

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

Contact: Gill Hobbs
Service: Corporate Governance
Direct line: 01784 444243
E-mail: g.hobbs@spelthorne.gov.uk
Our ref: GH/OSCTTEE
Date: 9 March 2015

Notice of meeting:

Overview and Scrutiny Committee

Date: Tuesday 17 March 2015

Time: 7.30pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

To: Members of the Overview and Scrutiny Committee

P.A. Broom (Chairman)
A.E. Friday (Vice-Chairman)
F. Ayers
M. Bushnell
R.D. Dunn

C.M. Frazer
D. Gohil
D.L. Grant
I.T.E. Harvey

M.J. Madams
D. Patel
M.W. Rough
D. Saliagopoulos
S.D. Taylor

AGENDA

Description	Lead	Timings	Page Number
1. Apologies			
To receive any apologies for non-attendance.	Chairman	7.30pm	
2. Disclosures of Interest			
To receive any disclosures of interest from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman		
3. Minutes			
To confirm the minutes of the meeting held on 20 January 2015 (copy attached).	Chairman		1 - 3
4. Matters arising from the minutes			
To consider any matter arising from the minutes of 20 January 2015. [If a member of the committee has an issue arising from the minutes of the meeting held on 20 January 2015 that they wish to raise at the meeting please inform Terry Collier, Assistant Chief Executive, 24 hours in advance of the meeting.]	Chairman		
5. Call in of Cabinet decisions			
No decisions have been called in for Review.	Chairman		
6. The Voluntary Sector and the Council			
To review the Council's relationship with some of the largest voluntary organisations in Spelthorne by considering the annual grants awarded and hearing directly from the following organisations about the services they provide for the benefit of the Borough's residents: Voluntary Action in Spelthorne (VAIS), Runnymede and Spelthorne Citizens' Advice Bureau, AgeUK, Shopmobility, Rentstart, Home-Start, Riverside Arts Centre, Spelthorne Museum (report to Cabinet on 24 February 2015, abridged annual reports followed by financial statements for 2013-2014 of the voluntary organisations are attached).	Joanne Jones/ Cllr Pinkerton	7.35pm	4 - 62
7. Better Neighbourhood Grants			
To review the Better Neighbourhood Grants scheme (copy attached).	Joanne Jones/Cllr Watts	8.50pm	63 - 73

Description	Lead	Timings	Page Number
8. Legal and Committee Services			
To consider a report on Legal and Committee Services (copy attached).	Michael Graham/Cllr Leighton	9.10pm	74 - 80
9. Capital Monitoring			
To receive the report of the Chief Finance Officer (copy attached).	Ryan Maslen/Cllr Evans	9.25pm	81 - 85
10. Revenue Monitoring			
To receive the report of the Chief Finance Officer (copy attached).	Ryan Maslen/Cllr Evans		86 - 90
11. Towards a Sustainable Future - update			
To receive a written update on the Towards a Sustainable Future programme (copy attached).	Linda Norman/Cllr Watts		91 - 104
12. Leader's Task Groups - update			
To receive an update report from the lead councillor on the Economic Development Leader's Task Group (copy attached).	Cllr Gething	9.40pm	105 - 108
13. Review of Work Programme - 2014-2015			
To receive a report on a review of the work undertaken by Overview and Scrutiny Committee in 2014-2015 (copy attached).	Chairman	9.50pm	109
14. Cabinet Forward Plan			
A copy of the latest forward plan is attached.	Chairman		110 - 112
If a member of the committee wishes to look at any issues contained in the Cabinet Forward Plan please inform Terry Collier, the Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.			
15. Any Other Business			
If a member of the committee wishes to raise any other business please inform Terry Collier, Assistant Chief Executive, 24 hours in advance of the meeting.	Chairman	10.00pm	

**Minutes of the Overview and Scrutiny Committee
20 January 2015**

Present:

Councillor A.E. Friday (Vice-Chairman) in the Chair

Councillors:

F. Ayers
C.A. Davis
R.D. Dunn

C.M. Frazer
D. Gohil
D.L. Grant

I.T.E. Harvey
M.J. Madams
S. Taylor

Apologies: Councillors P.A. Broom (Chairman), M.W. Bushnell, M.W. Rough and D. Saliagopoulos

2/15 Disclosures of Interest

There were none.

3/15 Minutes

The minutes of the meeting held on 25 November 2014 were approved as a correct record.

4/15 Matters arising from the minutes

No matters were raised.

5/15 Call in of Cabinet Decisions

No decisions had been called in.

6/15 Budget 2015-2016

The Chief Finance Officer gave a presentation to the Committee on the 2015-2016 Budget and beyond. He explained the challenges the Council faced as a result of the falling government grant and the actions underway to address this by preparing to become self-funding by 2020. These included:

- maximising income generation through the reinvestment of capital receipts from the sale of assets and diversifying our investment portfolio,
- work on the Council's Towards a Sustainable Future Programme looking at relocation and redevelopment of the Council offices, staff restructure and alternative delivery models

He also outlined the more significant growth pressures and savings proposals, the capital programme, changes in business rates and the continuing policy of protecting the council tax base. A copy of the presentation is appended to these minutes.

The Committee asked questions around the effect on Council Tax of a possible referendum on the police element, cashless parking and the Council's policy on the use and accumulation of reserves. The Committee

Overview and Scrutiny Committee minutes, 20 January 2015 - continued

requested that further information on the decision to introduce cashless parking be circulated to them.

The Chairman thanked Terry Collier and his team for the work they had put into preparing the Budget and was grateful for the steps the Council was making towards providing a sustainable future for the Borough whilst still providing residents with the services they both want and need.

Resolved to note the presentation by the Chief Finance Officer on the Budget 2015-2016 and beyond.

7/15 Localism – update

The Chairman advised the Committee that he had written to the Residents' Associations to gauge interest in a workshop event to explore how opportunities offered by the four Community Rights introduced with the Localism Act 2011 could be taken forward locally.

Council officers were monitoring the responses received and would arrange an event if there was sufficient interest expressed.

Resolved to note the action being taken to progress Localism in the Borough.

8/15 Flooding Recovery - update

The Committee received an update report from the Risk and Resilience Manager on progress with increasing community resilience in the Borough and Surrey, following the flooding in the winter of 2013/2014. An 8 page booklet providing detailed and broad advice on flooding had been posted to every household within the 1 in 20 flood zone.

Resolved to note the flooding update report.

9/15 Cabinet Forward Plan

The Committee received the Cabinet Forward Plan.

Resolved to note the Forward Plan.

10/15 Work Programme

The Chairman advised the Committee of the current topics on the work programme for the March 2015 meeting.

He also advised that Councillor Broom had received a request to include an item on the future work programme relating to the tragic death of Zane Gbangbola.

Councillor Broom had agreed to add this topic to the work programme subject to legal advice on the wording and the Committee asked officers to phrase the request in the most suitable words.

Overview and Scrutiny Committee minutes, 20 January 2015 - continued

Following the meeting the wording for the request that an item be added to the work programme was agreed as follows:

“The Overview & Scrutiny Committee to carry out an investigation to examine any issues or recommendations, connected to the Council, which may arise from the forthcoming Inquest into the tragic death of Zane Gbangbola. The scope of this investigation will be determined by the findings of the Inquest.”

The Chairman asked members to contact himself or Councillor Broom, if they had any other suggestions for topics to be included on the Committee’s work programme.

11/15 Any Other Business

There was none.

Overview and Scrutiny Committee – 17 March 2015

Annual Grants to local organisations

1. Annual grants

- 1.1 The report to Cabinet - attached – gives an outline of the background, process and outcome of the annual procedure, which for 2015-16 has remained essentially as previously apart from the following:
- All applications, including arts, leisure and sports grants, are now subject to the same process and an officer from Leisure Services sits on the panel
 - The criteria to allocate – see attached – are used to determine eligibility for grant funding, along with the Council’s values – community, opportunity, self-reliance and tradition - rather than the current priorities which do not resonate with the sector.
- 1.2 Allocations are also prioritised by these points:
- Benefits to the residents of Spelthorne
 - Being local rather than county or national organisations
 - Financial need
 - Achieving a fair spread across different needs

2. Demand for grants

- 2.1 Demand for grants has risen over the past few years, both in number of applicants and the amounts requested.
- 2.2 Applications from organisations categorised as “Business” have steadily declined, possibly due to lack of success in securing funds as Council budgets have been squeezed. For example, in the recent past – to about 2010-11, there were grants to several Chambers of Commerce, business communities and organisations running events, which have tailed off to some extent.
- 2.3 The spread of applications shows the following characteristics:
- There is a core of recipients which tend to be supported more often than not; these tend to be related to caring, respite, special needs, older people, families – which support and complement the Council’s service delivery.
 - There are five recipients which are currently offered three years’ grant funding, subject to a service level agreement and regular review. These are core organisations working closely with the Council to deliver care services, advice and practical and emotional support. Appendix C to the Cabinet report for grant panel review notes.
 - New organisations have come forward and those demonstrating self-reliance have been awarded modest sums to help them help themselves.

3. Benefit in kind

Apart from cash, the Council supports several organisations by “in kind” means – see Cabinet report, Appendix A for details

4. Grantees

See Cabinet report Appendix B – all applicants and proposed funding

Joanne Jones – Community Development Manager
Portfolio holder – Cllr Jean Pinkerton OBE

Grant assistance from Spelthorne Borough Council - criteria

One of the vital roles undertaken by local authorities is to promote partnership arrangements with local organisations to enable local needs to be met. The Council cannot hope to meet all needs within the current financial framework, nor should it try to, but with limited financial resources available for grants, advisory and technical resources, we are able to assist the many organisations working within the Spelthorne area to meet the needs of our community.

The Council has streamlined the application and allocation system for grants. All applications will be considered by a panel administering a single budget comprising what was formerly the annual revenue grants, sports, arts and leisure grants.

Grants for annual revenue purposes - running costs - will be decided in the previous November and paid at the start of the relevant financial year. Grants for other purposes - events, equipment, training - will be allocated throughout the relevant year, starting from April.

The Council has adopted a standard form of criteria, which will apply to all types of grants, and these are set out below.

1. Annual accounts are to be submitted by all applicants, together with information relating to current bank/building society balances and liabilities.
2. An indication must be given as to the number of Spelthorne residents who are involved in or directly benefit from the activities of the applicant.
3. A report for monitoring purposes must be submitted at the end of the financial year or after the event has taken place, indicating how the grant has helped the applicant to achieve its stated objectives.
4. Applicants must clearly state what other sources of funding have been applied for, whether successful or otherwise.
5. Preference will be given to applicants who are not eligible for or have been unsuccessful in securing funding from other sources.
6. The award of a grant is no guarantee of funding in the future years.
7. The Borough Council should be acknowledged and identified in all publicity relating to the activity/event for which an award has been made. In addition, successful applicants should be prepared to appear in press releases, photographs and so on, for the Council.
8. Grant aid will only be given to non-profit organisations.
9. Grants of £5,000 and over will be subject to a Service Level Agreement.

Cabinet**24 February 2015**

Title	Annual Grants 2015/16		
Purpose of the report	To make a decision		
Report Author	Liz Borthwick		
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community and Self-Reliance		
Recommendations	Cabinet is asked to: <ul style="list-style-type: none"> • Agree the grants awards for 2015/16. • Note all other support to the voluntary, charity sector. • Note the performance of our key partners (over £10k per annum). 		

1. Key issues

- 1.1 The grants programme for 2015/16 was publicised in October 2014 and 38 applications were received. This compares with 18 last year.
- 1.2 The Voluntary / Community Sector is seen as a key driver of services under the Localism Act 2011.
- 1.3 The Health and Social Care Act came into force in April 2013 and the Clinical Commissioning Groups (CCGs) see the voluntary sector as important providers.
- 1.4 It is likely that if the voluntary sector did not provide services there would be even more pressure on local authorities (the industry norm for every pound spent by a local authority in grant aid, that six pounds of value is received). See Appendix A - background notes.

2. Options analysis and proposal

- 2.1 To agree proposed funding to our major organisations for 2015/16 and to agree / not agree to the recommendation for the remaining funding for 2015/16. Details in Appendix B.

2.2 Following a meeting of the Grants Group - Cllr Jean Pinkerton, Cllr Friday, Cllr Harman, Liz Borthwick (ACX), Joanne Jones (Community Development Manager) and Mary West (Sport & Active Lifestyle Officer) - the following grant support is proposed. See Appendix C for review meetings notes.

Major organisations

• Age UK Runnymede & Spelthorne	£25,000
• CAB (Runnymede & Spelthorne)	£75,000
• HomeStart	£15,000
• Rentstart	£30,000
• Shopmobility	£15,000
• VAIS	£5,000
Total	£165,000

Other applicants

• Ashford Art Club	£350
• Ashford Smallholders	£100
• Civic Pride	£750
• Club for the Blind	£200
• Crossroads	£1,500
• Daybreak	£500
• Dramatize	£2,000
• Kempton Park FC	£300
• Mediation North Surrey	£500
• Mulberry Centre	£3,000
• One to One	£250
• Relate West Surrey	£3,000
• Richmond Fellowship	£200
• SCAN	£950
• Shepperton Village Fair	£1,000
• Spelthorne Nat History Society	£500
• SSAFA	£425
• Spelthorne District Schools Football	£500
• SS Thames Alliance	£300
• Stanwell Bowls Club	£350
• Shepperton Village Conservation	£300
• Talk	£1,000
• Vitalise	£1,000
Total	£18,975

Other applicants were A2Dominion Inspired Radio; Burway Rowing Club; Colne Valley Park; Crest; Staines Brass Band; Staines Regatta; St Saviour's; Surrey Welfare Rights Unit, Woodcraft Folk. Their applications did not receive a grant offer. Four of the 5 applicants have already been granted part of their requested funding, via this year's Better Neighbourhood Grants scheme. A list of eligible projects was circulated to members where the money could be released in the current year. See notes on Appendix B.

- 2.3 The residue of £10,825 would be allocated throughout the upcoming year as and when further applications are made or eligible causes brought to the panel's attention.
- 2.4 It is also proposed that any organisations receiving in excess of £5,000 enter into a service level agreement to ensure that the Council is receiving value for money and also that the receiving organisation supports the Council's priorities.

3. Financial implications

- 3.1 The grant funding awarded is £194,800 - including residual £10,825 – and is available for the organisations as detailed in paragraph 2.2 and subsequent applicants during 2015-16.
- 3.2 The funding or support in kind for 2015/16 will be as follows.

Grants	£194,800
Rate Relief	£43,200
Free facilities	£13,775
Accommodation in kind	£53,500
Sports Grants	£4,800
Neighbourhood Grants	£39,000
Total	£349,075

4. Other considerations

- 4.1 The Voluntary Sector offers services to a wide range of communities in Spelthorne. The collapse of any of them could have a profound effect on crime and disorder, health and many other aspects of Spelthorne life.

5. Timetable for implementation

- 5.1 Grants to be awarded in April 2015; residual grants thereafter until funds exhausted.

Background papers: None

Appendices:

Appendix A – Background notes

Appendix B – Applicants and proposed funding 2015-16

Appendix C – Grant panel review meetings notes

Spelthorne Council supports the voluntary sector in a number of ways and detailed below are some examples

1.1 **Other Support to Voluntary / Charity organisations**

- Rate / Business rate relief to charities / voluntary organisations.
- Free accommodation
- Facilities with no rent
- In kind support
- Better Neighbourhood Grants

1.2 **Rate / Business Rate Relief**

There is a range of relief on rates / business rates for charities. Many organisations are entitled to mandatory relief of 80% but the Council has the authority to offer discretionary rate relief of up to 20%. Cabinet approval is required for any organisations receiving a “top up” of over £2,000 per annum and officers may approve a “top up” of up to £2,000.

1.3 The Council also has the ability to offer discretionary rate relief (need to meet the criteria). Again, Cabinet agree discretionary awards over £2,000 and officer under £2,000

1.4 Examples of organisations who receive the following

- Top up on mandatory over £2,000 e.g. Leisure Centres / Art Galleries.
- Top up on mandatory under £2,000 e.g. Scout Hut.
- Discretionary under £2,000 e.g. Village Halls / Sports clubs.
- Discretionary under £2,000 e.g. Sailing Halls / Sports clubs.

1.5 The value of the discretionary rate relief for 2014/15 is £42,348.08

1.6 **Free Accommodation**

The following organisations receive free accommodation in Knowle Green.

- Age UK Runnymede and Spelthorne
- Alzheimer’s Society
- Carers Support
- Crest
- Crossroads
- One to One
- Rentstart

1.7 The rent value of this area (551 sq ft) is £13,775 per annum (this is significantly less than the value for the ground floor which was the original Community Link area).

1.8 **Facilities with no rent**

There are a few facilities which the Council leases to organisations at no cost. The key facilities are

- Riverside Arts Centre Sunbury
- Spelthorne Museum and archive store

1.9 The facilities above provide service for residents of the Borough. The facilities are extensively used by the community and are operated by volunteers. The rental values are as follows

- Riverside Arts Centre £44,000-per annum (under review)
- Spelthorne Museum £9,500-per annum

There is also a number of uniformed groups located on Council land for which the Council receives a ground rent.

1.10 **Leisure Grants**

Leisure Services has formerly administered grants to sports / play and arts organisations and individuals. For 2015-16 a minimum of £3,800 will be awarded to sports and arts associations and will be included in the annual grants allocation (see 1.4), while £4,800 is administered by Spelthorne Community Arts Association and Spelthorne Sport Council.

1.11 **In Kind Support**

Organisations such as Civic Pride, The Allotment Society and the Free Wades receive meeting rooms free of charge, storage and help to deliver projects.

1.12 **Better Neighbourhood Grants**

Councillors will be each allocated £1,000 per annum from 2015-2016, to make their neighbourhood better, a total of £39,000. In some cases ward councillors put their allocations together to try to make better use of the money.

1.13 The Leader allocates any residual money at the end of the financial year.

Annual Revenue Grants 2015-2016

Organisation	Area of work	Amount requested	Previous payments	Comments	Amount awarded
AgeUK Runnymede & Spelthorne	Older people	£40,000.00	2013-14 - £25,000	Information & advice; social activities	£25,000.00
CAB (Runnymede and Spelthorne)	Free independent advice	£85,000.00	2013-14 - £75,000.00	Running costs	£75,000.00
HomeStart	Support for young families	£20,000.00	2013-14 £14,900	Running costs	£15,000.00
Rentstart	Prevention of homelessness for non-priority people	£32,500.00	2013-14 - £30,000	Running costs	£30,000.00
Shopmobility	Mobility for shoppers with disabilities	£25,000.00	2013-14 - £14,300	Running costs	£15,000.00
VAIS	CVS organisation supporting the borough's voluntary, community, faith sector	£17,900.00		Running costs	£5,000.00
		£220,400.00			£165,000.00
A2Dominion Inspired Radio	Housing group; Community Investment Team	£7,800.00	£500 leisure grant 2013-14, street dance at Stanwell	Community radio project for young people; training for core delivery team *	£0.00
Ashford Art Club	Art club	£350.00	2011-12 - £350	Two exhibitions, hall hire and transport *	£350.00
Ashford Smallholders	Allotment society	£400.00	2003	Provision of shipping container and fixings, for allotment holders' use * £193 Forsbrey	£100.00
Burway Rowing Club	Rowing club 40% Spelthorne; all ages	£500.00		Toward a rowing machine	£0.00
Civic Pride	Volunteering on environmental projects throughout the borough	£1,000.00		Purchase of plants , maintenance of tools and insurance *	£750.00
Club for the blind and partially sighted	Monthly social club and entertainment	£300.00	2013-14 -£50	Running costs of monthly meetings	£200.00
Colne Valley Park	Maintaining and enhancing Colne Valley Park	£3,572.00		Annual costs, delivering core work, specific focus in 2015 to engage local people during the park's 50th anniversary.	£0.00
Crest	Cancer support - families and anyone affected by cancer	£4,000.00	2013-14 £4,000	Revenue grant for all activities - all staff are volunteers	£0.00
Crossroads	Practical and emotional support to carers	£3,000.00	2013-14 £1,500	Premises hire for Saturday club for adults 40-65 with disabilities	£1,500.00
Daybreak	Day respite care for older people	£2,000.00	2013-14 £1,000	Revenue grant - running costs	£500.00
Dramatize	Drama/theatre club for people with learning disabilities	£4,756.00		Sunday youth club running costs	£2,000.00

Annual Revenue Grants 2015-2016

Kempton Park FC	Youth Association football	£1,000.00		Running costs - pitch hire	£300.00
Mediation North Surrey	Community, neighbour and school peers mediation	£3,250.00	2012-13 - £1,000	Running costs	£500.00
Mulberry Centre	Walk in cancer support centre, counselling, relaxation therapies, information	£5,000.00		To extend outreach into Spelthorne	£3,000.00
One to One	Social activities for adults with learning disabilities	£500.00	2013-14 £320	Running costs - hall hire for weekly meetings	£250.00
Relate W Surrey	Advice, counselling	£5,000.00	2013-14 - £3,000		£3,000.00
Richmond Fellowship	Mental health support for over-18s; 1:1 or group support and activities	£1,000.00	2013-14 - £200	Assist people with mental health issues, providing art materials such as tiles for mosaics, paint, pencils and paper * £400 Forbes Forsyth	£200.00
SCAN	To improve access and access awareness of people with disabilities	£950.00	2014-15 - £1,000 (revenue grant)	Running costs to provide support for people with disabilities seeking safe and easy access also a newsletter	£950.00
Shepperton Village Fair	Provision of an annual event for the local community	£1,500.00	2013-14 - £1,000	Towards infrastructure costs	£1,000.00
Spelthorne Natural History Society	Enhancement of Nutty Wood and part of Ash Link local nature reserve	£500.00		Resurfacing footpaths in Nutty Wood *	£500.00
SSAFA	Lifelong support for our forces and their families. Set up new volunteers	£800	2013-2014 - £500	Additional printer and phone for security purposes * £375 Patterson	£425.00
Spelthorne Schools District Football Team	Schools-based district teams u-14 and u-16	£2,500		Teams get no funding at all; need funding for borough-branded kit as they currently wear school tee-shirts. *	£500.00
SS Thames Alliance	Ambassadors group to raise funds for personal GPS tracking devices	£1,000.00		Leaflets to inform the public of GPS tracking devices for people with dementia	£300.00
Staines Brass Band	Two amateur brass bands - Staines Brass and Lammas Brass	£2,500.00		Towards purchase of a secondhand Bb Bass (Tuba) and case *	£0.00
Staines Regatta	Annual amateur regatta	£1,000.00	2013-14 - £1,000	Towards running costs of the Regatta	£0.00
Stanwell Bowls Club	Bowls club	£350.00		New equipment ie: score board, pushers and mats *	£350.00
St Saviours	Christians Against Poverty Debt counselling	£2,000.00		Annual running costs	£0.00
Surrey Welfare Rights Unit	Specialist support on welfare benefits; advice line, training, publications	£3,000.00		Towards running the training programme	£0.00
Shepperton Village Conservation Group	Shepperton Conservation Group	£500.00		A storyboard for project area at end of High Street *	£300.00
TALK	Supporting people with a communication difficulty ie due to a stroke	£2,000.00	2014-15 - £700	Annual running costs of the Ashford group	£1,000.00

Annual Revenue Grants 2015-2016

Vitalise	Respite care for people with disabilities	£2,768.00		Towards respite breaks	£1,000.00
Woodcraft Folk	Young people's organisation promoting active citizenship	£300.00		Summer Camp 2015 Forsyth	* £100 Forbes- £0.00
		£65,096.00			£18,975.00
				Grant available	£194,800.00
				Allocated above	£183,975.00
14480 4881 - £2500 (Sports Development/leisure Development grants) 15002 4803 - £1300 (Arts Development grants)				Residual money	£10,825.00
£191,000 annual grants budget					
* Suitable for Better Neighbourhood Grant application if unsuccessful here					

Annual grant recipients' meetings, November / December 2014

24 November – Age UK

27 November – CAB, Rentstart, HomeStart & Shopmobility

15 December – VAIS

Context: All six recipients completed application forms and supplied their Annual Reports, Financial Statements and Business Plans.

The panel assessed each organisation's activities against fulfilment of the Council's priorities; not all an organisation's activities would necessarily contribute in this way – but those that did would be assessed for Value For Money according to how much of their funding was supplied by the Council.

Each organisation had different funding streams and some depended by a greater degree upon the Council's grant than others.

The applicants' financial activities were also scrutinised, with consideration given to the level of reserves. It is generally accepted that any organisation should hold a minimum of six months' worth of expenditure in reserve. Any continuously growing level of reserves would indicate an excess of grant over activity; a continued fall in reserves would indicate remedial measures should be sought.

All six organisations reported that the straitened times were causing them to look ever more carefully at their budgets and services.

All said they relied appreciably on the Council's support and were appreciative of the funding.

All indicated that the presence of elected members on their management committees was very useful as a channel of information and feedback – and would be welcome where members are currently not represented.

New trustees are always welcome

Shopmobility: Previous funding: £14,300 for 3 years. Requesting £25,000

Review meeting with scheme manager David Bisiker.

Receives grants from Clerical Medical & Two Rivers. Their contribution is unknown for 2015-16 (apart from peppercorn rent from the shopping centre). 2013-14 was the last of a three-year funding agreement with Two Rivers. Clerical Medical reviews annually. Income from members' subs, donations and fundraising – total around £61K.

Requests to Runnymede BC (whose residents use Staines Shopmobility) unsuccessful, apart from £1,598 match funding for four mobility scooters.

There are two Runnymede Councillors on the committee but Runnymede does not grant any funding.

In 2014, Shopmobility moved into new premises near the Vue Cinema, Staines, after setbacks and complications relating to the actual build. The temporary relocation to Norris Road had impacted heavily on the number of hires – down 17% compared with the same period in the old unit, with hours down by 22%.

Fundraising efforts have continued as much as ever. These range from the annual Pancake Race; summer fete at Two Rivers; Christmas draw; wrapping service; sale of Shopmobility directories and Easyfundraising (online donation through other purchases). Donations were given by Midas Plus, Metro Bank, Compass Angling and the United Church of Egham.

Spelthorne councillors gave £300 towards the purchase of four new mobility scooters.

Trustees are constantly looking for opportunities to bid for new funding opportunities.

Good relationship with two elected members (Cllrs Rough and Bannister) on the committee.

Narrative: The panel acknowledges that Shopmobility has a strong board of trustees, which it felt could be turned to better advantage in terms of profile-raising, funding generation and lobbying. The organisation could greatly benefit from opportunities such as the establishment of a new Hub for information and advice, in the nearby Clarence Street. The panel believes the board is in a good position to promote the existence and benefits of Shopmobility across audiences – most notably the business/traders sector.

(recommended - £15,000)

CAB: Meeting with manager Pat Thompson.

CAB has received £75,000 from SBC on 3-year agreement ending this year. Requesting £85,000.

Receives £78.5k from Runnymede, a mental health grant of £46,500 to cover work at Abraham Cowley Unit. Core funds of £21,500 for running costs of the Rentstart project and £15,000 (the last year) from The Tudor Trust for the Probation Project.

Provides wide range of advice services, most particularly debt advice, working in contact and support with Housing and Benefits depts.

In December 2012 the bureau began a three year project, funded by the Tudor Trust, offering advice to offenders and working closely with the Probation Service in Staines.

Presence in Sunbury twice a week and outreach at Stanwell.

CAB needs the increased funding for extra staff costs and overheads. The main issue now is that of space at both venues. CAB has experienced a change in the demeanour of some clients over the past year or so – due to increasing financial problems and other personal issues which lead to stress and can be challenging for the staff and volunteers. There are concerns about the safety of staff at Sunbury Library, where there is only one entrance/exit. The outreach bureaux operate at Staines County Court, Staines Probation Office and Stanwell Library but staff have to return to the Addlestone office to make calls and write letters, due to space constraints. More space would be needed for CAB to help deliver some of the requirements of Universal Credit.

(recommended - £75,000)

VAIS: Has received £17,900 (3 years) with 6-month review. Requesting £17,900

Also funded by Surrey County Council (£30,570) plus around £6k in 2013-14 from other sources. VAIS failed to claim its funding of £20,044 from NWS CCG in 2013-14.

Chairman Cllr Robin Sider, Elizabeth Mackendar-Moore and vice chairman Celia Leggatt, met the panel. A set of questions had been submitted to VAIS in preparation for the meeting, specifically regarding the failure to claim CCG funds, discrepancy between the projected budget and the actual deficit of more than £50,000, and performance data.

Prior to the deficit for 2013-14, VAIS had £171,000 in reserves, which had grown as a result of excess of grant monies over expenditure for several years.

Narrative: Cllr Friday offered to assist in production of a business plan for the upcoming year. The unclaimed £20,044 2013-14 grant from NWS CCG has since been paid, in addition to the 2014-15 grant of a similar sum.

A new treasurer was being sought, as a result of the retirement of the current one.

Performance had improved since 2013-14, specifically in recruitment of new volunteers and placements. The referral to placement ratio was still the lowest in Surrey. VAIS reported an increase in new volunteers in the period since, but placements were not rising at the same rate.

The annual survey indicated that no organisations had used VAIS's governance structure – one of the pillars of a CVS service. The panel would recommend that VAIS be tasked with providing governance assistance to the flood volunteer groups currently being formed as part of the borough's emergency planning.

The rate of conversion of funding applications to successful outcomes was also subject to query; county averages would be sought.

(recommended - £5,000)

HomeStart Spelthorne: Received £14,900 / 3 yrs. Requesting £20,000 Mandy Groves and Anne Damerell.

Going 19 years. Supported 108 families with 242 children in 2013-14 and referrals have been climbing so far for 2014-15. Basic service is delivered once a week in the family home, plus a weekly Family Group. Runs the Spelthorne Toy Library at Stanwell. Work with Supporting Families team when appropriate.

Undoubted commitment from staff and volunteers.

Contract with Surrey CC guarantees main funding until April 2016 but only covers half of costs. Money worries are constant, but scheme has energetic fundraising programme and pursues grants from various sources such as Community Foundation for Surrey and Shepperton Parochial Charity.

Grant needed to continue to employ a part-time organiser – to recruit and train more volunteers. Recruiting volunteers is becoming more difficult; two training courses are held annually.

(recommended - £15,000)

Rentstart: £30,000 / 3 years. Requesting £32,500

Bryan Pilgrim and Linda Marshall.

Works very closely with Housing Options dept.

There have been 325 new clients over the year, with 73 clients housed – a drop of more than 30 compared with the previous year. This is due to the difficulty in finding suitable accommodation for rent. More flexibility with the deposit guarantee has been necessary – extending beyond the usual 12 months, which means increasing liability on the deposit fund.

New project in partnership with Elmbridge and Runnymede – Rentstart Rescue - administered by Elmbridge Rentstart, giving extra assistance and support to rough sleepers - funding via Homeless Link. The project has had many successes and exceeded targets.

Rentstart reports being “on course for where it should be”.

Rentstart is working to improve grant applications to large funders.

(recommended - £30,000)

Age UK (Runnymede and Spelthorne): Tony Docker and Di Cheeseman.

Received £25,000 / 3 years. Requesting £40,000

Funding and grants from both borough councils, Surrey PCT, Ashford and St Peter's Hospitals Trust and others.

The three-year business plan is focussed on reducing the deficit – which (2014) stands at £79k. Structural change has been implemented, including closure of the coffee shop at Stanwell health centre. AgeUK was concentrating on giving better value for money. Activity in the areas of information and advice was increasingly under pressure, given the ageing population and the growing number of people with dementia. I&A is not one of the areas AgeUK can charge for; more and better paid-for services such as Tonic Time were being introduced. The 240-strong volunteer database was being overhauled, and volunteer retention worked on. The upcoming year would see continuing financial recovery, developing the paid-for business and profit ploughed back in to the information and advice services.

(recommended - £25,000)



Supporting the voluntary, community and faith sector in Spelthorne

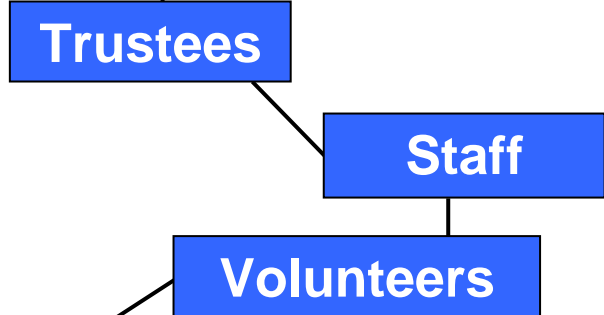
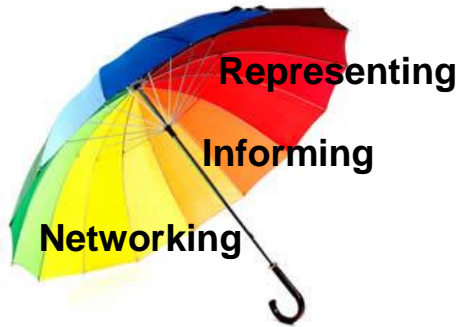
ANNUAL REPORT

2013/2014



**Strength in Our Members: VAIS has over 300 members
Membership continues to grow with 47 new members in 2013-2014**

VAIS is the umbrella organisation for the voluntary, community and faith sector in Spelthorne. Encouraging and supporting groups within our community



What we do
 Community Engagement Events
 Training and Workshops
 Volunteering Drop-In Sessions
 Information Sharing
 Collecting the Views of our Members
 Developing Policies and Action Plans
 Influencing Strategic Discussions and Decisions
 Sharing Experience and Learning

Our resources
 Providing VAIS's Members with Local, County and National Information via
 eNews alerts
 Newsletters
 Website
 Funding Advice – GRANTfinder
 Member's Directory
 Dialogue
 Research and Information
 Volunteer Centre Spelthorne
 Corporate Volunteering Projects for Local Businesses
 Training Suite Hire
 Equipment Loan
 Financial Services

Networks
 Children and Young People Partnership
 North Surrey Empowerment Board
 North West Surrey Clinical Commissioning Group
 Partnership Action Days
 SCAN & Spelthorne Physical, Sensory and Cognitive Disabilities Forum
 Spelthorne Business Forum
 Spelthorne Civic Award Trust
 Spelthorne Faiths Forum
 Spelthorne Forum for Older People
 Spelthorne Safer Stronger Partnership Board
 Spelthorne Together Assembly
 Spelthorne Together - Health and Wellbeing
 Spelthorne Together Executive
 Staines Parochial Charity
 Staines-Upon-Thames Day
 Surrey Voluntary Action Network
 VAIS Member's AGMs
 Volunteer Centre Network Forum

Core Functions of a CVS & Volunteer Centre
 Services and Support
 Liaison
 Representation
 Development Work
 Strategic Partnerships
 Brokerage
 Marketing Volunteering
 Good practice Development
 Developing Volunteering Opportunities
 Policy Response and Campaigning
 Strategic Development of Volunteering

"Making a positive difference to the voluntary, community and faith sector by empowering groups, enhancing their capabilities and making their voice heard"

Corporate Volunteering

VAIS has brought together several teams of employees from local business to complete one off community activities. Each team provides free labour and often supplies materials to help with the projects. Examples of projects available include the painting of classrooms, gardening, clearing waste ground, litter picking, helping at events, marketing (leafleting), and fundraising for local charities.

Contributing to the community to lend your professional skills can make a huge difference. VAIS can help you to get the most out of your community involvement in a number of ways:

- Improve community relations and your reputation
- Generate positive publicity for your business
- Motivate employees
- Develop interpersonal and team participation skills



We organised two separate projects involving volunteers from **British Airways**. The first opportunity involved a team of **50 employees** who volunteered for a whole day to undertake a gardening project at **Meadowside**, Staines, who are a trusted provider of residential care for elderly people, offering specialised services for older people who have dementia or physical disability.

County Councillor Denise Saliagopoulos kindly offered to give £500 from her Member Allocation to help Meadowside.

The area was in desperate need of being transformed as sufferers from dementia benefit from a sensory garden - vibrant colours, plants giving off fragrances and sounds such as wind chimes. Improving the area in which to grow fruit and vegetables will also help support the kitchen within the care home, improving the old raised fruit and vegetable beds, and creating a new one, in addition to cleaning and re-coating the wooden garden furniture.

Feedback from **Sally Cowdrey** who is the **Activities Co-ordinator** at the centre included:

“The volunteers have enhanced the lives of our residents by clearing our allotment and making the gardens and all surrounding areas attractive. This will enable them to enjoy the on coming months, as the spring flowers and bulbs will be wonderful, and our gardening team, which consists of residents and staff will be able to enjoy planning the vegetables and watching them grow. It has given us a larger area to try new vegetables and plants. It has brought a new life to the garden”

A group of **10 employees** from British Airways also helped paint the window and door frames over a three day project at the **Bradbury Centre** in Shepperton. A residential care home which is divided up into four wings offering a wide spectrum of nursing care to its residents, who include those with physical disabilities, and specialising in caring for people with dementia. **Jean Saunders, Activities Facilitator**, *“I came in on the last day of the project, and was so pleased to see the work that had been done”*.



Surrey Canoe Club needed their new 40ft container painted after moving to a new riverside location, in order to meet the conditions set by **Spelthorne Borough Council**. A group of **9 volunteers** from **DHL Global Forwarding (UK) Ltd** painted the container green. Volunteer painter **Jacqui Butt, Accounts Payable Manager** said, *“At one point we didn't have enough paint brushes, or rollers to go round, and had to send out for extra supplies”*.

Chair of the club Paul Marsden said, *“Our thanks go out to DHL for the working party that arrived in great spirit to help paint the container and WC block with our club volunteers.*

The club is very grateful for all the hard work on the day which the DHL staff made light work of. On behalf of the club and its members, I would like to personally say thank you to VAIS, it was a great day for all involved”.





VAIS Services

VAIS DBS (formally known as CRB) Checking Service

Since becoming a **Registered Umbrella Body** with the **DBS (Disclosure and Barring Service)** in October 2012, VAIS has countersigned **79 DBS Application Forms** for **8 local groups**. We would like to thank the following organisations who used this service: **Ashford Helping Hands, CAMEO, Home-Start Spelthorne, One to One (North West Surrey), Spelthorne Volunteer Drivers, Staines Synagogue, Sunbury Accord** and **TALK Surrey**. Several member organisations who use the DBS Checking Service have commented:

“We are a small charity who supports people with aphasia following stroke. As it is vital that our volunteers have enhanced DBS checks undertaken, prior to volunteering at our communication support workshops, we are very grateful that this useful service is delivered, free of charge to TALK within the borough of Spelthorne”.

Susan Huston, Coordinator, TALK

“Thank you for the assistance you gave Ashford Helping Hands regarding the recent DBS procedure. We appreciated the fact that you attended our AGM and processed the documents for so many of our volunteers. Thank you for your patience and courtesy”.

Jennifer Langan, Secretary, Ashford Helping Hands

VAIS GRANTfinder

In July 2012 VAIS purchased licenses to use **GRANTfinder** – an online funding search tool. It is an online database where funding opportunities are identified specifically to your needs. Funding opportunities are identified through searching on the following key criteria:

- Location
- Total project value
- Who is applying for the funding
- What the funding is for

So far VAIS has undergone searches for **St. Peters Church, Sunbury, Shepperton & Chertsey NCT (National Childbirth Trust), Surrey Wildlife Trust** and **Uganda Lodge Community Projects**. If your organisation needs help with funding, VAIS can do the search for you and inform you of the possible funding opportunities currently available. We are also able to help review your funding application, by giving you advice and suggestions on submitting a successful bid.



VAIS Training Suite, Equipment Loan and Shredding Service

VAIS has a Training Suite which is free to hire, equipped with a flipchart, white board, TV screen and tables and chairs to accommodate for 10-12 people.

The following equipment is available to loan: PowerPoint Projector, Projector Screen, Hearing Loop, Laminator, Binding Machine and Flipchart.

VAIS is also offering a Shredding Service, as we have a volunteer who is very willing to shred! We offer these services free of charge to VAIS members.

For more information on any of these services please contact us on 01784 465536 or email: info@vais.org.uk.

Volunteer Centre Spelthorne

Partnership initiatives have included VAIS working with

Surrey County Council to provide training for their members of staff who work within **Surrey Libraries**. We were approached by **Adam Watkins, Library Manager, SCC Staines Library** to see how VAIS could assist in such a delivery, which resulted in us arranging two separate training sessions. The first being a half day training for **Introduction to Managing Volunteers**, which was held over five sessions throughout the county including the **Surrey History Centre**, with a total of **75 individuals** attending. The second course **Safeguarding Awareness** delivered at Weybridge Library and attended by 14. VAIS initiated delivery of the training, but received no profit. The total payments £1,975.00 and £790.00 were paid to Matthew J Plumridge for his contribution towards the delivery of training for the project.



Volunteer Centre Spelthorne



L-R Nicola Cheung, Voluntary Action Development Officer, VAIS, Joanne Gravier, Stakeholder Engagement Manager, NHS North West Surrey Clinical Commissioning Group and Matthew Plumridge, Voluntary Action Development Officer, VAIS at the Spelthorne Together Assembly.



L-R Susie Kemp, Assistant Chief Executive, Surrey County Council, during her visit to Voluntary Action in Spelthorne in August 2013, with Adam Watkins, Library Manager, Staines Library and Elizabeth MacKendar-Moore, Chief Officer (Manager), VAIS

Acting on the successful **Engaging Hard to Reach People** community engagement event hosted by VAIS in January 2013, we have continued our work with **Social Information on Disability (SID)**. In June 2013 we attended the **Social Inclusion on Disability Conference** and delivered a presentation on volunteering, the possible barriers to volunteering, and how to help those individuals who want to volunteer. Barriers may include issues such as a disability, mental health and medical issues. Some volunteers can create their own barriers. Matching a volunteer's expectations can sometimes be difficult when they are not being realistic. This is why the 'person centred approach' works in assisting the volunteer to be placed in the right opportunity, in order to meet their needs and the requirements of the organisation.

Following on with **Surrey Lifelong Learning Partnership** in setting up the **Spelthorne Job Club** in 2012, VAIS has continued to work with people who are aiming to return to the workplace. We were invited to be part of a local initiative working with a group of women on a **Personal Development, Empowerment and Confidence Building Course**. A **European Social Fund** funded a 20 hour course for women over the age of 50. The course was aimed at women who were economically inactive in order to help them learn new transferrable skills, and help enable them to have a voice within their local community. VAIS's role was to guide the participants into the benefits of volunteering within their local community, thereby helping to build their confidence with the intention of going into employment.

Volunteer Centre Spelthorne provides support at a local level for individuals who want to volunteer, and organisations that need volunteers.

VAIS provides information and advice to potential volunteers to help them find a suitable volunteering role, matching their interests with current opportunities. Volunteering is a great way to learn new skills and develop interests, whilst also putting existing knowledge and experience to good use. The benefits of volunteering include: doing what you enjoy and interests you, meeting new people, personal development, and enhancing your CV. Volunteers can fit volunteering around their existing schedule, as opportunities are available throughout the week and at various times of the day.

As a Volunteer Centre, we offer organisations the opportunity to advertise their volunteering opportunities to as wide an audience as possible, for free. We achieve this by promoting the opportunities not only on the national volunteering website www.do-it.org.uk, but also on the VAIS website and in the VAIS newsletter. Potential volunteers are then interviewed and referred onto an appropriate opportunity, matching both the requirements of the volunteer and the organisation.

If you are interested in using Volunteer Centre Spelthorne to advertise your volunteering opportunities, you will first need to register your organisation with us. This is free, and simply involves completing an organisation and opportunity registration form. If you would like more information on how to get started with volunteering or registering your organisation and opportunities, contact VAIS on 01784 465536 or email: spelthornevolunteercentre@vais.org.uk.

REGISTERED COMPANY NUMBER: 06754766 (England and Wales)
REGISTERED CHARITY NUMBER: 1128180



**Report of the Trustees and
Financial Statements For The Year Ended 31 March 2014
for
Runnymede and Spelthorne CAB**

Runnymede and Spelthorne CAB

Report of the Trustees for the Year Ended 31 March 2014

OBJECTIVES AND ACTIVITIES

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives.

In addition to generalist advice the following specialist advisory services are provided:

- Specialist Welfare Benefit and Debt provision for Mental Health Users at the Abraham Cowley Unit (ACU), Holloway Hill, Chertsey
- Housing Advice at Staines County Court
- Home Visiting Service for the housebound

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. The unpaid time worked by volunteers during the year exceeded 11,500 hours.

FINANCIAL REVIEW

Core Services

Our core services are funded by a grant from Runnymede Borough Council of £78,700 (2013 - £78,700) and a grant from Spelthorne Borough Council of £75,000 (2013 £75,000). The bureau premises at Addlestone are provided rent free by Runnymede Borough Council and the bureau premises at Sunbury are provided rent free by Spelthorne Borough Council. These are recognised in the accounts as donations and expenses in accordance with accepted practice.

ACU

The charity has a contractual arrangement with the NHS via the Mental Health and Learning Disabilities Surrey CCG Collaborative for £47,416 (2013/14) to cover advice services provided by the charity at the Abraham Cowley Unit and to clients with severe mental health problems throughout North West Surrey.

Court Desk

The charity offers advice in repossession cases at Staines County Court. This service is funded by Runnymede Borough Council, Spelthorne Borough Council and the London Borough of Hounslow.

Rentstart

The purpose of Rentstart is to help people to find rented accommodation. Runnymede Borough Council provides a grant of £21,215 (2013 - £21,215) which covers the cost of the operation. Additional funds and/or pledges from the council, Chertsey Combined Charities, Chertsey Rotary Club and All Saints Church (New Haw) are available to assist with rent deposits where clients meet the appropriate criteria. Two guarantee claims were made during the year. At the balance sheet date there were 17 clients in accommodation arranged through Rentstart with the charity guaranteeing deposits amounting to £9,008.

Premises

Building works carried out in a previous year were capitalised and have been depreciated over five years. The remaining £25,000 in this fund is to provide a dilapidations reserve.

Probation

In December 2011 the bureau began a three year project, funded by the Tudor Trust, offering advice to offenders and working closely with the Probation Service in Staines.

Healthwatch

Healthwatch Surrey exists to improve health and social care services by being an independent consumer champion and making sure that the voices of people in Surrey reach the ears of the decision makers. The bureau received £20,336 through Citizens Advice Surrey to cover the cost of this project.

Runnymede and Spelthorne CAB**Report of the Trustees - continued
for the Year Ended 31 March 2014**

Flood Advice

In the aftermath of the severe flooding in February 2013 the bureau was awarded £20,000 from central government via Citizens Advice to provide advice and support for those affected in Runnymede and Spelthorne. A further £5,000 was received after the balance sheet date to cover advice and support in Wraysbury. This work will be ongoing into next year although no further funding is expected.

Flood Fund

Surrey Community Foundation asked the bureau to manage the distribution of £10,000 in awards to victims of the flooding.

Thanks

Thanks go to all the charity's funders, donors, staff and volunteers without whom the work of the charity would be unable to continue.

Reserves policy

At 31 March 2014 the general reserves balance was £186,383 (2013 - £188,488).

In accordance with the Charity Commission's guidelines, the Charity's policy is to maintain, wherever possible, sufficient reserves to provide a level of protection against unforeseen circumstances.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that 'free' reserves should be sufficient to cover a minimum of between 3 and 6 months normal operating expenditure.

ON BEHALF OF THE BOARD:

Trevor Mudd
Hon Treasurer
31 July 2014

Age UK Runnymede and Spelthorne

Report of the Trustees

The Trustees present their Annual Report for the year ended 31 March 2014.

Objects of the Charity

The objects of the Charity are to promote the relief of elderly people in any manner which now is or hereafter may be deemed by law to be charitable in and around the Boroughs of Runnymede and Spelthorne. The mission is to promote the well-being and independence of older people in Runnymede and Spelthorne and to help make later life fulfilling and enjoyable. The constitution for the merged charities of Age Concern Runnymede and Age Concern Spelthorne was adopted when they merged on 1 March 2011.

Activities during the Year

The Charity has continued to provide support for elderly people in Runnymede and Spelthorne as defined in the objects and constitution.

Structure, Governance & Management

A. Board composition

The Charity is run by a Board of Trustees who oversee its activities and meet at least six times a year. Members of the Board are chosen from to represent a selection of skills required to carry out their oversight function and to represent the local community. Principal stakeholders are also entitled to appoint non voting governance representatives.

As set out in our Memorandum & Articles of Association, the Honorary Officers are the Chair who is elected at the Annual General Meeting, Deputy Chair and Treasurer who are elected by the Board. The Trustee Board has responsibility for the general control and management of Age UK Runnymede & Spelthorne [AgeUKR&S] and all strategic, policy and fund-raising decisions. Decisions made are then implemented by the Chief Officer and his team who manage the day to day running of the charity.

The Trustee Board can appoint persons to fill casual vacancies during the year, such appointments are effective until the end of the next AGM. Those appointees are eligible for election at that AGM. New trustees undergo reference checks and induction procedures, including receipt of a comprehensive Induction Pack. Trustee training is provided by the national charity organisation of Age UK and by other bodies.

B. Finance Committee

The Finance Committee consists of the Chair, Treasurer, Trustees, Chief Officer and Finance Officer. The Treasurer is the Chair of the Committee, which can co-opt non-voting members as required. It has the authority to

- consider financial policy and planning
- review financial actions of the charity
- receive reports of its financial performance
- present its findings and recommendations to the full Trustee Board

C. General Meetings & Membership

The charity holds an Annual General Meeting and other General Meetings each year. Membership consists of all the Trustee Directors and Members plus non-voting nominated representatives and Associate Members.

Public Benefit

The objects of the charity are as stated above and the trustees are pleased to have been able to serve a wide community and to be able to assist them and others as described. The Trustees have therefore complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission guidance published in this respect.

Financial Review and Plans

The financial results in these accounts reflect the beginnings of the implementation of policies designed to secure the long term viability of the charity. Measures such as initiating a marketing function, the implementation of a structured data management system, the launch of new client driven services and the targeting of new income sources were always going to take time to be fully effective and the reduction in the deficit to March 2014 shows that AgeUKR&S is moving in the right direction.

The charity is now committed to a rigorous annual review of all its activities, to producing a 3 year strategic plan and to ensure that it applies appropriate quality standards to all it does. Among the key objectives in the latest 3 year plan are that all services, whether funded externally or self-funded, must not only be consistent with our charitable aims but also ensure full recovery of overheads in the longer term. In addition, AgeUKR&S will strive to maximise unrestricted income and to actively seek partnership working with other agencies in circumstances where collaboration will optimise results for the community.

Funding

The Charity receives its income from statutory agencies, grants, local charities, client contributions, fund-raising, legacies and investments as well as earned income. In particular, we receive funding from:

- Runnymede Borough Council and Spelthorne Borough Council
- North West Surrey CCG to meet costs associated with community health
- Various fund-raising including donations, collecting boxes and participation in local fairs, for which we are indebted to Doreen Weavers and her team of helpers.
- Other major funders include Age UK, Surrey County Council and Ashford and St Peters Hospital

The Trustees would like to thank all of our funders, donors and volunteer fund-raisers for their generous support, which enables us to undertake our work in improving the lives of our elderly residents. They are aware that in order to meet an increasing need, funding sources will need to be increased in future.

Reserves, Policies and Procedures and Statement on Risk

The charity needs to have sufficient funds to continue its activities on an ongoing basis and to promote and finance such activities as may best fulfil its mission. The Trustees review the reserves policy as part of the annual budgeting and three year planning process. On the basis of this review, the Trustees recognise the need to hold funds as free reserves to protect core activities in the event of income shortfalls until such time as alterations to planned expenditure can be made. This recognises that the bulk of the charity's income comprises grants and one-off voluntary donations and is therefore variable from year to year. The Trustees have set a long-term recommended level of free reserves equal to around six months typical gross expenditure plus a provision for the replacement of major assets. The level of reserves should also reflect the length of time that income flows can be deemed as certain.

The Trustees confirm that the major risks to which the charity may be exposed are regularly reviewed. The charity maintains a comprehensive set of policies and procedures, which are designed to mitigate any operational and financial risks; it also carries Public and Employer Liability insurance and has a Business Continuity Plan in place.

Quality

The Trustees and staff are committed to quality assurance in running the business, delivering services and managing all resources.

An organisational quality standards assessment will take place in December 2014 in addition to an assessment of our Information and Advice Service. Although these are internal processes they are externally assessed and we are confident that AgeUKRS will be assessed as performing beyond the required standards.

In March 2014 we were audited by the Care Quality Commission and we met four out of five standards. Action was required in the area of obtaining and recording more client feedback and we are addressing this.

Equality & Diversity Policy

Our aims and policies are devised to ensure that we value and develop the skills and abilities of employees and volunteers to deliver fully accessible and culturally sensitive services to older people within Runnymede and Spelthorne. We consult widely within the community to establish priorities on the basis of need.

Trustees' Responsibilities

The Charities' Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that year. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently,
- b) Make judgements and estimates that are reasonable and prudent,
- c) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in its activities.

The Trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Trust and to ensure that the financial statements comply with the Charities' Act 2011. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Chamberlains were appointed as the charitable company's auditors subsequent to the year end and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

The report was approved by the board on 21st August 2014 and is signed on its behalf by:

David Thompson
Chair

Chief Officer's Report

2013/14 was a year of considerable change, which was necessary for our organisation. This was initiated by the Trustees appointing me as the new Chief Officer and Di Cheeseman as the new Deputy to replace Carol Sheppardson, who retired. These appointments were preceded by some internal structural changes initiated and implemented by Peter Skeggs, our interim Chief Officer. I'd like to thank Peter for starting the major change programme, Carol for her sterling work and commitment to AUKR&S, the Board for their courage and support in backing these changes, and staff and volunteers for welcoming me and Di and embracing many of the changes we have brought about.

These changes have included a review of all our services resulting in some changes in existing ones, introducing a new one (Support4YOU), and closing down the Coffee Shop. There have also been changes in the staffing structure which included the introduction of a standard contract for all staff. We have also tightened up our governance of the organisation at Board level and brought in additional Trustees.

A key part of improving our business has been the introduction of stronger financial management of our services; ensuring funded services do not overspend, and paid for services do not run at a loss, with forward planning focussed on increasing income.

Sadly these accounts report a £79k deficit, and although it is less than the previous year, it means that my priority is still to address our balance sheet to prevent further erosion of reserves, which are at a low level, and the changes previously mentioned, together with future ones, have this in mind. I am confident that next year's accounts will show a big improvement financially, but not at the expense of our services to older people.

To this end we have invested in the appointment of a Bid Writer to increase our level of grant applications, we are introducing new "paid for" services operating as Social Enterprises and we are working hard to retain existing funded activities and gain additional ones.

In order to bring our services to more people we have invested a modest amount in marketing and supplemented that with a lot of time spent raising our profile in the community and building strategic partnerships.

On the strategic front we have now published a three year business plan which provides a path for our immediate future, and which will be updated annually.

I mentioned earlier changes in our staff structure; this work has been in conjunction with establishing a robust internal reporting structure, with clear areas of responsibility and accountability, with staff remaining empowered to make decisions. Staff management and support has been strengthened through regular reviews, which also enables us to continually review and improve our services. The introduction of new staff on zero hour contracts enables us to grow our services with reduced risk to our organisation.

Having now been able to properly assess Charitylog, our software database system, I am convinced it is great tool that we can make even more use of, providing us with the ability to produce detailed reports on which to base management decisions and an invaluable aid for funding applications.

May I conclude by saying how impressed I have been with the attitude of our staff and volunteers. I will endeavour to maintain an environment of professionalism mixed with fun and flexibility in order to make our business successful.

Tony Docker

Services in Summary

General

For the first time we have produced a table showing the outputs connected with our services, in future years we will be able to make comparisons with previous years. Unfortunately for some services there is no data available yet, but we continue to increase our usage of Charitylog and adapt it to suit our needs, enabling us to capture more outputs in future. Our approach in 2013/14 was to review all our services and make them successful, both in financial and non financial terms, unless this was thought to be an impossible task. Unfortunately this proved to be the case with our Coffee Shop, despite the efforts of the staff concerned, and we had to close it at the end of February 2014. All our services produced outcomes which I have listed under each service heading.

Information and Advice

This key service is central to Age UK, both locally and nationally, and can only be delivered in line with the amount of funding received. I am pleased to say that we maintained the service at the same level throughout 2013/14 and seek to improve it further through better use of resources. This service is funded mainly by Runnymede and Spelthorne Borough Councils and the North West Surrey CCG and we face the challenge of maintaining the level of income against the background of reducing public sector funding. It should be noted that this service actually brought in over £500k for clients enabling them to access benefit payments due to them, benefiting both them and the local economy.

Outcomes:

Enabled people to access benefits payments they were entitled to

Improved peoples' quality of life

Improved their mental wellbeing

Bathing

During this year we increased our bathing capacity by recruiting an additional member of staff. Being a paid for service this was a financial risk and resulted in the service incurring a shortfall in 2013/14. However, it will prove to be a wise decision over the next two years as the number of bathings increase, coupled with improved productivity.

Outcomes:

Improved peoples' overall wellbeing

Enabled people to maintain their self esteem

Road2Recovery

Numbers rose and fell during the year, mainly due to the quality of the referrals; many people were not ready or not wishing to access the service despite being referred to us. We decided not to replace a staff member that left and redirect other resources, which enabled us to balance expenditure with the grant income for this funded service.

Outcomes:

Facilitated the timely discharge of patients into a safe environment

Reduced the likelihood of hospital re-admissions

Support4YOU

This was a new service introduced during the year, aiming to provide a client pathway from hospital discharge to independent living, although not restricted just to people discharged from hospital. Not only does it provide practical support to people to allow them to live independently, but it also provides one to one buddying, supporting individuals to overcome social isolation; keeping people connected to their local communities with the support of a buddy to access social activities, be it a group activity or visiting the cinema / theatre for example. This is a paid for service with the Trustees deciding to invest in this new service, not just in the belief that it will pay for itself in 2014/15 or soon after, but because it is a service sorely needed by people in our area.

Outcomes:

Enables more people to live independently

Reduces social isolation

Transport

Another self funded service, aimed primarily at other organisations, enabling them to provide transport for their clients. Our minibuses are reliant upon volunteer drivers, helping us make the service cost effective. Our aim for 2014/15 is to increase the number of Affiliated Member

organisations that can hire our buses to improve their utilisation rate and provide transport to more individuals.

Outcomes:

Reduces social isolation

Provides volunteer opportunities

Handyperson

This scheme enables people to access Age UK staff to carry out simple repairs and garden maintenance work. It is part funded by Surrey County Council but we also need to charge what is a very competitive rate to enable the service to break even. During 2013/14 we maintained the number of staff hours, choosing to market the service more, as opposed to reducing capacity, as we were, and still are, convinced that there is a real need for this service in the community.

Outcomes:

Enables people to feel safer in their own homes

Reduces incidents of falls in the home

Traders Directory

Where a Handyperson service cannot be used we are often able to offer people skilled tradespersons from our directory. Although any subsequent work is between the trader and the client, it provides some reassurance that we have done a level of background checks with traders in our directory.

Outcomes:

Clients feel more secure when dealing with a recommended tradesperson

Social Activities

During 2013/14 we ran or facilitated CHAT, Tonic Time, Tea Dances and the Martindale, Monday and Badminton clubs alongside other organisations, usually relying on volunteer support. In addition we provided a number of outings, utilising our minibuses. Social Activities is a mixture of funded and self funded activities, and although the service as a whole incurs a net cost to AgeUKR&S, we feel they provide such a valuable service for residents and other charitable organisations that we are happy to accept the challenge of finding funds to cover the costs.

Outcomes:

Reducing social isolation

Support other charities

Volunteers

We engage with around 240 volunteers throughout any year, with around 50% being active at any one time. Many of them provide a befriending service, some drive, some escort on outings; some help us in the office. We could not do what we do without the help and assistance of our volunteers, therefore the cost and resource required to find, select, recruit and train volunteers is money well spent, albeit a constant challenge to cover these costs.

Outcomes:

Enabling services to be more cost effective

Reducing social isolation

Providing volunteering opportunities

The future

Having done a lot of the groundwork in 2013/14 everyone at Age UKR&S is keen to see the services really develop in 2014/15 and beyond. Therefore our focus is on improving what we have and do, and developing additional services that people want, either funded where possible or self funded. As Chief Officer it is my responsibility, and challenge, not only to address our balance sheet, but also to deliver services efficiently and to budget. During 2014/15 we will seek to introduce additional services that provide real benefit to people.

Impact Statement

Clearly the work we deliver through our services and activities has a positive impact on the individuals we interact with, and therefore on the community. Many of the outcomes resulting from our work produce cost savings for the NHS and local authorities, by keeping people healthier, mentally and physically, and reducing visits to a GP and/or hospital.

We also believe that older people who are happier are people who spread happiness to others, and are more capable of leading a more fulfilling life in later year, or, in the words of Age UK, enabling them to Love later Life.

Service performance for 2013/14

As this is the first year of reporting data in this way it would be inaccurate to make comparisons with previous years figures, some of which were measured differently. Now that we have adopted a more standard method of reporting, our intention for future years is to make comparisons with previous years.

Service	KPI	Total
I&A Office	Number of people supported over the phone	1443
I&A Community	Number of people supported at home	2818
I&A Community	Annualised value of benefits gained for clients	£531,000
I&A Outreach	Number of people and organisations supported in the community	1088
I&A Office	Number of calls taken at Knowle Green	6035
Bathing	Number of bathings	859
Road2Recovery	Number of people supported following hospital discharge	278
Support4YOU	Number of hours support	357
Transport	Number of trips	627
Handyperson	Number of jobs done	1071

Staines Shopmobility

Registered Charity 1027988

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

For the year ended 31st March 2014

Staines Shopmobility

making staines accessible



Two Rivers
Staines-upon-Thames
01784 459416

stainesshopmobility@btconnect.com

www.stainesshopmobility.co.uk



Objects And Activities

Objectives

The objectives of the charity, as stated in its governing document are:

“Staines Shopmobility exists for charitable purposes only, to promote the welfare and independence of disabled persons (whether temporary or permanent) in Staines and the surrounding area through the loan of mobility equipment”

Aims

The scheme is dedicated to ensuring that users of the service are not excluded from accessing the full range of facilities available in the town. The service aims to provide an equality of access; allow disabled people greater independence and freedom in their daily lives; assist with the prevention of loneliness and isolation and enable regular contact with the community.

Financial Year 2013/2014

As reported at the last AGM the main objectives this financial year were; to continue to secure income to fund the service; to try and engage the business community further to enlist their support; to replace old mobility equipment that was nearing the end of its working life; to relocate the service to its new premises.

Our Work

With regard to the Charity Commission’s public benefit guidance, the main activities of the charity this year were:

- The provision of mobility equipment for people with limited mobility.
- An escorted shopping service for people with a visual impairment.
- Providing information on services relevant to elderly or disabled people.

Achievements and Performance

Publicity

Posters and service leaflets were distributed to key locations throughout the local area, such as libraries and doctor’s surgeries. Adverts and articles were placed with local organisations and the local press throughout the year. Full details of Staines Shopmobility were listed on the National Federation of Shopmobility (NFSUK) website and two awareness days were held in May 2013 as part of the NFSUK campaign, enabling people to see how the service works.

The service newsletter was published quarterly to keep members abreast of all the latest news from Shopmobility as well as being available on the Staines Shopmobility website. The charity linked with several local organisations to further promote the services available as well as holding several fundraising events throughout the year.

Fundraising / Donations

Fundraising, donations and sponsorships are vital in keeping the service open and available to use. Staines Shopmobility raised £8,706 through these activities in 2013/14, roughly 14% of annual income.

Fundraising activities included selling RADAR keys, books and other small items; commission referral schemes with Acorn Stairlifts, EasyFundraising and C.F. Hewardine; an Easter raffle and the Xmas Grand Draw. The charity also participated in the Staines Rotary Club Santa Float collection, Elmsleigh Centre Xmas wrapping service and Valentine's Day wrapping service.

The Easyfundraising scheme enables people to nominate Staines Shopmobility as their chosen charity to raise funds whilst shopping online. There are over 500 well known retailers enrolled in the scheme and we would encourage you to register if you shop online. Further details can be found on our website or at www.easyfundraising.org.uk

The annual Staines Charity Pancake Race was held in Staines High Street with the support of Barclays, Waitrose, Radio Wey, Virgin Active, The Zipyard, Lloyds, the Fragrance Shop and Spelthorne Borough Council. Radio Wey helped to entertain the watching crowds via a mix of music and running commentary on the races. 6 teams entered in a variety of fancy dress, and an exciting final saw Virgin Active narrowly beat Waitrose to win the coveted crown of Pancake Race champions!

The United Church of Egham chose Staines Shopmobility as the recipients of the proceeds from one of its monthly book fairs raising £250 for the charity. Compass Angling also made a donation to the charity bringing a further £500 of much needed income. A £500 donation was also received from Metro Bank, who now occupies the site of the old Shopmobility unit next door to Waitrose. Midas Plus kindly gave a grant of £463 to purchase new furniture for the new unit helping us to maximise the space provided and have new comfortable chairs for visitors to use whilst waiting for their mobility equipment.

A Better Neighbourhoods Grant of £300 was received from the Staines Councillors; Cllr. Bannister, Cllr. Patterson and Cllr. Francis towards the purchase of 4 new mobility scooters. Runnymede Borough Council also gave a grant of £1,598 to cover the cost of 2 of these scooters; this was in recognition of the high number of people resident in Runnymede visiting Staines Shopmobility. 2 new manual wheelchairs were also purchased to replace older chairs.

Applications for funding were submitted to Greggs, Airways Charitable Trust and the Mayor of London Legacy Fund. These were sent as part of a planned series of grant applications but unfortunately were unsuccessful.

We would like to thank all the organisations, volunteers and individuals that helped with these activities over the year. Your support is invaluable and we look forward to working with you all through the next financial year to ensure that Staines remains accessible to all.



Staines Pancake Race



Rotary Santa Float

Strategic / Operational

The service opened for use on 305 days of the year, with an average of 76 people using the service each week. Mobility equipment was loaned on 3,960 occasions for a total of 11,565 hours. The service has now been used 60,814 times as of the end of March 2014. Registered users totalled 3,846 with 265 new members registered and trained to safely use mobility equipment by the financial year end.

The temporary relocation of the service to the Norris Road unit has impacted heavily on service usage as reflected in the figures above. The number of hires dropped 17% on the same period when in the old unit with hours loaned down 22%. Whilst work on the Metro Bank began in February 2013 with the bank opening in September 2013, work on the new Shopmobility unit did not start until July 2013. The completion date was scheduled for October 2013 but unfortunately the building was completed 300mm below the approved height. This meant the building had to be taken apart and raised up to the required height, putting the completion back to the end of January 2014. The building was completed on time but a number of issues relating to the risk of flooding, insurance and move costs have delayed the relocation to the new unit.

The charity once again met the criteria of best practice for affiliation to the NFSUK. This enables the service to use the Shopmobility trademark and qualifies the charity to display the "Open Britain" sign, recognising the charity provides fully accessible premises. NFSUK trustees are currently reviewing the role of NFSUK with a view to merging with another organisation or closing altogether.

Demand for the holiday hire scheme continued to grow with equipment loaned out for a combined total of 732 days bringing an income of £1,985, up 54% on the previous year. A second travel scooter was added to the hire fleet along with 2 new wheelchairs to meet the increased demand for long-term hires.

The charity has always subsidised the cost of hiring equipment to ensure the service remains affordable and open to all; if the charity were to cover all its expenditure from hire fees then it would cost £12 per hire. As such, a small increase of charges was introduced from the 1st of January 2014. The charity does its utmost to keep charges at a minimum but it will be necessary to increase them from time to time.

Business Plan

The Board of Trustees held a Business Plan meeting in October 2013 to review and update the current plan, covering the financial years 2013-16. The main objectives identified were:

- To increase service usage and new registrations.
- To secure new long-term funding.

The finance action plan and marketing action plan were both updated; the finance plan oversees all income including service charges, funding applications and fundraising activities. The marketing plan covers the charity's press releases, awareness days, leaflet distribution, newsletter and website. This helps the charity to monitor its success in these areas, change strategy when necessary and maximise its efficiency. The plans are overseen by the relevant sub-committees.

Risk Management

A full review of the charity's risk management was conducted following the Business Plan meeting. A formal risk management procedure is in place to identify and control the risks faced by the charity. The risks facing the charity are constantly monitored and reviewed in full every 6 months.

Policy & Procedure

Policies and procedures are reviewed in full every 6 months and cover items such as risk management, financial management and trustee recruitment. The last full review was carried out in March 2014.

Health & Safety

Staines Shopmobility aims to provide a safe, enjoyable visit to the town for people with limited mobility. All service users receive full induction training on mobility equipment and are assessed on their ability to use equipment before hire. The charity has policies and procedures in place covering all aspects of Health & Safety and these are monitored and reviewed regularly by the Manager, Policy & Procedure sub-committee and the Board of Trustees.

An insurance policy specific to the scheme covers staff, volunteers, service users and members of the public. Contractors are sourced and service contracts put in place for all relevant testing required on an annual basis. Assessments are carried out annually for Health & Safety, Risk Assessment and Fire Risk. Mobility equipment is regularly maintained and serviced; visual checks are carried out daily and full vehicle checks are performed on a monthly basis. Regular safety tests and inspections are carried out on mobility equipment and the Shopmobility premises; Health & Safety is also a standing item on the committee meeting agenda.

Reserves

The charity aims to hold free reserves equivalent to at least six months running costs. This is necessary to guard against future uncertainties such as a decline in income and to meet any financial obligations to staff and creditors. The reserve is currently invested in a Virgin Money Charity Deposit Account and is reviewed regularly.

Significant Challenges

- Current economy and benefit cuts impacting on service user income.
- Low interest rates limiting availability of Charitable Trust funding.
- Increased parking costs reducing service usage.
- Distance from bus and train station lessening potential new users.
- Dwindling reserves.
- Central government cuts reducing local authority grant funding.
- Trading difficulties faced by local businesses diminishing financial assistance.
- Reduced return on fundraising events.
- Meeting service demand with limited resources.

Core Strengths

- Central location – town centre premises with peppercorn rent.
- Section 106 agreement, providing premises specifically for a Shopmobility service.
- Modern accessible unit at ground level with dedicated parking for service users.
- Support network including local authority and shopping centres.
- Only service loaning mobility equipment in Spelthorne.
- Established 16 years with regular year on year growth in membership.
- User driven service utilising customer feedback, questionnaires, user forum group and service user involvement on Board of Trustees.
- Use of volunteers.
- Long serving, experienced trustee and staff team.
- Modern fleet of vehicles to meet individual needs and demand.
- Grant funding from local authority.

Public Benefit

The charity enables people with limited mobility to independently access shops, banks, opticians, libraries and social / recreational facilities within the town of Staines. This promotes an equality of opportunity and community involvement amongst the beneficiary group. The service also improves confidence, health and mental welfare amongst service users who would otherwise be left isolated from the community and dependent on others to shop and access services for them.

Staines town centre has developed over a large area from its original size, which centred on the High Street, increasing the distances between shops, banks and other services. The High Street is now pedestrianised and the car parks are located on the periphery of the town, making the town inaccessible to many disabled people. People with limited mobility can access the town by car, public transport or accessible transport schemes but are unable to access the town further without access to mobility equipment. The Shopmobility service compliments local accessible transport schemes by providing beneficiaries with outdoor mobility aids upon their arrival in Staines. This fills the gap in service originally identified by SCAN and in several reports since.

Staines Shopmobility supports the Spelthorne Community Plan 2005-2015 aim "To make Spelthorne a safe, healthy, inclusive, prosperous and sustainable community". The charity's work supports many of the issues identified by the plan including 'Getting Around Spelthorne', 'Healthy Spelthorne' and 'Thriving Spelthorne'. Additionally the charity supports the local authority's commitment to tackling social exclusion and compliments local accessible transport schemes

The charity:

- ❖ Assists disabled people to participate independently in shopping, leisure and other activities in Staines.
- ❖ Promotes an environment that is healthy, safe and inclusive.
- ❖ Improves respite for parent / carers.
- ❖ Enables access to social and recreational facilities for disabled people.
- ❖ Provides outdoor aids for people with restricted mobility.
- ❖ Reduces isolation and loneliness, a contributing factor to ill health.
- ❖ Enables independence, well-being and choice.
- ❖ Promotes equality and diversity.

Staines Shopmobility supports the Disability Equality Duty and the Equality Act 2010 by providing an equality of opportunity for disabled people visiting Staines.

Having a Shopmobility service in Staines ensures the town is accessible to all visitors, making it more appealing to those with limited mobility. This helps maintain Staines as a destination of choice for residents of Spelthorne and many surrounding boroughs, where there are no similar schemes. Without Shopmobility, many people with limited mobility would be unable to carry out everyday tasks such as shopping and would have to visit another town with a Shopmobility scheme, if possible. The charity provides the last link in the transport chain and offers people with limited mobility the only viable access to the town.

Staines Shopmobility links with the following organisations that also aim to improve services and conditions for elderly or disabled people:

- Age UK Runnymede & Spelthorne
- Voluntary Action In Spelthorne
- Spelthorne Committee For Access Now

The Year Ahead - 2014 / 2015

Funding

Staines Shopmobility held cash reserves of £46,816.31 at the end of the financial year 2013/14. This equates to roughly 83% of the projected running costs for 2014/15, in line with the current reserves policy. This allows the charity to safeguard against unforeseen costs and to provide the service throughout 2014/15. Reserve levels are predicted to fall as low as £25,600 by the end of 2014/15 with no grant funding currently in place for 2015/16. Securing grant funding has been very difficult in the current economic climate and the charity will continue to make a concerted effort in this area. A detailed overview of the charity's finances can be found in the Treasurer's report beginning on page 13.

Service

The charity will seek funding to purchase another travel scooter for its holiday hire scheme, with the aim of significantly increasing income from this to help cover the shortfall in funding. It also aims to work in partnership with a mobility dealer to hold sale stock of mobility equipment on a commission basis to create additional revenue for the charity.

Negotiations continue with the landlord to progress the move into the new unit opposite Vue Cinema. This will make it easier for users to access the service and it is hoped that service use will then pick up, raising income levels. This will also make it possible to deliver equipment to user's cars once again.

Work will continue to convert the charity to the new Charitable Incorporated Organisation format allowing business to be conducted in the name of the charity. This structure will also provide protection to the trustees and members against any personal liability.

Fundraising

Staines Shopmobility has a busy year of fundraising planned with work under way to expand the Pancake Race into an even bigger event. Details of the race can be found on the Shopmobility website along with entry forms to download.

An awareness day is being planned to promote Staines as an accessible town and to raise funds for Shopmobility. It is hoped to make this a town wide event with all the businesses involved and we will keep you updated as we know more. This is provisionally scheduled for May 2015 and it is hoped to work closely with other organisations such as Age UK to make this a resounding success.

Staines Shopmobility will also be organising or participating in the Elmsleigh Xmas Wrapping Service, a Xmas Grand Draw and the Rotary Santa Float collection. Additional fundraising schemes include sale items such as books and Radar keys. EasyFundraising is another way for people to raise money for Staines Shopmobility; simply register at www.easyfundraising.org.uk, choose Staines Shopmobility as your chosen cause and every purchase you make online will raise additional funds for the service.

Publicity

Staines Shopmobility recognises the importance of publicity in raising awareness of its services. The charity will continue to distribute leaflets and posters around the local area; the website will be kept up to date with all the latest news and information; links with other organisations will be maintained to ensure as many people as possible can access our services. The 'Your Service' newsletter will continue to be published quarterly and is emailed to members as well as hard copies being available from the shop. 2 new roller banners will be purchased to promote the service at outside events such as the upcoming Staines upon Thames day and the Spelthorne Together Assembly.



SPELTHORNE RENTSTART LIMITED

**ANNUAL REPORT
2013/2014**

Spelthorne Rentstart Limited is a Charitable Industrial & Provident Society:
Register no 28593R

Introduction

History

Spelthorne Rentstart is a local charity based in the council offices in Staines. Since 1997 we have provided a service to residents of the local community, persons working in the borough, or those with close family members living in the borough of Spelthorne.

Aims

- To alleviate homelessness amongst single people and childless couples on low income, who local authorities do not have a duty to re-house.
- To help these people to find secure accommodation in the private rented sector by issuing a deposit guarantee on their behalf.
- To provide a specialised advisory service to people in housing need, and, where required by them, to the landlords

What we do

- We interview all prospective clients to find out their personal circumstances and housing need, and once we have this information we can then assist.
- We find accommodation and landlords who will accept tenants on benefits and low incomes.
- We help our clients with their housing benefit claims to prevent potential problems. In some cases we arrange for the payments to be made directly to the landlord.
- We support our clients to sustain & maintain their tenancies for the first twelve months, and act as mediator for landlord & client if required.
- In addition to this service, we offer support and advice to clients experiencing difficulties with their current tenancies, in order to prevent them becoming homeless.

How the scheme works

Spelthorne Rentstart issues a guarantee to the landlord that the deposit will be covered for initially 6 months and then often for a further 6 months (a maximum of 1 year). If the tenant defaults the landlord can call upon the guarantee to make good the losses up to a maximum of 1 month's rent. The guarantee money is kept meanwhile by Spelthorne Rentstart. Clients in employment are encouraged to save towards a cash deposit to pay to the landlord on expiry of the guarantee period.

The future

Our scheme is free to use for both clients and landlords. Obviously to operate a scheme such as this requires substantial funds, and although we receive some of these funds from Spelthorne Borough Council, we need to raise a significant amount through other sources

Having housed in excess of 1400 people since we opened our doors in 1997, we feel the service is essential for our client base, who would have nowhere else to turn in order to get the assistance, advice and support we offer. Our challenge now is to secure additional funding through a variety of sources whilst still offering the same level of service to our clients.

Client Base

1st April 2013 – 31st March 2014

GENDER	
Male	215
Female	110

AGE	
18 – 24	90
25 – 39	100
40 – 59	110
60 +	25

OTHER STATISTICS	
Stayed in children's home	21
In prison in the last 6 months	10
Have a probation officer	17
Slept rough night before interview	25
Trades Union member	11

EMPLOYMENT STATUS	
Full-time employment	59
Part-time employment	30
Unemployed	195
Student	5
Other	19
Retired	17

ETHNIC ORIGIN	
White UK/European	291
Mixed Race/UK/European	0
Black UK/European	9
Black African	6
Indian	6
Pakistani	0
Other	13

HOUSING STATUS	
Street/car homeless	45
Staying with friends/family	84
Sofa Surfing	57
Not left yet	129
Other	10

REFERRED BY	
Housing Needs	180
Citizens Advice Bureau	4
Support Workers	4
Probation	6
Family/Friend	53
Self	43
Job Centre	9
Internet	1
Other	25

CAUSE OF SITUATION	
Domestic Violence	6
Family Eviction	48
Formal Eviction	44
Landlord Selling/Renovating	17
Relationship breakdown	54
Released from Prison	10
Repossession	3
Tied accommodation	7
Other	136

Accommodation Statistics

A total of 73 Rentstart Clients were accommodated during 2013/2014

- 49 Clients were housed in privately rented accommodation with the assistance of a Deposit Bond
- 24 Clients were housed without a Deposit Bond

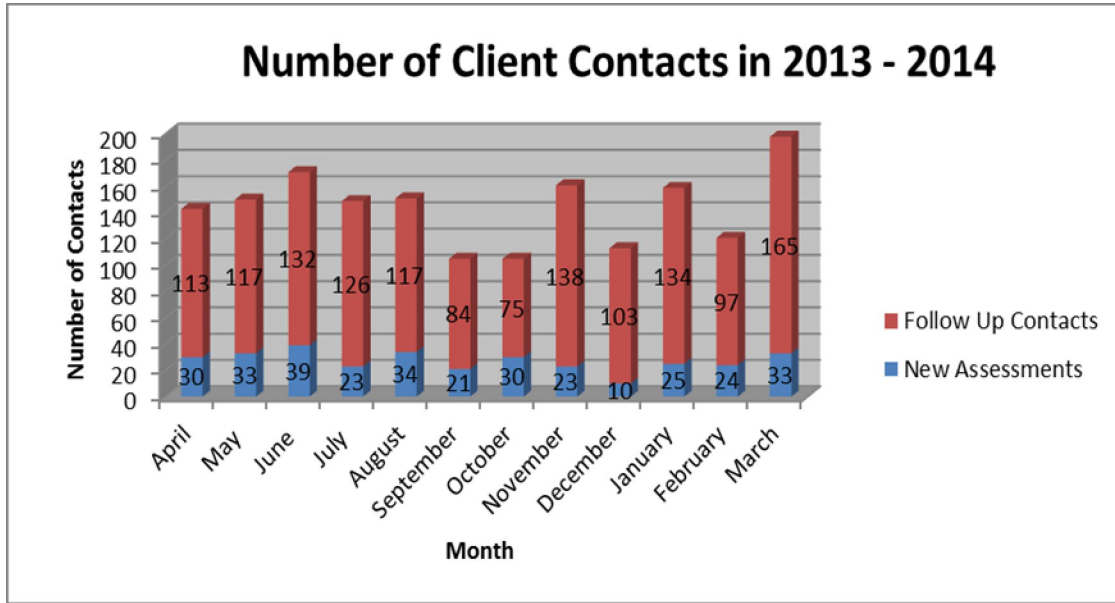
The 24 clients housed without a bond were as follows

- 14 Clients were housed in private rented accommodation without the requirement of a Deposit Bond
- 3 Clients were identified as requiring support and housed in supported accommodation with Thames Homeless Project
- 3 Clients were identified as requiring support and housed in supported accommodation with Transform Housing
- 4 Clients were housed through Choice Based Lettings

In the 18 to 24 age group, we interviewed 89 clients, and were able to accommodate 22 of these people:-

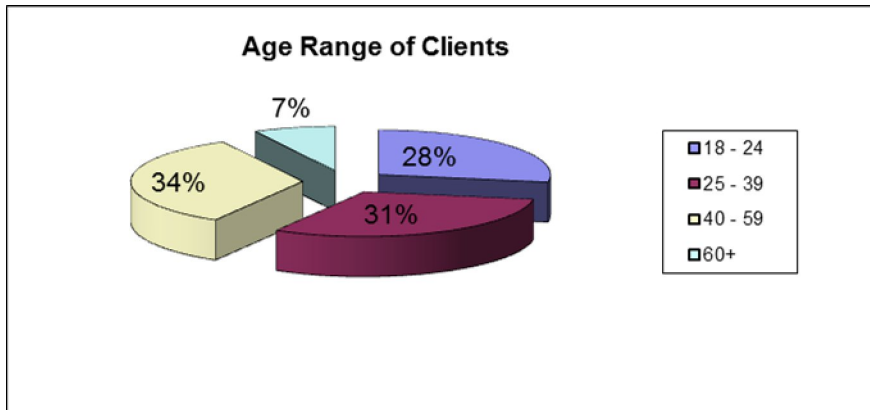
- 15 Housed with bond in private accommodation
- 5 Housed without bond in private accommodation
- 2 Clients housed in the Walton Hostel - Thames Homeless Project

Client Interview Statistics

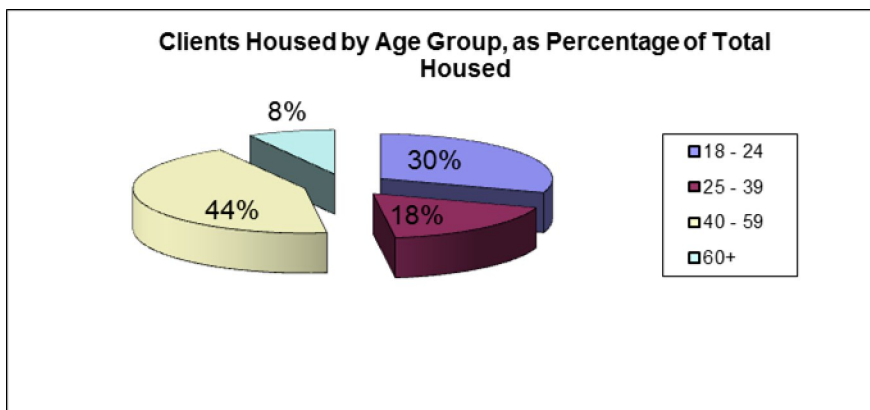


We saw 325 new clients over the course of the year, a figure broadly in keeping with previous years and which illustrates the continuing need for our service.

New methods of recording client contacts have enabled us to keep a more detailed record of the amount of follow-up contact work which we perform, as illustrated by the substantial figures above.



As in previous years, the age range of our clients is fairly evenly distributed, except for the much lower proportion of clientele aged 60 and over.



Our data indicate that we have had the greatest success in housing clients in the 40-59 age group.

Rent Deposit Guarantee Bond Statistics

49	Rent Deposit Guarantees were issued totalling	£21,799.00
48	Current Rent Deposits Held as at 31 st March 2014 totalling:-	£22,913.53

The average amount of Deposit Guarantee value was £444.88

6	Claims were received between April 2013 and March 2014, totalling:-	£1581.24
----------	--	-----------------

We had a total of 6 claims this year, our highest total for some years. They were all for arrears/no notice given, apart for one which was to change the locks on a property, bought about by a misunderstanding on the part of our client. Fortunately they were all for relatively small amounts, and once again we were thankful to the Thames Homeless Project who contributed 50% of these claims, a total of £790.62.

Since Rentstart started in 1997...

...**697 Deposit Guarantees** have been issued, giving us a total financial exposure of £281,848

...**137 claims** (representing 19.7% of the guarantees issued) have been received and we paid out **£38,610.24** (13.7% of the total financial exposure)

Annual Report
2013/2014



Support and friendship
for families

Home-Start
Spelthorne



The Essence of Home-Start

Core belief

Home-Start believes that children need a happy and secure childhood and that parents play the key role in giving their children a good start in life and helping them achieve their full potential.

Our mission

Home-Start offers support, friendship and practical help to parents with young children, in local communities.

Home-Start offers a unique service. We recruit and train volunteers who are usually parents themselves to visit families at home who have at least one child under 5 and to offer them informal friendly and confidential support.

To help give children the best possible start in life, Home-Start supports parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community.

The Home-Start approach

To Home-Start every family is special and we respond to each family's needs through a combination of home-visiting support, group work and social events.

Home-Start schemes are rooted in the communities they serve. They are managed locally but supported by the national organisation. This offers direction, training, information and guidance to schemes and ensures consistent and quality support for parents and children wherever they are.

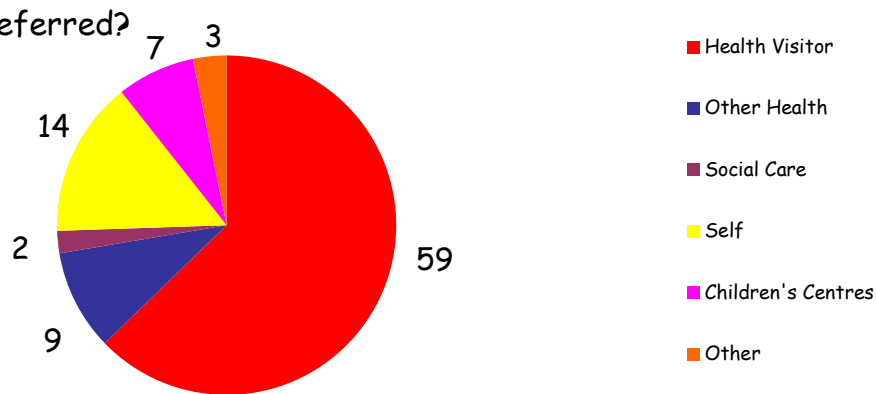
Our vision

Home-Start wants to see a society in which every parent has the support they need to give their children the best possible start in life.

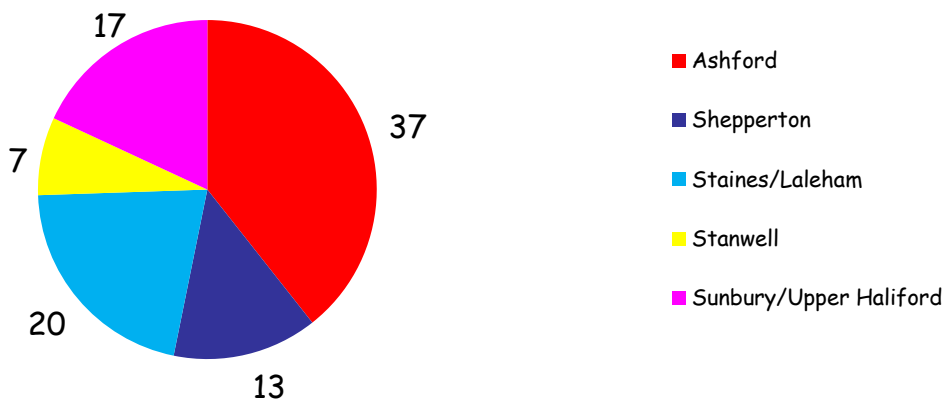
Annual Statistics 2013 - 2014

Total number of referrals received - 94

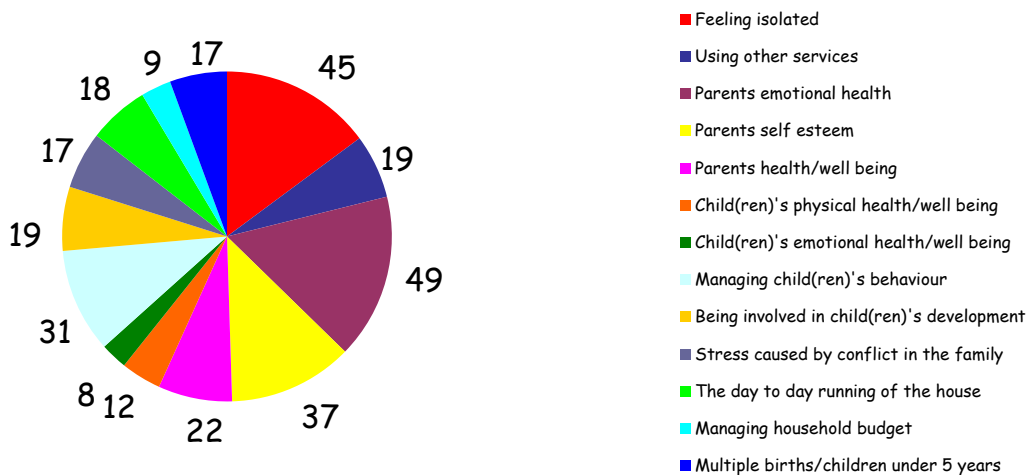
Who referred?



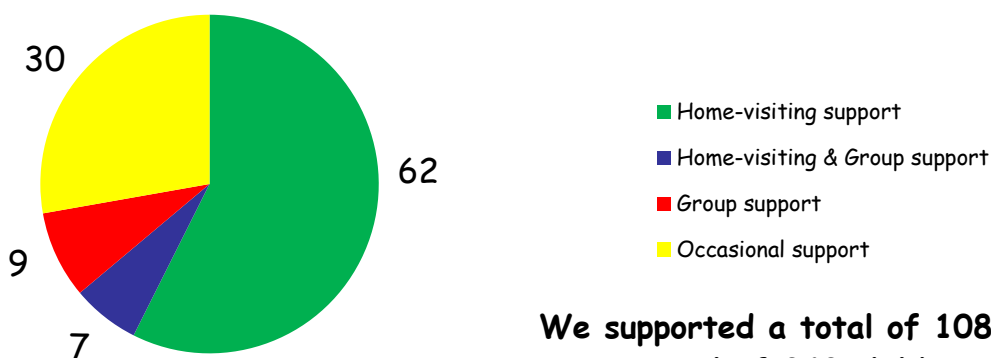
Distribution of referrals within the Borough of Spelthorne



Reasons why families were referred



How we supported families



**We supported a total of 108 families
a total of 242 children**

RIVERSIDE ARTS CENTRE



SUNBURY ON THAMES

59 THAMES STREET, SUNBURY-ON THAMES, MIDDLESEX TW16 5QF

(LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2014

OBJECTS AND ACTIVITIES

The objects of the charity are to:

Foster and promote the maintenance, improvement and development of artistic taste and knowledge, understanding and appreciation of the arts among the inhabitants of Spelthorne. As ancillary to the foregoing objects but not otherwise:

- a) to act as a co-coordinating body for the individuals and organisations both amateur and professional in the furtherance of activities which promote the objects of the Centre in the area of benefit and to provide the means of liaison between such individuals and organisations and the appropriate committee or committees of the local authority or authorities.
- a) to establish or further the work of charitable institutions to be formed or already existing for the promotion of the said objects.
- a) To present or assist in presenting public concerts, dramatic performances, recitals, arts exhibitions, lectures, arts festivals and other arts events.
- a) To provide a means for bringing to the attention of the inhabitants of the area of benefit the work of creative artists in all fields of the arts.
- a) To do all such things as are necessary to the attainment of the foregoing objects.

The main objective of the charity is to continue to successfully operate and manage the Riverside Arts Centre at 59 Thames Street, Sunbury. The Company acquired the lease of these premises in 1978 from the Freeholders, the Borough of Spelthorne. The current lease is for a term of 21 years from 1st April 1999. The Centre has now been operating successfully for over 30 years and has earned a good deal of respect as a Centre for the Arts in the Borough of Spelthorne.

In order to satisfy the increasing demand, the Charity purchased the Freehold of the adjoining premises at 57 Thames Street (formerly Barclays Bank) on 31st October 2003 with the help of a grant of £100,000 from the Borough of Spelthorne, the balance being raised from donations and fund-raising activities. After further fund-raising to cover the cost of conversion of the building for our use, volunteers and, where appropriate, professional contractors, completed the necessary work in September 2007. The new premises provide a second smaller hall ("The Studio") and associated support facilities, including a platform lift for the disabled to 1st floor level. The new hall is fully licensed for public entertainment with a maximum audience of 80 and is already playing a major role in the Arts Centre business.

The Centre continues to provide a vibrant centre for the Arts, hosting a wide variety of Arts events including Theatre performances, Art exhibitions, Concerts, Social events, Flower arranging, Demonstrations, Exhibitions and meetings. In addition, the Centre is used by the Associated Board of the Royal Schools of Music as a centre for music exams. This activity covers three periods of approximately four-weeks each during the year. In addition to the Affiliated Groups, the Centre provides facilities for an increasing number of local organizations, including Radio Wey, Themba Theatre, local residents' groups and other local organizations raising money for charities.

Through the Riverside Youth Theatre technical team, the Centre also provides mobile lighting and sound facilities at other local venues. In this way the Charity has been able to help St. Mary's Church, Sunbury, the Millennium Embroidery and Spelthorne District Scouts to stage artistic events at their premises.

ACHIEVEMENTS AND PERFORMANCE

Further progress has been made during the year on updating and improving the stage facilities in the Main Hall. Winches have been fitted to the CYC screen and the gauze. A new backstage sound system trolley has been made and a new Lighting Control Board has been purchased.

The major project for the year was to carry out repairs and restoration on the old stables in the yard. This work is now complete and provides a cycle parking facility and a storage area for large scenery. In addition new steel gates have been installed in the yard entrance. This work has greatly improved the appearance of the Victorian stable block and yard facility.

Minutes of Spelthorne Archaeology and Local History Group Annual General Meeting 2rd May 2013

There were 21 members present

1. Apologies from: H. Brooking, Mr & Mrs Burt, R.Ferneley, D.Hallé, R. Jones, S.Jones, W.Lake

2. Minutes of 2012 Annual General Meeting

Copies of the 2012 Annual General Meeting were circulated at the meeting. Acceptance of these minutes was proposed by Viv Lake. Seconded by Pam Cole. All agreed

3. Chair Report 2012 - 13: Julia Gibbs

The Group –

Talks Programme

We have enjoyed a varied talks programme arranged by Nick Pollard. The subjects were Spelthorne at War, Sacred Sites and Ritual Landscapes, Runnymede Meadows, Native American History and Archaeology, Wraysbury History, Spelthorne from Above, and The History of Walton Bridge. The last talk replaced the Roman Army when the speaker was indisposed at the last moment. Attendance for the talks has been declining, which led us to revert to using the small hall at Staines Methodist Church for reasons of economy. Sadly this has meant that several of our more infirm members have been unable to access the talks because there is no lift to the first floor. We are reliant on good publicity from the local paper, and when this has not been forthcoming despite our best efforts, we have noticed a drop in numbers. Having thought about this carefully the Committee have decided to trial a talk outside of Staines, and so the first talk of the new season will be held in Ashford and will be about old Ashford. We hope that we can encourage the audience there to come to Staines for the rest of the season's talks.

Coach Trip

A coach trip was run this year under the auspices of our Young Archaeologists' Group, destination Butser Iron Age Farm. By throwing it open to SPARCS, SALHG and other groups we were able to just about break even.

Christmas Social

The annual Christmas Social was enjoyed by all who attended and Nick Pollard gave us a short illustrated talk to kick off the evening. There are some members and volunteers who do not like to come out on a cold winter's evening so numbers were slightly down.

Conferences

Members attended the LAMAS conference in March 2012 where we volunteered as stewards and also took a display and a selection of publications for sale with us. We also attended the Surrey Archaeological Society conference in February 2013 again with a display. Membership of SALHG allows purchase of tickets at reduced rates.

The Museum -

Accreditation

The single most important matter of the year was being granted full Accredited status under the Arts Council England scheme, the benchmark for assessing whether Museums meet all of the required criteria and their fitness for purpose. We were one of the first eight to be assessed, and with only one or two queries from the assessors we passed with flying colours. We can't rest on our laurels, assessment is a continuing process and the next assessment is in 2014. Rowena and I were invited to a full meeting of Spelthorne Borough Council in December 2012 where the Mayor commended us on achieving our full Accreditation and we were formally thanked by the Council for all of our hard work.

Events and Exhibitions

In July we welcomed the Mayor of Spelthorne to launch our Spelthorne Olympics exhibition and then in January of this year Spelthorne's MP Dr Kwasi Kwarteng came to the Museum to open our 'Famous People in Spelthorne' exhibition, both prepared by Nick Pollard, and with a supplementary exhibition and booklet celebrating the famous and not so famous of Spelthorne prepared by Jenny Scripps.

Jenny continues to renew the Window on Spelthorne display area just about every month, so that return visitors will find something new, and we have left a display board up in the Elmsleigh Room for extra displays and future features.

We were unable to attend Stanwell Fair but followed up last's year's outreach to Ashford on the Map, which was reasonably well attended despite the foul weather and the fact that it coincided with the Queen's Jubilee Pageant. We intend to continue with this event.

Our Festival of British Archaeology Civil War activity day, in conjunction with SPARCs, proved very quiet and we have made the decision to go back to a more obviously popular subject next time (Romans!).

Publications

Jenny continues to produce very useful A5 guides to Spelthorne at different periods of time. The Museum Book Committee led by Peter Bailey has carried out sterling work kicking off research for a new book about Stanwell. We have now found that the author of the previous book, Beryl Watkins, is prepared to allow her book on Stanwell to be reprinted, and we are looking into the possibility of this being done.

Education Team and Young Archaeologists Club

These continue to be an asset to the Museum. Separate report to follow. Our new initiative 'Down Memory Lane' is proving a successful way of collecting and preserving local history.

Web-site

Our nearly-new volunteer Gloria is a web designer in her spare time and she has updated and expanded the Museum web-site so that as well as giving more information we can also tell how many hits we are getting and which parts of the web-site are of the most interest on the net. Gloria is also working on having an interactive virtual tour of the museum on the web-site, so watch this space!

Volunteers

Gloria is also now our Volunteer Co-ordinator and she has done a grand job of both recruiting new volunteers and training them, which is enabling us to open the museum on a Saturday morning one day a month, something we've have been hoping to make happen for a very long time.

Sharing with the Community

We have also used the Museum as a Community space, the AGM for Spelthorne Community Arts Association has been held here for several years.

Inviting other groups

Development of this is proceeding well and we were pleased to welcome members of the U3A in the past year.

Involvement with Heritage Committees

We have continued with our campaign to get involved with the organisations which can support us as a small museum, and have attended meetings with Surrey Museums Consultative Committee the Archaeological Curators' Group. I attended a 'Heritage Crime Networking Event' in July, aiming to bring together different branches of heritage to work together to combat different types of crime.

Working with the Council

We have a very good working relationship with Spelthorne Council which includes, on the Council staff side having regular meetings with our designated Leisure manager, Lisa. We also have strong support from our local elected Councillors Mark Francis, Alan Patterson and Christine Bannister.

IT Project

During the past year Don Burt and Derick Halle have been co-ordinating the requirements for an up-rated IT system. Voluntary help has been sourced to give us advice, a budget prepared and Spelthorne Borough Council have provided funding from our annual allowance.

Business Model – Strengths and Weaknesses, Risks and Opportunities

If we view the Museum as a business, we should look at our strengths and weaknesses, risks and opportunities.

Strengths: Over 30 years experience. Strong and dedicated Committee. Good working relationship with local Council. Well established Education and YAC Teams. Well supported talk programme.

Weaknesses: Update from last year, the problem of recruiting and keeping reliable volunteers for front of house work is being overcome after a volunteer co-ordinator appointment. Visitor numbers have dropped slightly over the past two years which requires new initiatives on our part.

Risks: Changes in the Library Service. Changes due to cutbacks by local Council (low). Losing storage containers.

Opportunities: Widening our membership because of the popularity of history and archaeology in the media at the moment, broadening our visitor base. Outreach such as Stanwell Fair and Ashford on the Map.

Thanks

Go to the officers and members of the committee, without whom nothing would be possible, volunteers both for museum duty and behind the scenes, and all those who have helped this year including, but not limited to, Rowena, our Curatorial Advisor and general youth teams leader, Jackie our efficient Treasurer and artefact accession person, Jenny our Secretary, Editor and Store organiser, Nick our Publicity person, Peter our Book

team leader, Chris our deputy leader of SPARCS and Ralph our Honorary Curator. Special thanks go to Sylvia Jones who has left the Committee recently having moved to East Anglia. Thanks also to the other halves who have helped, Bob Scripps and Martin Ferneley. I'm very sorry to tell you that Martin passed away on the 23rd of April and we send our condolences to Rowena and the rest of his family.

Conclusion

The past year has seen us build on our strengths while trying to tackle our weaker areas, with our greatest achievement being our Accreditation. We are on a sound financial footing with an excellent working relationship with our partners, Spelthorne Borough Council and exciting developments in our improvements in accessibility happening in the immediate future.

Thank you all for supporting me in my role as Chair over the last three years. Finally, a quotation I received yesterday from one of our new volunteers.

"I volunteered because I thought the Museum looked really impressive - interesting, relevant and very professionally run - and I have found it exceeding expectations."

I am really proud to be associated with and supporting such an organisation.

4. Treasurer's Report 2012-13 - Jackie Browne.

Copies of the Group Account, the Museum account and the SPARCS Account for the year ending March 2013 were circulated. The auditor for this year is Mr Peter Harding.

Spelthorne Archaeology and Local History Group Account

A concerted effort was made to save money. This meant moving the monthly talks back to the small room at the Methodist Church, even so, the cost of this rose from £22 to £25 at the beginning of 2013.

We were fortunate in not having to pay any speakers fees this year, usually our biggest outlay. Two members who had given talks to other organisations donated their speaker's fees to the Group. Membership remains at 58 paid subs, the same as last year. Membership is £8 for adults and £12 joint. With the cost of postage increasing we may not be able to keep it at that.

Income £2394.44. Expenditure £283.15 The balance in the SALHG account at 31/3/2013 is £2111.29

Museum Account

This year spend outweighed income mainly because the Spelthorne grant for 2012-13 was paid in the previous year and there was also a grant for IT equipment waiting to be spent. For the year 2013-14 the SBC grant will be paid in two stages, we have already received £1000, the remainder to be paid in April. Buying the new IT equipment of three computers and a laptop plus the necessary accessories was well researched to get the best deal and one of our volunteers was able to help install them free of charge. The extra room at the Pavilion store was redecorated and new racking installed. Our Family Activity Day had a higher expenditure than usual due to hiring costumes suitable for the English Civil War theme. Some of our grant money was used to buy polo shirts and fleeces for museum volunteers and those that attend outreach events. We received a bequest from the will of a former resident to cover the cost of displaying two ceremonial oars from Henley Regatta. We reduced the price of the Spelthorne Book to £10.

Income £22,365.86. Expenditure £7708.04. The balance in the Museum account at 31/3/2103 is £14,687.82

Acceptance for the Museum account proposed by P. Maynard. Seconded by P.Bailey. All agreed

SPARCS Account

SPARCS run their own accounts but the money is kept within the general Museum Account.

The balance in the SPARCS account is £899.33

VAIS Statement of Financial Activities For the Year Ended 31st March 2014

Total Funds 2013 £		Unrestricted Funds 2014 £	Restricted Income Funds 2014 £	Total Funds 2014 £
Incoming Resources				
17,900	Spelthorne Borough Council	17,900		17,900
30,570	Surrey County Council	29,293		29,293
20,044	NWSCCG	-		-
5,165	Trans. Local Infra. Fund	676		676
100	Staines Rotary Club	-		-
4,350	BAA	-		-
-	DWP	2,046		2,046
-	Training Income	2,765		2,765
1,960	SCC Members Allocation	-	1,863	1,863
3,310	Prior year adjustment	-		-
1,271	Bank interest	684		684
210	Other	67		67
84,880	Total Incoming Resources	53,431	1,863	55,294
Resources Expended				
59,997	Salaries Staff/Volunteers/ Trustees	67,847		67,847
537	expenses	1,003		1,003
488	Subscriptions	433		433
916	Telephone and internet	455		455
5,718	Computer services	788		788
130	Room hire rent	15,432		15,432
1,024	Printing, postage and stationery	2,868		2,868
1,862	Office equipment	1,983		1,983
	Portable Hearing Loop		1,363	1,363
877	Insurance	1,988		1,988
1,026	Project costs	-	1,161	1,161
1,182	Accountancy	640		640
1,340	Staff welfare and office costs	1004		1004
-	Bank charges	69		69
-	Donations	1,000		1,000
90	Staff courses	4,173		4,173
221	Event costs	1,537		1,537
75,408	Total Expended Resources	103,220	2,524	105,744
9,472	Surplus for the year	(49,789)	(661)	(50,450)
162,147	Reserves brought forward	167,035	4,584	171,619
171,619	Reserves carried forward	117,246	3,923	121,169
Statement of Assets				
	Bank current account	3,214		3,214
	COIF account	113,934	3,923	117,857
	Petty cash	98		98
		117,246	3,923	121,169

Runnymede and Spelthorne CAB

Statement of Financial Activities
for the Year Ended 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
INCOMING RESOURCES					
Grant income		-	308,937	308,937	267,912
Donations		-	3,138	3,138	337
Donations (rent)		-	14,900	14,900	14,900
Bank Interest		-	5,813	5,813	6,933
Total incoming resources		-	332,788	332,788	290,082
RESOURCES EXPENDED					
Charitable activities		-	279,663	279,663	275,055
Governance costs		-	1,981	1,981	1,598
Exceptional items	3	-	-	-	(27,240)
Cost of generating funds		-	10,019	10,019	9,823
Total resources expended		-	291,663	291,663	259,236
NET INCOMING RESOURCES BEFORE TRANSFERS		-	41,125	41,125	30,846
RECONCILIATION OF FUNDS					
Total funds brought forward		223,564	105,784	329,348	298,502
Net incoming resources		(10,076)	51,201	41,125	30,846
Transfers between funds		(2,125)	2,125	-	-
TOTAL FUNDS CARRIED FORWARD		211,363	159,110	370,473	329,348

Age UK Runnymede and Spelthorne

Statement of financial activities (including Income & Expenditure Account) for the year ended 31 March 2014

	Note	Un- restricted funds £	Restricted funds £	Total £	Total 2013 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income		87,003	400	87,403	62,761
Activities for generating funds		16,169	0	16,169	19,564
Investment income		5,095	0	5,095	6,357
From charitable activities		111,315	241,419	352,734	346,462
<i>Total incoming resources</i>	2	219,582	241,819	461,401	435,144
Resources expended					
Costs of generating voluntary income					
Fundraising costs		10,597	0	10,597	35,225
Charitable activities	3	249,781	260,854	510,635	500,199
Governance Costs	4	13,445	0	13,445	10,343
<i>Total resources expended</i>		273,823	260,854	534,677	546,211
Net income/(expenditure) for the year		(55,241)	(19,035)	(73,276)	(111,067)
Other recognised gains/(losses)					
Gains / (losses) on investment assets		(5,723)	0	(5,723)	8,920
<i>Net movement in funds</i>		(59,964)	(19,035)	(78,999)	(102,147)
Reconciliation of funds					
Total funds brought forward		397,493	0	397,493	499,640
Transfer between funds		(19,035)	19,035	0	0
Total funds carried forward	12	318,494	0	318,494	397,493

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

SHOPMOBILITY STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014

	Note	General Fund £	Wheelchair Fund £	Total 2013/14 £	Total 2012/13 £
Income & Expenditure					
INCOME					
Spelthorne Borough Council Grant	4	14,300.00		14,300.00	14,300.00
Clerical Medical Grant	4	10,000.00		10,000.00	10,000.00
Two Rivers Grant	4	15,000.00		15,000.00	15,000.00
Membership		13,029.10		13,029.10	12,678.40
Donations & Sponsorship	10	4,692.68	1,000.00	5,692.68	4,329.96
Fundraising	11	3,014.18		3,014.18	1,866.26
Interest		450.38		450.38	861.41
Other		5.00		5.00	12.34
Total Income		<u>60,491.34</u>	<u>1,000.00</u>	<u>61,491.34</u>	<u>59,048.37</u>
EXPENDITURE					
Mobility Vehicle Maintenance & Depreciation	7	2,615.39	3,860.00	6,475.39	4,384.27
Support Costs	8	52,721.51		52,721.51	52,051.50
Costs of Administration and Management	9	789.96		789.96	779.53
Total Expenditure		<u>56,126.86</u>	<u>3,860.00</u>	<u>59,986.86</u>	<u>57,215.30</u>
Operational Surplus/Deficit for the Year		<u>4,364.48</u>	<u>(2,860.00)</u>	<u>1,504.48</u>	<u>1,833.07</u>
Transfers		0	0	0	0
Net Income/Expenditure for the Year		<u>4,364.48</u>	<u>(2,860.00)</u>	<u>1,504.48</u>	<u>1,833.07</u>
Balances Brought Forward 1 April 2013		41,592.28	14,635.43	56,227.71	54,394.64
Balances Carried Forward 31 March 2014		45,956.76	11,775.43	57,732.19	56,227.71

Rentstart Financial Statement 2013 - 2014

SPELTHORNE RENTSTART LIMITED (REGISTERED NUMBER:IP28593 R) REGISTERED UNDER INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965 Income and expenditure account for the year ended 31 March 2014					
	<u>Restricted Funds Big Lottery/Crisis</u>	<u>Unrestricted Funds Spelthorne BC and General Funds</u>	<u>Unrestricted Funds Bond Fund</u>	2014 Total	2013 Total
<u>Receipts and Payments</u>					
Income					
Grants					
Spelthorne B.C.		30,000		30,000	30,000
Other		28,500		28,500	57,500
Other Income					
Donations					
Bank Interest					
			338	338	373
Miscellaneous					
		1,178	1,088	2,266	1,985
<u>Total Income</u>		59,678	1,426	61,104	89,858
<u>Expenditure</u>					
Wages					
		47,743		47,743	46,293
Pensions costs					
					0
Training					
		184		184	133
Telephone					
		768		768	1,071
Post, Stationery & Photocopy					
		801		801	324
Travelling Expenses					
		368		368	347
Regulatory & Professional Fees					
		90		90	103
Audit Fees					
		2,821		2,821	
Sundry Expenses					
		707		707	481
Insurance					
		493		493	451
Consultancy					
		0		0	9,384
Guaranteed Fund Claims (NET)					
			1,119	1,119	519
Transfer to Bond Fund					
		1,088		1,088	10,000
<u>Total Expenditure</u>		55,063	1,119	56,182	69,106

Home-Start Accounts

Accounts for the year ending 31 March 2014

	Restricted funds	Unrestricted funds	13-14 total	12-13
Receipts				
SCC Children's Service		38,916	38,916	39,016
Spelthorne Borough Council		14,900	14,900	14,900
NW Surrey CCG		7,377	7,377	7,396
Community Foundation for Surrey	5,000		5,000	5,000
SCC Local Area Committee		5,594	5,594	
SBC neighbourhood grants		850	850	765
SBC Mayor's Fund		250	250	1,000
Shepperton Parish Charity		2,000	2,000	2,000
Donations		2,490	2,490	9,008
Fundraising		5,334	5,334	4,928
Bank interest		<u>21</u>	<u>21</u>	<u>24</u>
	<u>5,000</u>	<u>77,732</u>	<u>82,732</u>	<u>84,037</u>
Payments				
Salaries	4,175	62,429	66,604	67,308
Rent		3,180	3,180	2,965
Contribution to Home-Start UK	90	1,423	1,513	1,551
Staff/volunteers/trustees expenses	250	3,992	4,242	4,619
Stationery & postage	150	1,978	2,128	2,857
Insurance	40	622	662	707
Training & support	110	1,044	1,154	1,072
Telephone & IT	100	1,010	1,110	1,201
Equipment		1,127	1,127	
Electricity	60	1,271	1,331	
Advertising	25	388	413	50
Legal fees		595	595	
Sundries		<u>213</u>	<u>213</u>	<u>296</u>
	<u>5,000</u>	<u>79,272</u>	<u>84,272</u>	<u>82,626</u>
Excess of payments over receipts			1,540	(1,411)

Balance sheet

Cash funds: balance on 1 April 13	47,194
net decrease in 13-14	<u>1,540</u>
balance on 31 March 14	<u>45,654</u>
represented by main bank account	45,184
no 2 account	96
petty cash	<u>374</u>
	<u>45,654</u>

Assets subject to depreciation: office equipment 666 after depreciation of 334.

Home-Start Spelthorne is an unincorporated association with a constitution as governing document. Trustees are appointed by the management committee. The trustees have considered the Charity Commission's guidance on public benefit, and noted that any family in Spelthorne with a child under five is eligible to receive support from the scheme.

RIVERSIDE ARTS CENTRE (LIMITED BY GUARANTEE)**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	YEAR ENDED 31 MARCH 2014			2012/13 Unrestricted Funds £	2012/13 Restricted Funds £	2012/13 Total £
		2013/14	2013/14	2013/14			
		Unrestricted Funds £	Restricted Funds £	Total £			
INCOMING RESOURCES							
OPERATING INCOME							
Rents Receivable		40,969		40,969	37,862	37,862	
Membership Fees		1,131		1,131	1,377	1,377	
Sundry Sales		547		547	295	295	
Recovery of Lighting Costs		1,450		1,450	1,349	1,349	
Piano Rents & PRS Levy		2,311		2,311	1,797	1,797	
OTHER INCOME							
Grants			0	0	0	0	
Donations	3	7,471	0	7,471	6,003	6,003	
Fund Raising		0	1,931	1,931	0	975	
Bank Interest		195	0	195	274	274	
TOTAL INCOME		54,074	1,931	56,005	48,957	49,931	
RESOURCES EXPENDED							
OPERATING COSTS							
Rubbish Collection		996		996	1,310	1,310	
Water Rates		895		895	843	843	
Light and Heat		10,496		10,496	9,346	9,346	
Insurance		8,925		8,925	8,558	8,558	
Building Maintenance / Work		11,740		11,740	6,953	6,953	
Refurbishments / Projects		0		0	0	0	
Telephone		269		269	249	249	
Cleaning and Domestic Expenses		1,835		1,835	2,230	2,230	
Depreciation	2	2,469	9,848	12,317	2,251	12,099	
		37,624	9,848	47,472	31,740	41,588	
ADMINISTRATIVE EXPENSES							
Administration Expenses		359	0	359	576	576	
Fundraising Expenses		0	0	0	0	0	
Newsletter and Postage		883		883	787	787	
Subscriptions		25		25	0	0	
Publicity		0		0	0	0	
Professional Fees		648	0	648	592	592	
		1,916	0	1,916	1,955	1,955	
TOTAL EXPENDITURE		39,540	9,848	49,388	33,695	43,543	
NET SURPLUS OR DEFICIT OF INCOME OVER EXPENDITURE		14,534	-7,917	6,617	15,261	6,388	
TRANSFER TO CAPITAL RESERVE			0	0		0	
GENERAL FUND							
Gross Transfers between Funds		1,971	-1,971	0	968	-968	
Carried to Balance Sheet		16,506	-9,889	6,617	16,229	6,388	

The Notes form part of these accounts

Spelthorne Archaeology and Local History Group Museum Accounts 2013-2014
Museum Income and Expenditure for the year ending 31st March 2014

INCOME (£)

Balance brought forward from 31 st March 2013	14687.82
Sale of shop stock	704.46
Donations at desk	68.32
Other donations - use of museum for SAC AGM	30.00
Grants Spelthorne Borough Council	2000.00
Other Income Sale of Spelthorne/Boys Brigade/Stanwell Books	250.00
Private Use of Photocopier	3.75
P&P from mail order	28.60
Fee for speaker for SBC day centre	20.00
SPARCS	60.00
TOTAL	17852.95

LESS EXPENDITURE (£)

SPARCS	76.46
Education Team	53.98
Telephone	545.00
Broadband	86.88
Postage	28.22
Affiliation fees	91.80
Stationery	132.10
Shop Stock	231.91
New Publications	820.00
Pavilion/kiosk	39.99
Museum/maint	282.08
Public Liability Insurance	1006.33
Exhibitions/Displays	53.57
IT	99.96
Photocopier maintenance contract	234.00
New Exhibits	37.09
Training course fees	68.52
Total	3887.89

Balance of income over expenditure (£) **13,965.06**

Represented by funds in hand 31.3.14 : Barclays Bank A/c	13,935.06
Cash in Hand	30.00

Hon Treasurer

JLC

16.4.14

Hon Auditor

Peter Harding

PETER HARDING

21/4/14

Spelthorne Archaeology and Local History Group Accounts 2013-2014

SALHG Income and Expenditure account for the year ending 31st March 2014

INCOME (£)

Balance brought forward from 31 st March 2013	<u>2111.29</u>	
Subscriptions received		456.00
Non-Members entrance charge at lectures		136.00
Sales of refreshments at lectures		26.65
Donations		16.00
Christmas Social Raffle		30.00
Total		<u>664.65</u>

LESS EXPENDITURE

Affiliation/Subscriptions	55.00
Hall Hire for Lecture Meetings	215.70
Speakers' Fees	105.00
Postage	109.80
Stationery	4.99
Total	<u>490.49</u>

Balance of income over expenditure(£) 2285.45

Represented by funds in hand 31.3.14

Barclays Bank A/C 2285.45

Hon Treasurer

JLL

10.4.14

Hon Auditor



PETER HARDING

21/4/14

Overview and Scrutiny Committee – 17 March 2015

Better Neighbourhood Grants Scheme

Background and structure

In August 2005, the Executive agreed to develop a neighbourhood project for Spelthorne, which would enhance community engagement and enable the Council to respond to local needs.

The Better Neighbourhood Grants Scheme was introduced nine years ago. Following a pilot scheme, reviewed in early 2007, it was decided to continue the scheme.

Outline of the scheme

Key aims:

- Promote the role of councillors as community leaders
- Better community engagement
- Respond to community needs
- Promote well-being
- Respond to neighbourhood agenda

How it works:

- Ward councillors each allocated an annual sum to spend in their wards
- Principles and rules set out in handbook (*attached*) to make the scheme transparent, accountable and auditable
- Member selects a project based on local knowledge and background information
- Completes form
- Chief Executive and Leader approve
- Payment sent to organisation
- Publicity organised if requested
- Intended to involve as little bureaucracy as possible

How the money has been allocated:

The amount allocated per Councillor over the intervening years has varied, from an initial £1,000 for a few years, then £750, then £500 since 2011. It is to rise to £1,000 from May 2015. This 100 per cent increase is a reflection of the increasing importance placed by the Council on supporting grassroots and third sector initiatives.

The types of donation have not changed much since the beginning of the scheme – compare the documents *Better Neighbourhood Grants from 2006-7* and *BNG spending 2014-15*.

Most frequent uses of grant include:

- Environment enhancements such as town centre improvements, village signs, floral baskets, benches, noticeboards, clean-ups;
- Youth organisations and schools;
- Support for third sector organisation projects/training/equipment;

- Churches – repairs, grounds work, young people & family work;
- Leisure activities – clubs, events; equipment;
- Borough day centre extras

Should we continue with the scheme?

It is in theory an excellent scheme whose key aims are not only universal but of long-standing merit.

A huge number of organisations and projects have received support over the years - a number of whom had little or no chance of funding from any other sources.

The majority of Councillors enjoy being able to support community causes and for some, the scheme enables them to engage with residents who actively seek out their support, thereby creating links and relationships.

The criteria are robust and clear – see *BNGS Handbook How the grants can be used* – and define the essence of the scheme succinctly.

The original scheme used the Council priorities and Community Plan priorities at the time, as categories under which to apply. The current Council priorities do not lend themselves to the scheme and so the Community Plan priorities tend to be relied upon. This plan is due for revision this year and so these priorities might change.

Caveats

There does appear to be some disparity between the original intentions and what has happened in practice.

The original scheme proposition was that the choice of recipients should be driven by the neighbourhood agendas and outcomes from public engagement events.

Detailed information is available in order to determine areas of deprivation and community needs, yet potential recipients do not seem to be actively sought out.

The process of application tends to be triggered by:

- Approach by potential recipient to Councillor. Relies on recipient knowing about the scheme;
- Approach to Councillor after general enquiry to Spelthorne Council;
- Councillor wants to support an organisation and if they don't have a project in mind, a suitable use for the money is then identified;
- Previously successful applicants apply regularly.

There are mechanisms in place by which Councillors can discover the issues within their wards – in some cases they do not have much idea of who to support. Councillors are regularly reminded of the grants deadline and are offered assistance in identifying potential recipients.

Recommendation

Re-launch of the scheme from May 2015, following a review of the scheme to

- Confirm the aims and firm up criteria; establish stand-alone priorities for the scheme
- Amend or create specific categories under which assistance can be given

- Encourage support where ward profiles indicate deprivation or a specific need, rather than default to approaches from organisations/offering to regular recipients
- Promote the scheme through all media channels and contacts
- Briefing for Councillors on the parameters of the scheme – rather than rely on them reading the handbook. This would head off ineligible applications which then require intervention which can result in disappointment
- Introduction of electronic application process, which would do away with the current paper-heavy system. A prototype has already been set up and requires formal adoption
- Introduce a basic minimum donation of, say £250, to avoid large numbers of applications– each costs the same to process, regardless of value.

Report author – Joanne Jones, Community Development Manager

Cabinet member – Cllr Robert Watts, Leader

Appendix A - Better Neighbourhood Grants from 2006-7

Appendix B - BNG spending 2014-15

Appendix C – BNGS Handbook

Better Neighbourhood Grants from 2006-07

Councillor	Details of spending
Amos	Benches for Clockhouse Lane Park £621.23, 8th Ashford Scouts £378.77
Ayers	Signs in Feltham Hill rec £150, Alzheimers Care Café £400, Saxon Park £450
Bain	Replacement bench in Leacroft £400, Spelthorne Museum £600
Beardsmore	Spelthorne in Bloom £200, Shopmobility £200, SCORA £45, 5th Sunbury Scouts £400, 2nd and 3rd Sunbury Guides £155
Bhadye	Martindale Club £350
Bouquet	Saxon Park £150, Gynmastics £450, St Michael's School £400
Ceaser	Sunbury Park £1000
Chouhan	Stanwell Moor village hall disabled toilets £1000
Colison-Crawford	Spelthorne in Bloom £200, 5th Sunbury Scouts £425, 2nd and 3rd Sunbury Guides £375
Culnane	Sunbury Park £1000
D'Sa	Stanwell Moor youth worker £300, Stanwell Moor village hall disabled toilets £700
Davies	Disabled allotment plot £1000
Forsbrey	Alzheimers Care Café £500, Sea Cadets £500
Fullbrook	Old School Building £1000
Grant	Removal of youth shelter by DS £450, Sea Cadets £650
Hirst	Disabled allotment plot £750, Civic Pride £250
Hyams	Disabled allotment plot £1000
James	Model Engineers £1000
Jaffer	Spelthorne in Bloom insert in Bulletin £838.50
Langridge-John	
Leighton	Shepperton Health Centre £250, plants for Bradbury Centre £50, Civic Pride Splash Pond £150, kissing gate at Duppas Park £500, hifi for Greeno £50
Lorch	Benches for Clockhouse Lane Park £621.23, 8th Ashford Scouts £378.77
Madams	Laleham RA Christmas lights £564.29

Napper	Staines Amateur Regatta £500, St Peter's Church respite centre £200, Spelthorne Young Voices £300
O'Hara	Staines Town Society £500, Civic Pride £500
Packman	Sea Cadets £500, Walton Firs £500
Paton	St Peter's Church £1000
Pinkerton, JD	Stanwell Moor youth worker £1000
Pinkerton, JM	Spelthorne College Suzy Lamplugh £300, Christchurch after school club £700
Ponton	Civic Pride £250, Swan Sanctuary £250, Shopmobility £500
Royer	Christ Church organ £250, Staines Guides £300, Laleham Methodist £250
Searancke	Old School Building £1000
Sider	Shepperton Health Centre £250, plants for Bradbury Centre £50, Civic Pride Splash Pond £150, kissing gate at Duppas Park £500, hifi for Greeno £50
Spencer	Youth Neighbourhood Watch £500, Sea Cadets £500
Strong	Spelthorne in Bloom £200, 5th Sunbury Scouts £425, 2nd and 3rd Sunbury Guides £375
Trussler	Signs in Feltham Hill rec £150, Alzheimers Care Café £500, Saxon Park £150, Spelthorne Junior School environment awards £200
Turner	Memorial Gardens benches £1000
Weston	Benches for Clockhouse Lane Park £621.23, 8th Ashford Scouts £378.77
Wood-Dow	Sunbury Park £1000

Better Neighbourhood Grants 2014-15

First	Last	Details of spend
Frank	Ayers	£500 Basketball hoop
Asif	Ayub	100 Brooklands festival / 200 Ashford Helping Hands / 200 Ashford pride signage
Christine	Bannister	75 Staines Village sign Planning Permission / 50 Make It Happen / 200 7th Ashford Guides / 175 SVRTA sound system
Ian	Beardsmore	
Philippa	Broom	
Sam	Budd	500 Pavilion café kit /
Marion	Bushnell	250 basketball hoop / 250 Fordbridge bus
Judy	Dale	
Colin	Davis	150 HomeStart training /
Sandra	Dunn	Littleton PCC noticeboard
Richard	Dunn	Littleton PCC noticeboard
Timothy (Tim)	Evans	100 Brooklands festival / 200 Make It Happen / 200 Magna Carta children's activities
Penelope (Penny)	Forbes-Forsyth	400 Richmond Fellowship / 100 Woodcraft Folk
Gerald	Forsbrey	107 floral basket / 200 Richmond fellowship allotments / 193 Ashford Smallholders
Mark	Francis	50 Make It Happen / 150 Museum signage
Christopher (Chris)	Frazer	100 Brooklands festival / 50 Make It Happen / 100 HomeStart training
Alfred	Friday	100 make it happen / £400 Sunbury Regatta
Nicholas (Nick)	Gething	500 Ashford Station imps /
Dipak	Gohil	500 Stanwell Community projects
Denise	Grant	250 basketball hoop / 250 Fordbridge bus
Anthony (Tony)	Harman	100 Make It Happen / 200 Crest relaxation / 200 Purple Angels
Ian	Harvey	
Vivienne	Leighton	100 Greeno 25th anniversary / 50 Purple Angels / 100 defibrillator / 53 floral tubs / 30 Rotary float battery / 65 Shepperton Badminton / 102 Friends of St Nicholas Church
Mary	Madams	1st Laleham Scouts /
Anthony (Tony)	Mitchell	500 Ashford Station imps /
Daxa	Patel	300 Sunbury Flood Volunteers / 200 Halliford Colts

Alan	Patterson	75 Staines Village sign Planning Permission / 50 Make It Happen / 375 SSAFA
Jean	Pinkerton	HomeStart volunteer training
Marian	Rough	Carers Support training & community events
Denise	Saliagopoulos	£500 Staines Xmas lights
Joanne	Sexton	206.25 Scott Freeman board / 294 Ashford Station imps
Robin	Sider	100 Greeno 25th anniversary / 50 Purple Angels / 100 defibrillator / 53 floral tubs / 30 Rotary float battery / 70 Shepperton Badminton / 102 Friends of St Nicholas Church
Richard	Smith-Ainsley	
Caroline	Spencer	Ashford Xmas lights /
Bernard	Spoor	250 St Saviours half term lunch club / 250 Magna Carta children's activities
Colin	Strong	500 Magna Carta children's activities
Spencer	Taylor	400 A2D memorial tree /
Robert	Watts	100 Greeno 25th anniversary / 50 Purple Angels / 100 defibrillator / 53 floral tubs / 30 Rotary float battery / 65 Shepperton Badminton / 102 Friends of St Nicholas Church
Suzy	Webb	Digital piano St Paul's College /



Spelthorne
Better Neighbourhoods
Grant Scheme

Handbook

2014-2015

Spelthorne Better Neighbourhoods Grant Scheme

Introduction

Research from the Community Engagement Best Value Review indicated that residents care most about their locality, their street and their neighbourhood, followed by their town, their borough, and then their county. In addition, neighbourhoods are increasingly promoted by the Government as the main locality for developing activities that lead to improvements in public services. Ward councillors have a key role to play in delivering the neighbourhood agenda, stimulating, listening to and representing the local voice.

Ward councillors have each been allocated £500 (2014-15) to spend on projects in their wards through the Better Neighbourhoods Grant Scheme.

This handbook sets out the principles and rules for the scheme, which are intended to make it transparent, accountable and auditable.

Purpose of the scheme

The key aims of the scheme are:

- To promote the role of councillors as community leaders.
- To lead to better engagement between residents and the Council.
- To enable the Council to respond to community needs.
- To promote well-being.
- To respond to the developing neighbourhood agenda.

Outline of the process

1. Councillors identify suitable causes to support.
2. In cases where it is proposed to match fund the SCC local members scheme discussion must take place with the appropriate SBC Portfolio Holder in the first instance.
3. Councillors complete an electronic application form giving full details of what cause they wish to support, how much funding is required, how it supports the Council's key priorities and/or the Community Plan.
4. The Community Development Manager recommends the grant for approval by the Leader of the Council and the Chief Executive.
5. A BACS payment is made to the recipient organisation and a letter of confirmation sent to the recipient; or the councillor can present the letter in person if requested.
6. Publicity will be arranged if the councillor wishes.
7. Councillors could work with the Community Development Manager to bid for match-funding where appropriate.
8. Recipient organisations will be asked to send verification of the use of the grant.
9. Quarterly reminders (in May, July, October and January) will be given to councillors to let them know how much they have spent from their ward budget.

How the grants can be used

The following criteria must be met for Better Neighbourhoods Grants to be made:

- Funds must be spent on projects that support one or more of the Council's priorities and/or key themes of the Community Plan.

Council priorities	Community Plan themes
Service delivery Communication Efficient use of assets Reducing crime and ASB Supporting independent living	Safer Stronger Children & Young People Health & Well Being Environment & Economic Development Community engagement

- Projects should be of a capital or one-off nature rather than proposals for revenue or ongoing expenditure.
- Grants should have no revenue implications for the Council.
- Grants are generally to be made to community/voluntary organisations but it is possible that they could be used to fund Council services to provide "quick fixes" in neighbourhoods where funds would not otherwise be available (in this case, the councillor would need to agree the proposal with the head of service before submitting an application).
- Funds must be used to support more than one person who lives or works in the councillor's ward.
- Projects can only receive one grant per year (although more than one councillor may choose to contribute funds to the grant).
- There must be an interval of one financial year before a project can qualify to receive a second Better Neighbourhoods Grant.
- Grants can be used for new or existing projects, and can be used to provide "match-funding" in order to support projects that have already received part of their funding from other organisations.
- Projects may or may not already be in receipt of Council funding.
- Councillors within a ward may choose to combine their allocations. In addition, councillors in different wards may combine their allocations so long as there is evidence that the project will benefit residents of each ward. Each contributing councillor must sign the application form. If approved, one cheque will be written to cover the whole grant.

How the grants cannot be used

Better Neighbourhoods Grants cannot be used:

- For party political purposes.
- Where expenditure is contrary to Council policy.
- Where the councillor making the grant has a personal or prejudicial interest.
- Where the project is unlawful or improper.
- To support profit-making organisations.

Whilst grants can be made during an election timetable, no assistance with publicity can be given.

How the grants will be made

Deadline for applications

Applications for grants must be made by **28 February 2015** to allow time for approval and processing before the end of the financial year. Any funding that is unspent at the end of the financial year cannot be carried over to the next year, as the aim is to promote more activity of councillors in their wards. Any unspent/surplus grant monies will be allocated by the Leader of the Council.

Councillors are responsible for checking that the potential recipient organisation has sufficient need of the funding and is able to complete the proposed project. In deciding on a project to support, councillors should ensure that the following risks are minimised:

- Reputational risk to the Council (should the organisation misuse the funds).
- Health and safety risk.

Application form

Once councillors have identified suitable projects to support, they should complete and sign the Application for Better Neighbourhoods Grant as and return it to the Community Development Manager. Copies can be downloaded from the members' secure area of the website under Better Neighbourhoods Grant Scheme. The form can be completed electronically as long as an electronic signature is included.

The form will be forwarded to the Leader of the Council and the Chief Executive who will consider whether to approve the release of the funds. Insufficient detail on the application may lead to it being declined. The final decision rests with the Chief Executive.

Release of funds

Once the grant has been approved, the BACS payment will be made to the recipient group and a letter of confirmation sent to the recipient; or the councillor can present the letter in person if requested. The councillor will be informed of the balance of their individual budget.

The councillor should contact the Community Development Manager regarding any publicity they and the recipient group would like to arrange.

Follow-up

External recipient organisations will be asked to send the Community Development Manager evidence of expenditure (for example, copies of receipts and invoices) for audit purposes.

Further information

If you have any queries about the scheme, please contact:

Joanne Jones, Community Development, 01784 446421, j.jones@spelthorne.gov.uk

The application form as well as this handbook, are available on Spelnet.

Overview and Scrutiny Committee – 17 March 2015

Report in relation to Legal and Committee Services

1. Thank you for inviting me to the Overview and Scrutiny Committee and giving me the opportunity to discuss the current issues with regards to the corporate governance services and how they are proposed to develop for the future as part of the Towards a Sustainable Future programme. I have set out this report by addressing the issues which were requested. I am happy to develop the discussion further on these points when the Committee meets.

The roles of legal and committees in the towards a sustainable future programme

Committee Services

2. During the last 2 years, Committee Services have been implementing a quality management system so that all processes within the team are documented, reviewed and followed. This has been very successful. There is a noticeable increase in the quality of the team's work. Comments and complaints about the work of the team have significantly reduced. The work done on this system has undoubtedly allowed us to consider the opportunity to introduce electronic workflows into the team. Previously, the knowledge of the team was with the staff; now it is in the documented system. This is a significant improvement for the Council in that it has increased the resilience and capacity of this small team. Previous staffing changes had a significant effect on the quality of the service delivered. I am now more confident that this small team is not subject to the same risks from changes in staffing as it was before. The development of comprehensive systems means that the same quality of work can be delivered even if staffing changes.
3. There are no shared or outsourced Committee Services teams that I can find and there appears to be no market for this kind of service in the private sector that I can detect. Most councils accept the committee services function as an inevitable corporate overhead which is part and parcel of the way they do business and politically sensitive enough for it to be part of an in-house model. Notwithstanding that, there are efficiencies which can be made and the service has been working with the portfolio holder on the general strategy which is to increase modern and electronic ways of working and to reduce the staffing requirement for the services. This will help to keep the cost of the services down.
4. The Service has recently investigated a back office computer system from a leading supplier which is available on a framework agreement. The business case for this system was considered by management team earlier this year and agreed. The impending implementation of the system has allowed the

principal manager of the service to reduce his hours in the team next year and will allow for a further gradual reduction in the next few years. The intention would be to not replace his post when it becomes vacant.

5. Further (greater) savings from the same system could be delivered if there is a political will from councillors to work in a different way i.e. electronically. This has been the subject of a recent member seminar. Whilst it is accepted that there are some councillors who would like to work in an electronic way, not all do. We therefore decided to focus on the back office efficiency savings from the system (modern.gov) and revisit the issue of electronic working for councillors in the new council once the main system was delivered.

Committee savings

6. The committee services budget in 2014-15 is £120k pa. The savings requirement is £36k by 2018-19.

	2015-16	2016-17	2017-18	2018-19	Total
Committees	9k	9k	9k	9k	36k
Cumulative	9k	18k	27k	36k	

7. In the longer term, further savings can be delivered in other parts of the Council by having a more focused electronic service for members. Whilst the possibility is easy to describe and implement its success will only become apparent if there is an appetite and commitment from councillors to use it. The proposal for fully electronic working also impacts on the members ICT allowances budget. That was not in scope for the modern.gov business case but if there is a willingness from councillors to look again at different ways of working then this could certainly be brought within the scope of a wider rollout project.

Legal Services

8. In June 2014, the Cabinet agreed in principle a shared service arrangement for legal services with Reigate and Banstead Borough Council. In 2014-15 I have been working with both councils to implement this shared service and also to build the business plan for a fully shared service. A number of things have happened in relation to the shared service:

- Spelthorne's case management system has been applied to Reigate and Banstead which did not have any electronic system in place. Spelthorne staff were instrumental in implementing the system.
- A trainee from Reigate and Banstead has been transferred to Spelthorne Borough Council upon qualification to fill a vacancy here.

- Work has taken place to align the budgets of the services.
- A restructure has been proposed and sent to staff and unions for consultation. This will allow for the development of the shared service and provides greater flexibility amongst the shared staffing resource.
- Performance management arrangements have been introduced to Reigate and Banstead Borough Council's legal team. Although Reigate and Banstead Borough Council has a strong performance management system, this had not been well developed in the legal service and staff were not working to proper targets or having meaningful supervision. These arrangements have been introduced during the year.
- I have been dealing with performance management issues in the Reigate and Banstead legal team.
- The staffing profile of the team has started to change. Vacancies in Reigate and Banstead have been converted to apprenticeships. These apprentices have been recruited to work for both councils even though they are based in Reigate Town Hall.
- Work has been transferred between the teams so that it can be done by the most appropriate lawyer
- Staff from Reigate and Banstead have been working at Spelthorne and vice versa
- Spelthorne Borough Council has again been re-accredited under the Law Society's practice management quality standard (Lexcel). Reigate and Banstead has no quality system in place within its legal team. During the next year work will be progressed so that both teams operate under one quality system which will be the new updated the Lexcel version 6.
- There are a number of vacancies at Reigate and Banstead Borough Council legal team and these will be recruited on new terms and conditions so they can work for both Spelthorne Borough Council and Reigate and Banstead Borough Council.

Legal savings

9. The Legal Services budget is £300k in 2014-15. The savings requirement by 2018-19 is £90k.
10. Undoubtedly, this figure cannot be achieved by making direct staffing cuts within the service or even in the shared service. Such a reduced capacity within the legal service will only cause legal costs to rise elsewhere in the Council particularly as projects are externalised to private sector providers.

Please also remember the same financial difficulties facing Spelthorne Borough Council are also facing Reigate and Banstead Borough Council. Whilst their financial pressures are not as immediate as the Council's, there is still the longer term strategy to reduce reliance upon revenue support grant for both councils by 2018 – 19. This means, in common with this Council, that all support services are having to find ways to cap or reduce their expenditure.

11. The strategy to deliver savings of £90,000 per annum is to work with other councils to combine resources and slowly change the staffing profile of the small teams into a more efficient service. This will provide some on-going savings. Long-term Improved cost effectiveness is only going to arise through growth of the service. This can be achieved in two ways. Firstly, by ensuring that a shared service continues to grow with other councils coming into the arrangement. Secondly by developing other income streams. Crucially, the second is dependent upon the first. The Council cannot begin to offer its services to others until it has achieved critical mass of activity which allows it to have some spare capacity within the system. This is the general strategy which is being followed.
12. In terms of targets for savings the following is identified:

	2015-16	2016-17	2017-18	2018-19	Total
Legal	45k	0k	20k	25k	90K
Cumulative	45k	45k	65k	90k	

13. Savings have been made in 2015-16 by (i) sharing a head of service and (ii) slight adjustment to SBC staffing profile. No savings are planned in 2016-17 because of the proposed transition to an outsourced entity.

How quick the turnaround is for legal caseload

14. The service is focused on the turnaround of cases and throughput of matters. It tracks the numbers of matters which have been closed and dealt with. These are reported in the Annual Service Review and updated figures for the past year will be available after March 2015. The service is implementing a management information module on the case management system to provide better oversight for services on the number of matters which are ongoing and the progress of those matters. Workflows are also being implemented on common work-types and this will provide the opportunity to track key information such as delivery of key documents from first instruction.
15. One area for ongoing improvement is to track the (perceived) large numbers of general advice requests which do not get opened as cases on the system. These are an important part of the work of an in-house team. It is important to

recognise how much time and resource goes into these and whether there are any patterns in the requests which are submitted.

16. Given the development of the shared service between Spelthorne BC and Reigate and Banstead BC there is an increased need for management information to show where the work is coming from, how quickly it is being dealt with and how successful the service is being in delivering the extra capacity in terms of throughput of matters and matters closed. Work is in place to deliver that detailed information and make sure that it is deployed to improve the outputs of the service.

Are the services fit for purpose?

17. Fundamentally, yes. That does not however mean that there is no room for continuous ongoing improvement in each service. As you would expect, that is part of our ongoing focus and commitment to efficiency, effectiveness and economy.
18. In relation to Committee Services, whilst there have been comments and complaints about the quality of service delivered in the past, steps have been taken to develop the systems in that team and implement more modern ways of working. That trajectory will continue with the implementation of modern.gov and allow the team to look at other ways in which a more efficient service can be provided against the background of diminishing resources.
19. In relation to Legal Services, the systems are sound, the staff are competent and committed. They have a good working relationship with the rest of the Council and are highly regarded. There is, in any small council legal team, an issue with demand management. Other councils are struggling with the same issue and many of them are turning to shared services as a solution to increase capacity and resilience. Our resources are fixed with a small team and occasionally there are peaks in demand so that there are a number of people who are waiting in line for a service. This is managed in two ways, first people have to wait until the resource is available, or secondly, work is outsourced to external providers. Undoubtedly it would be best for the Council if demand and supply matched. For various reasons this is not always possible but improvements can always be made and the business plan of the shared service is directed to look at these issues and to build a more resilient team which will serve the Council better in the future. One of the ways this can be measured is in the decrease of work which is sent to external providers. All of the Surrey districts have similar issues and work together well in order to increase capacity through partnership working.
20. The focus of Spelthorne Borough Council at this time is more directed to achieving cost savings from the Legal Services team. The focus of Reigate and Banstead Borough Council at this time is to improve the overall quality of

its Legal Services team, which in the past, faced criticism of being too remote and disconnected from the rest of the Council's work. The challenge in the present situation is to increase quality for both councils and to put some measures in place which will cap the rising cost of Legal Services and find ways to grow the business and bring in income to bring those costs down overall.

Bridge Street car park

21. The development of the Bridge Street car park site proceeded by way of a conditional sale and development agreement. This approach was agreed with Cabinet before the marketing brief was issued. There was a competitive process to select a developer. A good number of bids were received and allowed the Council to choose a developer who would pay more than was originally envisaged for the site. Councillors were closely involved in the process. There was stiff competition for the site and that level of competition is undoubtedly a good sign for the Borough and future developments which we may wish to progress in the town centre.
22. At the present time, the details of the deal are being concluded between our advisers and the preferred bidder. All the signs are that this development will proceed and that our aspirations for the town centre will be met. In addition, the valuable capital receipt will allow the council to make strategic investments as part of its ongoing towards a sustainable future programme.

Are we looking at partnerships with other councils?

23. Yes. In order to build a team with sufficient strength and depth it will be necessary to combine more than two legal teams. Early discussions have taken place with other councils who may be interested in joining an expanded service. Realistically, longer term savings for each council and increased resilience and capacity can only really be achieved if the shared service continues to grow with the pooling of resources. The service needs to have "critical mass" if it is going to be able to consider work for other public bodies. Plans are in development for an increased shared service and will be presented to Cabinet at the appropriate time. I'm also looking at shared services which have been developed elsewhere in order to learn the lessons of their experience. I'm also working with colleagues in other local authority areas are going through a similar cycle to see what synergies may be available across the different areas and avoid duplication of efforts with teams in different counties doing exactly the same things.
24. I believe there is an exciting opportunity and considerable scope for working with different areas to ensure any shared service which results is as efficient as possible and uses the maximum economies of scale. For example, I know that in a number of areas shared services will be looking to implement ICT

and case management solutions and I believe there is an opportunity to do this centrally and create savings by amalgamating contracts over a wider area than just this county.

Michael Graham

Head of Corporate Governance

February 2015

Overview and Scrutiny Committee

17 March 2015



Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Overview and Scrutiny Committee is asked to note the current spend position.		

1. Key issues

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to January 2015.
- 1.2 For the period ending January 2015, capital expenditure including commitments was £498k (58%) of the original budget and (45%) of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £928k which represents (84%) of the revised budget.
- 1.4 The difference between the original budget and the revised budget is £245k. This consists of £422k of carry forwards from 2013/14 and £167k of supplementary estimates less £344k worth of capital spend that has been re phased to 2015/16.
- 1.5 Cabinet is being asked at its meeting on 24 March 2015 to approve a supplementary estimate of £32k for the liquid voice project which was the replacement/upgrading of customer services telephone system.
- 1.6 Transactions involving all projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as required by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.
- 1.7 **Significant Developments /variances**
 - (a) Kennington Manor: (£33k) the project has been re phased to 2015/16 to allow the tendering process to be completed following the award of substantial football foundation funding for the project.

- (b) Car Park improvement (equipment) (£111k) in Elmsleigh car park. Initial concerns were raised around the legislation of automatic number plate recognition systems and Counsel Opinion was sought on a variation. The selected contractor to put in the new payment system said they could achieve our aims but on submission of the final proposal the quote was considerably higher than expected or promised the previous week by the supplier. Due to concerns with the revised contractors quote being higher than expected this project has been re phased to 2015/16 to allow a tendering process to be completed.
- (c) Customer Relationship Management Solution: (£85k) Phase 2 of the project will be completed by the end of the September 2015; therefore a carry forward is expected at year end.
- (d) Disabled facilities grants Mandatory and Discretionary: (£80k) Based on the current applications and approvals, there will be underspends of approx £40k on Mandatory grants and it is highly unlikely there will be any spend this year on discretionary grants £30k.

2. Options analysis and proposal

- 2.1 Overview and Scrutiny Committee is asked to note the current spend position.

3. Financial implications

- 3.1 Any underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

4. Other considerations

- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allowed the funds to complete the works.

5. Timetable for implementation

- 5.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers:

Appendices: A & B

Appendix A

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	Re-phased to 2015-16	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	222,600	44,600	(11,914)	-	255,286	91,492	19,470	185,686	(69,600)
Cllr Mitchell - Environment	50,000	62,100	-	-	112,100	56,776	4,258	95,000	(17,100)
Cllr Gething - Parks and Assets	448,600	23,300	38,500	(233,000)	277,400	37,605	18,161	276,988	(412)
Cllr Patel - ICT & Parking Services	143,800	246,700	40,000	(110,600)	319,900	153,765	74,848	325,663	5,763
Cllr Forbes-Forsyth - Comm Safety & Young People	-	45,000	100,000	-	145,000	41,953	-	45,000	(100,000)
	865,000	421,700	166,586	(343,600)	1,109,686	381,591	116,738	928,337	(181,349)

Appendix B

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Re-phased to 2015-16	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>												
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>												
Lee O'Neil	40203	Disabled Facilities Mandatory	450,000	-	-	-	450,000	332,240	800	410,000	(40,000)	Based on current approvals and applications being processed, DFG payments are expected to be over £400k. DCLG have awarded SBC an additional grant of £11,914
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	-	29,600	-	-	-	(29,600)	
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(11,914)	-	(296,914)	(247,428)	-	(296,914)	-	There is highly unlikely that there will be any expenditure by end of this financial year
		Net Cost of Disabled Facilities Grants	194,600	-	(11,914)	-	182,686	84,812	800	113,086	(69,600)	
Lee O'Neil	40209	Home Improvement Agency grant	28,000	-	52,705	-	80,705	54,099	26,356	80,705	-	Annual Invoice to be received later in financial year
		HIA Funding	-	-	(52,705)	-	(52,705)	(52,705)	(26,356)	(52,705)	-	
		Total	28,000	-	-	-	28,000	1,394	-	28,000	-	
Total For HIP			222,600	-	(11,914)	-	210,686	86,205	800	141,086	(69,600)	
<u>Other Capital Programme</u>												
<u>Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living</u>												
Deborah Ashman	42271	Fordbridge Day Centre	-	20,600	13,100	-	33,700	1,420	-	33,700	-	Work has already started and expected to finish by end of March 2015. Overspents will be funded through Personalisation & Prevention Partnership Fund (£9k) and remainder from Revenue Carry forwards.
Deborah Ashman		External Funding	-	-	(13,100)	-	(13,100)	(1,420)	-	(13,100)	-	
Deborah Ashman	42014	Housing Locata	-	24,000	41,600	-	65,600	46,887	18,670	65,600	-	Project has now been completed. One outstanding payment in respect of Homelessness Prevention & Advise module will be made in due course, provided no major issues. External funding/contribution to off set the additional costs.
		External Funding	-	-	(41,600)	-	(41,600)	(41,600)	(18,670)	(41,600)	-	
		Total	-	44,600	-	-	44,600	5,287	18,670	44,600	-	
Sandy Muirhead	41623	Insulation (SALIX)	-	-	5,530	-	5,530	5,530	-	5,530	-	SALIX project monies from SALIX fund complete by March 2015
Sandy Muirhead		Salix Funding	-	-	(5,530)	-	(5,530)	(5,530)	-	(5,530)	-	
		Total	-	-	-	-	-	-	-	-	-	
<u>Cllr Mitchell - Environment</u>												
Jackie Taylor	41601	DCLG Bins	-	-	14444	-	14,444	14,444	-	14,444	-	Funded through Department for Communities of Local Govt (DCLG)
		DCLG Funding	-	-	(14,444)	-	(14,444)	(14,444)	-	(14,444)	-	
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	-	50,000	50,000	0	50,000	-	Budget for the year is fully spent
		Total	50,000	-	-	-	50,000	50,000	0	50,000	-	
Lee O'Neil	41314	Air Quality	-	25,100	-	-	25,100	-	-	8,000	(17,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project is being delayed due to maternity leave of staff. Work has to start as the contract is being signed and the balance is likely to be carried forward into next financial year. Project is likely to be completed by March 2017
		Total	-	25,100	-	-	25,100	-	-	8,000	(17,100)	
Sandy Muirhead	42047	Bring Site Initiative	-	37,000	-	-	37,000	6,776	4,258	37,000	-	Additional bins to be purchased to improve the 10 most difficult sites. Project is expected to be completed by March 2015
		Total	-	37,000	-	-	37,000	6,776	4,258	37,000	-	
<u>Cllr Gething - Parks and Assets</u>												
Sandy Muirhead	41006	Kenyngton Manor Pavilion	33,000	-	-	(33,000)	-	-	-	-	-	Project has move out to 2015/16
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	(200,000)	-	-	-	-	-	Project has move out to 2015/16
		Total	233,000	-	-	(233,000)	-	-	-	-	-	

CAPITAL MONITORING REPORT AT 31 JANUARY 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Re-phased to 2015-16	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Dave Phillips	41007	Stanwell Skate Park	-	-	50,000	(50,000)	-	-	-	-	-	Project has moved out to 2015/16
		External Funding	-	-	(50,000)	50,000	-	-	-	-	-	
Dave Phillips	41015	Runnymede Estates	55,600	-	-	-	55,600	-	9,600	50,800	(4,800)	Capitalised Planned Maintenance to be transferred at end of year and overspents against "Renewal of Toilets Facilities" will be funded from here
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	-	(1,345)	1,345	-	-	Retention payment is to be made by end of March 2015
Dave Phillips	41031	Fencing	-	-	-	-	-	(1,623)	1,624	-	-	Retention payment is to be made by end of April 2015
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	-	20,000	-	-	20,000	-	Project is expected to be completed by end of year. However, if it's not completed due to unavoidable reasons then it will be requested to be carried forward into next financial year. Lease for the land is expected to be in place by May 2015
Dave Phillips	42018	Parks Properties	-	-	38,500	-	38,500	37,759	340	38,100	(400)	Works have now been completed at both Long Lane Recreation flat and Staines Park Pavilion flat. Retention payment will be made by end of August 2015
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	-	-	3,300	8,088	0	8,088	4,788	Works to Toilet facilities have been completed. Overspents will be funded through "Capitalised Planned Maintenance" budget.
Dave Phillips	42050	KG Reception & Other Moves	-	-	-	-	-	(1,652)	1,653	-	-	Retention payment is to be made by end of April 2015
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	-	(3,623)	3,600	-	-	Retention payment is to be made by end of March 2015
Dave Phillips	42046	Greeno Centre Re-roofing	160,000	-	-	-	160,000	-	-	160,000	-	Work has already started and expected to finish by end of this financial year.
		Total	215,600	23,300	38,500		277,400	37,605	18,161	276,988	(412)	
Cllr Patel - ICT & Parking Services												
Helen Dunn	43003	New Software	20,000	-	-	-	20,000	5,875	12,742	20,000	-	Will be spent by the end of this financial year on various software enhancements
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	-	-	64,500	42,971	2,183	50,000	(14,500)	More Hand Sets to be purchased by end of this financial year
Helen Dunn	43314	Integra Upgrade	-	10,000	-	-	10,000	1,960	1,960	6,000	(4,000)	Waiting for upgrade to be released
Helen Dunn	43606	Misc Software	-	-	-	-	-	-	2,416	-	-	Not a current project - Commitment to be recoded
Helen Dunn	43608	Other Hardware	50,000	-	-	-	50,000	21,890	6,145	50,000	-	Will be spent by the end of this financial year on various hardware requirements
Helen Dunn	43609	ICT Security	-	-	-	-	-	360	-	360	360	Overspend due to Special creditor. Expenditure could be funded by underspends in other ICT projects
Helen Dunn	43610	Code of Connection Requirement	6,000	-	-	-	6,000	8,070	-	8,070	2,070	Project complete. Overspend could be funded by underspends in other ICT projects
Helen Dunn	43611	Mobiles and Tablets	28,800	-	-	-	28,800	1,632	4,962	28,800	-	Mobile and tablet replacements to be purchased by the end of this financial year
Helen Dunn	43612	Mobile device management	10,000	-	-	-	10,000	-	-	10,000	-	Mobile and tablet replacements to be purchased by the end of this financial year
Helen Dunn	43613	Disaster Recovery Requirements	16,000	-	-	-	16,000	1,480	9,091	20,000	4,000	Routers & Switches to be purchased by the end of this financial year. Overspend could be funded by underspends in other ICT Projects
Helen Dunn	43614	ESIP	13,000	-	-	-	13,000	-	-	-	(13,000)	Project completed and paid out of 13/14 budget
		Total	143,800	74,500			218,300	84,238	39,499	193,230	(25,070)	
Jan Hunt	41608	HR and Payroll system	-	11,500	-	-	11,500	6,126	-	11,500	-	Employee self-service module is currently being piloted. Significant system upgrades is still in progress.
		Total		11,500			11,500	6,126		11,500		
Linda Norman	43505	CRM Solution	-	85,400	-	-	85,400	31,250	31,970	85,400	-	Currently in development. Phase 1 is now in User Acceptance Testing stage with staff and expected to be completed by March 2015 & Phase 2 by September 2015. Balance to be requested to be carried forward into next financial year.
Linda Norman	43308	Liquid Voice	-	-	-	-	-	28,618	3,180	31,800	31,800	Phase 1 is now live and Phase 2 is being tested, expected to be completed by March 2015.
		Total		85,400			85,400	59,868	35,150	117,200	31,800	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	-	-	4,700	3,533	200	3,733	(967)	Project has now been completed
		Total		4,700			4,700	3,533	200	3,733	(967)	
Michael Graham	43504	Elections IER Equipment	-	-	1,323	-	1,323	1,323	-	1,323	-	IER funding through Cabinet Office
		External Funding	-	-	(1,323)	-	(1,323)	(1,323)	-	(1,323)	-	
		Total										
Sandy Muirhead	41317	Car Park Improvements	-	70,600	40,000	(110,600)	-	-	-	-	-	This project has moved out to 2015-16
		Total		70,600	40,000	(110,600)						
Cllr Forbes-Forsyth - Community Safety & Young People												
Keith McGroary	41605	Staisafe Radio	-	45,000	8,300	-	53,300	50,253	-	53,300	-	Additional radios required to be purchased for Elmsleigh Centre
Keith McGroary		Funding from Car Parks	-	-	(8,300)	-	(8,300)	(8,300)	-	(8,300)	-	
Keith McGroary	41611	Law Enforcement	-	-	100,000	-	100,000	30,075	-	-	(100,000)	Any expenditure incurred to purchase the enforcement vehicles will be reimbursed by Police
		External Funding	-	-	-	-	-	(30,075)	-	-	-	
		Total		45,000	100,000		145,000	41,953		45,000	(100,000)	
Total For Other			642,400	421,700	178,500	(343,600)	899,000	295,386	115,938	787,251	(111,749)	
Total Expenditure			1,150,000	421,700	365,502		1,543,602	784,416	161,764	1,362,253	(181,349)	
Total Funding			(285,000)	-	(198,916)		(433,916)	(402,825)	(45,026)	(433,916)	-	
GRAND TOTAL			865,000	421,700	166,586	(343,600)	1,109,686	381,591	116,738	928,337	(181,349)	

Overview and Scrutiny Committee

17 March 2015



Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	To note the current spend position.		

1. Key issues

- 1.1 To provide Overview and Scrutiny Committee with the net revenue spend figures to the end of January 2015.
- The forecast outturn at net expenditure level is £13.894m against the revised budget of £13.621m; A projected adverse variance of £273k
 - After taking into account the use of carry forwards, the net position is approximately £17k adverse variance.
- 1.2 Interest earnings are forecast to exceed the budget by approximately £175k as a result of increased returns from longer term investments.

2. Options analysis and proposal

- 2.1 Overview and Scrutiny Committee is asked to note the current net revenue spend and forecast position.
- 2.2 Across several service areas has been the impact of making accounting provisions within 2014-15 to reflect the liability created by decisions to make certain posts redundant. In total this equates to £523k which has been part funded by use of £250k of business improvement reserve. It should be borne in mind that for all these post deletions there are ongoing revenue savings (part year figure for 15-16 of over £300k) and all pay back in a relatively short time.
- 2.3 The following highlights the more significant or material variances:

Parking Services and ICT

Car Parks £32k adverse variance – Shortfall due to various organisation's not renewing their season ticket arrangements and problems affecting the car parking machines as a result of last year's flooding.

Planning and Corporate Development

Corporate Governance £45k favourable variance- Income from Reigate for shared head of legal services.

Planning Development and Control: £21k favourable variance – Increased fee income, including some large applications (£100k) offset by higher expenditure on consultants relating to planning and housing strategy work (£75k).

Housing, Health, Wellbeing and Independent Living

General Grants: £98k favourable variance – Savings to the charitable rate relief budget due to changes in the business rate system, offset by higher grant payments for which we have received additional funding for.

Day Centres: £159k favourable variance – Additional high needs income and personalisation and prevention income received.

Homelessness: £98k adverse variance – Additional costs as a result of increased usage of Bed and Breakfast.

Environment

Waste Recycling: £19k favourable variance – Increased recycling credits received plus reduced gates fees for the majority of the year, offset by increased green waste disposal costs.

Grounds maintenance- £101k favourable variance s106 monies to fund playground maintenance

Community Safety, Young People, Leisure & Culture

Spelthorne Leisure Centre:£38k adverse variance: Outstanding energy costs relating to 2013/14.

Community Safety:£68k favourable variance – Savings as result of the delayed start of the enforcement project.

Economic Development and Fixed Assets

Staines town centre management :£440k adverse variance- Reduced percentage of rental payments received from the Elmsleigh Centre as a result of reduced level of rents being collected plus a refund of £280k to cover previous years overpayments.

Asset Management Administration £63k favourable variance – Underspends on the Knowle Green relocation project. This money was intended to be used for a joint feasibility study with Surrey County Council, which in the end did not take place.

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team.

Background papers:

Appendices: A&B

APPENDIX A

2014/15 Net Revenue Budget Monitoring
As at end of 31 JANUARY 2015

	14/15	14/15	14/15	14/15
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,088,900	54,197,200	56,749,400	2,552,200
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,088,900	54,197,200	56,749,400	2,552,200
Less Specific fees and charges income	(40,390,400)	(40,350,800)	(42,854,829)	(2,504,029)
Net Expenditure - broken down as below	13,698,500	13,846,400	13,894,571	48,171
Leader	333,900	336,900	400,490	63,590
Parking Services and ICT	62,500	62,500	71,100	8,600
Planning and Corporate Development	2,206,900	2,135,900	1,830,100	(305,800)
Housing, Health, Wellbeing and Independent Living	2,557,600	2,538,900	2,446,901	(91,999)
Environment	4,034,000	4,050,200	3,756,680	(293,520)
Community Safety, Young People, Leisure and Culture	283,600	320,200	276,400	(43,800)
Finance	3,118,700	3,189,700	3,534,600	344,900
Communications	222,800	222,800	211,800	(11,000)
Economic Development and Fixed Assets	878,500	989,300	1,366,500	377,200
NET EXPENDITURE AT SERVICE LEVEL	13,698,500	13,846,400	13,894,571	48,171
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
Pay award	100,000	100,000	-	(100,000)
Efficiencies to offset pay award	(100,000)	(100,000)	-	100,000
Increased Employer contributions due to auto enrollment	75,000	75,000	-	(75,000)
NET EXPENDITURE	13,473,500	13,621,400	13,894,571	273,171
NET EXPENDITURE	13,473,500	13,621,400	13,894,571	273,171
Interest earnings	(335,300)	(335,300)	(510,300)	(175,000)
Extraordinary Item				
Appropriation from Reserves:				
Business Improvement Reserve			(250,000)	(250,000)
Staines Town Development	(450,000)	(450,000)	(202,000)	248,000
Elmsleigh Car Park	(287,000)	(287,000)	(287,000)	-
Customer Services	(46,700)	(46,700)	(46,700)	-
Spend to Save (Bowls club)	(13,000)	(13,000)	(13,000)	-
Enforcement Project	(100,000)	(100,000)	(32,000)	68,000
BUDGET REQUIREMENT	12,241,500	12,389,400	12,553,571	164,171
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-
DCLG Transitional LCTSS grant	-	-	-	-
NET BUDGET REQUIREMENT	6,729,363	6,877,263	7,041,434	164,171
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-
CHARGE TO COLLECTION FUND	6,541,443	6,689,343	6,853,514	164,171
2013/14 Revenue carryforward			(147,000)	(147,000)
Net Position				17,171

Appendix B			
REVENUE MONITORING 2014/15			
EXPENDITURE AND INCOME SUMMARY 31 JANUARY 2015			
Results to 31-Jan-15	Budget	Forecast	Variance
	Revised	Outturn	to Revised
	£	£	£
Leader			
Employees	342,000	409,600	67,600
Other Expenditure	37,100	33,100	(4,000)
Income	(42,200)	(42,210)	(10)
	336,900	400,490	63,590
Parking Services and ICT			
Employees	1,132,400	1,145,684	13,284
Other Expenditure	1,629,600	1,633,116	3,516
Income	(2,699,500)	(2,707,700)	(8,200)
	62,500	71,100	8,600
Planning and Corporate Development			
Employees	1,612,400	1,759,600	147,200
Other Expenditure	1,237,300	1,084,200	(153,100)
Income	(713,800)	(1,013,700)	(299,900)
	2,135,900	1,830,100	(305,800)
Housing, Health, Wellbeing and Independent Living			
Employees	2,950,100	2,989,700	39,600
Other Expenditure	32,950,600	35,037,200	2,086,600
Income	(33,361,800)	(35,579,999)	(2,218,199)
	2,538,900	2,446,901	(91,999)
Environment			
Employees	2,573,000	2,576,585	3,585
Other Expenditure	3,487,000	3,487,315	315
Income	(2,009,800)	(2,307,220)	(297,420)
	4,050,200	3,756,680	(293,520)
Community Safety, Young People, Leisure and Culture			
Employees	391,100	418,500	27,400
Other Expenditure	482,000	501,400	19,400
Income	(552,900)	(643,500)	(90,600)
	320,200	276,400	(43,800)
Finance			
Employees	2,885,500	3,280,200	394,700
Other Expenditure	658,700	602,000	(56,700)
Income	(354,500)	(347,600)	6,900
	3,189,700	3,534,600	344,900
Communications			
Employees	130,200	141,000	10,800
Other Expenditure	92,600	71,100	(21,500)
Income	0	(300)	(300)
	222,800	211,800	(11,000)
Economic Development and Fixed Assets			
Employees	223,800	237,400	13,600
Other Expenditure	1,381,800	1,341,700	(40,100)
Income	(616,300)	(212,600)	403,700
	989,300	1,366,500	377,200
NET EXPENDITURE AT SERVICE LEVEL	13,846,400	13,894,571	48,171
Total Employees	12,240,500	12,958,269	717,769
Total Other Expenditure	41,956,700	43,791,131	1,834,431
Total Income	(40,350,800)	(42,854,829)	(2,504,029)
	13,846,400	13,894,571	48,171
Total Expenditure	54,197,200	56,749,400	2,552,200
Total Income	(40,350,800)	(42,854,829)	(2,504,029)
Net	13,846,400	13,894,571	48,171

Overview and Scrutiny Committee

17 March 2014



Title	Towards a Sustainable Future – a self-funding Council : Risks and Issues		
Purpose of the report	To note		
Report Author	Linda Norman		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Self-Reliance and Accountability		
Recommendations	<p>Overview and Scrutiny are asked to note this report on the progress being made with;</p> <ul style="list-style-type: none"> • The new TaSF Project map and dashboard • The three key work streams under programme • The progress being made on the Knowle Green Programme • Progress being made on resource issues • Progress being made on structural reviews 		

1. Key issues

- 1.1 A separate Towards a Sustainable Future (TaSF) dashboard has been created to monitor the three key work streams (Appendix A) under the 'TaSF' programme
- Use of Assets Programme
 - Knowle Green Programme
 - Structural Review (including service redesign and alternative delivery models)
- 1.2 Some income and asset related projects have been transferred from the Corporate dashboard to the TaSF dashboard (Appendix B) as it is more appropriate that they are monitored under this programme particularly as the scope of some of these projects have been redefined to fit in with the Council's overall objective of becoming a self-financing council.
- 1.3 Following on from the high level overview produced in November 2014 for each of the workstreams (Appendix C,D & E), further visuals have been produced which details the work progressing on each of the categories.

2. Update on Work-streams

- 2.1 Under the Use of Assets theme (appendix F), work has focused on the 'Investment in Property' theme and the Council's Housing Transformation Programme has been defined (Appendix I) linking to the Council's new Housing and Homelessness Strategies. Work is underway between officers and Cabinet councillors to develop the strategic framework within which the significant capital receipt from Bridge Street will be re-invested

- 2.2 Good progress continues on the Knowle Green Programme (appendix G) with all three projects identifying critical paths and aligning key dates. A programme board meets monthly which includes each of the project managers, the project sponsor, key stakeholders such as ICT, Legal and a detailed project plan is expected to be produced shortly along with a stakeholder engagement strategy and communication plan. Cabinet agreed on 27 January 2015 to a shortlist of options to consider further for the redevelopment and agreed to focus on the relocation through purchasing an existing building rather than leasing or new-build.
- 2.3 Under the Structural Review (appendix H), good progress has been made with an interim and long term structures issued to staff, unison etc for consultation. Following the consultation the Interim structure has been confirmed as taking effect from beginning of April following Liz Borthwick's retirement.
- Five service areas are currently considering different methods of service delivery and more detailed business cases are currently being worked on in conjunction with the ACX Lee O'Neil and Mutual Ventures who have vast experience in this area. .
- Work on the Democratic review cannot proceed until the structural review has completed.
- 2.4 MAT are currently considering how to fill the post of Programme Manager for 'TaSF' as this forms part of the wider corporate structural review and until a decision is made, the Project Management Co-Ordinator will oversee this.
- 2.5 Good progress has been made on the structural reviews with:
- Presentation to Cabinet by MAT on 'TSF' programme July 14
 - Mutual Ventures workshop to Heads of Service September 14
 - Options analysis completed by Heads of Service and discussed with relevant portfolio holders October 14
 - Preferred options considered by MAT October 14
 - Cabinet updated of preferred options by MAT October 14
 - Report to Cabinet on budget savings and redundancies December 14
 - Interim and long term structures issued to all staff for comments December 14
 - Manager's briefing to discuss proposed new service delivery models January 15
 - Further detailed analysis on service proposals by HOS for MAT February 15

3. Financial implications

- 3.1 Funding for the new TaSF programme needs to be quantified and potentially funded from reserves on 'an invest to save' basis to provide sufficient resources for this challenging programme. The 2015-16 Budget has built in £550k funding for resources for TaSF from reserves.
- 3.2 Good work has been done on safeguarding the Council's finances and producing a balanced budget for 2015/16 despite further cuts in central government funding specifically around Discretionary Housing payments and the increasing pressure of homelessness in the borough.
- 3.3 It is anticipated that the 'TaSF' Programme will deliver savings in the region of £750k per annum over the next four years and potentially significantly more over the longer term and as such, the initial investment required in this programme is critical to ensure the financial success of the Council.

4. Other considerations

- 4.1 The authority is still managing a large number of flagship projects (32) and with the TaSF programme looking to deliver a self-funding Council by March 2019, many new projects with concurrent work streams will emerge from this programme. These projects will need to be delivered under robust programme management methodology which will enable the Council to deliver our strategy and manage the transformation.
 - 4.2 The Corporate risk register needs to be kept up to date as the 'TaSF' programmes progress.
 - 4.3 A clear communication strategy needs to be developed to keep all interested parties aware of the progress of the 'TaSF' programme.
- 5. Timetable for implementation**
- 5.1 Project progress will continue to be reported to MAT, Cabinet briefing and Overview and Scrutiny every quarter. Internal Boards will continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports underpin the project reporting hierarchy and will continue to be produced monthly by each project manager.

Background papers:

Appendices:

Appendix A – TaSF Project Map

Appendix B – TaSF dashboard

Appendix C - Use of Assets Programme

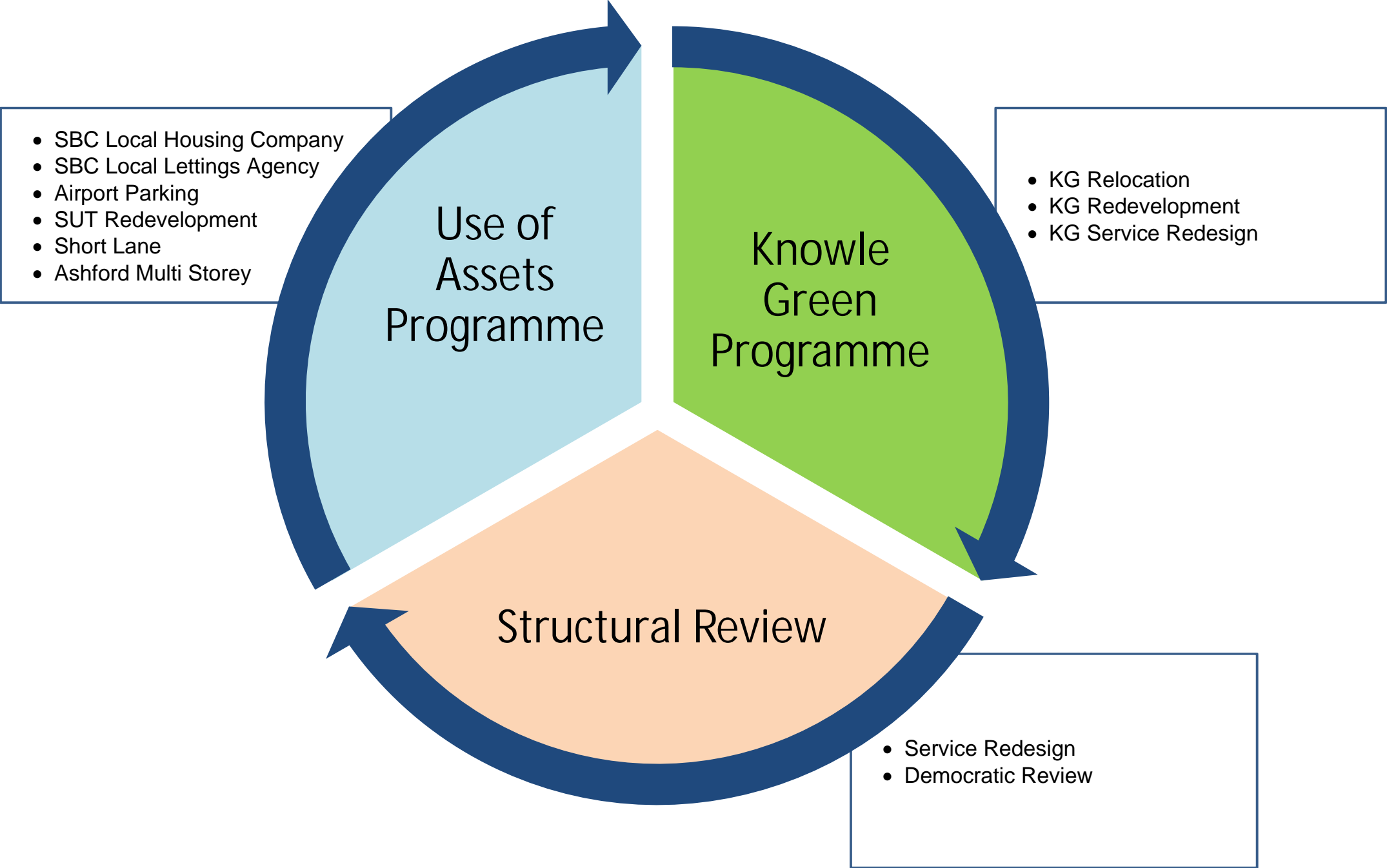
Appendix D – Knowle Green Programme

Appendix F – Use of Assets overview

Appendix G – Knowle Green Project overview

Appendix H – Structural Review Project overview

Appendix I - Housing Transformation Programme

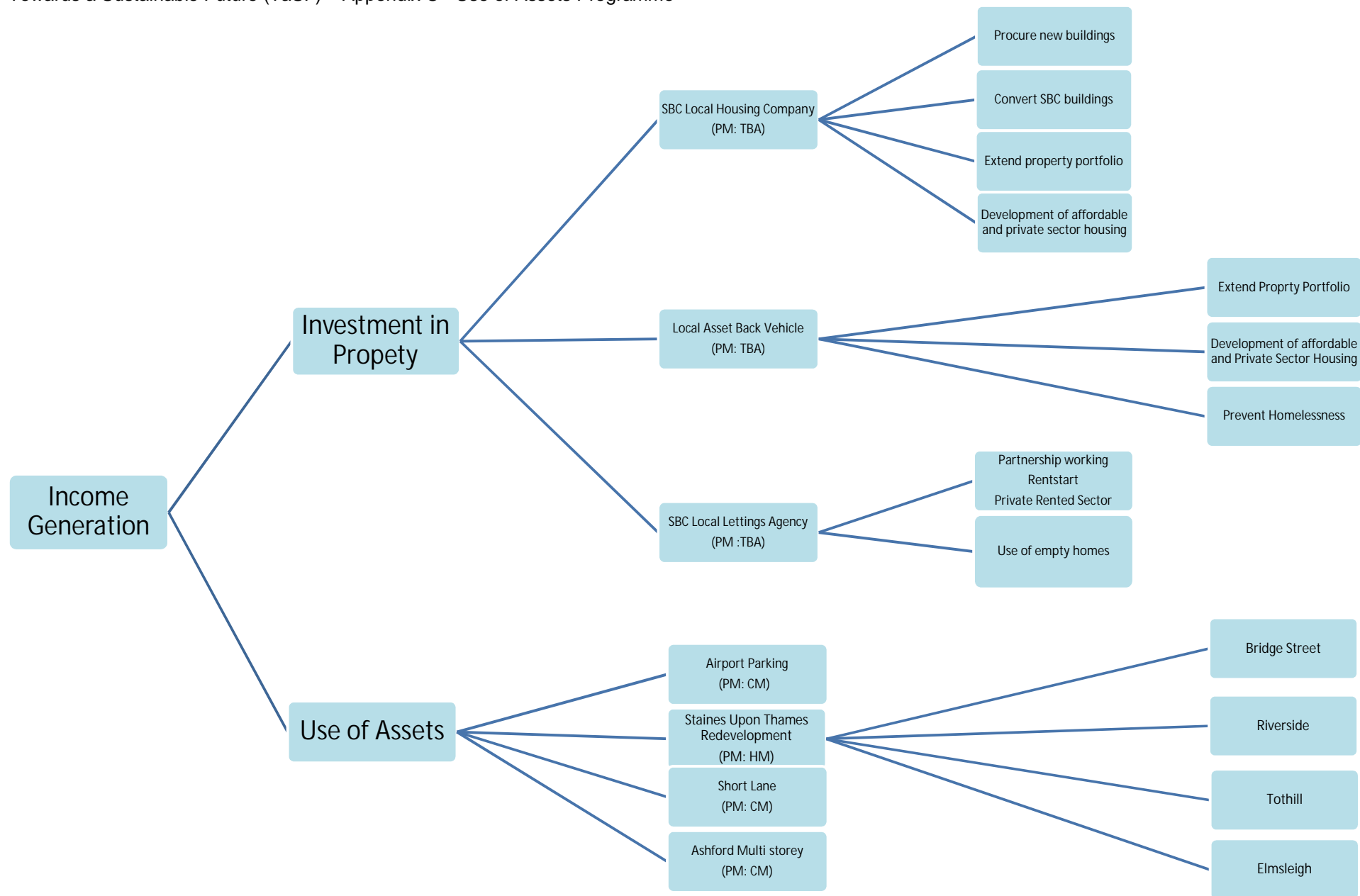


Knowle Green Programmes – Asset Management Board										
Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Knowle Green Relocation	Green	Green	Green	Green	Green	Green	DP	TC	2019	<p>Project status: Initiation Latest information received: 12/01/15 (Verbal Update)</p> <p>Project Initiation and Business Case documents prepared and presented to relevant Boards for approval and progress. Consultancy firm have submitted proposals as to relocation options. These are being presented to respective Boards and Committees for consideration and decision.</p>
Knowle Green Redevelopment	Green	Green	Amber	Green	Green	Green	HM	TC	May 2015	<p>Project Status: Green Latest Highlight Report Received: 27/01/15</p> <ul style="list-style-type: none"> Member seminar held – best use of assets and delivery options. Cabinet Briefing 12 January including the Options Appraisal. Cabinet decision 27 January to develop and offices strategy and buy an existing building, and on KG, to look at a partnership or blended residential scheme where the Council can develop some affordable rented units with an on-going income stream.
Knowle Green EDMS	Green	Green	Green	Green	Green	Green	JB	TC	2016	<p>Project Status: Initiation and Business Analysis Latest information received: 13/02/15 (Verbal Update)</p> <ul style="list-style-type: none"> Document and Information audit ongoing. Information gathering Document Retention Policy review underway High level EDMS Supplier demos concluded
Knowle Green Agile Working	Green	Green	Green	Green	Green	Green	LN	TC	2017	<p>Project Status: Pre-project Planning</p>
Use of Assets Programmes – Strategic Housing & Community Board and Asset Management Board										
SBC Local Housing Company										<p>Project status: Pre-project Planning</p>
SBC Local Lettings Agency										<p>Project status: Pre-project Planning</p>
Airport Parking	N/A	Amber	Green	Green	Green	Green	CM	TC	Mar- 2015	<p>Project Status: Green Latest highlight report received 26/01/15</p> <p>Cushman & Wakefield (C&W) confirmed proposals from interested parties are dependent on planning permission. Planning report has been received and next steps identified, planning application to be submitted by May 2015. Secretary of State for disposal of statutory allotment site being sought.</p>
SUT Development Development of Tothill car park / Elmsleigh Phase IV (Priority 3 (1))	Green	Amber	Amber	Green	Green	Green	HM	RT	01/12/17 development completed	<p>Project status: Amber Closure report received 12/11/14</p> <p>Closure report received for current project.</p>
SUT Development Development of Bridge Street Car Park (Priority 3 (2))	Green	Green	Green	Green	Green	Green	HM	RT	01/10/17 development completed	<p>Project status: Green Latest Update received 13/02/15</p> <ul style="list-style-type: none"> Cushman Wakefield reviewing the business case and need for cafes and restaurants –(3,500 sq ft units for mid-range restaurants) Cushman Wakefield providing information on costings and design for restaurant units Development approach reviewed and best option is still to develop ourselves and let out
SUT Development Development Riverside Car Park (Priority 3 (3))	Green	Green	Green	Amber	Green	Green	HM	RT	01/06/16 development completed	<p>Project status: Amber Latest Highlight Report received 05/01/15</p> <p>No progress due to focus on Cabinet report for Bridge Street and work on Knowle Green.</p>
SUT Development Staines-upon-Thames promotional document and website Priority 3 (4)	Green	Amber	Amber	Green	Green	Green	HM	RT	17/11/14 with revised scope	<p>Project status: Amber Latest Highlight Report received 05/01/15</p> <ul style="list-style-type: none"> Templates received from software developer Pictures and text uploaded on web pages 'in test' Revised logo developed (initial one was not visible enough on website template) Initial discussions with video companies on price
SUT Development Elmsleigh Surface Car Park (Priority 3 (5))	Green	Amber	Amber	Amber	Green	Green	CM	RT	31/03/15	<p>Project status: Amber Latest Highlight Report received 28/01/15</p> <ul style="list-style-type: none"> Project Manager instructed to seek other uses for Elmsleigh Surface Car Park. These include residential development and civic office space. Costs obtained for increasing capacity for MSCP Retail Strategy received

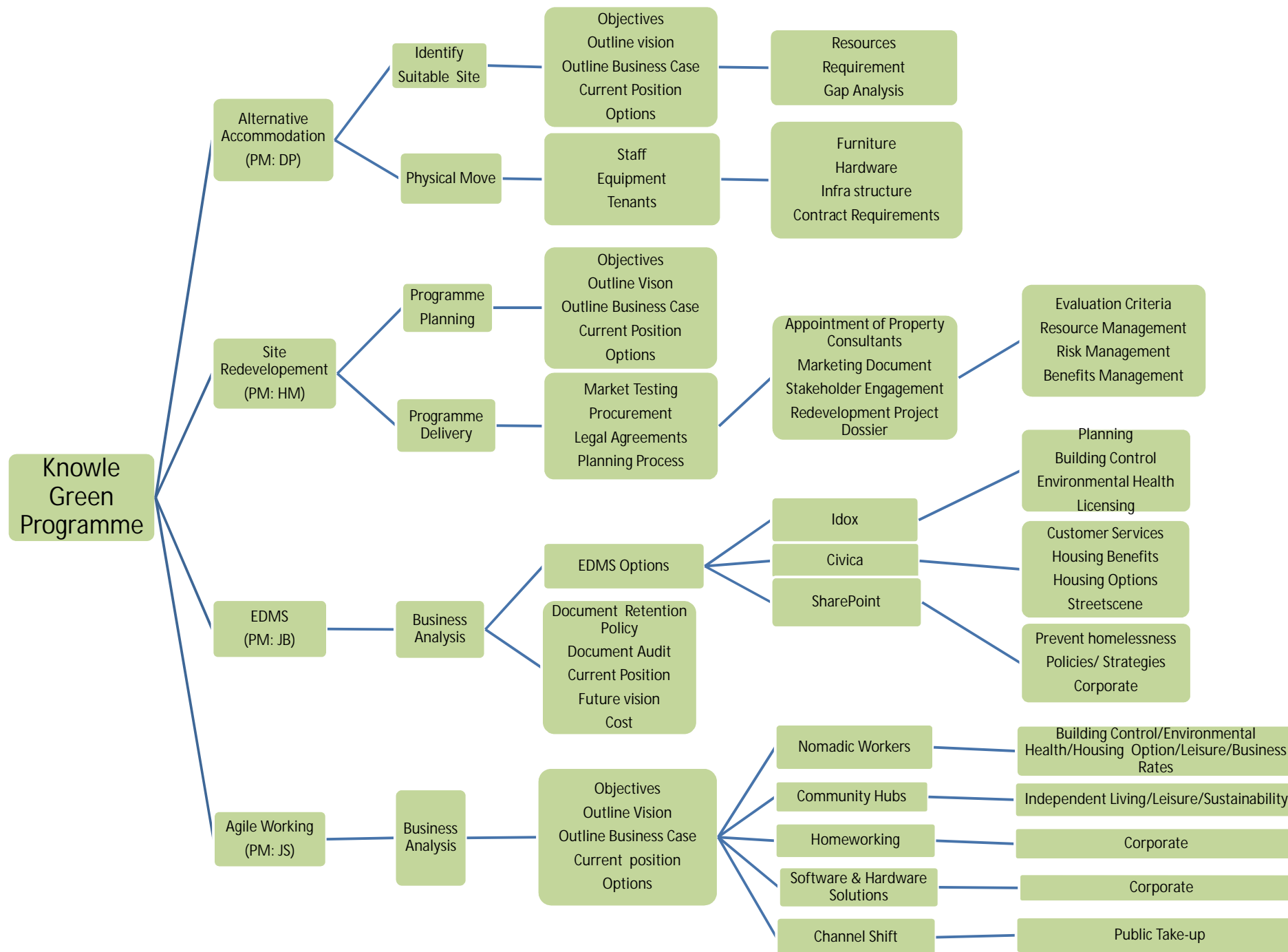
											Project Status: Green Latest Highlight Report received 12/01/15
Fire Brigade relocation***	N/A	Green	Green	Green	Green	Green	DP	TC	Mid - 2014		Sale completed and monies in "Capital Receipt". Closure report being prepared.
Short Lane	N/A	Green	Green	Green	Green	Green	CM	TC	30/03/15		Project Status: Green Latest update received: 12/02/15 <ul style="list-style-type: none"> SHWP (helipad) have stated that due to the lack of support from Planning, they are now exploring other sites and not pursuing Short Lane C&W have recommended that SBC have obtain a Planning Statement before going out to market Market brief being drafted
Ashford Town Development Multi Storey Car Park (Priority 4)	N/A	Amber	Income Generation	Green	Green	Green	CM	TC	Oct 2015		Project Status: Green Latest Update Received 12/02/15 <ul style="list-style-type: none"> SBC have been unsuccessful in the bid for Brooklands College Public car parking has been the foremost priority from the recent consultation A sale and development brief is being drawn up

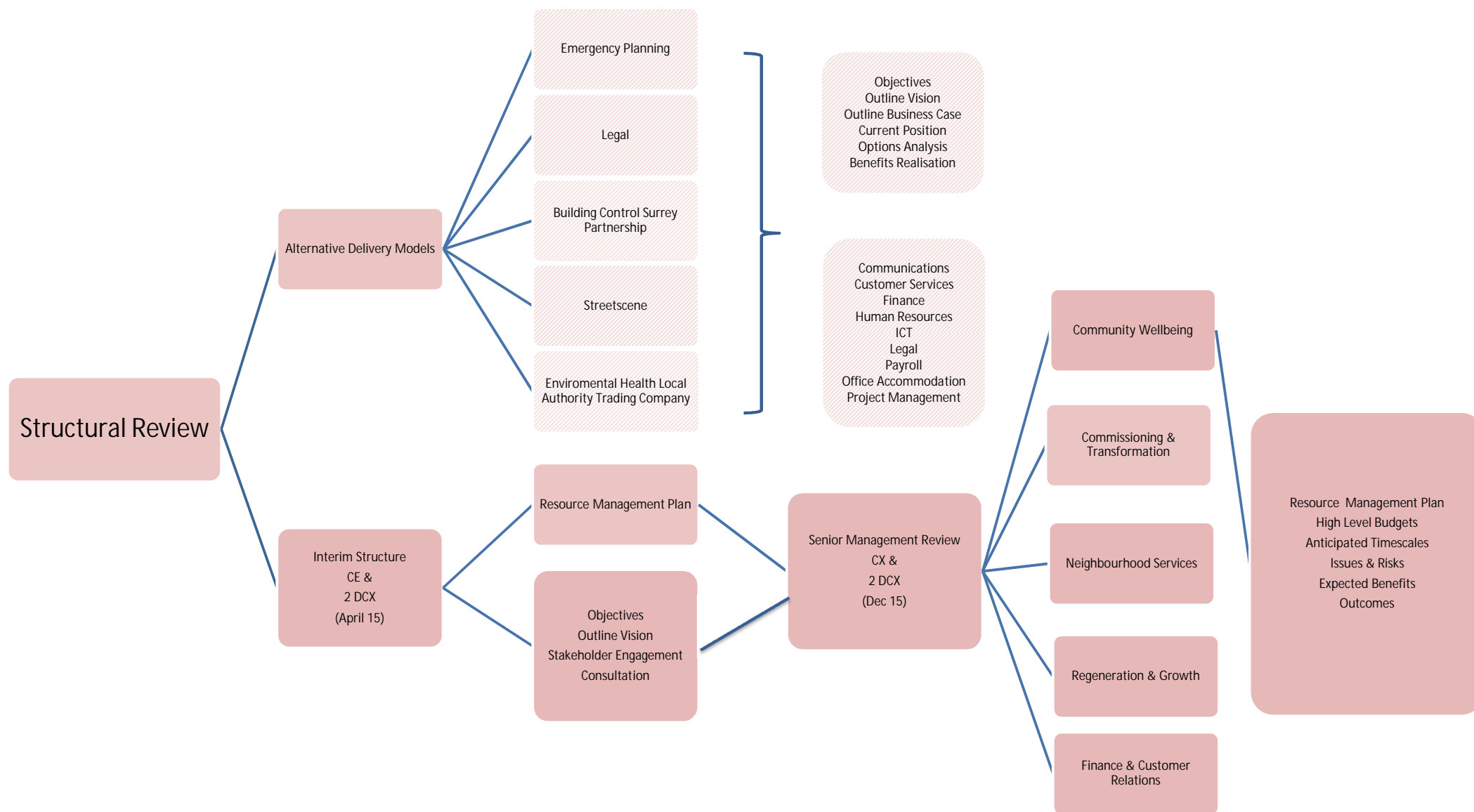
Structural Review – Management Team

Project Name	Budget	Progress against Milestones	Benefits Realisation	Risks & Issues	Stakeholder Engagement	Resources	Project Manager	Project Sponsor	Anticipated Completion Date	Project Status
Service Redesign										
LA Trading Company										
Public Sector Mutuals										
Democratic Review										

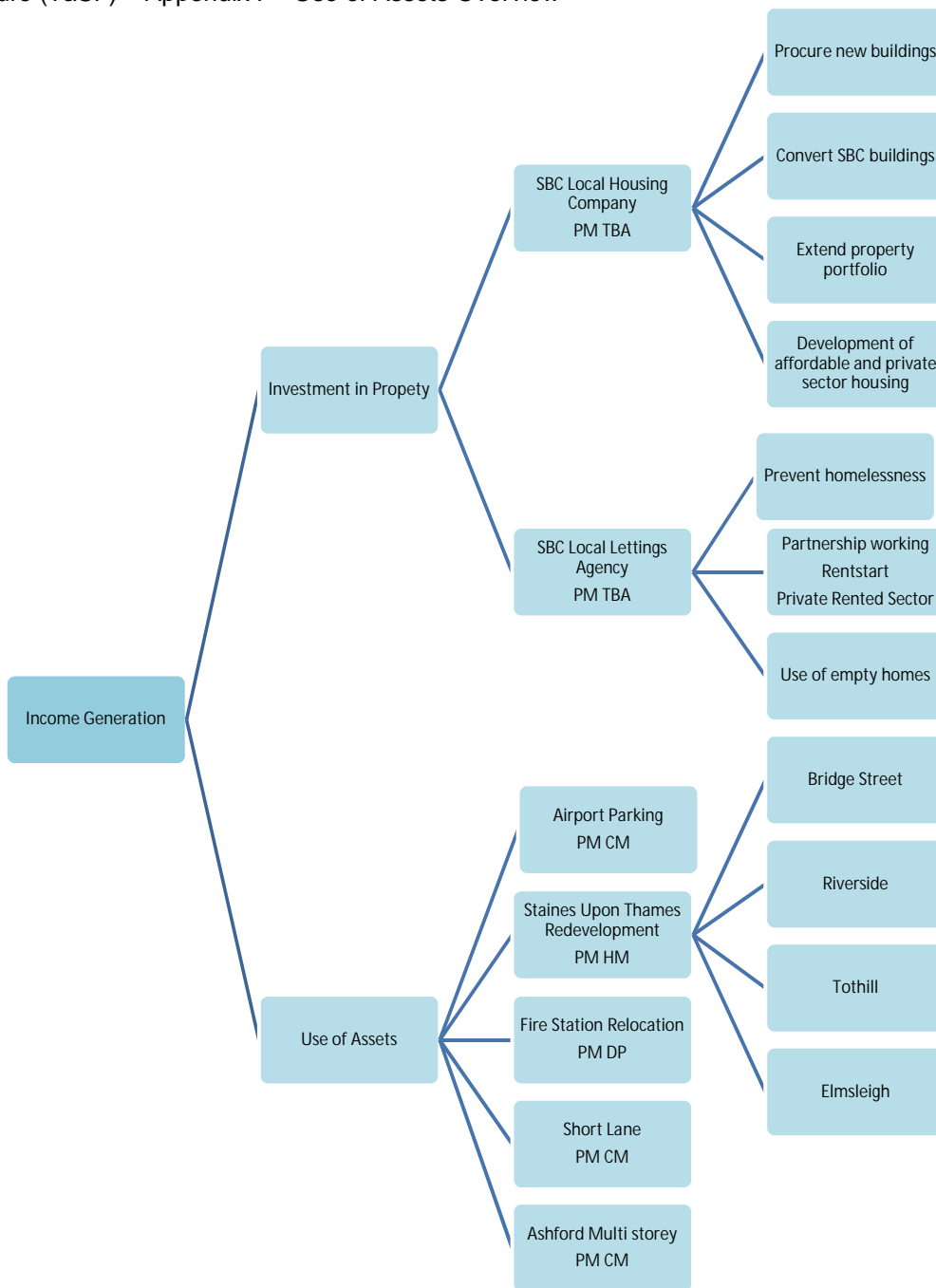


Towards a Sustainable Future (TaSF) – Appendix D – Knowle Green Programme

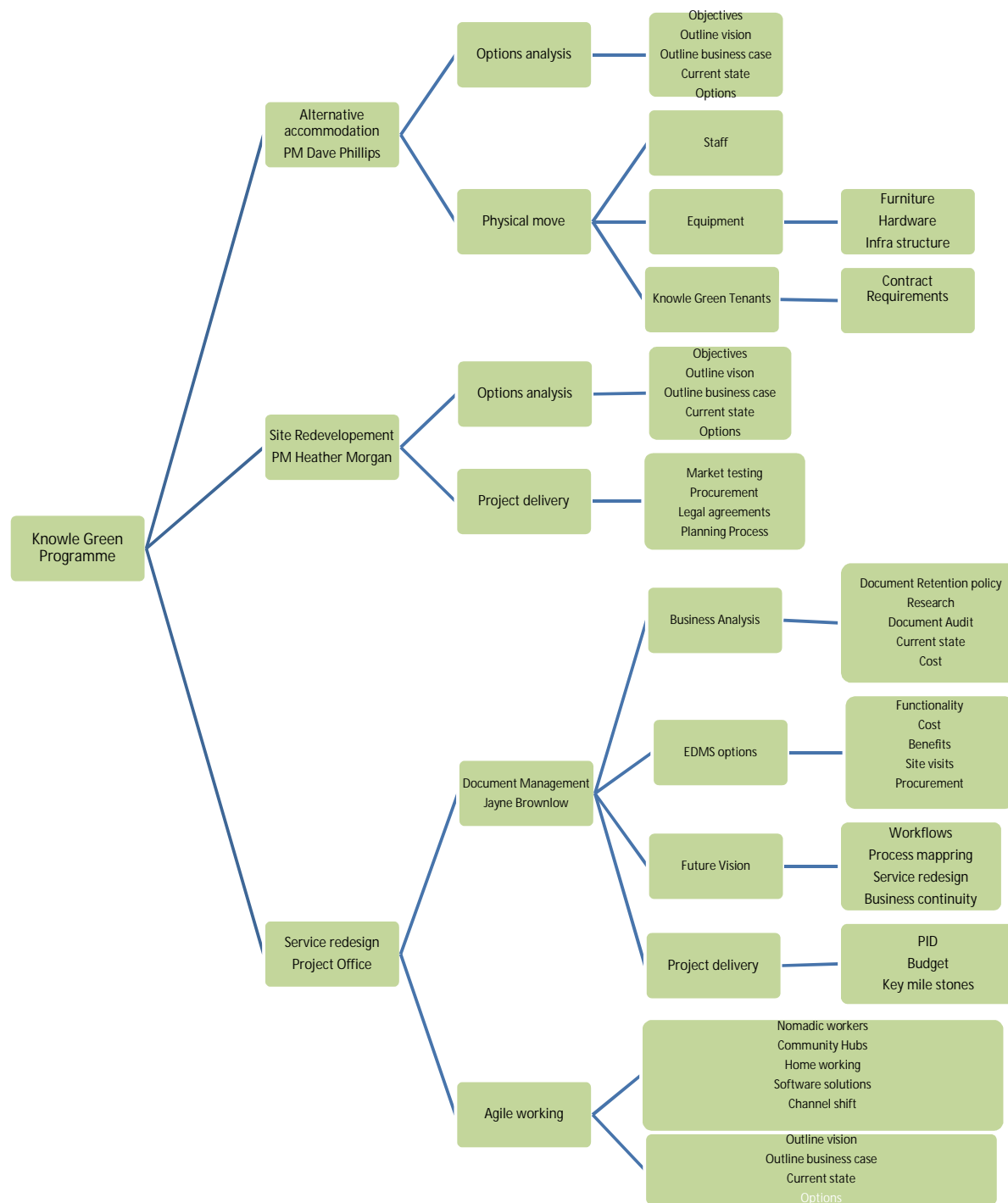


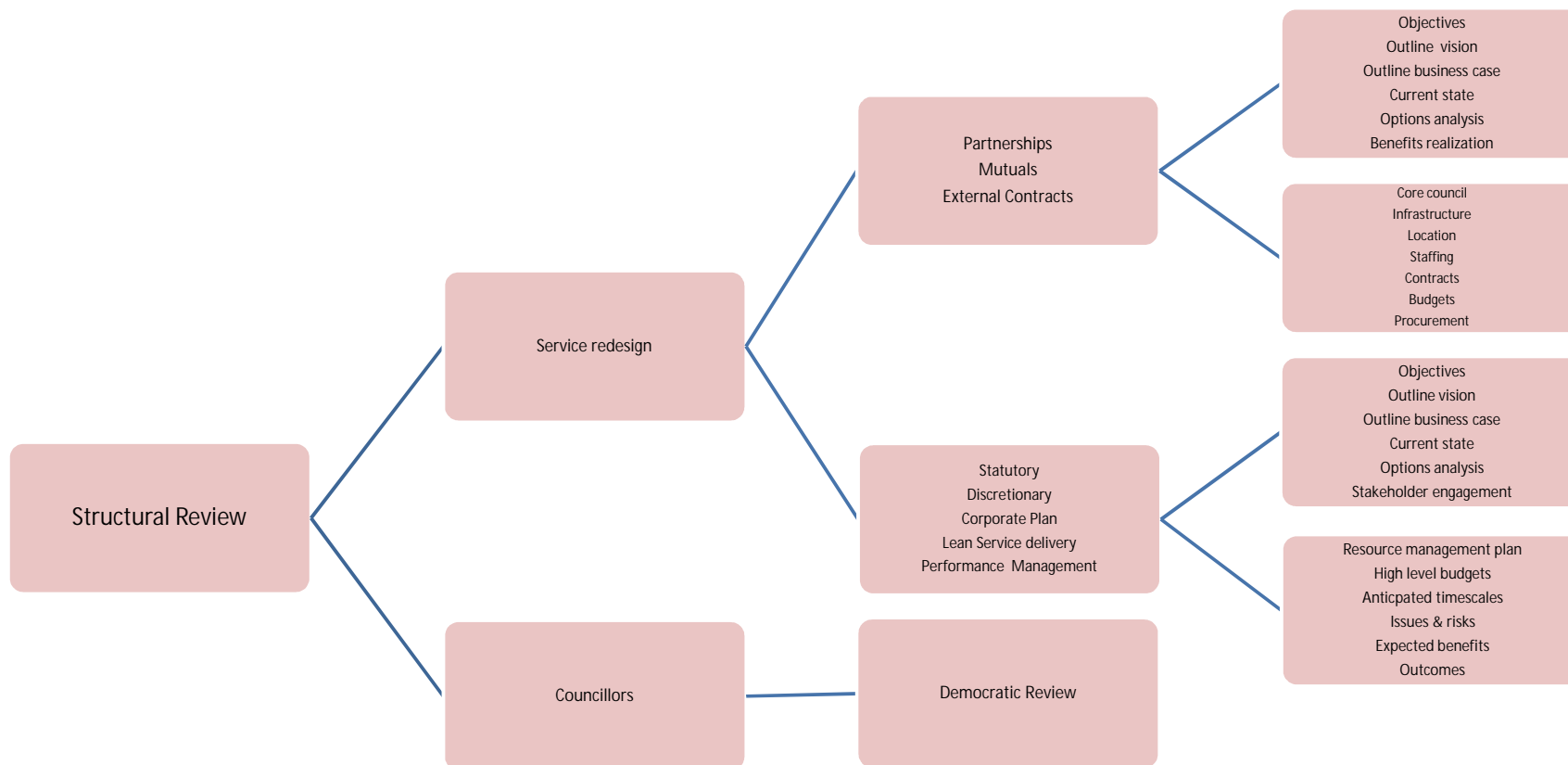


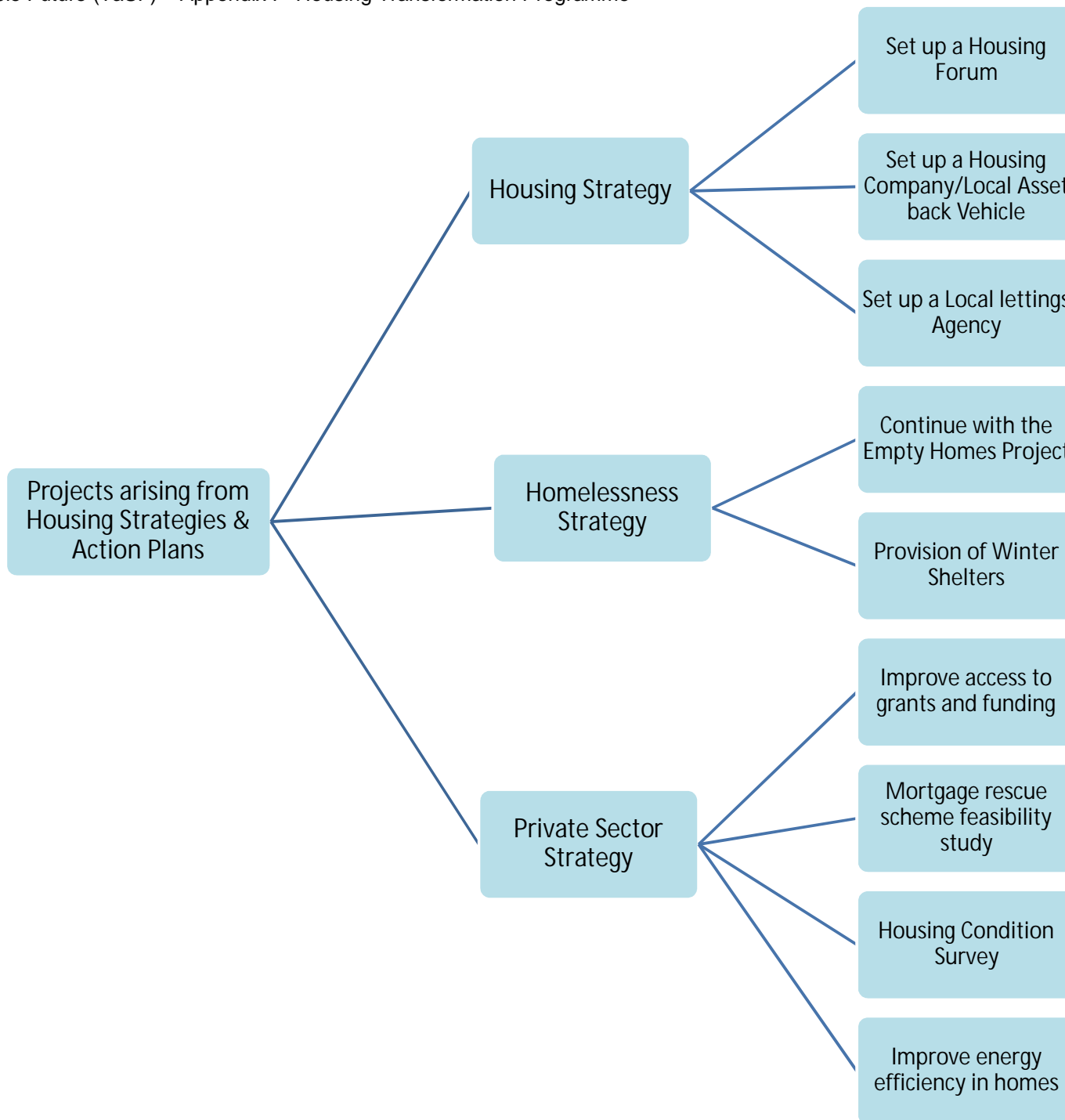
Towards a Sustainable Future (TaSF) – Appendix F - Use of Assets Overview

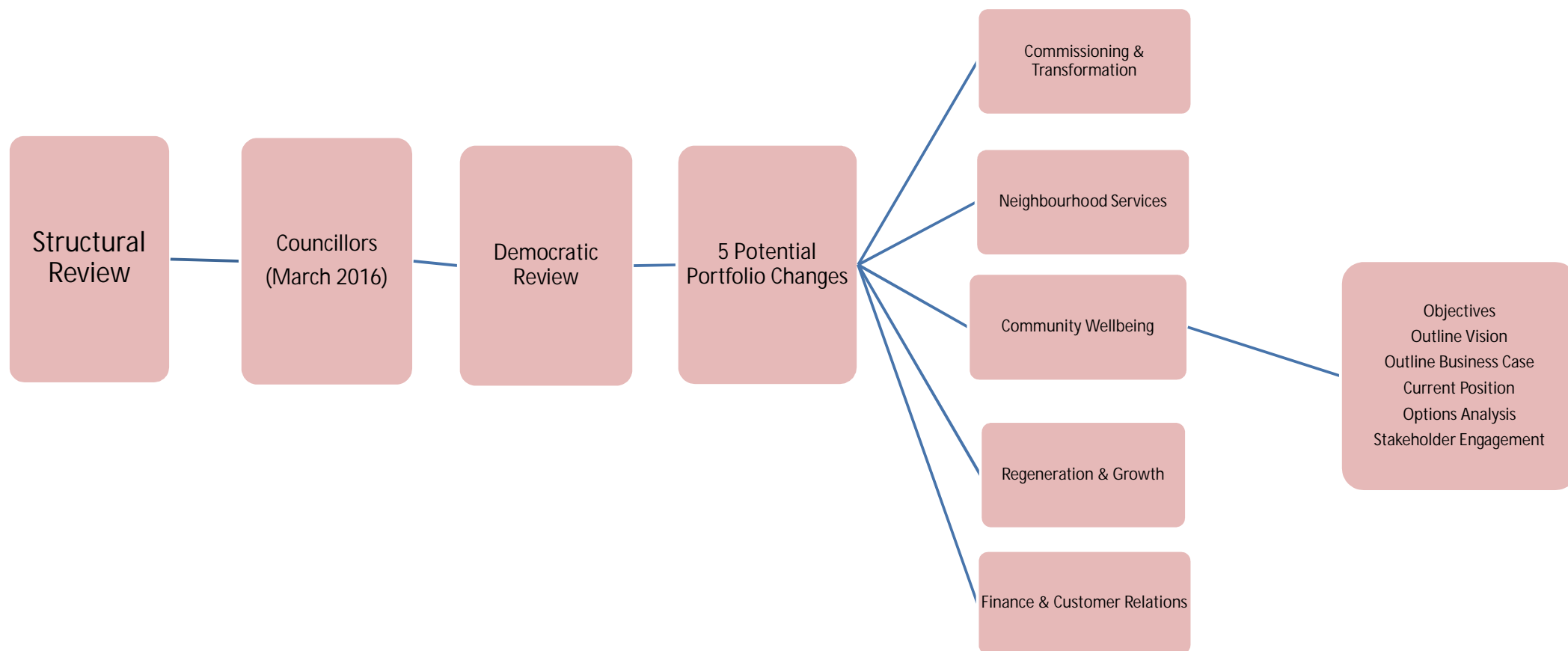


Towards a Sustainable Future (TaSF) – Appendix G - Knowle Green Programme Overview









Meeting Next Steps



Title: Economic Development Task Group

Date: 26 January 2015

Present:

Cllr N. Gething (Chairman)	Cllr C. Frazer	Cllr C.A. Davis
Cllr M Rough	Cllr Harman	Cllr Harvey

In attendance:

Tracey Carter (Surrey Chambers of Commerce)	Keith McGroary	Terry Collier
Mike Ramlakhan		

Apologies

Cllr R.D. Dunn	Sabine Lohmann	
----------------	----------------	--

Next Steps

No.	Action	By whom	When
1	<p>The minutes of the previous meeting previous were agreed</p> <p>Keith provided an update on Sunbury Cross Business Forum. The meeting noted Cllr Davis's comments around the challenges being faced by high streets across the country</p>	All	
2	<p>Delivery of Economic Strategy</p> <p>Keith McGroary ran through a summary update of progress including:</p> <ul style="list-style-type: none"> • Keith following up with local chambers/forums to encourage local strategies to be delivered. • LGA reports – proposals have been submitted as revenue growth bids • Successful Business Plan competition undertaken with winners "Heroes for Hire" • Series of Digital High Street skills 	Keith McGroary	

Meeting Next Steps



	<p>workshops being run for local businesses – funded by EM3. Being marketed through sbf, Linked-in; Keith and Sam Ridley visiting micro, small and medium sized businesses in the Borough. 18 applications received to date. Tracey emphasised the importance of digital skills for retailers and offered to attend and provide support</p> <ul style="list-style-type: none"> • Promotional document being finalised. Simon Twilley (Ashford based) to produce promotional video. • Hotel Conference facilities – meeting 26-1-15 with consultant commissioned by EM3. To commission work would cost £5k per council. Task Group view rather than spend £5k it would be possible to form a local view • Staisafe Radios £26k received so far with £10k still to be received (issues with where invoices etc sent). Further 6 businesses interested in taking up radios 		
3	<p>Staines-upon-Thames sub-group update</p> <p>Cllr Davis provided an update Cllr Davis requested that a report being deferred to next EDTG. Heather Morgan to arrange a meeting of the Sub-Group as soon as possible.</p>	Cllr Davis Heather Morgan	
4	<p>Ashford sub-group update –</p> <p>Cllr Fraser provided an update with respect to the Brooklands college and partnership with Thomas Knyvett. College facility being retained in Ashford.</p> <p>Cllr Fraser provided feedback on approach on consultation on Multi-storey car park site and efforts to distribute across households.</p> <p>Cllr Gething updated the Task Group on the bid made by the Council for the Brookland's site. We will receive feedback on 26th February. Cllr Gething reiterated the Council's intention of protecting the College's open space.</p>	Cllr Fraser	

Meeting Next Steps



5.	<p>Skills, Education & Training (SET)</p> <p>Keith updated on proposal to re-establish Skills, Education and Training Group. Keith has commitments from Heathrow Academy, A2D, Brooklands College and SCC. Draft terms of reference and objectives have already been drawn up. SET to report back regularly to EDTG.</p> <p>MR registered concerns with regards to Spelthorne not getting its fair proportion of its population accessing the Academy training and jobs.</p> <p>KM reassured MR that this was not the case and that taking raw figures from each Borough can be deceptive, but when broken down into percentages they make more sense and Spelthorne do quite well.</p> <p>ACTION: KM to provide relevant data and circulate.</p>	Keith McGroary	
6	<p>Business Improvement District for Staines-upon-Thames</p> <p>Keith and Terry made the EDTG aware of the suggestion that a Business Improvement District (BID) set up for Staines-upon-Thames is set up under which if businesses voted in favour, a levy of 1.5% or 2% on business rates set aside and ring-fenced each year for 5 years to be invested in projects in support of business, decided by business. Camberley, Kingston, Guildford have BIDs. Separate entity could be set up if 50% of businesses by value and number voted in favour.</p> <p>Different approaches possible as to type (ie retailers only or also included office based businesses).</p> <p>Keith explained initial set up costs leading to set up of BID would be approximately £50k.</p> <p>Keith highlighted initial adverse impacts on business rates collection.</p> <p>Cllr Davis spoke in favour of exploring the proposal. The cost of set up at £50k was queried. Officers were asked to discuss further with Pauline Hedges / other parties the suggested set up cost, and to see if possible to moderate.</p>	Keith McGroary and Terry Collier	

Meeting Next Steps



	Tracey confirmed that experience of BIDs elsewhere in Surrey had been very positive.		
7.	Any other business – Tracey brought along some Chambers information packs		
	Next meeting - 6th April 7pm Council Chamber	Keith McGroary	

Review of Work undertaken by Overview and Scrutiny in 2014-15

Meeting date	Topic
July 2014	Scrutiny of bus provision in Spelthorne
	A2Dominion plans for Spelthorne - overview
	Developing a Housing Strategy for Spelthorne - Presentation
	Capital and revenue outturn 2013/14 - reports
	Treasury Management Annual Report 2013/14
September 2014	Review of Community Safety
	Capital and revenue monitoring - reports
	Leader's task groups – update
	Flooding Recovery – update
	Project Management – update
November 2014	Towards a Sustainable Future – a self-funding Council – joint presentation by Cabinet and Management leads
	Waste Management - update
	Communications - update
	Flooding - update
	Project Management – update
	Leader's task groups – update
January 2015	Budget 2015-2016 - presentation
	Localism - update
	Flooding - update
March 2015	Scrutiny of voluntary sector
	Review of Better Neighbourhood Grants
	Legal and Committee Services - overview
	Capital and revenue monitoring - reports
	Towards a Sustainable Future – a self-funding Council - update
	Project Management – update

Spelthorne Borough Council - Forward Plan - 09/03/2015

	B	C	D	E	F	G	H	I	J	K	L	M
1												
2	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
3	2015											
4	Enforcement pilot update	KMcGroary	PFF			24-Feb	09-Mar					
5	Food and Health and Safety Service Plans	JBramley	PFF			24-Feb	09-Mar	24-Mar				
6	Discretionary Rate Relief	LNorman	TE			24-Feb	09-Mar	24-Mar				
7	Project Management Dashboard update	JBrownlow				24-Feb	09-Mar					
8	Health and Wellbeing Strategy	LBorthwick	JP			03-Mar	09-Mar	24-Mar				
9	Council Tax and Business rates write-offs	LNorman	TE			03-Mar	09-Mar	24-Mar				
10	Review of Constitution - First draft	MGraham	RW			03-Mar	09-Mar					
11	Capital monitoring	TCollier	TE			03-Mar	09-Mar	24-Mar		17-Mar		
12	Revenue monitoring	TCollier	TE			03-Mar	09-Mar	24-Mar		17-Mar		
13	Body worn cameras (BWC) policy	KMcGroary	PFF			09-Mar						
14	Information Governance - SIRO update	MGraham				09-Mar						
15	External Auditors report	TCollier	TE			09-Mar					26-Mar	
16	Corporate Risk Management report	PTalwar	TE			09-Mar					26-Mar	
17	Internal Audit Annual Plan	DHarris	TE			09-Mar					26-Mar	
18	Confidential Reporting Code	DHarris	TE			09-Mar					26-Mar	
19	Anti-Fraud, Bribery and Corruption Strategy	DHarris	TE			09-Mar					26-Mar	
20	Appraisal Timetable 2015	JHunt	RW			09-Mar						
21	Monthly income and Salary Monitoring	AFlynn	TE			31-Mar						
22	Hackney carriage and private hire Licence fees	JBramley	PFF			31-Mar	14-Apr	28-Apr				
23	Report on residents' survey	DMorrison	JS			31-Mar	14-Apr	28-Apr				
24	Review of Constitution - second draft	MGraham	RW			31-Mar	14-Apr	28-Apr				30-Apr
25	Annual sickness monitoring to 31 March 2015	JHunt				May						
26	Annual turnover, recruitment and establishment changes monitoring to 31 March 2015	JHunt				May						
27	Revenue monitoring	AFlynn				May		June				
28	Capital monitoring	AFlynn				May		June				
29	Parking fees and charges	SMuirhead		Yes		May		June				
30	Treasury Management Strategy - half yearly report	RMaslen		Yes		May		June				
31	Discretionary Housing Payments Policy					May		June				
32	Appointments to outside bodies					May		June				
33	Internal Audit Annual report					June					June	
34	Corporate Risk Management report					June					June	
35	Capital Outturn	AFlynn				June		July				
36	Revenue Outturn	AFlynn				June		July				
37	Making Spelthorne Sustainable	FNesbitt/MRachwal				June		July				
38	Summary from Appraisal Feedback	JHunt				July						
39	Draft training plan 2015-16	JHunt				July						
40	Christmas opening for 2015	JHunt				July						
41	Monthly income and Salary Monitoring	AFlynn				28-Jul						
42	Monthly income and Salary Monitoring	AFlynn				25-Aug						

Spelthorne Borough Council - Forward Plan - 09/03/2015

	B	C	D	E	F	G	H	I	J	K	L	M
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
43	Workforce Monitoring					August						
44	Capital monitoring	AFlynn				August		Sep				
45	Revenue monitoring	AFlynn				August		Sep				
46	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
47	Annual Governance Statement	DHarris				Sep					Sep	
48	Corporate Risk Management	DHarris				Sep					Sep	
49	External Audit report on audit and statement of accounts	TCollier				Sep					Sep	
50	Monthly income and Salary Monitoring	AFlynn				29-Sep						
51	6 month Capital monitoring and projected outturn	AFlynn				Oct		Nov				
52	6 month Revenue monitoring and projected outturn	AFlynn				Oct		Nov				
53	Treasury Management half-yearly	AFlynn				Oct		Nov				
54	Parking fees and charges review			Yes		Oct		Nov				
55	Review of Members Allowances					Oct		Nov				
56	Monthly income and Salary Monitoring	AFlynn				27-Oct						
57	Project Management Dashboard update	JBrownlow				Nov				Jan		
58	Capital programme 2015-2016 1st draft	TCollier				Nov		Dec				
59	Outline Budget 2015-2016	Tcollier		Yes		Nov		Dec				
60	Corporate Plan			Yes		Nov		Dec				
61	Monthly income and Salary Monitoring	AFlynn				24-Nov						
62	Internal Audit Interim report	DHarris				Nov					Dec	
63	Confidential Reporting Code	DHarris				Nov					Dec	
64	Anti-Fraud, Bribery and Corruption Strategy	DHarris				Nov					Dec	
65	Corporate Risk Management	DHarris				Nov					Dec	
66	Monthly income and Salary Monitoring	AFlynn				22-Dec						
67	Annual review of recruitment & retention allowances	JHunt				Dec						
68	2016											
69	Capital programme 2016-2017 draft	TCOLlier				Dec	Jan					
70	Fees and Charges 2016-2017	TCollier		Yes		Dec	Jan					
71	Pay Policy Statement for 2016/17.	JHunt				Dec	Jan					Feb
72	Review of the Leisure and Culture Strategy, action plan for 2015 and proposed action plan for 2016 (for info)	LStonehouse				Dec	Jan					
73	Revenue Budget 2016-2017 1st draft	TCollier				Bud brief						
74	Calendar of meetings 2016-2017	GHalliwell				Dec	Jan					
75	Treasury Management Strategy	TCollier		Yes		Dec	Jan					Feb
76	Revenue Budget 2015-2016 final	TCollier		Yes		Jan	Feb					Feb
77	Capital Programme 2015-2016 final	TCollier		Yes		Jan	Feb					Feb
78	Annual Grants Awards 2016-17	LBorthwick				Jan	Feb					
79	Recommendation from Audit on Corporate Risk Management	SNicholls				Jan	Feb					
80	Monthly income and Salary Monitoring	AFlynn				Feb						
81	Leisure and Culture Strategy 2016 -			Yes		May		June				
82	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
83	Annual Governance Statement	TCollier				Sep					Sep	

Spelthorne Borough Council - Forward Plan - 09/03/2015

	B	C	D	E	F	G	H	I	J	K	L	M
	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
84	Corporate Risk Management	DHarris				Sep					Sep	
85	Gambling Act Policy 2016 -			Yes		Oct		Nov				
86	External Auditors report					March					March	
87	Corporate Risk Management report					March					March	
88	Internal Audit Annual Plan					March					March	
89	Internal Audit Annual report					June					June	
90	Corporate Risk Management report					June					June	
91	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
92	Annual Governance Statement	DHarris				Sep					Sep	
93	Corporate Risk Management	DHarris				Sep					Sep	
94	External Audit report on audit and statement of accounts	TCollier				Sep					Sep	
95	2017											
96												
97	2018											
98	Playing Pitch Strategy 2018 -			Yes		June		July				
99	A = Annual report											

