current assets		
Debtors	27,958.87	
Deposits	50.00	
Prepayments	1,834.00	
Cash at bank and in hand	25,567.45	
	55,410.32	
Current Liabilities		
Creditors and Accruals	31,856.87	
Receipts in Advance	16,234.10	
	48,090.97	
Net Current Assets		7,319.35
		276,906.65
Represented by:		
Reserves		
Development Fund		113,889.43
Allotments		70,896.79
Arts & Heritage		4,327.90
Environment		12,378.96
Election		8,305.18
Community Infrastructure Levy		646.19
Wainwright		11,766.31
		222,210.76
General Fund Working Balance		54,695.89
		276,906.65

KENDAL TOWN COUNCIL

Monday 8 May 2017

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

Annual Accounts 2016/17

1. Introduction

This report presents the 2016/17 Annual Accounts, and the accompanying statements, for the Committee's review and Council's approval. It seeks to explain the Accounts and, where appropriate, the reasons for significant variations from the 2015/16 figures. The Accounts are currently being audited by our Internal Auditors; any initial observations from the process will be reported to your meetings.

2. The Accounting Statements

The following statements for the financial year 2016/17 are attached:

- Income & Expenditure Account
- Balance Sheet
- Reserves Statement
- Annual Return – Section 2 – Accounting Statements.

3. Income & Expenditure Account

Income for the year totalled £402,585, which was £14,409 less than the total expenditure of £416,994. The difference has been financed by the use of reserves and the General Fund working balance.

a) Income

Total income for the year increased by £37,289 from its 2015/16 total, due to the following factors:

- A 9.6% increase in the Town Council's council tax produced an additional £34,622 in the precepted income;
- Although interest rates have fallen, higher invested balances increased income by £157;
- Allotment rent income was £1,437 higher than the previous year, partially as a result of rent increases for the 2016 and 2017 calendar years; and
- The first two instalments of Community Infrastructure Levy income have been received in 2016/17, totalling £646.

b) Expenditure

The total expenditure of £416,994 for the year was £70,098 higher than that for the previous year. Many headings showed variations from last year, including the following:

Staffing

Employee costs totalled £146,707, an increase of £18,239 over the previous year. The 2016/17 accounts record the full-year cost of the Project Manager post, an extra £10,850, and additional hours paid to the Treasurer, £1,930. Pension and national insurance costs increased in the year, by £2,740 and £3,350 respectively.

Recharges of £70,179 have been made to the following services to better reflect the true cost of the various activities undertaken by the Town Council:

Mayoralty & Arts	£16,567
Allotments	£16,090
Bloom	£16,684
Christmas Lights & Festivals	£6,142
Environment & Highways	£14,696.

Audit, Subscriptions & Insurance

The Council tendered its insurance services with effect from April 2016, resulting in a reduction of £3,253 in its expenditure. This was offset by a change to the method of charging health and safety advice, which resulted in an up-front cost of £750

Elections

In 2015/16, the Council paid £9,652 for the full election in 2014; no election costs are chargeable to the 2016/17 accounts.

Newsletter, IT & Website

Expenditure on this heading decreased by £2,002. Production and distribution of the Newsletter reduced by £897, while IT expenditure was £1,105 lower than in 2015/16, largely because of a reduced need to replace equipment.

Miscellaneous

Miscellaneous expenditure reduced by £2,424; in 2015/16, £2,149 was spent on relief activities related to the December 2015 floods.

Civic Functions

The main variance in expenditure was an increase of £4,950, mainly due to a re-assessment of the time spent by the Project Manager.

Arts & Heritage

Exhibition costs of £1,000 were charged to the 2015/16 accounts; there was no similar expenditure in 2016/17. The Council began a condition survey of its heritage items in 2016/17, with expenditure of £2,637.

Allotments

In 2016/17, staff recharges reduced by £1,281 due to a re-assessment of the time spent on services. General expenses recorded an increase of £6,006, including

£5,305 on maintenance and £548 on water charges. One-off improvement work costing £9,697 was carried out at the Sandylands site in 2015/16.

Bloom Activities

An extra £11,663 was spent on Bloom activities in 2016/17. This included increases of £2,479 on staff recharges, £3,974 of one-off improvements, £2,148 on Bloom competitions, £1,086 on community projects and £1,316 on displays.

Christmas Lights

Overall, there was an increase of £24,043 on this heading. The Council has invested heavily on improvements to its Lights in 2016/17, with an extra £17,309 on new features and £2,772 on testing anchor points. The Switch On event benefited by £2,939 reductions in 2015/16, which have not been repeated. Staff recharges increased by £513 and there was £446 extra expenditure on the Tree and power.

Environment & Highways

In total, there was a net increase of £8,534 on these services. An increase of £13,558 in staff recharges was offset by a reduction of £4,097 in environmental improvements and £1,045 in infrastructure maintenance and improvements.

General and Festival Grants

A budget increase in 2016/17 allowed additional expenditure of £7,916 on General Grants, including £2,850 advance payment of 2017/18 grants. Festival Grants increased by £2,700, partly due to similar advance payments.

Development Fund Schemes

In 2015/16, there was net expenditure of £18,535 on Developments; by their nature, these were not repeated and the 2016/17 expenditure was £42,816, after income of £30,000 was taken into account.

Details of the 2016/17 expenditure on individual schemes can be found in the outturn report.

Flooding Recovery

The Council spent £4,000 in 2016/17 on new planters for flood affected areas and £2,500 in promoting the town.

4. Balance Sheet at 31 March 2017

Investments

The Council's main investments are £200,000 with the Cumberland Building Society and £67,170 in the Barclays Bank Business Reserve Account. The latter balance is a reduction of £7,475, however this figure varies on a day to day basis as transactions pass through the current account. A small balance of £2,417 is still in a Reserve Account with the NatWest Bank

Debtors

The majority of this balance, £25,594, is the amount due to the Town Council from HMRC in respect of VAT incurred on purchases; the figure is £7,426 higher than that in 2016, which related to a part year only. The remainder is mainly interest due on our investments.

Prepayments

The 2017 balance is similar to last year; the items in the account include the contract agreement for the alarm system, IT licences and the road fund licence and insurance for the Council van.

Cash at Bank and In Hand

The Current Account balance of £25,298 shows an increase of £850 from the 2016 figure. The figures are so close because this Barclays account has a target level of £25,000.

Creditors and Accruals

Invoices totalling £26,239 for goods and service received in March 2017 were not paid until April; these included £11,510 for improvements at Kendal Castle, £6,733 for Christmas lights and £1,840 for the condition survey. Overall, there was an increase of around £15,500 in accruals, reflecting the timing of payments. This heading also includes Allotment deposits of £3,805.

Receipts in Advance

This heading comprises two items: 2017 Allotment rents of £15,234 received for the period April to December 2017, together with £1,000 of income from SLDC Councillors' Allowances for 2017/18 schemes.

5. Reserves Statement

This statement shows the movement on each of the seven earmarked funds during the year and that for the General Fund working balance. Taken together, the balance on these reserves decreased from £291,316 in March 2016 to £276,907 at 31 March 2017. This decrease of £14,409 is a direct result of the excess of expenditure over income referred to at the start of this report.

6. Annual Return – Section 2: Accounting Statements

The Annual Return is in the standard format required for submission to the External Auditor. The figures on this statement are broad summaries of those appearing on the Income & Expenditure Account and the Balance Sheet. The Assets figure in box 9 has been updated for new acquisitions during the year.

7. Approval of the Accounts and Exercise of Public Rights

The statutory approval process has changed slightly from previous years. The Accounts must be signed by the Treasurer as Responsible Financial Officer before being approved by the whole Council, which has to take place after approval of the

Annual Governance Statement. The two documents together are part of the Annual Return, which is then sent to the Internal Auditor for his final sign-off of the Statement.

The unaudited Accounts have to be published on the Council's website on 2 June; following this, the exercise of public rights lasts from 5 June to 14 July; during this time members of the public are able to examine the accounts and supporting documentation.

The Return, together with supporting documentation, has to be submitted to the External Auditor by 24 July. After their sign-off, the audited Return must be published on the Council's website by 30 September.

8. Recommendations

The Audit, Grants and Charities Committee is recommended to:

- a) consider this report and recommend its acceptance to full Council.

The Town Council is recommended to:

- a) receive this report, together with the opinion of the Audit, Grants and Charities Committee;
- b) approve the Annual Accounts and the Accounting Statements 2016/17 (Section 2 of the Annual Return); and
- c) authorise the Mayor to sign the Annual Return on your behalf prior to its submission by the Treasurer to the External Auditor.

KENDAL TOWN COUNCIL

2016/17 Accounts

Income and Expenditure Account

	2016/17		2015/16	
	£	£	£	£
Income				
Precepts		347,680.94		313,059.26
SLDC Grant		28,955.34		28,654.98
Interest on Investments	4,406.68		4,250.03	
Allotment Rents	20,682.40		19,244.82	
Community Infrastructure Levy	646.19		-	
Miscellaneous	213.00	25,948.27	86.63	23,581.48
		<u>25,948.27</u>		<u>23,581.48</u>
Total Income		<u><u>402,584.55</u></u>		<u><u>365,295.72</u></u>
Expenditure				
General Administration				
Staff (including travel & training)	76,528.47		79,093.42	
Premises	17,054.03		16,207.13	
Supplies & Services	5,474.94		5,744.21	
Audit, Subscriptions & Insurance	9,428.55		11,702.91	
Elections	-		9,652.32	
Newsletter, IT & Website	11,713.86		13,715.90	
Miscellaneous	2,214.21	122,414.06	4,638.17	140,754.06
		<u>122,414.06</u>		<u>140,754.06</u>
Civic Functions				
Staffing	15,770.00		10,820.00	
Mayor's Allowance	5,102.00		5,102.00	
Mayor's Travel	523.74		312.61	
Functions	5,463.37		5,039.20	
Twining Expenses	925.90	27,785.01	1,044.10	22,317.91
		<u>27,785.01</u>		<u>22,317.91</u>
Arts & Heritage				
Exhibitions & Pictures	-		1,000.00	
Restoration of Heritage Items	2,678.14		90.00	
Kendal Museum	2,000.00	4,678.14	2,000.00	3,090.00
		<u>4,678.14</u>		<u>3,090.00</u>
Allotments				
Staffing	16,090.00		17,371.00	
General Expenses	10,895.96		4,889.74	
Improvements & Developments	-	26,985.96	9,697.29	31,958.03
		<u>26,985.96</u>		<u>31,958.03</u>
Kendal Betterment Schemes				
Bloom Activities	46,700.35		35,036.99	
Christmas Lights	41,725.17		17,682.13	
Lighting - running costs	2,206.28		2,199.24	
Environment & Highways	24,132.23		15,598.07	
General Grants	35,981.00		28,065.00	
Festival Grants	34,050.00		31,350.00	
Development Fund Schemes	42,815.98		18,534.50	
Flooding Recovery	7,200.00	234,811.01	-	148,465.93
		<u>234,811.01</u>		<u>148,465.93</u>
Wainwright Award				
		320.00		310.00
Total Expenditure		<u><u>416,994.18</u></u>		<u><u>346,895.93</u></u>

KENDAL TOWN COUNCIL

2016/17 Accounts

Financial Reserves

	Balance 1 April 2016	2016/17 Transactions		Balance 31 March 2017
	£	Contribution to Reserve £	Use of Reserve £	£
Development Fund	95,678.41	91,027.00	(72,815.98)	113,889.43
Allotments	69,762.79	1,134.00	0.00	70,896.79
Arts & Heritage	4,006.04	363.00	(41.14)	4,327.90
Environment	18,303.96	0.00	(5,925.00)	12,378.96
Election	5,495.18	2,810.00	0.00	8,305.18
Community Infrastructure Levy	0.00	646.19	0.00	646.19
Wainwright	11,893.31	193.00	(320.00)	11,766.31
TOTAL FUNDS	<u>205,139.69</u>	<u>96,173.19</u>	<u>(79,102.12)</u>	<u>222,210.76</u>
 GENERAL FUND WORKING BALANCE	 <u>86,176.59</u>	 <u>0.00</u>	 <u>(31,480.70)</u>	 <u>54,695.89</u>
 TOTAL RESERVES	 <u>291,316.28</u>	 <u>96,173.19</u>	 <u>(110,582.82)</u>	 <u>276,906.65</u>

KENDAL TOWN COUNCIL**2016/17 Accounts****Balance Sheet as at 31 March 2017**

	2017		2016	
	£	£	£	£
Investments		269,587.30		277,061.89
Current assets				
Debtors	27,958.87		20,292.49	
Deposits	50.00		50.00	
Prepayments	1,834.00		1,964.00	
Cash at bank and in hand	25,567.45		24,604.80	
	<u>55,410.32</u>		<u>46,911.29</u>	
Current Liabilities				
Creditors and Accruals	31,856.87		14,523.75	
Receipts in Advance	16,234.10		18,133.15	
	<u>48,090.97</u>		<u>32,656.90</u>	
		7,319.35		14,254.39
Net Assets		<u><u>276,906.65</u></u>		<u><u>291,316.28</u></u>
Represented by:				
Reserves				
Development Fund	113,889.43		95,678.41	
Allotments	70,896.79		69,762.79	
Arts & Heritage	4,327.90		4,006.04	
Environment	12,378.96		18,303.96	
Election	8,305.18		5,495.18	
Community Infrastructure Levy	646.19		-	
Wainwright	11,766.31		11,893.31	
	<u>222,210.76</u>		<u>205,139.69</u>	
General Fund Working Balance		54,695.89		86,176.59
		<u><u>276,906.65</u></u>		<u><u>291,316.28</u></u>

I certify that, for the year ended 31 March 2017, these Accounts present fairly the financial position of Kendal Town Council and its income and expenditure

Jack Jones

..... Town Treasurer Date 20 April 2017

Approved by the Town Council on 8 May 2017

..... Mayor

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

KENDAL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	272,916	291,316	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	313,059	347,681	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,237	54,904	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	128,468	146,707	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	218,428	270,287	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	291,316	276,907	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	301,667	295,155	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,611,075	1,640,148	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Jack Jones

Date

20/4/2017

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

KENDAL TOWN COUNCIL**AUDIT, GRANTS & CHARITIES COMMITTEE****Thursday 27 January 2017****General Grants 2017/18****Report****Available Budget**

1. The 2017/18 Revenue Budget provides £36,000 for general grants. Prior to your last meeting, grants totalling £31,238 had been approved, leaving £4,762 in the budget. Council agreed the Committee's proposal to make £2,850 advance payments of 2017/18 grants in 2016/17, so the budget would be topped up to £7,612.
2. Council also approved two grant recommendations: £100 to Dance Ability and £300 to Kendal Town Ladies Football Team. The representative of the football team has contacted the Council to say that the planned visit to Rinteln will not take place, due to insufficient numbers, so the grant will not be taken up. The team hope to visit next year and have been advised to apply again nearer the time.
3. Taking account of these two decisions, there will be £7,512 available in the budget for new applications.

Grant Applications

4. Three new applications have been received since the Committee's last meeting and Members are asked to reconsider the application from Dignity in Dementia (Minute 831/16/17) in the light of new information.

a) Dignity in Dementia

At your January meeting, the Treasurer was asked to seek the views of Councillor Clare before further considering the application from Dignity in Dementia.

The original application is attached, and the following summary is taken from January's report:

The organisation aims to enhance the dignity of people living with dementia and their caregivers in South Cumbria. It has applied for a grant of £1,200, which is the full cost of running a 10 hour care programme (over a five week period) in Kendal. This would combine effective, practical and easy to use dementia care instruction with relaxation strategies. It is envisaged that 14 – 20 family carers would attend the course.

Dignity in Dementia is a not-for profit social enterprise. Its latest annual accounts show income of £85,000 and a surplus of £4,000, with accumulated reserves of £2,300.

The following comments in support of the application have been received from David Richardson, Chair of the Kendal Dementia Action Alliance:

I am writing further to your correspondence with Cllr Tom Clare earlier this year regarding an application to the Audit, Grants & Charities Committee by Dignity in Dementia for funding for a 10 hour Care programme (over 5 weeks) in Kendal for family carers supporting individuals living with dementia.

Tom forwarded the correspondence to me in my capacity as Chair of the Kendal Dementia Action Alliance. I simply wanted to say, as Chair, that that this application has my full support, and I am certain that the Alliance as a whole would endorse it. Indeed, we might well want to offer the programme under own aegis at a future date. The programme is of high quality and is much appreciated by those who have attended it. Kendal will benefit if it is held here.

Dignity in Dementia is a community interest company – in other words, a social enterprise company that uses its profits and assets for the public good. Diane Smillie and Lesley Gill are listed as Directors in accordance with the requirements of Companies House. It is they who provide the programme, and the entry in the accounts (“Directors’ salaries”) might equally and more appropriately be described as “workers’ wages”.

If there is any further information that I can give that would be of help to the Committee, please let me know.

Councillor Clare has endorsed these comments, adding that:

Another Town Councillor, Richard Sutton, is currently attending Alliance meetings - Richard Sutton. The Town Council grant aided the leaflets and supported the launch of the Kendal Dementia Action Alliance and leaflets are still prominently displayed in my Solicitors and appears on the monitor carrying medical advice in my Doctor's Surgery.

b) Cumbria Children’s Dyslexia Project

The Secretary of this Project has applied for a grant towards the County-wide costs of £62,000 to introduce a new initiative to routinely screen all primary school children for dyslexia. The intention is to buy heavily subsidised screening software at a cost of £125 per small school; the application asks for a grant to support as many of Kendal’s 7 primary schools as appropriate.

As a new project, there are no accounts available, although the Secretary has provided a copy of its bank statement.

c) Kendal Rugby Union Football Club (KRUF)

KRUF has applied for a grant of £5,000 towards the estimated £664,200 cost of developing a Community Sports Hub on the Club’s new site, providing accommodation for nine local sports clubs. The intention is to build a “community sports space” housing a gym, changing rooms, a flexible exercise space and storage space.

Funding of £405,000 has been confirmed towards the project; the Club plans to raise the remainder from grants totalling £135,000 and £24,200 fund-raising.

The Club's unaudited accounts for the year ended 30 April 2016 show that it had income of £79,500 and made a loss of £24,000, with closing resources of £148,000. If the Committee decides to recommend a grant to the Club, this should be dependent on the submission of audited accounts.

d) South Lakeland Equality & Diversity Partnership (SLEDP)

The Partnership has applied for a grant of £125 to fund an event during Interfaith Week in November 2017. A meeting for around 30 people will have two speakers on interfaith/multifaith issues. The intention is to strengthen good relations, increase awareness of different faith communities and understanding between people of religious and non-religious beliefs.

The Partnership does not have either financial or bank accounts.

Recommendations

5. The Committee is recommended to:
 - a) note that the Kendal Ladies Football Team will not be taking up the approved grant;
 - b) consider the four grant applications for 2017/18; and
 - c) forward its recommendations to the Town Council for approval.

KENDAL TOWN COUNCIL

Grant Application Form

Please check before sending:

Is your project or service based in Kendal?

Have you read the grants criteria?

Have you attached a copy of your latest audited accounts?

(No application will be considered without a copy of your latest audited accounts)

If you have any queries then please contact us on: 01539 793490 or e-mail:office@kendatowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Audit, Grants and Charities Committee and is therefore in the public domain.

Name of your organisation: Dignity in Dementia	
Correspondent (and position): Lesley Gill (Director)	
Address: 49 Silverdale Road, Arnside, Cumbria, LA5 OAL	
Daytime Telephone: 07816895021	E-mail:Lesley@dignityindementia.org

1. Please tell us about your organisation:

Dignity in Dementia is a not-for-profit social enterprise that strives to:

- enhance the dignity of people living with dementia and their caregivers in South Cumbria so that they can live as positive and normal a life as possible and continue to maintain strong links within their local communities.
- Help people with dementia to remain at home and live independently for as long as possible.
- Reduce the stigma associated with dementia & reduce isolation.

We do this by introducing practical, easy to use, effective strategies that can be used by family carers to improve their wellbeing and the wellbeing of their loved ones with dementia. This includes running Dignity in Dementia Care Programmes for family carers and managing Dementia embracing singing groups in Ambleside, Sedbergh and Silverdale. The singing groups rely on volunteers to run successfully. We are also working with Cumbria Police to reduce repeat callouts involving individuals with dementia. This comprises of us working with families to identify and help them implement strategies to reduce/avoid the behaviours that lead to the police callouts. We are also working with The Royal British Legion to work with eligible families in the South Lakes and support them to set up Dementia Family teams, which enable the person with dementia to benefit from improved socialisation and the main carer to benefit from additional support and increased respite opportunities.

We also carry out a range of health and social care project work that enhances the experience of the

2. Briefly describe the project or service you want funding for:

We would like funding to run a 10 hour Dignity in Dementia Care programme (over 5 weeks) in Kendal for family carers supporting individuals living with dementia. The programme combines effective, practical and easy to use dementia care instruction with relaxation strategies. The dementia instruction element of the programme uses the 'Feelings Matter Most' approach to dementia care that we advocate, which has been proven to reduce instances of behaviours often deemed as challenging. The Mindfulness relaxation part of the programme can help individuals view their distress from a new angle and handle their situation differently. Following the programme, participants and their family member with dementia are more likely to feel less isolated as they feel more confident to continue to access their local communities. We envisage 14 – 20 family carers from Kendal attending the course.

Total cost of project or service	£1,200	Amount requested	£1,200
----------------------------------	--------	-------------------------	---------------

Funds received to date	£ 0.00	Funds pledged to date	£0.00
------------------------	--------	-----------------------	-------

3. Why do you need this grant and how will the people of Kendal benefit?

The carers that we work with repeatedly tell us that they feel overwhelmed, out of their depth and isolated, as they are generally left to do the best they can without any training and with very limited help and support. This has got markedly worse over the past few years as austerity has hit local statutory and third sector services. They also tell us that they often feel engulfed by the enormity of their situation which can lead to them withdrawing from their local community. When they are feeling stressed, the person that they care for is likely to feel anxious and tense too as they will pick up on their emotions. It then becomes a bit of a 'Catch 22' situation with each feeding of the stress of the other. Often this culminates in the carer being unable to cope and a move to residential care for the person with dementia.

Kendal residents supporting a family member with dementia, will benefit from attending our programme, and learning more about dementia and how to provide care that connects more effectively with their 'loved one'. They will learn about the 'feelings matter most' approach; the importance of entering the reality of the person with dementia; communicating in a way that builds trust; understanding the importance of comfort, how to detect pain and how dementia can affect vision; the importance of meaningful occupation, reminiscence and music; understanding challenging/unusual behaviours - why and when they can occur and how/when to use distraction; impact of the physical environment and how to make simple, inexpensive changes that can have a positive effect. They will also learn simple to use mindfulness relaxation techniques. During the course Kendal residents will also benefit from meeting other family carers and gaining informal support from them. Longer term benefits also include reduced social isolation as the carer and person with dementia are more likely to access community activities etc; reduced incidents of carer breakdown and delayed moves to residential care for the person with dementia.

As we deliver our Dignity in Dementia courses for free so that we don't discriminate against those on limited incomes, we need to seek out funding to cover the costs of the programme. To date we have run programmes in Kendal, Windermere, Ambleside, Grange, Ulverston, Sedbergh and Kirkby Lonsdale. The bulk of the funding to run these came from the Frieda Scott Trust (we are unable to apply to them again until 2018) and Cumbria Community Foundation. As our last Kendal course took place in January 2015, and we are constantly asked by partner organisations and family carers to run another, we are applying to Kendal Town Council for funding to run a programme in late Spring/early Summer 2017 for between 14 and 20 participants.

4. Please provide any other information in support of your application.

Feedback from individuals who have attended Dignity in Dementia care programmes includes:

"Thank you for helping Mum and I find each other again. Your help, knowledge and kindness has been invaluable."

"This programme is a must for all carers. It provides much needed information to help support someone with dementia."

"The course provided really useful information each week that really helped improve my situation."

"Each meeting was anticipated with pleasure – I always returned home with boosted spirits thanks to the leaders. The course certainly fulfilled its purpose."

We receive referrals from a range of partners operating in and around Kendal. They include the Community Mental Health Team, the Lead Nurse from the Kendal Integrated Care Community, Age UK South Lakeland, the Alzheimer's Society and South Lakeland Carers. All have requested that we put on a course in Kendal, as they know of family carers living in Kendal who would benefit greatly from attending.

5. What other sources of funding have already been raised or promised?

Source	Total
None for Kendal programme	£
	£
	£
	£
	£
Total Funds Raised	£0.00

6. How do you propose to evaluate that the service or project has been a success?

We will ask participants to complete a pre course questionnaire and follow this up with a post course questionnaire. This will enable us to capture any improvements in wellbeing - both for the attendee (family carer) and the person with dementia that they support. We will also work with two willing attendees from the course to create more in-depth case studies. Finally after the final session we will ask all attendees to complete an evaluation form about the programme and use these to create a course evaluation report.

7. Please provide a copy of your latest audited accounts with your application.

Signed:

Date:

Grants are paid, net of VAT, directly to organisations' bank accounts, so we will need the following details from you:

Organisation's Account Name.....Dignity in Dementia CIC

Sort Code: 16-52-21 Account Number: 53230385

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL
Tel: 01539 793490

DIGNITY IN DEMENTIA C.I.C.

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Year Ended 31.3.16 £	Period 21.3.14 to 31.3.15 £
TURNOVER		14,884	11,203
Administrative expenses		80,361	31,078
		<u>(65,477)</u>	<u>(19,875)</u>
Other operating income		70,030	18,220
OPERATING SURPLUS/(DEFICIT)	2	4,553	(1,655)
Interest receivable and similar income		12	6
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		4,565	(1,649)
Tax on surplus/(deficit) on ordinary activities	3	583	-
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<u>3,982</u>	<u>(1,649)</u>

The notes form part of these financial statements

DIGNITY IN DEMENTIA C.I.C. (REGISTERED NUMBER: 08953273)**BALANCE SHEET
31 MARCH 2016**

	Notes	2016 £	£	2015 £	£
FIXED ASSETS					
Tangible assets	4		184		204
CURRENT ASSETS					
Debtors	5	6,300		1,075	
Cash at bank and in hand		24,137		15,784	
		<u>30,437</u>		<u>16,859</u>	
CREDITORS					
Amounts falling due within one year	6	28,288		18,712	
NET CURRENT ASSETS/(LIABILITIES)			<u>2,149</u>		<u>(1,853)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>2,333</u>		<u>(1,649)</u>
RESERVES					
Income and expenditure account	7		<u>2,333</u>		<u>(1,649)</u>
			<u>2,333</u>		<u>(1,649)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 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 company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Directors on 21 April 2016 and were signed on its behalf by:

Mrs L Gill - Director

Mrs. D. L. Smillie - Director

The notes form part of these financial statements

DIGNITY IN DEMENTIA C.I.C.**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016****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 January 2015).

Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

Tangible fixed assets

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

Plant & Machinery - 10% Reducing Balance

2. OPERATING SURPLUS/(DEFICIT)

The operating surplus (2015 - operating deficit) is stated after charging:

	Year Ended 31.3.16 £	Period 21.3.14 to 31.3.15 £
Depreciation - owned assets	20	24
	<u> </u>	<u> </u>
Directors' remuneration and other benefits etc	49,432	18,447
	<u> </u>	<u> </u>

3. TAXATION**Analysis of the tax charge**

The tax charge on the surplus on ordinary activities for the year was as follows:

	Year Ended 31.3.16 £	Period 21.3.14 to 31.3.15 £
Current tax:		
UK corporation tax	583	-
	<u> </u>	<u> </u>
Tax on surplus/(deficit) on ordinary activities	583	-
	<u> </u>	<u> </u>

DIGNITY IN DEMENTIA C.I.C.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2016

4. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2015 and 31 March 2016	228
DEPRECIATION	
At 1 April 2015	24
Charge for year	20
At 31 March 2016	44
NET BOOK VALUE	
At 31 March 2016	184
At 31 March 2015	204

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	6,300	1,075

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Taxation and social security	3,648	-
Other creditors	24,640	18,712
	28,288	18,712

7. RESERVES

	Income and expenditure account £
At 1 April 2015	(1,649)
Surplus for the year	3,982
At 31 March 2016	2,333

8. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital.

DIGNITY IN DEMENTIA C.I.C.

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

	Year Ended 31.3.16		Period 21.3.14 to 31.3.15	
	£	£	£	£
Sales		14,884		11,203
Other income				
Sundry receipts	2,335		205	
Government grants	67,695		18,015	
Interest received	12		6	
	<u> </u>	70,042	<u> </u>	18,226
		84,926		29,429
Expenditure				
Use of residence as office	416		416	
Insurance	380		450	
Directors' salaries	49,432		18,447	
Directors' social security	2,583		-	
Telephone	360		-	
Travelling	6,125		3,209	
Postage,stationery,advertising	2,420		758	
Event costs	6,303		-	
Project costs	4,800		-	
Consultancy	4,750		-	
Sundry expenses	1,681		7,054	
Accountancy	1,062		720	
	<u> </u>	80,312	<u> </u>	31,054
		4,614		(1,625)
Finance costs				
Bank charges		29		-
		<u> </u>		<u> </u>
		4,585		(1,625)
Depreciation				
Depreciation		20		24
		<u> </u>		<u> </u>
NET SURPLUS/(DEFICIT)		<u> </u>		<u> </u>
		4,565		(1,649)
		<u> </u>		<u> </u>

This page does not form part of the statutory financial statements

KENDAL TOWN COUNCIL

Grant Application Form

Please check before sending:

Is your project or service based in Kendal?

Have you read the grants criteria?

Have you attached a copy of your latest audited accounts?

(No application will be considered without a copy of your latest audited accounts)

If you have any queries then please contact us on: 01539 793490 or e-mail:office@kendatowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Audit, Grants and Charities Committee and is therefore in the public domain.

Name of your organisation: Cumbria Children's Dyslexia Project	
Correspondent (and position): Susie Ramsden – Associate member/secretary	
Address: Brook View, Skirwith, Penrith, Cumbria. CA10 1RH	
Daytime Telephone: 07708 629019	E-mail: esramsdn@aol.com

1. Please tell us about your organisation:

The aim of this project would be to ensure that all children in Cumbria will be screened for dyslexia before they leave primary school and that those affected can then be supported appropriately within the framework of our school system. We hope to do this through

- a) The use of screening software
- b) A handbook of realistic strategies, guidance and resource accumulated from specialists and local schools
- c) The use of some local school as advisory centres

Routine screening for dyslexia is a new idea and only really made possible through the recent development of screening software. I see it as being something that should automatically happen in every school in the country – it should be a part of our national practice in the same way that health tests are routine. Once established it would entail a minimal amount of time and be an automatic part of practice – but first it needs to be established., we need to alter mind sets .

2. Briefly describe the project or service you want funding for:

We should like to provide heavily subsidised screening software for all primary schools in Cumbria, the software would enable schools to screen all their children for dyslexia. We should then provide 'after support' in supporting/teaching these children.

Total cost of project or service	£62000	Amount requested	£125 per school
Funds received to date	700	£	Funds pledged to date
			£1220

3. Why do you need this grant and how will the people of Kendal benefit?

Current thinking is that 10% of our population is dyslexic, yet most schools are not identifying anything like this number of children. Children with unidentified dyslexia are unlikely to achieve their academic potential, they frequently have very low self-esteem, disengage and quite often become disaffected to the point where they may give up entirely. Perhaps the most telling evidence for this lies within the studies carried out with those in prison – these have estimated dyslexia is 3 or 4 times higher than the national average within the prison population. There have been some very successful projects supporting prisoners with their literacy but we would like to try and address this problem at its roots – with young children.

A survey I have just carried out demonstrated that on average Cumbrian primary schools are identifying only about 3% or 4% of their children as dyslexic – in some schools this is as low as 1 or 2%. Whilst there are a few schools who are very effective in identifying and helping their dyslexic children they are a minority.

Identifying dyslexia can make a difference through

- a) Schools more appropriately supporting and teaching their children
- b) Children and families having a better understanding of why things are more difficult for that child – the effect of this can be hard to over-state. Children who believe they are failures can stop trying, misbehave, feel very negative about themselves. Families who do not understand can often be much too hard on the child or use inappropriate strategies to help them learn. Finding out an individual is dyslexic can truly be a “lightbulb” moment and can turn around a child’s self-esteem and understanding of themselves and make a real difference to their life chances

4. Please provide any other information in support of your application.

The screening software is made by a company called GL Assessment – the base cost is roughly £200 per small school and roughly £300 per larger school. I have negotiated a discount of 25% with GL (providing we buy more than 50 pieces of software) and we aim to ask schools for a contribution of about 12.5% which reduces the price to £125 and £190 respectively. I believe there are 7 primary schools in Kendal. So we should be most grateful for a grant that will enable us to support as many of these primary schools as the Town Council feels appropriate.

We are a brand new project to run for one academic year, starting in Autumn 2017. We have applied to register the project with the Charities Commission. We have 4 trustees, 2 retired headteachers, a school secretary and a fund raising/PR professional. An accountant is an associate member. I am the secretary and my background is as a specialist dyslexia teacher who has worked in Cumbrian primary schools for 17 years, both in mainstream classrooms and as a special educational needs co-ordinator. At my last school I worked individually with many dyslexic children and gained accredited “Dyslexia Friendly” status from the British Dyslexia Association. Most recently I have worked for Cumbria County Council within the Special Educational Needs team visiting a wide range of primary schools in the county.

We would see this project as supporting schools in the same way (albeit much more minor) as an institution such as Macmillan supports and enhances NHS provision.

5. What other sources of funding have already been raised or promised?

Source	Total
3 parish councils	£700
1 town council	£520
	£
	£
	£
Total Funds Raised	£1220

6. How do you propose to evaluate that the service or project has been a success?

By schools engaging with the project – by ongoing feedback and monitoring of how things are going and by meetings with schools for evaluation/support

*We have made application to several other fundraisers but these take time to process e.g. Cumbria Community Fund has put our application forward to their Children's Fund for £10000
We shall be doing some fund raising activities of our own*

7. Please provide a copy of your latest audited accounts with your application.

Please see bank statement attached

Signed: Susie Ramsden

Date: 13.04.17

Grants are paid, net of VAT, directly to organisations' bank accounts, so we will need the following details from you:

Organisation's Account Name...Cumbria Children's Dyslexia Project
.....

Sort Code:..... 16- 52-21..... Account Number:
54157779.....

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL

If you have any queries about the statement or your account in general please contact Customer Services on 01228 403 141



TT's Cumbria Children's Dyslexia
Project
Hayriggs
Skirwith
PENRITH
Cumbria CA10 1RH



046870010156730
13779A1318



Sort Code 16-52-21
Account Number 54157779
Statement Date 31 March 2017
Statement Number 1
Last Statement Date
SWIFTBIC BARCGB22
IBAN GB33 CMBS 1652 2154 1577 79

Your Current Account summary

Start balance	£0.00	End balance	£5.00
Money in	£5.00	Money out	£0.00
Your average credit balance during this statement period was	£5.00	Your account has not been in debit during this statement period	
		Money available to take out	£5.00

Your Transactions

Date	Type	Description	Money in £	Money out £	Balance £
17 Mar	C	PENRITH	5.00		5.00

Financial Services Compensation Scheme

Any credit balance on your account is covered by the Financial Services Compensation Scheme - see overleaf for more details.

New Information on Statements

Following guidelines from the Office of Fair Trading, we have included your average credit and debit balances (where applicable) for the statement period into your account summary section. The balances are calculated using the method as prescribed by the Office of Fair Trading.

Personal Savings Allowance

The introduction of the new personal savings allowance from 6 April 2016 means that most people no longer pay tax on their savings income. The allowance is £1,000 for basic rate taxpayers and £500 for higher rate taxpayers. There is no allowance for additional rate taxpayers. Interest from ISAs does not count towards your personal savings allowance because it's already tax-free.

From 6 April 2016, all building societies and banks stopped deducting tax from the interest they pay on your savings.

If you have any savings income over your personal savings allowance you will have to pay some tax on this. HMRC will normally collect the tax by changing your tax code. If you already fill in a self-assessment tax return you should carry on doing this and include any income from savings on your return.

For further information on how the allowance works, please visit www.gov.uk and search for Personal Savings Allowance.

Please read the important notes overleaf

KENDAL TOWN COUNCIL

Grant Application Form

Please check before sending:

Is your project or service based in Kendal?

Have you read the grants criteria?

Have you attached a copy of your latest audited accounts?

(No application will be considered without a copy of your latest audited accounts)

If you have any queries then please contact us on: 01539 793490 or e-mail:office@kendaltowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Audit, Grants and Charities Committee and is therefore in the public domain.

Name of your organisation: Kendal Rugby Union Football Club	
Correspondent (and position): Amanda Whitehead	
Address: Kendal Rugby Union Football Club, Mint Bridge, Shap Road, Kendal LA9 6DL	
Daytime Telephone: 07981 942069	E-mail: project@kendalrugby.co.uk

1. Please tell us about your organisation:

Kendal Rugby Union Football Club is an English rugby union club, formed in 1905 and based in the Mint Bridge grounds since 1927. The Club runs three senior teams (a First XV, a Development team and a Social Rugby team), three junior teams (U 18, U 16-15 and U 15-14), seven mini teams (up to the age of 12) and two ladies' teams (junior and Wasps). The club is the sporting home to 350 playing members and 450 non-playing members, and is nationally renowned as a "Northern Stronghold" for rugby.

The Club is currently in the final stages of planning a move to a new grounds (Mill Field, approximately 400m to the north of Mint Bridge) and planning permission for new rugby facilities on the Mint Bridge site, including a new permanent Club House, was granted in early 2015. Club facilities on the new ground are currently under construction and the estimated completion date is the summer of 2017.

2. Briefly describe the project or service you want funding for:

The project intends to develop a Community Sports Hub on the grounds of the new KRUFc site. This will bring together an initial grouping of nine local sports clubs (KRUFc, Kendal Amateur Athletics Club, Kendal Ladies' Hockey Club, Kendal Men's Hockey Club, Kendal Bowmen Archery Club, Kendal Canoe Club, Kent Valley Cycle Club, Kendal Cycling Club and Ambleside Hockey Club) although this grouping will grow in size over time.

For the site to adequately accommodate the nine clubs, and to allow them to grow and extend their range of activities under the umbrella of the Community Sports Hub project, it will be necessary to construct a two-storey 600 square meter 'community sports space' building, which will house a gym, changing rooms, a flexible exercise space and much-needed storage space.

Total cost of project or service	£664,200	Amount requested	£5,000
Funds received to date	£350,000	Funds pledged to date	£55,000

3. Why do you need this grant and how will the people of Kendal benefit?

For the first time, the project will allow members of the nine sport clubs to pool knowledge and resources and to work together, for example to coordinate the delivery of community sport events or to encourage members to try out new sports and activities. The project's vision is to consult with not only to sport-playing members of the community but also specifically to individuals who are currently inactive, and to design opportunities that directly appeal to individuals of all ages and levels of fitness. Health and activity for all sections of the community, of all ages and backgrounds, will be a strong focus for the Community Sports Hub project and we will achieve this by harnessing the collective local knowledge, enthusiasm and energy of the nine clubs involved in the project - but also by working closely with Active Cumbria and other organisations to make the most of their expertise in increasing and sustaining participation in sport and activity.

The project has also benefitted in its planning phase from strong support from local organisations such as the Cumbria Sports Partnership, South Lakeland District Council, Cumbria County Council and relevant governing bodies of sport. Each of these organisations recognises the value of the project and its unique potential to deliver an entirely new level of amateur sports provision in Kendal.

A range of local clubs all operate in Kendal and surrounding areas without a permanent social and administrative base to call home, and often without consistent access to adequate sport facilities. As a consequence of these constraints, these clubs are all operating at levels close to capacity, often unable to pursue the full potential that developing and growing their sports locally would deliver in terms of increasing participation and reaching out to people in Kendal of all ages and current levels of activity and inactivity.

4. Please provide any other information in support of your application.

When the project launches, a full time Development Officer will coordinate the range of activities on site, and manage the facility access for the nine partner community sport clubs involved in the project. A facility budget, a staffing structure (the project will involve approximately 20 full time equivalent staffing posts, half of which will be new), a sinking fund for maintenance and projected programmes of use for each component of the KRUF C site have been developed to demonstrate that the project, and its scale of ambition, is sustainable and capable of long term success.

KRUF C's imminent relocation to a new site at Mill Fields has uniquely created the opportunity to create the Community Sport Hub vision. A flagship project of this nature will raise Kendal's profile regionally and nationally; few other sport clubs in the country have implemented multi-sport project models of this scale and even fewer clubs have the capacity, opportunity and clear local demand to confidently put in place a new plan of this nature. KRUF C has been a central part of Kendal's community for over 100 years, and this project will sustainably deliver lasting benefits to all sections of its community for decades into the future.

The KRUF C project site, and the community Sports Hub project, will also be a focal point in Kendal for sporting and non-sporting events; for example concerts, cycle tournaments, 'Park Run' type events, activities for older resident and summer sport festivals and sport try-out sessions for young people.

5. What other sources of funding have already been raised or promised?

Source	Total
<i>Please see the attached project funds sheet, which outlines the project's financial profile.</i>	£
	£
	£
	£
	£
Total Funds Raised	£

6. How do you propose to evaluate that the service or project has been a success?

The construction of the project's proposed facilities, and the associated adherence to deadlines and cost schedules, will be fully managed by the project's professional consultant engineer partners. The performance of the project as a whole will be subject to the monitoring and evaluation conditions applied via funding partners such as Sport England and Cumbria County Council. This will define targets including increases in sport participation, increased positive health outcomes and adherence to the business plans related to the project. This will ensure that the project delivers well governed, effective and sustainable benefits to the community of Kendal.

7. Please provide a copy of your latest audited accounts with your application.

Please see attached.

Signed: *A. Whitehead*

Date: 13.04.17

Grants are paid, net of VAT, directly to organisations' bank accounts, so we will need the following details from you:

Organisation's Account Name: *KENDAL RUGBY UNION FOOTBALL CLUB*

Sort Code: *20-45-28* Account Number: *30013420*

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL
Tel: 01539 793490

10/04/17

Kendal Community Sports Hub Project, summary of project finances

Project costs		Excl VAT	Incl. VAT
Indoor Community Sports Space	Design fees	£15,000.00	£18,000.00
	QS, engineer and planning	£13,500.00	£16,200.00
	Full design fees post-tender	£70,000.00	£84,000.00
	Construction cost estimate	£455,000.00	£546,000.00
TOTAL		£553,500.00	£664,200.00

Project income	Funding Source	Income Inc. VAT	Status
Donations	KRUFC	£250,000.00	Confirmed by KRUFC (Steve Whitehead)
Donations	Commercial partners	£50,000.00	Confirmed by KRUFC (Steve Whitehead)
Donations	RFU	£50,000.00	Confirmed by KRUFC (Steve Whitehead)
Grants	Cumbria County Council	£55,000.00	Confirmed
Grants	SLDC (Local Authority LIP grant)	£100,000.00	Pending a decision
Grants	Kendal Town Council	£5,000.00	Pending a decision
Grants	Sport England (Community Asset Fund)	£130,000.00	To be requested in grant application
Donations	Fundraising	£24,200.00	To be sourced via KRUFC fundraising
Grants	Lakes Leisure	£0.00	Confirmed that funding is unlikely
Grants	Community Fund	£0.00	Confirmed that funding is unlikely
TOTAL		£664,200.00	

Project balance

PROJECT COSTS	£664,200.00
PROJECT INCOME	£664,200.00
BALANCE	£0.00

Summary of income sources

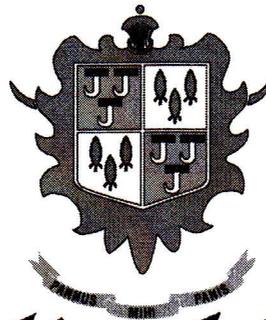
Confirmed funding	£405,000.00
Grant applications currently underway	£235,000.00
KRUFC fundraising target	£24,200.00
TOTAL	£664,200.00

Charity Registration Number 1160980
Company Registration Number 04740154

Kendal Rugby Union Football Club Limited

Unaudited Financial Statements

For the year ended 30 April 2016



Kendal

RUGBY UNION FOOTBALL CLUB

T R Clarke, on behalf of Clarke Jefferies
Chartered Accountants

Kendal Rugby Union Football Club Limited

Statement of Financial Activities For the year ended 30th April 2016

	Notes	Unrestricted Funds £	Restricted Funds £	2016 £	2015 £
Incoming Resources	1				
Incoming resources from generated funds:					
Voluntary income		8,264	-	8,264	3,798
Activities for generating funds		40,095	-	40,095	219,137
Grant income		3,341	-	3,341	15,976
Incoming resources from charitable activities:					
Rugby Membership		27,812	-	27,812	22,566
Total incoming resources		79,512	-	79,512	261,477
Resources expended	2				
Cost of generating funds:					
Cost of generating voluntary income		32,383	-	32,383	115,540
Fundraising trading costs		10,093	-	10,093	94,345
Charitable activities		56,190	-	56,190	72,253
Governance costs		1,781	-	1,781	1,800
Other resources expended		3,068	-	3,068	4,325
Total resources expended		103,515	-	103,515	288,263
Net incoming (expended) resources before other losses or gains		(24,003)	-	(24,003)	(26,786)
Other recognised losses or gains					
Contract Income		30,000	-	30,000	24,000
Net movement in funds		5,997	-	5,997	(2,786)
Total funds brought forward		141,893	-	141,893	144,679
Transfer		-	-	-	-
Total funds carried forward		147,890	-	147,890	141,893

There are no recognised gains or losses other than the surplus or deficit for the above two financial years.
All the above amounts relate to continuing activities.

Kendal Rugby Union Football Club Limited

Balance Sheet
As at 30th April 2016

		Unrestricted Funds	Restricted Funds	2016	2015
	Notes	£	£	£	£
Fixed assets					
Tangible assets	8	155,300	-	155,300	135,278
		<u>155,300</u>	<u>-</u>	<u>155,300</u>	<u>135,278</u>
Current assets					
Stocks		-	-	-	10,712
Debtors	10	24,561	-	24,561	1,524
Bank and cash		<u>2,236</u>	-	<u>2,236</u>	<u>21,243</u>
		26,797	-	26,797	33,479
Creditors: amounts falling Due within one year	11	34,207	-	34,207	26,864
Net current assets		<u>(7,410)</u>	<u>-</u>	<u>(7,410)</u>	<u>6,615</u>
Total assets less current Liabilities		147,890	-	147,890	141,893
Net assets		<u>147,890</u>	<u>-</u>	<u>147,890</u>	<u>141,893</u>
Funds					
Unrestricted funds	13	147,890	-	147,890	141,893
Total Funds		<u>147,890</u>	<u>-</u>	<u>147,890</u>	<u>141,893</u>

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

General Grants Criteria 2018/19 & Multi-Year Funding Agreements

Report

1. The Council's general grants criteria were last reviewed in April 2016, when several changes were made to the previous guidelines, including requirements for organisations to acknowledge the Council's assistance in their documentation, web pages, etc and to report back to the Council on the use of grants over £2,000. The criteria apply equally to the Festivals grants administered by the Christmas Lights and Festivals Committee.
2. The current criteria apply to grants awarded for the 2017/18 financial year. Other than advance payments made from the 2016/17 budget, these grants are due to be paid over in July of this year, so we have not yet had feedback or an opportunity to review their effectiveness. Because of this, it is suggested that, other than minor drafting amendments, the criteria continue to apply for the majority of grants. The Committee has, however, been asked to consider the concept of longer term funding arrangements for organisations such as the Brewery Arts Centre. As the criteria applying to multi-year agreements will differ from the general grant criteria, it is suggested that the latter can be agreed now for 2018/19 applications, and a draft is attached at Annex 1.
3. In October 2016, the Arts Centre applied for a grant of £10,000 from the Council, with a further request that it consider having an annual agreement in place, spread over a three year period. This was intended to match the length of commitment agreed by South Lakeland District Council and to support the Brewery's application to Arts Council England for a four year funding agreement. The Arts Centre stated that "one of the key attributes they (the Arts Council) look for when they assess which cultural organisations they elect to support and the level of funding to commit is the local-term financial agreements from local authorities and partners".
4. Members will recall that Council in November 2016 decided to award the Brewery its requested grant of £10,000 for each of the next two years (ie 2017/18 and 2018/19) and requested that the Committee consider the conditions to apply to a two year funding agreement (Minute 636/16/17 refers). This was discussed further by Council in January 2017, when the concept of longer term funding agreements was referred to this Committee for consideration (Minute 732/16/17).
5. The Brewery was asked to clarify the nature of a possible longer-term funding agreement and its Development Officer (Fundraising) responded as follows:

“KTC is one of the Brewery’s three key statutory funders along with Arts Council England (£321,000 pa) and South Lakeland District Council (£64,000 pa). The funding arrangements with ACE and SLDC are multi-year commitments, currently over three years. Our agreement with Arts Council England is just about to start its final year as one of their National Portfolio Organisations (2015-18), whilst with SLDC we coming to end of first year as one of their Strategic Cultural Partners (2016-19).

Last month like all NPOs we re-applied to Arts Council England for a new agreement to secure funding post April 2018, this time for four years extending their funding commitment to 2022. This bid will be assessed over the next three to four months. Statutory funding is vital to the Brewery’s financial viability and its capacity to deliver the wider cultural and community offer that delivers many positive benefits to the people of Kendal. It is even more so in the evolving economic landscape where the Brewery faces increasing cost pressures from factors such as the National Living Wage. The baseline funding offered by statutory authorities safeguards employment, supports the core capabilities and diverse programme that make the Brewery unique, and secures venue infrastructure so vital to Kendal’s festival culture.

We therefore would like KTC to give consideration to extending the current funding agreement beyond the current two-year period by one year or two years with exploration of an uplift of 2.5% in the extension period to cover expected higher inflation, so ensuring the grant remains the same in real terms.

2017 - £10,000

2018 - £10,000

2019 - £10,250

2020 - £10,500

Funding will be a vote of confidence in the Brewery, helps support other applications for statutory funding and to leverage funding from other sources.”

At this stage, it is suggested that no decision be made on the Brewery’s request in isolation, without consideration of the wider application of multi-year agreements.

6. In principle, the Treasurer has no problems with the concept of multi-year agreements: the Council’s finances are stable and its Grants budget has been maintained at a consistent or improved level for several years. It would, however, be prudent to include a condition that a multi-year agreement be reviewed if either of these circumstances changes.
7. The Council would need to apply conditions to a multi-year grant award in order to safeguard its interests. These could include requirements that a grant be

returned, withheld or withdrawn if an organisation's circumstances change significantly from those stated in its application; for example:

- a) the organisation ceases to exist or its purpose changes significantly;
- b) the nature or extent of its service, location and client group changes;
- c) a major funder withdraws, making the service unviable;
- d) the organisation's finances change substantially, eg it receives a legacy or windfall income;
- e) the organisation has not used any previous grant from the Council appropriately or not met the conditions of an earlier award;
- f) the organisation or any of its personnel are committed of an offence which adversely affects it or its reputation.

It is suggested that, during a multi-year agreement, the organisation should be required to declare annually that none of these changes had occurred and to supply a copy of its latest audited accounts. (For grants over £2,000, further information will be provided by the report required by the grants criteria.)

8. Probably a more difficult decision is which organisations should be eligible for a multi-year agreement. The Brewery's reasoning that a commitment of a modest grant from the Council will help it secure substantial external funding is sound, however there are other organisations which rely on our grants to fund the majority of their core expenditure and would welcome the opportunity of a multi-year agreement.
9. In order to inform a discussion on the organisations where a multi-year agreement might be appropriate, Annex 2 shows the grants awarded in the last three years, analysed into three categories:
 - routinely funded for core operating costs;
 - regularly funded for projects;
 - (apparently) one-off grants, including recent first applications.

It is suggested that the organisations in the first category, perhaps eleven in number, could be those which the Council might want to consider for multi-year funding agreements. The Committee will notice that, of the eleven suggested grants, five were for £500 or under in 2017/18. A further aspect is whether the Council would wish to label the organisations subject to multi-year agreements as "partners".

10. During 2016, the Committee briefly discussed the approach taken by SLDC in its support of community organisations, where it has transferred a proportion of its grants budget to the Gateway Group, to administer, on its behalf, grants to third sector organisations. The arrangement is for a five year period and its intention is that the Group will use its knowledge of the area to distribute funding according to strategic need. The Group will use part of the transferred budget to meet its administration costs.

Although this mechanism has merits, Officers consider that it would not be appropriate for the Town Council.

Recommendations

11. The Committee is recommended to:

- a) adopt the criteria at Annex 1 for general grant applications for 2018/19 which are not the subject of any multi-year funding agreement;
- b) forward the general criteria to the Christmas Lights and Festivals Committee for its consideration;
- c) consider whether it wishes, in principle, to pursue the concept of multi-year funding agreements for appropriate organisations, including the Brewery Arts Centre, from 2018/19 onwards and if so, the scope of such agreements, with a view to considering firm proposals at your July meeting; and
- d) apply the conditions outlined in paragraph 7 to the two-year arrangement already approved for the Brewery Arts Centre, pending any subsequent decision to enter into a longer-term agreement.

KENDAL TOWN COUNCIL

Grants Criteria: General and Festival Grants

NotesGuidance for Organisations applying for Grant Funding Financial Year 2018/19

1. Introduction

Every year, Kendal Town Council aims to make funding available to organisations which support its work for the benefit of the residents of Kendal. General grants are administered through the Audit, Grants & Charities Committee and festival grants through the Christmas Lights & Festivals Committee.

2. Statutory Framework

Although Town Councils have a wide range of powers and duties, they are only able to make grants within these statutory restrictions. The Cumbria Association of Local Councils maintains a useful summary of these limits - see the document "Powers and Duties of Local Councils" on its website.

3. Funding priorities

Within this Framework, the Council makes grants available for both *core funding* and for *project work* (see 5. *Funding Provision* for how the Council defines these terms).

Grants are awarded within two priority areas:

3.1 Festivals - The Council believes that festivals - particularly those recurring annually - play an important part in the social life of the Town, help create a positive image of the Town, and attract tourism income for local businesses and the economic benefit that naturally follows.

Within this category, priority will be given to festivals which involve significant numbers of local residents, particularly young people, in their preparation and delivery, and which attract large numbers of local residents to their events.

Requests under this category may be either for core funding or for project work, and will be considered by the Council's Christmas Lights & Festivals Committee.

3.2 Community Development - The Council wishes to encourage community activities in the town, and recognises the role that arts, cultural, sports, and voluntary charitable activities play in developing community spirit and a sense of place.

Priority will be given to locally based organisations which serve marginalised, disadvantaged or isolated people in Kendal, and which demonstrate an effective use of local volunteers, especially young people.

Requests under this heading will normally be for project work.

In all cases, *organisations must be able to prove that the primary beneficiaries of the funding will be the residents of Kendal.*

Additionally, the Town Council is the sole trustee of the Schools of Science & Art Charity, which awards grants for the promotion of education in Kendal – further details are on the Town Council's web-site.

4. Types of organisations

The Council is especially interested in helping smaller organisations based in Kendal that offer direct services to Kendal residents.

4.1 Structure - Organisations should have, or should be in the process of acquiring, registered charity or similar not-for-profit status (small bona-fide community groups are exempt from this requirement). Organisations must work directly with beneficiaries (i.e. excluding grant-giving charities, endowment funds, etc).

The Council will not fund commercial organisations, such as registered companies, partnerships, or sole traders. Not-for-profit limited by guarantee and community interest companies are eligible to apply.

4.2 Size of organisation - Grants are relatively modest; to make sure grants of this size have an impact, the Council will prioritise the funding of smaller organisations. For organisations based exclusively in Kendal, this means having an income of less than about £100,000, or those working across the UK, an income of not more than about £250,000.

4.3 Capability - Applicants must demonstrate they are able to deliver the activities supported by funding.

4.4 Sustainability - Applicants must show that they have investigated other sources of funding and made plans for the future, which should include replacement funding if appropriate.

5. Funding Provision

5.1 Funding Limit - Grants are usually up to £5,000. Organisations are expected to raise a significant proportion of funding from their own activities.

5.2 Duration of funding - Grants are awarded on an annual basis. *Organisations receiving a grant will not normally be eligible for a further grant in the same financial year.*

5.3 Core funding - The majority of the grants awarded by the Council relate to core funding, to cover running costs such as general administration,

premises costs and services. Usually the Council will have an ongoing partnership with the requesting organisation, whose success is judged to be essential to the life and reputation of the town. Organisations should not anticipate or rely on ongoing support from the Council and are expected to raise an increasing proportion of its income; the Council will monitor this as appropriate.

5.4 Project funding - The Council welcomes applications for projects where the grant will be used for an identified purpose. Applications for project funding should make sure they can fund the cost of any overheads associated with the work, such as office/secretarial support, so that the project is not under-funded. It is in the organisation's best interest to ensure that they have realistically assessed the total cost of the project.

- a) **Innovative or pioneering work.** The Council likes to encourage new ideas and to fund projects that could inspire similar work in other areas, and so enhance the reputation of the town.
- b) **Pump-priming.** The Council particularly welcome applications for pump-priming grants from small community-based organisations.
- c) **Continuation funding.** The Council does appreciate the importance of providing ongoing funding for successful projects which have proved their worth; however, the Council will look for evidence that the organisation is generating an increasing proportion of its income from its own fundraising activities.

5.5 Emergency or deficit funding - *in exceptional circumstances*, the Council may provide emergency or deficit funding for an established organisation. Applicants most likely to be granted emergency funding are organisations which the Council knows or has previously supported.

6. What will the Committee not recommend?

6.1 General appeals - sponsorship, marketing or other fundraising activities.

6.2 Retrospective funding - grants for work that has been completed, or will be completed while the application is being considered.

6.3 Personal appeals - grants or sponsorship etc. to individuals either directly or indirectly.

6.4 Organisations

- with available surplus reserves well above the cost of the project or funding requested.
- whose membership is closed and not open to residents as a whole
- with sectarian, political, or purely lobbying objectives.

7. Applying for Funding

7.1 The Council receives many appeals each year, and the most common reasons for it not being able to make a grant are:

- applications not falling within the guidelines;
- organisations considered to have excessive financial reserves; or
- application forms not being filled in correctly and/or completely, or arriving after the deadline for submission.

Applications received usually exceed the funds available, so even if your application meets the Council's criteria, it may not be possible to award a grant in full, or at all.

7.2 Read these guidelines carefully and only apply if your work falls within the Council's priorities. You are recommended to seek the support of a Town Councillor (eg your Ward Member, or the Council's representative on your governing body, if you have one). Organisations seeking funding for festivals should discuss their requests with the Council's Christmas Lights & Festivals Committee.

7.3 Download the application form from the Council's website. It is also available by post or on request at the Town Hall.

7.4 Other sources of funding may be available through the Dowker Bindloss Charity via the Cumbria Community Foundation and the Cumbria County Council's Neighbourhood Forum.

7.5 Read these guidelines carefully before completing the form. It helps to have your application supported by one or more Councillors, who can answer questions about the application if the need arises. The Town Treasurer will be glad to answer specific questions on process, but *the Council cannot accept draft applications*.

7.6 Once the Council has received your application form the process is as follows:

- a) The Town Treasurer will acknowledge receipt of your application and will contact you to deal with any queries, if necessary. **Your application cannot go to the relevant Committee if there are any outstanding issues.**
- b) Town Council staff will contact you within two weeks of the final Council decision, to let you know the outcome of your application.
- c) If your application has been successful, the Town Treasurer will arrange payment via a bank transfer; annual grants are normally paid during July.
- d) Organisations receiving project funding must submit a project completion report for review by the Audit, Grants, & Charities or Christmas Lights and Festivals Committee.

7.7 When to Apply. The two Committees meet according to a published timetable (available on the Council's website). The Committees conduct their main review of funding applications at their October meetings. Your application is most likely to be successful if it is received in time for this meeting. **Applications can only go on the Committee agenda if they have been received - and have had any issues resolved - fourteen days before the Committee meeting.**

The Committee will do its best to process your application as quickly as possible. If the Committee needs further information about your application, it may have to postpone a decision until the next Committee meeting.

Any applications that arrive too late for consideration at one meeting are automatically carried forward to the next. Once the Committee has exhausted its annual budget, no further grants will be available until the next financial year.

The decisions of the Committee go forward as recommendations to the next full Council meeting for a final decision. The Council may accept or reject the Committee's recommendations, approve a different amount of funding, or refer an application back for further consideration by the Committee.

7.8 Emergency procedure. In exceptional circumstances, and only with the support of the Mayor, a funding request may be heard by full Council without going through the relevant Committee. The applicant must be able to show why this is a genuine emergency, with a significant impact on Kendal residents. The criteria in Sections 5 and 6 still apply and the organisation must complete the standard paperwork for audit purposes and meet the timetable for the Council Agenda.

8. Grant Conditions

8.1 The Council will apply certain conditions to the grants it awards:

- a)** The grant must be used for the purpose stated in the organisation's application; the Council reserves the right to require a refund of any grant which is not used appropriately.
- b)** Organisations must acknowledge the assistance granted by the Town Council, eg by displaying its crest in documentation, webpages or project signage.
- c)** The Council may require the organisation to achieve specified outcome or output measures connected with the grant funding.
- d)** For awards over £2,000, the Council requires the organisation to submit a brief report on the use of the grant and the organisation's activities. In the case of core funding, this will relate to a full financial year and, for regularly funded organisations, can accompany the following year's grant application. For project funding, the report is required on completion of the project.

9. Further advice and information

For further advice and information about the Council's Audit, Grants, & Charities or Christmas Lights and Festivals Committee, please contact any Town Councillor. The Town Treasurer at Kendal Town Council will be happy to answer any technical queries.

Contact details: Kendal Town Council, Town Hall, Kendal, LA9 4DL
<http://www.kendaltowncouncil.gov.uk>

KENDAL TOWN COUNCIL GENERAL GRANT AWARDS						
Organisation	Financial Year			Category		
	2015/16	2016/17	2017/18	Routinely funded for core operating costs	Regularly funded for projects	One-off grants
SERVICES						
Kendal Brewery Arts Centre	8,000	8,000	10,000	✓		
Abbot Hall - Lakeland Arts Trust	1,000	1,000	no application	✓		
1127 Squadron (Kendal) Air Training Corp	750	1,626	900		✓	
Great North Air Ambulance	1,000	1,000	250	✓		
"One Voice" - Kendal & South Lakes Centre for Independent Living	1,500	1,500	1,500	✓		
The Quaker Tapestry at Kendal	3,000	3,000	3,000	✓		
Beck Community Centre	250	0	0			✓
Kendal Community Theatre	1,000	1,500	1,000		✓	
South Lakes Citizens Advice Bureau	4,000	5,000	5,000	✓		
Sandgate Hydrotherapy Pool	2,500	2,500	3,000	✓		
Brewery Arts Centre - Specific Projects	1,000	0	0			✓
Space2Create	750	0	0			✓
Kendal Community First Responders	1,380	0	0			✓
Springfield (Westmorland Asscn for Social & Moral Welfare)	815	0	0			✓
Kendal Sea Cadets Corps	0	900	900		✓	
Right2Work	0	400	0			✓
South Lakes Foyer Residents	0	540	0			✓
Step by Step	0	1,000	0			✓
Lakes Line Community Rail Partnership	0	150	0			✓
The Bluebell Foundation	0	250	0			✓
Fairoak Housing Association	0	0	500			✓
Growing Well	0	0	500			✓
Beck Community Centre	0	0	500			✓
Kendal College	0	0	500			✓
Dignity in Dementia	0	0	to be decided			✓
Sub-Total	26,945	28,366	27,550			

Organisation	2015/16	2016/17	2017/18	Routinely funded for core operating costs	Regularly funded for projects	One-off grants
CLUBS & SOCIETIES						
Abbot Hall Public Bowling Club	50	50	50		✓	
Kendal Lads & Girls Club	550	965	588		✓	
Kendal Concert Band	1,000	0	400		✓	
Kendal & District Lions Club	150	150	150	✓		
Dance Ability	70	100	100	✓		
Cumbria Festival Chorus	0	500	0			✓
With Singing In Mind	0	500	500	✓		
Kendal Rugby Club	0	1,000	0			
Kendal Millennium Playing Fields	0	1,000	0			✓
Kendal-Rinteln Association	0	500	500	✓		
Kendal Amateur Swimming Club	0	0	500			✓
Rotary Club of Kendal	0	0	1,000			✓
Kendal Town Ladies Football Club (maximum)	0	0	300			✓
Sub-Total	1,820	4,765	4,088			
Total	28,765	33,131	31,638			

KENDAL TOWN COUNCIL

Monday 8 May 2017

AUDIT, GRANTS & CHARITIES COMMITTEE

Thursday 27 April 2017

Schools of Science and Art Charity

a) 2016/17 Accounts

1. This report presents the Charity's summarised Receipts and Payments Accounts for the year ended 31 March 2017.
2. The Charity's income for the year was £420, representing interest on its investments, while there was £1,150 expenditure on grants. The Charity closed the year with accumulated funds of £15,593, of which £8,992 is invested on a long term basis.
3. In 2016/17, the Council restarted making regular annual grants of £50 each to Kendal College, Queen Katherine School and Kirkbie Kendal School. Additionally, the following one-off grants were made in the year:

• Ludus Dance, Edinburgh Festival appearance, for Sasha Johnson and Elise Graham	£250
• Kendal college, Animal Care visit to Kenya	£250
• Springfield, educational programme	£500.
4. In August 2016, the Council agreed to provide £1,000 to the Brewery Arts Centre in support of one of its bids to funding organisations (Minute 294/16/17 refers). The Centre has not yet requested the release of this money.
5. Unlike many charities, the Schools of Science and Art does not have a fixed capital "in perpetuity", such as might be gifted or bequeathed. However, the Council has previously considered that the Charity's capital should remain intact and only interest and investment income used to provide resources for grants.
6. In 2014/15, the Charity benefited from "windfall" income of £2,000 and has since been able to use this to supplement its annual income. Prior to this, the Charity's resources stood at £13,360, and it is reasonable to consider this amount to be the capital value which should remain intact in order to generate annual income. This would suggest that the Charity currently has available around £2,000 of accumulated funds in addition to its interest of around £400 for 2017/18.

7. While the Brewery Arts Centre is expected to call on the pledge of a £1,000 grant, there are clearly sufficient resources for the Council to continue its three prize making grants to the High Schools and College, as well as considering new applications. The availability of grants will be advertised in the Council's Newsletter and on its website.

b) Grant Application: Lauren Pender

8. The attached application for assistance towards a Gap Medics work experience placement this summer has been received from Lauren Pender, an A Level student at Queen Katherine School. Lauren wishes to pursue a midwifery course, for which universities require work experience before acceptance. This experience is limited to over-18's in the UK, however Lauren is now 16 and her birthday is not until August.

Lauren has obtained a place on a two week placement overseas with the organisation Gap Medics, which offers courses for younger students. The cost is £1,390 plus travel and personal expenses. She is fund raising to pay for the course and has informed the Council that she has raised £595 from coffee mornings, cake sales and sponsorship.

c) Recommendations:

9. The Committee is recommended to:
 - i) review the Charity's Accounts and forward them to full Council for approval;
 - ii) recommend the payment of the three regular annual prize grants; and
 - iii) consider the application for assistance from Lauren Pender and make an appropriate recommendation to Council.
10. The Town Council is recommended to:
 - i) receive and approve the Charity's Accounts for 2016/17;
 - ii) confirm the payment of the regular annual prize grants of £50 each to the two local High Schools and Kendal College;
 - iii) consider the recommendation of the Committee regarding the application for assistance from Lauren Pender.

KENDAL TOWN COUNCIL

SCHOOLS OF SCIENCE AND ART

Receipts & Payments Account and Schedule of Assets

Year Ended 31 March 2017

		2016/17		2015/16	
		£	£	£	£
	Opening Balance at 1 April		16,323.02		15,773.02
Add:	Receipts:				
	Interest - Charibond	386.36		504.77	
	Interest - Cumberland Building Soci	<u>33.52</u>		<u>45.23</u>	
	Total		419.88		550.00
Less:	Payments:				
	Grants	1,150.00		0.00	
	Other	<u>0.00</u>		<u>0.00</u>	
	Total		1,150.00		0.00
	Closing Balance at 31 March		<u><u>15,592.90</u></u>		<u><u>16,323.02</u></u>
	Represented by:-				
	Long Term Investments at cost	Note 1	8,992.00		8,992.00
	Cumberland Building Society		5,859.77		5,826.25
	Cash at Bank		741.13		1,504.77
	Total at 31 March		<u><u>15,592.90</u></u>		<u><u>16,323.02</u></u>

Notes:

- 1 The market value of the long-term Charibond investments at 31 March 2017 was £10,882.58 (31 March 2016 £10,567.62).
- 2 The Trustees have approved a grant of £1,000 to the Brewery Arts Centre to support one of its projects (Minute 294/16/17 refers).

The above statement represents a true & fair view of the financial position of the Charity's Accounts at 31 March 2017 and its receipts and payments during the year.

Approved by the Town Council on 8 May 2017

.....

Mayor

.....

Town Treasurer



Lauren Pender

19 Castle Crescent

Kendal, LA9 7AN

Lauren 07825598492

lauren_penderxx@hotmail.co.uk

3/2/17

Dear Chairperson

Re: Kendal Town Council and Gap Medics Work Experience for Students aged 16-18

I was wondering if you might be able to assist me with my Gap Medics work experience placement this summer. My name is Lauren Pender and I am 16 years old, an A level student at Queen Katherine School. I live in Kendal and volunteer within my community at Sandgate primary school.

I wish to be a midwife and serve the local community and in order to secure a place at university for my midwifery degree, I need relevant work experience. It's very difficult to secure this in the UK as you must be 18 to work in a hospital – and unfortunately my birthday is in August so it is impossible for me to gain this experience in the UK. Gap Medics offer over-seas work experience and observation placements for students in situations such as myself.

I have applied and secured a two week midwifery placement this summer starting on the 27th August, before I start my second year of A levels and just before I apply for my University course. As you know there is a national shortage of midwives, however places at the best quality courses remain very competitive.

The cost of the placement is £1390, plus my flights, travel to the airport and spending money. I am raising as much as possible myself through my holiday job in a café, cake sales at school/my mother's work and babysitting. I would be really grateful if you could consider helping me. This experience would give me the boost I need to be able to successfully get in to university to study the career that I have so much passion for. This experience will give me crucial life skills and experience that will help me in my future career; as midwifery is a very competitive area, the experience I earn from this trip will be invaluable. If you were able to help me, a contribution either to me or directly to Gap Medics would be very gratefully received.

If you need any further information please do not hesitate to contact me on the number or email listed above.

Yours sincerely

Lauren Pender

(Suzanne Pender 07501 806298 [Mother])