



# RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee  
are summoned to attend a Meeting at **7.45pm** on

**Wednesday 10 April 2019**

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD  
to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
3 April 2019

**Councillor S Pewsey (Chairman)**  
**Councillor J Jennings (Vice Chairman)**

Councillors

M Dalton  
S Murray

J Jogia  
A Omer

J Mahoney

Note to Councillors:  
If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.

## **A G E N D A**

**1 Apologies for absence**

To RECEIVE any apologies for absence.

**2 Declarations of Interest**

Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.

**3 Confirmation of Minutes**

To CONFIRM the minutes of the meetings held on 6 February 2019.

**4 Public Representations**

To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.

**5 Matters for Report**

To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

**5.1 Insurance Annual Review – Min no RG168**

The Assistant Town Clerk received three quotes from specialist companies and it was decided to go ahead and continue with WPS Insurance, who provided a competitive quote with a new provider Royal Sun Alliance (RSA).

The annual premium is £5,501.86 with a three year long term price agreement. It also carries a Public Liability increase to £15 million and a low claims profit rebate up to 7.5%.

Motor insurance has been similarly renewed with existing insurers for a further year at a minimal additional cost, totalling £464.80.

**5.2 Annual Town Meeting**

The draft minutes for the 2019 Annual Town Meeting held on 13 March 2019 have been circulated to members. Any concerns raised have been dealt with by the Town Council.

**5.3 Local Council Awards Scheme – Min no RG 164.1**

The Town Clerk has already prepared the 'Foundation' and 'Quality' level application forms and is working on the 'Gold' accreditation paperwork. A number of resolutions to confirm appropriate actions being taken and documentation in place will be required at Town Council meetings on 24 April 2019 and or 15 May 2019. (See page 4).

\*

**6 Policies Review**

A number of policies need to be periodically reviewed by the Committee. To reduce the potential large volumes of attachments and paperwork, members are requested to view the relevant documents on the website – link is 'Town Council-Documents & Forms & Policies'. Members wishing to examine the complete set of the supporting papers may also contact the office. A hard copy of each policy will be provided at the meeting itself. See relevant policies below:-

- 6.1 **Code of Conduct**
- 6.2 **Publication Scheme**
- 6.3 **Health and Safety Policy**
- 6.4 **Equality Policy**
- 6.5 **Community Engagement Policy**
- 6.6 **Grant Awarding Policy**
- 6.7 **Training Policy**

Please note that the training record of both members and staff (for the last five years only) has now been added to the Town Council's website.

## **7 Social Media Policy**

It is recommended that the Town Council uses social media (initially) to advertise specific events e.g. Fun Run, Jessel Green Day, Horticultural Show etc.

An increasingly large percentage of local residents and demographic groups use social media as their principal form of communication. Unless the Town Council diversifies its communication strategies, there is potential to miss out on communication to the wider audience (especially the younger generation).

The Town Council's Social media policy must cover the parameters of use and also advocate responsible guidelines to prevent potential misuse. Draft policy will be provided before the meeting.

## **8 Financial Assistance**

### **8.1 General Applications 2019/20**

\*

The following requests for financial assistance have been received. A copy of the application form and supporting information is provided on pages 5-16.

Members wishing to examine the complete set of the supporting papers are asked to contact the office. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

For information, there is currently a balance of £3,620 in the 2019/20 Financial Assistance budget.

<b>Organisation</b>	<b>Amount requested £</b>	<b>Item</b>	<b>Power</b>
Spark (a branch of Worth Unlimited)	4,372.00	Running Costs for Counselling	LGA 1972 s137
BASICS Essex Accident Rescue Service (BEARS)	500.00	Annual Running Costs	LGA 1972 s137

## **9 Finance**

### **9.1 Authorised Signatories Min No 167.1**

The Committee is asked to NOTE that the following changes to the bank mandates have been actioned to reflect the appointment of the new Town Clerk:

- a) Online access to all NatWest accounts for both the Town Clerk, Mr Mark Squire and Assistant Town Clerk, Mr Brent Smith.

- b) A credit card for the Town Clerk, Mr Mark Squire, has been received with a NatWest MasterCard, with the spending limit of £1,000 and the balance to be paid in full, monthly by direct debit from the NatWest current account.
- c) The Town Clerk, Mr Mark Squire is assigned as Operator of the Santander Business Reserve.
- d) Due to delays with NatWest's processing of applications the adding of the Town Clerk, Mr Mark Squire to the Security Deposit accounts are still to be processed, as it the changing of the authorizing signatures for the council credit cards.

**9.2 Current Financial Position**

\* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 17-18).

A note of the Council's current bank balances and most recent reconciliations will be circulated at the meeting.

**9.3 Accounts Paid**

Payments totalling £127,397.89 as detailed on payment schedules nos 279 - 283 have been made since the report to the meeting on 6 February 2019. The schedules and accompanying invoices will be available at the meeting for inspection.

**9.4. Councillor Financial Check for Resources and General Services Committee**

For noting: Councillor Jill Angold-Stephens carried out the periodic check on Council finances, focussing specifically on 'bank reconciliation'.

**10. Exclusion of the Press and Public**

To RESOLVE to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to staff matters.

**11. Staffing Matter**

\* A short report will be provided by The Town Clerk with a verbal update.  
See separate Agenda Item 11

**Mark Squire**  
**TOWN CLERK**  
3 April 2019

### **Agenda Item 5.3**

#### **QUALITY GOLD RESOLUTION**

Council Resolution for Quality Gold Award. The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community; 2. An annual report, online material and at least four news bulletins a year with evidence of: a) engaging with diverse groups in the community using a variety of methods; b) community engagement leading to positive outcomes for the community; c) at least four positive outcomes achieved for the community in the last six months; and a broad range of Council activities including innovative projects; d) co-operating constructively with other organisations.

The Council also confirms by resolution at a full Council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it: 3. Ensures that the Council delivers value for money; 4. Meets its duties in relation to bio-diversity and crime & disorder; 5. Provides leadership in planning for the future of the community; 6. Manages the performance of the Council as a corporate body; 7. Manages the performance of each individual staff member to achieve its business plan.

The Council also confirms that it meets the criteria for Foundation and Quality:

For Foundation Level. The council confirms by resolution at a full council meeting that it publishes online: 1. Its standing orders and financial regulations; 2. Its Code of Conduct and a link to councillors' registers of interests; 3. Its publication scheme; 4. Its last annual return; 5. Transparent information about Council payments; 6. A calendar of all meetings including the annual meeting of electors; 7. Minutes for at least one year of full Council meetings and (if relevant) all committee and sub-committee meetings; 8. Current agendas; 9. The budget and precept information for the current or next financial year; 10. Its complaints procedure; 11. Council contact details and councillor information in line with the Transparency Code; 12. Its action plan for the current year; 13. Evidence of consulting the community; 14. Publicity advertising Council activities; 15. Evidence of participating in town and country planning.

The Council also confirms by resolution at a full council meeting that it has: 16. A risk management policy; 17. A register of assets; 18. Contracts for all members of staff; 19. Up-to-date insurance policies that mitigate risks to public money; 20. Disciplinary and grievance procedures; 21. A policy for training new staff and councillors; 22. A record of all training undertaken by staff and councillors in the last year; 23. A clerk who has achieved 12 CPD points in the last year.

For Quality level the Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website: 1. Draft minutes of all council and committee meetings within four weeks of the last meeting; 2. A Health and Safety policy; 3. Its policy on equality; 4. Councillor profiles; 5. A community engagement policy involving two-way communication between council and community; 6. A grant awarding policy; 7. Evidence showing how electors contribute to the Annual Parish or Town Meeting; 8. An action plan and related budget responding to community engagement and setting out a timetable for action and review; 9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins; 10. Evidence of helping the community plan for its future.

The Council also confirms by resolution at a full Council meeting that it has: 11. A scheme of delegation (where relevant); 12. Addressed complaints received in the last year; 13. At least two-thirds of its councillors who stood for election; 14. A printed annual report that is distributed at locations across the community; 15. A qualified clerk; 16. A clerk employed according to nationally or locally agreed terms and conditions; 17. A formal appraisal process for all staff; 18. A training policy and record for all staff and councillors.

## Agenda Item 8.1

### Financial Assistance

#### SCHEME OF GRANTING FINANCIAL ASSISTANCE

#### APPLICATION FORM

Please complete the form clearly in black ink and keep the writing within the boxes. Continue on another sheet of paper if necessary.

#### YOUR ORGANISATION

Name of organisation (please give location, if different from correspondence address on back page)	Spark (a branch of Worth Unlimited)
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Summary of aims and objectives: To support young people in Epping Forest on their journey to improved mental and emotional well-being and increase their community engagement

#### One to one counselling

- Within the community
- Within primary schools
- Within secondary schools

#### One to one mentoring (including recruitment and training of local volunteer mentors from within the community)

- Within the community
- Within secondary schools

#### Street Mentoring

- Commissioned by ECC within Epping Forest, Harlow and Uttlesford

#### Youth Club

- Mondays 3.30-5.30pm term time at Loughton Youth Centre

#### Background of Spark

9 years ago Spark responded to a local need in Loughton and Buckhurst Hill and set up an alternative education centre for year 10 and 11 (age 15 and 16), working with local secondary schools and councils. Spark at that time became a branch of the national charity Worth Unlimited. Whilst operating to the policies and procedures of Worth Unlimited, Spark has its own budget and bank account and is responsible for managing its own fundraising and grant applications.

#### Mentoring Trial

Feedback from ex-students of Spark and their parents told us additional informal support would be beneficial and in 2017 Spark launched a Mentoring trial. Schools told us mentoring at an early stage could help to prevent students from needing alternative education at a later stage. To ensure community involvement, volunteer Mentors were recruited from the local community and trained. This recruitment and training is on going throughout the year. This has helped us to bring young people and the community together to build relationships and increase engagement. Spark currently has 10 trained and active volunteer Mentors and is delivering 15-20 mentoring sessions per week

#### Counselling Trial

Some of the young people we met through mentoring needed more intensive support but found that NHS waiting lists were too long and private counselling was too expensive. Spark wanted to be able to help young people at the earliest possible opportunity. In 2018 Spark started to trial an in-house Counselling service and this has proved popular. We currently have 2 self-employed in-house Counsellors who are seeing 25 young people per week at the moment.

#### Youth Club Trial

The young people we see through Mentoring and Counselling are often socially isolated and not engaged in activities with other young people. They told us that a drop in club for 'people like them' who were being mentored or counselled would be helpful. In spring 2018 Spark trialled the new Youth Club and this has proved successful. The youth club is low-key, with gentle activities that are driven by the young people themselves. Cooking, colouring, nail painting, and movie nights have been popular so far. We have on average 9 young people per week with 20 on the register.

#### Spark Emotional Well Being Project

Spark decided that from September 2018 we would no longer be delivering Alternative Education. The focus of Spark would be the delivery of the **Emotional Well Being Project** which would support young people on their journey to improved mental and emotional well-being and increase their community engagement. Counselling, mentoring and youth club all operate from the Loughton Youth Centre which is provided to Spark free of charge by Essex County Council for the hours we require it. The Counselling service is affordable as it is subsidised by donations made by local churches and businesses as well as grant from Epping Forest District Council and the Lottery Awards For All programme. Access is immediate as we do not have a waiting list at present and will take on more Counsellors as needed. We will take donations from those who cannot afford the full cost.

The Mentoring service is free and partly funded.

The Youth Club is free and in 2017/18 was funded by an Aviva Community grant.

All 3 services are advertised locally in supermarkets, the library, the leisure centre, in the town council newsletter and on local social media. Young people can self refer to all 3 services, or can be referred by parents, carer or friend. Spark also delivers counselling and mentoring in local schools but this is paid for by the schools with Partnership Agreements in place or commissioned by Essex County Council.

Please see the attached 'outcomes and impact' report for details of our aims and measures

Age groups specifically catered for, if any	11-19
Is the organisation a non-profit making body?	yes
Is the organisation a Registered Charity? (if so, please give registration number)	1068782
Number of members in the organisation	6 part time staff
Number of members resident in Loughton	n/a
Is membership restricted in any way?	no
Do you charge a membership fee, or charge for access to your activities? Please give details	Donations are accepted for counselling
<b>DETAILS OF GRANT APPLIED FOR</b>	

Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).

The Spark Youth Club first started in 2017 in response to Loughton parents complaining that there were too many young people hanging around with nothing to do. The response to the youth club was positive to begin with but ultimately the types of young people we were aiming at did not attend on a regular basis and numbers dwindled.

From September 2018 we launched the Street Mentoring project which takes Youth Workers on to the street to be a positive influence and an additional pair of eyes for young people after school.

As a result we changed the focus of the Youth Club to respond to the increasing mental health need. As Spark increased its mentoring and counselling provision, we became aware of socially isolated young people who as they accessed mental health support, started to feel able to enter social environments.

Young people told us they would like to have somewhere to meet other people 'like them'.

The Youth Club was successfully re-launched in September 2018.

Mondays 3.30-5.30pm in term time at Loughton Youth Centre. The young people have named it 'Relax'

**Data Sep-Dec 2018**

No. on register: 20

Average attendance: 9

Schools attended: 9x Roding Valley, 4 x Debden Park, 1 x Davenant, 6 tbc

Residence of young person: 14 Loughton; 1 Chigwell; 2 Chingford; 1 Waltham Abbey; 1 E4; 1 EN9

Activities completed this term: cooking, movie night, karaoke night, discussions, bingo, smoothie making, drawing/art

Feedback from young people: "It's relaxing"; "I like the friendly and accepting environment and the different activities it provides", "It is a good place to socialise with friends", "It is a place to chill", "I like how relaxed it is", "I like the friendships and the support", "I like the chilled environment", "I like the relaxed environment"

The Youth Club has been increasing in popularity as the term has gone on with people bringing their friends along and attendance is steady.

We have funded this through a grant from Aviva for the last year but this has now ended.

We want to provide young people with support throughout their journey.

The pathway is:

**Counselling** for intense mental health problems, moving into more informal **mentoring** when counselling has started to have an effect, moving into attendance at **youth club** sessions when the young person feels ready to start to building their friendship group and socialising. Young people can access at any point on the pathway.

The Youth Worker who is leading Youth Club is a qualified Counsellor with an excellent understanding of the issues that many of the young people at Youth Club have experienced.

The costs for continuing Youth Club would be:

2 youth workers x 3 hours x 39 weeks = 234 hours x £16 (hourly rate including ni and pensions) = £3744

Programme costs (resources and refreshments) £10 per week x 39 weeks = £390

Hire of Murray Hall for Spark fundraising event to be co-hosted by Youth Club in summer 2019= £60 x 4 hours = £240

Total = £4374

Explain how Loughton residents will benefit from this project?

#### **Young People in Loughton**

14/20 young people who attend live in Loughton. The rest attend schools in Loughton.

As the main provider of community counselling and mentoring in Loughton, having a youth club available allows young people to continue to be supported beyond the end of their one to one support. For those with anxiety issues, it is reassuring that the youth club is held in a venue that they have become familiar with through their counselling and mentoring.

As we offer this as a free service, it is fully accessible to all.

We work closely with all the local secondary schools and are in regular contact with their pastoral teams. They are aware of the Youth Club, as well as the counselling and mentoring services, and sign post young people and parents to the Youth Club.

#### **Community**

The Loughton community is involved in the mentoring project and we have 10 people currently trained and delivering volunteer mentoring. We would like to extend this to Youth Club so that it is run by 1 paid member and 1 volunteer however at present none of our volunteers are available at the right time.

#### **Churches**

We have close links with all the churches in Loughton. They advertise our services and the churches have referred young people from within their congregations who need support. Loughton Methodist Church has nominated Spark as one of their chosen charities in 2017, St Marys church is collecting for Spark at their Christmas carols service. Epping Forest Community Church has referred young people to us and has made a donation, St John in Loughton has also nominated us as one their chosen charities for a month in 2018 and made a donation.

#### **Epping College**

We also have ties with Epping College and offer our counselling and mentoring services to their students without charge.

We have also offered youth club 'work experience' to a student studying counselling at the college and this is something we would like to continue.

Are you making this application as part of the annual round of grant applications? (closing date 31 December)?

Yes

If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

Total cost of project	£87,710 (see attached simple accounts)
Amount of grant requested	£4374
Funds available from organisation's own resources	£40,600 confirmed
Funds granted from other bodies (please give details)	<p>Total £9000 applied for and awaiting confirmation</p> <p>£5000 granted by EFDC for counselling</p> <p>£9400 commissioned by Essex County Council</p> <p>£10,000 granted by Awards for All</p> <p>Minimum £1000, maximum £4000 to be granted by Tesco Bags of Help in Jan 19</p> <p>See attached simple accounts sheet</p>

If there is a shortfall in these figures, how do you propose to fund the deficiency?

£5210 shortfall. The number of counselling sessions delivered, and thus the cost of counselling can be scaled down if finances do not allow for it

#### PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.18 – 31.3.19	£1000	Mentoring project	Yes
1.4.17 – 31.3.18	£296 £1500	Advertising resources	Yes
1.4.16 – 31.3.17	£871	Post 16 project	Yes
1.4.15 – 31.3.16	£2000	2 x laptops; Post 16	Yes
1.4.14 – 31.3.15			
1.4.13 – 31.3.14			

**THE WORTH FOUNDATION LIMITED**  
(A Company Limited by Guarantee)

**BALANCE SHEET**  
**At 31 August 2017**

	Notes	Unrestricted Funds £	Restricted funds £	31.8.17 Total funds £	31.08.16 Total funds £
<b>FIXED ASSETS</b>					
Investments	12	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
<b>CURRENT ASSETS</b>					
Debtors: amounts falling due within one year	13	15,313	1,316	16,629	19,953
Cash at bank		94,248	237,964	332,212	222,223
		<u>109,561</u>	<u>239,280</u>	<u>348,841</u>	<u>242,176</u>
<b>CURRENT LIABILITIES</b>					
Creditors: amounts falling due within one year	14	(12,893)	(12,677)	(25,570)	(23,622)
<b>NET CURRENT ASSETS</b>		<u>96,668</u>	<u>226,603</u>	<u>323,271</u>	<u>218,554</u>
<b>NET ASSETS</b>		<u>96,669</u>	<u>226,603</u>	<u>323,272</u>	<u>218,555</u>
<b>FUNDS</b>	15/16/17				
Unrestricted funds				39,069	32,119
Designated funds				57,600	39,068
Restricted funds				<u>226,603</u>	<u>147,368</u>
<b>TOTAL FUNDS</b>				<u>323,272</u>	<u>218,555</u>

For the year ended 31<sup>st</sup> August 2017 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Trustees acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Financial Statements on pages 9 to 21 were approved on behalf of the Trustees by

AD Boul - Trustee

Dated: 23<sup>rd</sup> May 2018

**THE WORTH FOUNDATION LIMITED**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(Including Income and Expenditure Account)

For the Year Ended 31 August 2017

		Unrestricted funds £	Restricted funds £	Year ended 31.8.17 Total funds £	Year ended 31.8.16 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and Grants	2	145,506	470,206	615,712	372,263
Charitable activities	3	162,035	24,801	186,836	179,825
Investment income	4	107	-	107	240
<b>Total</b>		<u>307,648</u>	<u>495,007</u>	<u>802,655</u>	<u>552,328</u>
<b>RESOURCES EXPENDED</b>					
Grants			23,955	23,955	23,237
Charitable activities	5	318,730	355,253	673,983	459,473
<b>Total</b>		<u>318,730</u>	<u>379,208</u>	<u>697,938</u>	<u>482,710</u>
<b>Net incoming/(outgoing) resources being net expenditure for the year</b>		(11,082)	115,799	104,717	69,618
<b>Transfers between funds</b>		<u>36,564</u>	<u>(36,564)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>25,482</u>	<u>79,235</u>	<u>104,717</u>	<u>69,618</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>71,187</u>	<u>147,368</u>	<u>218,555</u>	<u>148,937</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	15	<u>96,669</u>	<u>226,603</u>	<u>323,272</u>	<u>218,555</u>

## Simple Accounts Summary - Spark 2018/19/20

Spark accounts are from 1st September to 31st August  
confirmed submitted/expected

Expenses Budget 2018/19	
Payroll (Branch Manager 20 hours, Mentoring Coordinator 24 hours, Business Manager 15 hours)	41900
Youth Club 3 hours	1700
Street Mentors	4500
Counselling fees (1800 sessions)	35,600
Programme costs	1460
Publicity	700
Volunteer Expenses	1000
Office expenses	700
Staff travel	150
<b>Total</b>	<b>87710</b>

Income	2018/19	19/20
56,000 c/f from 17/18 of which 15,00 must be retained as reserves and 4000 is ringfenced to be paid back to Essex County Council, leaving 37,000 for 18/19	37,000	
Donation from local church	3000	
Completed Spark fundraiser events	600	
Planned Spark fundraiser events	2000	
Tesco Bags for Life fund (£1000, £2000 or £4000 will be awarded)	2000	
Loughton Town Council	1500	1500
Police Crime Commissioner Fund	2500	2500
Epping Forest District Council	2000	2000
Awards For All	10,000	
High Sheriff Award	2,500	2500
Contracted work with schools	1000	
Contracted work with schools	4000	
Commissioned work with Essex County Council	9400	
Donations	5000	
<b>Total confirmed</b>	<b>61,000</b>	
<b>Total submitted</b>	<b>21,500</b>	
<b>Total</b>	<b>82,500</b>	

Current shortfall £5,210

If additional funds are not secured, Spark will reduce the number of available funded counselling sessions which are currently set at 1800 at a cost of £35,600. This can be scaled as needed



Project Title: Spark Counselling and Mentoring				Mentoring and Counselling		Person responsible:			
Project Goal: To support young people on their journey to improved mental and emotional well-being and increase their community engagement						Duration: September 2019-August 2019			
Project Activities		Mechanisms of Change	Outputs		Outcomes			Impact	
1. 121 Counselling		• Supportive relationships with significant adults • Long-term work • Taking part in meaningful activity • Connections to community • Being in a safe and secure context • Local focus • Asset-based approach	No. of mentoring sessions – 750 No. of counselling sessions - 1500					Young people and communities develop well-being, justice and integrity	
2. 121 Mentoring			Output Indicators	Target	Outcome Indicators	Target	Tools & Freq.	Choose those that apply (✓)	
3. Mentoring workshops/ Group mentoring			1. No. of YP receiving counselling	80	1. % of YP showing progress on their tailored personal development scale	75%	Using development circle at start and end of programme, or every quarter	Wellbeing:	
4. Volunteer counsellor and mentor recruitment and training			2. No. of YP receiving mentoring	50				• Barrier removal	✓✓
5. Street Mentors			3. No. of group workshops to be delivered	60	2. % of YP who found the group workshops beneficial	75%	Survey after each workshop	• Hope	✓✓
6. Youth Club			4. No. of YP to attend group workshops	250	3. % of volunteers who have learnt skills to be a mentor	100%	Survey after each training session	• Belonging	✓✓
			5. No. of volunteer training sessions delivered	6	4. Positive perception of impact of Street Mentoring project	75%	Survey of schools and community groups	Justice:	
			6. No. of volunteer mentors trained	25	5. YP at Youth Club feel they have gained confidence and new skills	75%	Survey of all YP at youth club	• Vision	✓
			7. No. of YP engaged with on Street Mentoring	1000				• Autonomy	✓
			8. No. of YP on Youth Club register	25				• Connectedness	
			9. No. of attendances at Youth Club by YP	300				Integrity	
								• Authenticity	✓
								• Sense of self	✓✓
								• Self-belief	✓
Risks:				Mitigation:					
YP may not attend counselling and mentoring				Advertise service through social media, schools, community notice boards, coffees shops, churches					
Schools may not be able to afford workshops/ ECC may not commission Spark to deliver workshops				Look for corporate sponsorship of workshops and apply for additional funding					
People may not respond to volunteer recruitment advertising				Ask existing volunteers to help recruit more volunteers – personal recommendations					
Street Mentors may fail to engage with YP on the street				Provide ongoing support and training to Street Mentors. Try different approaches if not successful					
YP may not attend youth club				Advertise youth club locally, social media, and schools					

## SCHEME OF GRANTING FINANCIAL ASSISTANCE

## APPLICATION FORM

Please complete the form clearly in black ink and keep the writing within the boxes.  
Continue on another sheet of paper if necessary.

<b>YOUR ORGANISATION</b>	
Name of organisation (please give location, if different from correspondence address on back page)	BASICS Essex Accident Rescue Service (BEARS)
Summary of aims and objectives  The relief of persons suffering injury or illness by the provision of Immediate Medical Care. To advance the study of Immediate Medical Care by the provision of training.	
Age groups specifically catered for, if any	All age groups could potentially benefit from our emergency medical care, should they be unfortunate enough to find themselves suffering critical illness, or become seriously injured in an accident.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes 1142313
Number of members in the organisation	19
Number of members resident in Loughton	0... BEARS Doctors and Paramedics are not Loughton residents, but they live in close proximity and therefore respond into Loughton in the event of critical illness or serious injury.
Is membership restricted in any way?	Membership is restricted by the scheme policy, which is to Doctors/Paramedics with additional training and experience above that of Ambulance Service Paramedics and nurses with pre hospital care experience and qualifications. All members have undergone additional training in pre hospital care and most have the Diploma in Immediate Medical Care.
Do you charge a membership fee, or charge for access to your activities? Please give details	BEARS Charity do not currently charge a membership fee, due to the fact that people give of their time voluntarily and respond 24/7 to our emergency calls.
<b>DETAILS OF GRANT APPLIED FOR</b>	
Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).  BEARS are in need of general operational unrestricted funding, to contribute to the operational cost of our voluntary emergency medical care and the operational costs of our Enhanced Care Car. Our most recent signed off accounts are attached. (2017)	

<p>Explain how Loughton residents will benefit from this project?</p> <p>BEARS are your local emergency medical charity.. 24 hours a day, 7 days a week, BEARS may be activated to respond into the Loughton area.</p> <p>In recent months, BEARS have been activated to Loughton 4 times to provide advanced immediate medical care.</p> <p>BEARS equip and support our volunteer Doctors and Paramedics, enabling them to respond to critically ill or seriously injured patients in the pre hospital environment and provide support, additional assessment and treatment, beyond that of the NHS Ambulance service.</p> <p>BEARS Doctors and Paramedics are available to respond 24 hours a day, 7 days a week. In most cases the Doctor or Paramedic from BEARS, will voluntarily provide the same interventions as that of Air Ambulance crews, by providing advanced pain relief/sedation, as well as advanced patient assessment and emergency surgical interventions where required.</p> <p>Our key benefit, is that our Doctors or Paramedics respond in their own cars on blue lights, enabling a 24/7 response. BEARS also have a team of medics, who voluntarily work shifts on our Enhanced Care Car, providing 'Enhanced Care' in your local area.</p>	
<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p style="text-align: center;">Yes / No</p> <p>If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).</p> <p>I myself have suffered illness throughout most of 2018, whereby I had to take long term sick leave and I have only just returned to work. BEARS have not had another member of staff to stand in for me, therefore we have not been able to make any funding applications since June 2018 due to my absence.</p>	
Total cost of project	Annual operational costs for responding to medical emergencies - £70,000 - BEARS 2017 accounts show an expenditure of £92,279 this was due to having high expenditure related to equipping our Enhanced Care Car. Our average on-going expenditure will be £70,000.
Amount of grant requested	£500.00
Funds available from organisation's own resources	We have funds raised for us via our London Marathon bond places which we are allocated year on year. We depend on this income and other public donations to continue our voluntary life saving work.
Funds granted from other bodies (please give details)	We have received £2,500 from Town and Parish Councils.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We will continue our work month on month, to secure adequate funding support from Trust and Grant funders, alongside the work that we do to steward our London Marathon runners towards achieving their fundraising targets. Should we fall short we would have to use some of BEARS reserves to ensure that we

			can continue our voluntary life saving emergency medical care.
<b>PREVIOUS APPLICATIONS</b>			
Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.			
<b>Financial Year</b>	<b>Amount</b>	<b>Purpose</b>	<b>Successful</b>
1.4.18 – 31.3.19			Yes / No
1.4.17 – 31.3.18	£500	General operational costs to provide our voluntary emergency response.	Yes / No
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16			Yes / No
1.4.14 – 31.3.15			Yes / No
<b>ACCOUNTS &amp; CONSTITUTION</b>			
You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. <b>NB:</b> If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.			

## Basics Essex Accident Rescue Service

## Statement of Financial Activities for the Year Ended 31 December 2017

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>Income and Endowments from:</b>					
Donations, grants and legacies	2	60,189	19,099	79,288	93,349
Investment income	3	32	-	32	61
<b>Total Income</b>		<b>60,221</b>	<b>19,099</b>	<b>79,320</b>	<b>93,410</b>
<b>Expenditure on:</b>					
Raising funds	4	44,848	-	44,848	41,288
Charitable activities	5	47,431	-	47,431	56,596
<b>Total Expenditure</b>		<b>92,279</b>	<b>-</b>	<b>92,279</b>	<b>97,884</b>
<b>Net movement in funds</b>		<b>(32,058)</b>	<b>19,099</b>	<b>(12,959)</b>	<b>(4,474)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		180,324	-	180,324	184,798
Total funds carried forward	14	148,266	19,099	167,365	180,324

All of the charity's activities derive from continuing operations during the above two periods.

## Basics Essex Accident Rescue Service

(Registration number: 1142313)  
Balance Sheet as at 31 December 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	11	45,953	59,579
<b>Current assets</b>			
Debtors	12	11,403	10,607
Cash at bank and in hand		113,654	113,490
		125,057	124,097
<b>Creditors: Amounts falling due within one year</b>	13	<b>(3,645)</b>	<b>(3,352)</b>
<b>Net current assets</b>		<b>121,412</b>	<b>120,745</b>
<b>Net assets</b>		<b>167,365</b>	<b>180,324</b>
<b>Funds of the charity:</b>			
Restricted funds		19,099	-
Unrestricted income funds			
Unrestricted funds		148,266	180,324
<b>Total funds</b>	14	<b>167,365</b>	<b>180,324</b>

The financial statements on pages 4 to 11 were approved by the trustees, and authorised for issue on 16 April 2018 and signed on their behalf by:

Summary Income & Expenditure by Budget Heading 29/03/2019

Month No : 12

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	18,906	15,825	17,300	1,475	1,475	91.5 %
Office Expenses	Expenditure	10,780	10,976	12,300	1,324	1,324	89.2 %
	Income	20	0	0	0		0.0 %
Audit	Expenditure	2,860	860	2,925	2,065	2,065	29.4 %
Central Personnel	Expenditure	250,432	299,684	307,700	8,016	8,016	97.4 %
(1)	Income	0	10,000	0	10,000		0.0 %
Council Expenses	Expenditure	11,395	13,405	14,320	915	915	93.6 %
(2)	Income	168	0	0	0		0.0 %
Other Services (RGS)	Expenditure	20,170	99	11,250	11,151	11,151	0.9 %
(3)							
Members' Expenses	Expenditure	2,130	280	2,660	2,380	2,380	10.5 %
Buckingham Court	Expenditure	45,155	39,281	31,790	-7,491	-7,491	123.6 %
(4)	Income	300	28,064	32,850	-4,786		85.4 %
Service Re-charge	Expenditure	-253,000	0	-257,500	-257,500	-257,500	0.0 %
(5)							
Library	Expenditure	4,751	13,513	13,700	187	187	98.6 %
Grants	Expenditure	30,760	32,025	35,500	3,475	3,475	90.2 %
(6)							
<b>Resources and General Services</b>							
	Expenditure	<b>144,340</b>	<b>425,948</b>	<b>191,945</b>	<b>-234,003</b>	<b>-234,003</b>	<b>221.9 %</b>
	Income	<b>488</b>	<b>38,064</b>	<b>32,850</b>	<b>5,214</b>		<b>115.9 %</b>
Net Expenditure over Income		<b>3,852</b>	<b>387,884</b>	<b>159,095</b>	<b>-228,789</b>		

**Notes**

- 1) £10,000 income is the Local Services Fund grant (ECC) towards a trainee grounds person.
- 2) Council Expenses includes annual payments for insurance and subscriptions.
- 3) Other Services budget includes £9,000 for elections, £1,250 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- 4) Buckingham Court is now tenanted under a 3-year lease and rent payments have commenced. Expenditure includes the annual Public Works Loan repayment of £28,208. This is over budget as 3 months of business rates were incurred prior to the tenant's occupation.
- 5) The annual Service Re-charge is -£257,500. The position as at 31/03/19 is -£257,500.
- 6) All of the grants awarded in 18/19 have been paid £3,475 is the remainder of the budget not awarded.

**Agenda item 9.2 cont'd****Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

<b>Resources and General Services Committee</b>	<b>01.04.18</b>
Elections	16,000
Noticeboards	1,000
Office expenses	3,150
Council expenses	2,000
Buckingham Court maintenance fund	2,000
<b>Total</b>	<b>24,150</b>