



**RESOURCES AND
GENERAL SERVICES
COMMITTEE MEETING
6 February 2019**

Agenda item 6

**Financial Assistance
Applications
2019/20**

FINANCIAL ASSISTANCE APPLICATIONS 2019/2020

Application	Purpose	Amount £	Grant £	Comments	Pages
Assoc of Epping Forest Field Centre	Family Activity/biodiversity project	300.00			2-6
Beyond Ourselves (Willingale Garden Project) *	Development of Community Allotment	6,355.00			7-11
Cruse Bereavement Care	Running costs	350.00			12-16
Epping Forest Re-Use	Laser printer with scanner	229.00			17-22
Epping Forest Sportability Club	Running costs	900.00			23-25
Grow Community Garden * (Beyond Ourselves)	Running Costs / Compost toilet	5,000.00			26-32
Ignite St Mary's Church Loughton	Laptop, Matting and storage bags	1,300.00			33-37
Living Hope (St Mary's)	Lunch Club (£200), Bird feeding station (£150) and a Laptop (£349)	699.00			38-42
Lopping Hall Endowment	Evacuation Chairs	750.00			43-46
Loughton Baptist Church	Refurbishment of toilets	10,000.00			47-60
Loughton Festival	Loughton Festival Running Costs	5,000.00			61-64
Loughton Voluntary Care Association	Good neighbour scheme (phone costs)	500.00			65-67
New Vistas	Hall hire for meetings	400.00			68-70
Noah's Ark play group * (Beyond Ourselves)	Craft materials (£300), Event supplies (£200), Running Costs (£300), Staff costs (£2,000)	2,800.00			71-76
Oakwood Hill Community Centre * (Beyond Ourselves)	Family activities, 3 "Peaced" Together Courses + Wi-Fi	5,000.00			77-81
Project Linus UK	Hall hire for sewing & quilting Group	120.00			82-86
Restore Community Church* (Beyond Ourselves)	Improve Hall Facilities (Oakwood Hill)	4,000.00			87-91
Revitalise	Respite break (disabled /carers)	1,062.00			92-96
Samaritans - Redbridge Branch	Meeting branch running costs	750.00			97-102
The Loughton Club	A new boiler	10,000.00			103-107
<i>*Beyond Ourselves accounts</i>	AVAILABLE £24,750 (£2,750 held for emergencies)	55,515.00			
Citizens Advice – EF District	Running Costs	8,500.00			108-111

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)	Associates of Epping Forest Field Centre
Summary of aims and objectives The Associates of Epping Forest Field Centre (The Associates) are dedicated to raising awareness of and funds for the work of the Field Studies Council at FSC Epping Forest, delivering projects and community activities using the Centre's grounds, and wider Forest. The objective is to link the community to Epping Forest Field Centre and to promote community engagement with the Centre.	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	No (but raises money to support FSC Epping Forest, part of the FSC Charity No.313364
Number of members in the organisation	752
Number of members resident in Loughton	Approx. 100 (we are updating our membership database, so do not have this information at the moment.)
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	We do not have a membership fee. Community activities delivered by The Associates, are free to participants.
DETAILS OF GRANT APPLIED FOR	
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 purpose of the grant would be to deliver a Forest Family Activity in May 2019 , engaging Loughton residents with Epping Forest. The day, based on the edge of Loughton, at Staples Road Storage Pond, would be free to all and include activities such as pond dipping, bug hunts and forest play. This application follows the success of the 2018 Forest Family Fun Day when, despite the torrential rain, 73 people took part, in activities. This event has been supported by Loughton Town Council since 2013, and as the reports show, we have had an increasing number of attendees each year. The day will celebrate the biodiversity of the Forest through hands on discovery learning. Participants will be involved in a range of fun activities which will increase their knowledge of the biodiversity. It will also help to develop what will hopefully become a lifelong interest in the Forest and foster an appreciation for the natural world.	

We have selected Family activity sessions as we feel that it is important not only to reach children in a formal learning environment but to also involve learning in the whole family. Family members learning together across the generations has many educational, social and economic benefits to offer learners. It can bring people together to discover new interests and skills and encourage families and individuals to think about benefits of learning (Teachernet). A child only spends about 15% of his or her time in the classroom, so it is vital to address and support what goes on in the remainder of their time, in the home and in the community. Research by Oxford University has found that learning together as a family improves relationships and even health outcomes for the whole family, not just for the child (DCSF: BBC Families of our time conference March 2008, Minister of State for Children, Young People and Families). We believe reaching families is the key to engaging communities.

The day will be open to all Loughton residents, and we would be particularly keen to offer this experience to families and young people who may not otherwise take part in activities such as this, due to cost, awareness or other reasons. Through working with local community organisations, we will target areas where there is a high incidence of free school meals as an indicator. We also believe that it will contribute to the Council's promotion of biodiversity as per the Environment and Sustainability Policy.

The Associates of Epping Forest Field Centre have been supporting FSC Epping Forest (FSC EF) since 1985. FSC EF is an environmental education centre based in High Beach since 1971. FSC EF specialises in connecting people of all ages with the natural environment by providing safe and enjoyable first hand investigations and discovery learning experiences in Epping Forest and the surrounding areas to people of all ages from toddlers to pensioners.

Total cost of the project

The project will cost £800 (VAT exempt) to include:

- Promotion
- Developing Resources
- Administration
- 3 staff from FSC delivering activities on the day
- Reporting

This increased cost from previous years is due to the success of the 2017 and 2018 event, and the plans to continue to grow this, now annual event.

The Associates will hire the specialist services of the staff at EFFC to deliver activities and aspects of the project. Staff at the Centre have significant expertise in the areas of child protection and Health and Safety (and hold first aid certificates). All staff and where relevant, adults (volunteers) have obtained DBS checks. EFFC is also able to provide all equipment and resources required. The Centre will also support in providing additional staff to match fund this grant.

The Associates Committee will manage the project and ensure that the beneficiaries will be the residents of Loughton and that members of the Associates and additional volunteers will be encouraged to come forward to support a larger number of participants

Explain how Loughton residents will benefit from this project?

The Forest Family Activity will primarily be for the benefit of Loughton families. Delivering the activity at the Storage Pond on Shaftsbury Avenue, means it is within walking distance of Loughton, therefore accessible to those who may not have vehicles. The aim of the day is to connect people with their local area, specifically with Epping Forest, to encourage people to become involved in finding out more about their local environment and to increase knowledge of the biodiversity of the Forest. We believe reaching families is the key to engaging communities. It will also help to develop what will hopefully become a lifelong interest in the Forest and foster an appreciation for the natural world.

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	£800
Amount of grant requested	£300
Funds available from organisation's own resources	£0
Funds granted from other bodies (please give details)	FSC Epping Forest will support this project, by providing the additional staff to deliver the day as in kind support.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We would still deliver the activity, but e.g. require booking in advance to limit numbers.

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	£300	Forest Family Activity Day	Yes
1.4.17 – 31.3.18	£240	Forest Family Activity Day	Yes
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16	£240	Loughton Big Family Pond Dip August 2015	Yes
1.4.14 – 31.3.15	£200	Loughton Big Family Pond Dip August 2014	Yes

ACCOUNTS & CONSTITUTION

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. NB: 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.

ASSOCIATES OF EPPING FOREST FIELD CENTRE
Accounts for the year to 31 December 2017

BALANCE SHEET

	31 Dec 2017	31 Dec 2016
	£	£
Current assets		
Cash at bank	1,295	1,071
 Total current assets	 <u>1,295</u>	 <u>1,071</u>
 As represented by funds:		
Designated funds	-	-
General funds	1,295	1,071
	<u>1,295</u>	<u>1,071</u>

ASSOCIATES OF EPPING FOREST FIELD CENTRE
Accounts for the year to 31 December 2017

INCOME & EXPENDITURE STATEMENT

	2017	2016
	£	£
INCOME		
Grants (Restricted)	240	-
Donations		56
Sponsorship	620	-
TOTAL INCOME	860	56
EXPENDITURE		
Direct Charitable Expenditure	636	-
Fundraising	-	-
Miscellaneous		7
TOTAL EXPENDITURE	636	7
Surplus to general fund	224	49
Net Assets @ 1 January	1,071	1,022
TOTAL NET ASSETS @ 31 December	1,295	1,071

NOTES TO THE ACCOUNTS

Michelle Burgess, Honorary Treasurer

**SCHEME OF GRANTING FINANCIAL ASSISTANCE
APPLICATION FORM**

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	Beyond Ourselves Charity Willingale Garden Project
<p>Summary of aims and objectives</p> <p>We want to develop a community food growing space in the confinement of an allotment in the Loughton area with special focus on accessibility for people with special needs and disabilities.</p> <p>Our aim is to offer people of all ages, abilities and cultures the opportunity to engage in regular gardening activities. By creating a place in the community and facilitating engagement and participation in food growing activities and connection with nature, a strong culture of community cohesion and integration will be cultivated whilst raising awareness of healthy eating and environmental issues. This is especially important for people with disabilities or people who experience social isolation or vulnerability in the community. Other benefits that will be achieved by the project are improved physical and mental health and wellbeing, teamwork, the gaining of skills, qualifications and experience for job market entry.</p> <p>There are two volunteer days a week, additional community events and training opportunities will also form part of the activities to ensure that members of the local community have various ways to engage and be part of the project. Special outreach programs will be launched to local schools, encouraging engagement of all ages.</p> <p>There are a number of studies providing evidence of positive impact related to community gardening. Some of the benefits are healthier, more integrated communities with reduced crime activities, gaining skills to enter job market and assisting people with disabilities.</p> <p><i>‘Closeness to nature, regular exercise, team work, a sense of empowerment and gaining an understanding in how to grow healthy, seasonal food are amongst some of the known positive effects of community gardening.’ -University College London</i></p> <p><i>‘Over the last few years, there has been a growing body of evidence for supporting the benefits of community growing for physical and mental wellbeing’UCL</i></p> <p><i>Making use of gardening can change the lives of disabled people. In the UK today, one in five people are living with a disability that they were born with, gained as they aged or as a result of an illness or accident. - Thrive</i></p> <p>Whilst also contributing to intergenerational cohesion an integration through horticulture activities growing organic fruit and vegetables. Reaching young participants located in the surrounding schools are important to raise awareness of healthier lifestyles.</p> <p><i>The role played by schools in raising awareness of the importance of healthy eating and a healthy lifestyle was also reflected in the survey results, with 87% of respondents stating that their gardening activities were aimed at improving students’ overall understanding of healthy eating issues and nutrition – School Gardening Survey</i></p> <p>• <i>Three out of four people found that gardening has been beneficial to their health • One in three believe gardening has ongoing health benefits • One in five report that gardening has helped them through a period of mental or physical ill health. From the survey ‘Levels of interest and participation in gardening among individuals with a disability’ Mintel</i></p> <p><i>‘Gardening can bring profound change, from improvements in physical or psychological health to adjustments in beliefs, attitudes or behaviours to the transformation of skills, knowledge and abilities. Thrive has a wealth of evidence and experience to support this. Ultimately the changes people make can help them overcome everyday obstacles and challenges they may face in their lives.’ Thrive</i></p>	
Age groups specifically catered for, if any	All ages
Is the organisation a non-profit making body?	Not for profit

Is the organisation a Registered Charity? (if so, please give registration number)	Yes
Number of members in the organisation	There is no formal membership but there is a small core of regular volunteers. VAEF volunteers that are involved weekly consist of 8 people, regular garden volunteers vary at this stage between 4-6 people. Other volunteers involved so far are 80 young people from local one-off projects.
Number of members resident in Loughton	The core team is of local residency, volunteers and youths are from the Epping Forest District.
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>The funding received will be used towards the development of the community space inside the Willingale Road allotments, with focus on establishing and building the first set of special need accessible raised beds on plot 28. Also outreach to local schools engaging them in the seed sowing and planting workshop that we want to get funded by this grant. Further to this a workshop is also planned for the local community on How to build raised beds. This is a skill that can help participants to apply it to their own workspace and might enable those that need this to get a job placement.</p> <p>All of the activities will take place in a supportive and safe environment. As previously experienced at GROW, this project will encourage friendships and skill sharing that will lead to greater community cohesion and individuals will experience being valued, building confidence and self-esteem.</p> <p>An important function of the Willingale road allotment development is inclusion of the special needs sector in the community and children in the surrounding schools. The site is very easy to access due to its location. Using public transport and being surrounded by schools, many will be able to benefit from it.</p> <p>With the disabled accessible toilet facilities on site, the tearoom and meeting room, surrounded by schools and being on the bus route, makes this venue ideal for the project.</p> <p>As with any project of this type the initial development is slower, children and people with mobility difficulties can't get involved until the first raised beds are in place.</p> <p>What has happened so far, groups involved:</p> <ol style="list-style-type: none"> 1. Initial clearing of the 5 plots has commenced with the involvement of local individuals and organisations. Volunteers from VAEF are already involved with a regular group of 8 participants that tend to the allotment on a weekly basis, helping to clear it and getting the ground levelled for the beds to be installed. 2. A class from the Epping Forest College has attended sessions, where they made use of the opportunity to put to practise skills learned at the college working on the site. 3. The Challenge NCS had 8 groups of 12 youths participating, planting potatoes, digging, raking and levelling 4. OrganicLea is in the process of developing a site plan for approval by the council. Please see initial plan attached <p>Funding will be used for the initial development of the project including: outreach to schools, delivering two workshops by OrganicLea, purchasing resources and coordinating the project and core costs incurred to perform the activities for the period: April - July 2019</p> <ol style="list-style-type: none"> 1. Workshop on building special needs raised beds 2. Building 6 special needs raised beds 3. Purchase soil & compost to fill beds 4. Resources to plant, cover and work in raised beds 5. School outreach and workshop on sowing seeds and 6. Rent skip to move debris left behind by previous tenants <p><u>Please see attached:</u></p> <ol style="list-style-type: none"> A. Project plan for initial development: Plot 28 B. Project budget C. Initial site plan proposal D. Research evidence of community garden benefits 	

Explain how Loughton residents will benefit from this project?

The benefits of this project to Loughton residents are as follows:

(See attachment on surveys regarding benefits of a community garden project)

Building community

- Strengthening the community in Loughton as local residents work together on a project that benefits the community
- Providing a safe, supportive place where people are valued and where friendships and social connections can be developed. This is especially important for people with disabilities or people who experience social isolation or vulnerability.
- With all the schools in the vicinity and easy access it is an ideal venue to teach and engage children and youth to get into foodgrowing and learn about healthy eating whilst having fun. Various outreaches are planned for the future in collaboration with partner organisations

Promoting health and wellbeing

- Providing opportunities for regular physical activity through gardening which promotes good mental health, fitness and healthy lifestyles
- Building self-esteem and confidence through learning new skills and connecting with others

Building skills

- Providing both formal and informal opportunities for people to learn new skills
- Practical learning in a supportive environment builds self-confidence and self-esteem, which are also important for gaining employment and pursuing ambitions.
- Improving employability through volunteering opportunities, training and learning.

Local organic food

- Improving access to local organic food in the community, which will promote healthy lifestyles as well as benefit the environment.

Sustainable environment

- Organic food growing contributes to sustainable soil health and reduce risks to water, air and soil contamination. It also helps preserve local wildlife, birds and small animals, which supports biodiversity in the area.
- Recycling including composting green waste which can be used to improve soil quality and water harvesting to conserve local water resources
- Building an attractive green space for people to connect to the natural environment.
- Growing food locally reduces the need for transportation over great distances. This will assist in reducing carbon emissions necessary to tackle climate change
- Growing herbs, fruit and vegetables increase the oxygen content in the local area, contributing to good air quality.

Participants

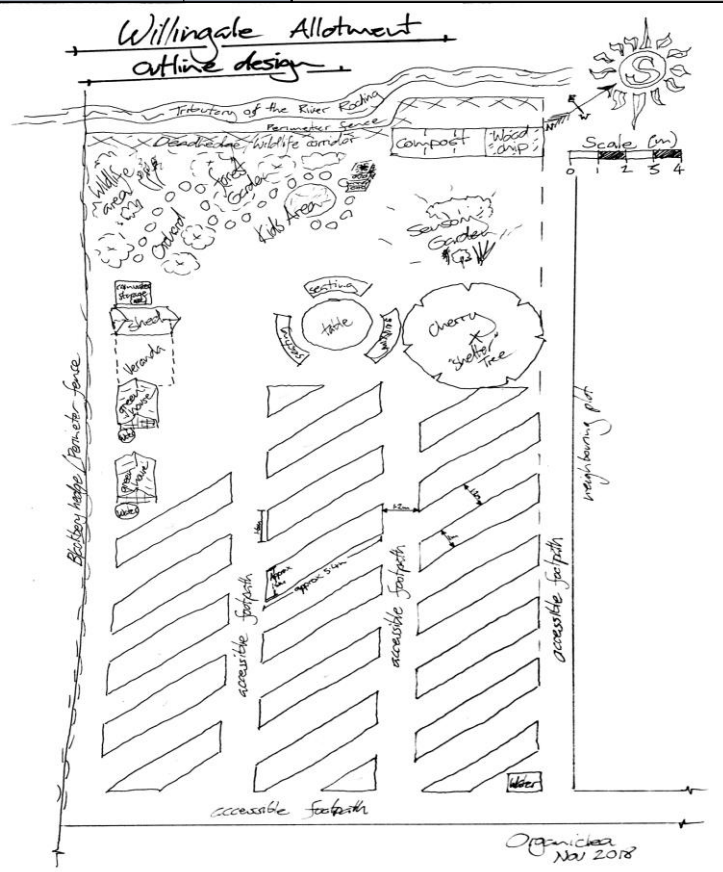
- A team of 6-9 VAEF volunteers with special needs attend on Mondays.
- There are around 8-10 Epping Forest College students and helpers that use the development to gain practical experience with the planning measuring and later the building of beds.
- During the past summer holidays, 8 teams of 10-12 young people per team from the National Citizen Service (NCS) volunteered at Willingale, as part of their development programme. They intend to keep on doing and a group attended in November with discussions of more sessions next year. They use project as part of their marketing campaign and a place to get volunteering experience – showing the success of the project and motivating young people to get involved in food growing.

Partnerships:

Already involved: VAEF, OrganicLea, LTC, EFC

<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p>Yes</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>N/A</p>																									
Total cost of project	£17280																								
Amount of grant requested	£6355																								
Funds available from organisation's own resources	£1300																								
Funds granted from other bodies (please give details)	Loughton Men's Club £4000																								
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Apply for more funding																								
PREVIOUS APPLICATIONS																									
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount</th> <th>Purpose</th> <th>Successful</th> </tr> </thead> <tbody> <tr> <td>1.4.18 – 31.3.19</td> <td>£3000</td> <td>Core cost</td> <td>Yes</td> </tr> <tr> <td>1.4.17 – 31.3.18</td> <td>£4000</td> <td>Development GROW</td> <td>Yes</td> </tr> <tr> <td>1.4.16 – 31.3.17</td> <td>£5421</td> <td>Fence GROW</td> <td>Yes</td> </tr> <tr> <td>1.4.15 – 31.3.16</td> <td></td> <td></td> <td>Yes / No</td> </tr> <tr> <td>1.4.14 – 31.3.15</td> <td></td> <td></td> <td>Yes / No</td> </tr> </tbody> </table>		Financial Year	Amount	Purpose	Successful	1.4.18 – 31.3.19	£3000	Core cost	Yes	1.4.17 – 31.3.18	£4000	Development GROW	Yes	1.4.16 – 31.3.17	£5421	Fence GROW	Yes	1.4.15 – 31.3.16			Yes / No	1.4.14 – 31.3.15			Yes / No
Financial Year	Amount	Purpose	Successful																						
1.4.18 – 31.3.19	£3000	Core cost	Yes																						
1.4.17 – 31.3.18	£4000	Development GROW	Yes																						
1.4.16 – 31.3.17	£5421	Fence GROW	Yes																						
1.4.15 – 31.3.16			Yes / No																						
1.4.14 – 31.3.15			Yes / No																						
ACCOUNTS & CONSTITUTION																									

Willingale Project LTC Funding appl Period April - July 2019			
Resources	Quantity	Cost	Link
Soil & Compost	16 bags @ £55	£880	Soil & Compost Thompson Crew Hill: http://www.thompsonsofcrewshill.com/soil.html
Scaffolding planks 10 special raised beds	10 @245	£2,450	Forest recycle project see attached invoice for 2 beds /
Paint	50 liters	£50	FRP: https://www.frponline.org.uk/projects/the_paint_place/
Paint, brushes, cleaning, trays		£60	Wickes: https://www.google.com/search?ei=1YWXLiHO4L7kwWCxLmgBg&q=wickes+paint+brushes+and+rollers&oeq=wickes+paint+brushes+gs_l=psy-ab.1.1.0l2j0i22i30l2.7672.11897..15730...0.0..0.68.436.7.....0....1..gws-wiz.....0i71.vu6p_SuqY80
Damp proof plastic inner for bed protection against early rot	8mx14beds *5 @£23/30 meter	£560	https://www.screwfix.com/p/capital-valley-plastics-ltd-damp-proof-course-1968ga-black-112mm-x-30m/27971?tc=BB4&ds_kid=92700034802526271&ds_rl=1241687&ds_rl=1245250&ds_rl=1249407&ds_rl=1245250&ds_rl=1247848&gclid=CjwKCAIAJNjgBRAGEiwAGLI2s1i4QBxbQ8PoSWXDQAtxo4v_41TYsTZiGsuVvYVXAdXCuuOkzSApxoC4WsQAvD_BwE&gclsrc=aw.ds
Stapler, Drill	£30, £15, £100	£145	https://www.screwfix.com/p/tacwise-140el-15mm-nailer-stapler-230v/48677#_p/ https://www.screwfix.com/p/dewalt-dcd776s2t-gb-18v-1-5ah-li-ion-xr-cordless-combi-drill/2710p#_p
Screws outdoor, timber	£8 * 10	£80	https://www.wickes.co.uk/Products/Nails,-Screws+Adhesives/Screws/Exterior-Timber-Screws/c/1022001
Workshops OrganicLea	2*£150	£300	
Workshop refreshments, resources	£20+£80	£380	
Seeds and plants		£150	
Skip		£250	
Woochip		£200	
Core costs, office, printing, social media, insurance, levies		£850	
Total		£6,355	



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)	Cruse Bereavement Care Essex Area Epping Forest Client Services Committee
<p>Summary of aims and objectives Cruse Bereavement Care exists to promote the well-being of bereaved people and to enable them to understand their grief and cope with their loss. It provides information, advice and support to people who have been bereaved following the death of a partner, child, parent or close friend, whether in the immediate aftermath of the death or several years later. Referrals can come from many sources: many refer themselves; others come through their GP or Primary Care Worker, Social Worker, Minister of Religion or a hospice. The Epping Forest Client Services Committee of Cruse Essex provides a one-to-one service to bereaved people throughout the Epping Forest district, usually in their /contd</p>	
Age groups specifically catered for, if any	Cruse Epping Forest supports the bereaved of all ages, children, young people and adults.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes - 208078
Number of members in the organisation	See continuation sheet
Number of members resident in Loughton	See continuation sheet
Is membership restricted in any way?	See continuation sheet
Do you charge a membership fee, or charge for access to your activities? Please give details	No. Cruse Epping Forest provides a free service in line with Cruse policy. Anyone may become a "Friend" of Cruse Epping Forest by making an annual /contd.
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>Cruse Epping Forest is entirely dependent on grants, fund-raising and donations to meet its running costs. Our grant income during Financial Year 2018-19 has come exclusively from Loughton Town Council and Waltham Abbey Town Council. In the current financial climate the proceeds of fund-raising and donations are unpredictable. Cruse Epping Forest has been very grateful for generous grants from Loughton Town Council for the last four Financial Years and asks if the Council would consider a further contribution towards our running costs for 2019-20. Though Cruse Epping Forest is now administratively part of the Cruse Essex Area the Epping Forest Client Services Committee remains dedicated to support bereaved people specifically across the Epping Forest district.</p>	

Explain how Loughton residents will benefit from this project?

Cruse Bereavement Care supplements the work of statutory agencies in giving bereaved people, children, young people and adults, access to appropriate support. Death remains an inescapable reality despite advances in health care and social services. A survey undertaken by Cruse Bereavement Care has estimated that three people are closely affected by every death. Many people may cope with their grief with the /contd.

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	£3,737 (FY 2017-18)
Amount of grant requested	£350.00
Funds available from organisation's own resources	See continuation sheet
Funds granted from other bodies (please give details)	See continuation sheet
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Further fund-raising and grant applications.

PREVIOUS APPLICATIONS

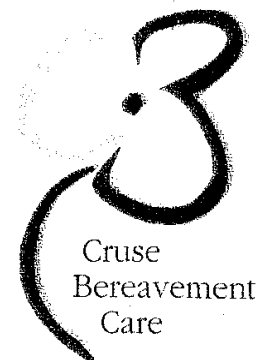
Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.18 – 31.3.19	£500	Contribution to running costs (£220 awarded)	Yes
1.4.17 – 31.3.18	£500	Contribution to running costs (£220 awarded)	Yes
1.4.16 – 31.3.17	£500	Contribution to running costs (£350 awarded)	Yes
1.4.15 – 31.3.16	£500	Contribution to running costs (£350 awarded)	Yes
1.4.14 – 31.3.15			Yes / No

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

Documents enclosed: please see attached letter.



EPPING FOREST

Cruse Epping Forest is grant aided by Loughton Town Council
and Waltham Abbey Town Council.

24, Ruskin Avenue
Waltham Abbey
Essex
EN9 3BP

Brent Smith
Assistant Town Clerk
Loughton Town Council
Loughton Library & Town Hall
Traps Hill
Loughton
IG10 1HD

20 December 2018

Dear Brent

Financial Assistance 2019/20

On behalf of Cruse Bereavement Care Essex Area Epping Forest Client Services Committee I enclose an application for Financial Assistance from Loughton Town Council for Financial Year 2019-20.

I am writing this covering letter as I need to explain to you the current position of Cruse Epping Forest.

Cruse Epping Forest has for a number of years been part of the larger, Essex-wide entity Cruse Bereavement Care Epping Area, comprising the Southend branch and (until May 2017) the Colchester and District branch of Cruse as well as Epping Forest. Until 31 March 2015 the individual branches continued to manage their own bank accounts but, with effect from 1 April 2015, the individual branch accounts have been merged with the Area account and the Branch has ceased to have any administrative autonomy. This was a requirement of the national Cruse Bereavement Care organisation, which has wanted the administrative focus to be in the larger Areas rather than in constituent branches.

I must stress that this does not in any way mean that bereavement services provided by Cruse have ceased in the Epping Forest District. The move to financial centralisation within Essex does not mean any decrease in commitment to the District as a whole or indeed to Loughton. The Epping Forest Client Services Committee remains dedicated to the provision of services in the same way and to the same degree as before but with much of the administrative burden lifted to allow greater concentration on service priorities. At the same time moneys earned by

Royal Patron Her Majesty The Queen. A Company Limited by Guarantee No. 638709 (London). Registered Charity No. 208078.
Registered Office: Unit 0.1, One Victoria Villas, Richmond, Surrey TW9 2GW.

or accruing to the individual Client Services Committees will be spent on bereavement service in their districts though administered by the Area.

As a result of the merger of the individual branch and Area accounts on 1 April 2015 Cruse Epping Forest no longer produces its own Epping Forest-specific accounts. I am enclosing the Cruse Essex Area Accounts for Financial Year ended 31st March 2018. You will note that these have not been verified by an Independent Examiner: this is because the individual accounts of the areas of Cruse are amalgamated into one set of accounts and presented for independent audit by Cruse National after amalgamation. I have no reason to think, and certainly have not been informed, that there was any problem with the accounts as presented.

I appreciate that the application form for financial assistance requests Loughton-specific accounts. I consulted Shirley Haynes, the then Deputy Town Clerk, by email last year and she suggested that I should explain why this is the case and show how many people in Loughton Cruse Epping Forest has helped and any local costings I may have.

As you will see from the application form Cruse Epping Forest has supported 12 people in Loughton between December 2017 and November 2018, 28% of all those it has supported in the district. With regard to costing, I can offer from my own records that the cost of providing the service over the Epping Forest district as a whole in Financial Year 2017-18 was £3,737. Donations, the proceeds of fund-raising, grants (including a grant of £220 from Loughton Town Council) brought in £13,953, an unusually high total. We had an unanticipated donation on behalf of the Essex Area from Parndon Wood Crematorium of £7,950 and fees for participants in our training course for new bereavement volunteers of £1,720. The remaining income was £4,283, still showing a modest surplus for the year against expenditure. However I should also point out that the Essex Area makes a payment to Cruse National towards central core costs, of which £2,200 pertains to Epping Forest.

The application form also requests a copy of our Constitution. As Cruse Epping Forest is now administratively a part of the Cruse Essex Area and is no longer constituted in itself I am enclosing a copy of the Cruse Area Standing Orders which forms the constitutional basis for the Cruse Essex Area, I hope that this will be satisfactory to you.

One further point: as the Epping Forest Client Services Committee no longer has its own bank account, in the event of Loughton Town Council awarding a grant in response to the enclosed application the cheque will have to be made payable to **Cruse Bereavement Care Essex Area** as indicated at the appropriate point on the form.

I am sorry to have to present you with these complications and hope that the situation is clear to you: if you want any further information or clarification please do not hesitate to contact me. I hope too that Loughton Town Council will still be able to give sympathetic consideration to the enclosed application.

CRUSE BEREAVEMENT CARE- ESSEX AREA.

ACCOUNTS- YEAR ENDED 31st MARCH 2018

		Budget for Year
	£	Total £
<u>INCOME:-</u>		
Donations & Waived Expenses	7,661	5,300
Fund Raising Events (Net)	1,412	4,100
Cruse Central Office	13,841	13,492
Grants- Councils	720	500
Sundry		500
Donation- Crematorium	7,950	
ABC Course (Net)	1,206	
Gift Aid Claims	383	
Bank Interest	8	
TOTAL	£ 33,181	£ 23,892
	<u> </u>	<u> </u>
<u>EXPENDITURE:</u>		
Cruse Central Office	19,731	19,432
Training Expenses	200	1,100
Volunteer Expenses	1,952	3,200
Rent & Room Hire	3,024	2,960
Sundry Expenses-		
Postage & Stationery	445	350
ABM costs	25	150
Advertising	655	400
Supervision	425	600
Telephone	868	900
Sundries	480	300
TOTAL	£ 27,805	£ 29,392
	<u> </u>	<u> </u>
SURPLUS for year	£ 5,376	
	<u> </u>	
		Deficit £ 5,500
		<u> </u>
At 31st March 2018:-		
Bank Account	£ 4,331	
Deposit- Central Office	30,000	
Petty Cash	39	
	<u>£34,370</u>	

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)	EPPING FOREST REUSE Rowley Hill Industrial Estate, Epping
Summary of aims and objectives Please see attached sheet	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1153597
Number of members in the organisation	Open to all
Number of members resident in Loughton	Open to all
Is membership restricted in any way?	Not a membership organization
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	
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). Please see attached sheet	

Explain how Loughton residents will benefit from this project?

Please see attached sheet

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

☒ Yes / ☐ No

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	<i>£229.99</i>
Amount of grant requested	<i>£229</i>
Funds available from organisation's own resources	<i>See attached sheet</i>
Funds granted from other bodies (please give details)	<i>Not for this item</i>
If there is a shortfall in these figures, how do you propose to fund the deficiency?	<i>See attached sheet</i>

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	<i>£218</i>	<i>£200 Granted - Tools, vehicle rep</i>	<input checked="" type="radio"/> Yes / <input type="radio"/> No
1.4.17 – 31.3.18	<i>N/A</i>		<input checked="" type="radio"/> Yes / <input type="radio"/> No
1.4.16 – 31.3.17	<i>£470</i>	<i>£350 Granted - Laptop</i>	<input checked="" type="radio"/> Yes / <input type="radio"/> No
1.4.15 – 31.3.16	<i>N/A</i>		<input type="radio"/> Yes / <input type="radio"/> No
1.4.14 – 31.3.15	<i>N/A</i>		<input type="radio"/> Yes / <input type="radio"/> No

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

Summary of aims and objectives

To relieve the financial hardship of residents of Epping Forest district and surrounding areas by the provision of good quality furniture and tested household appliances at an affordable price, at a discounted price to those on income related benefits and sometimes free.

To protect the environment by diverting goods from landfill.

To provide training and work experience for people who are long-term unemployed or vulnerable/marginalised eg: mental health or learning difficulties.

Purpose for which the grant is required

Epping Forest ReUse (EFRU) is a charity which aims to help people on low incomes to obtain good quality, affordable furniture and household appliances. Goods are donated by the general public and sold at low prices, at a discount to people on income related benefits and are given free to people referred by agencies or whom the staff identify as being in especial need.

People such as those leaving a refuge after fleeing domestic violence or homeless for other reasons often have no furniture or household appliances when they are given the tenancy of a flat. Some are eligible to apply to the Essential Living Fund for basic goods, eg: a cooker, a bed which EFRU supplies. EFRU usually gives additional furniture and items such as bedding, crockery, cutlery, cooking utensils.

The grant is required for a printer with scanning and copying capacity to use in the office for various admin and sales tasks to support EFRU's charitable work. The existing printer was donated secondhand nearly 6 years ago and now needs replacing.

Samsung Xpress C480FW All-in-One Wireless laser Printer £229.99

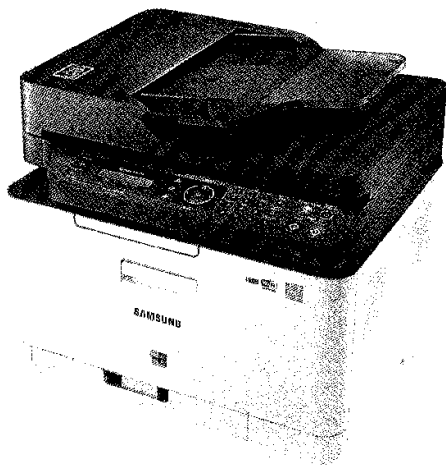
Explain how Loughton residents will benefit from this project

Epping Forest ReUse is open to all Loughton residents to come to buy goods at low prices and at a discount if they are on income related benefits. They may also benefit from free of charge goods if they are referred by an agency or identified by staff as being in exceptional need. Loughton residents can also donate goods to EFRU knowing that the goods are going to help someone and also saving EFDC having to pay landfill tax (currently £88.95 a tonne) on the goods. This ultimately affects the amount of their council tax.

From December 2017 to October 2018 Loughton residents donated 743 items to EFRU which is 22 tonnes. 47 Loughton residents on income related benefits received a discount on the goods they bought and 8 received goods from the Essential Living Fund. In total 379 items were bought by Loughton residents.

Funds available from organisation's own resources and funding the deficiency.

When EFRU's 5 year lease ended in February 2018 EFRU faced closure as the charity would be unable to pay the new annual rent of £40,000 which the landlord demanded. A lower rent of £32,000 was agreed but this is £10,000 more than previously. EFRU is therefore trying to increase its grant funding and donations. EFRU collecting boxes are on the sales counter at the ReUse Centre and are in the Epping branch of Nationwide. Donations have also been made through Facebook. If this grant application requires topping up these donations will be put towards the printer.



- NFC printing
- Apple AirPrint & Google Cloud Print
- 2400 x 600 dpi
- Up to 18 ppm
- Monthly protection of your SAMSUNG Xpress C480FW All-in-One Wireless Laser Printer with Fax for only £2.49

£229.99

Spread the cost with our flexible credit plan.
24.9% APR Representative. See more

- NFC printing
- Apple AirPrint & Google Cloud Print
- 2400 x 600 dpi
- Up to 18 ppm
- Monthly protection of your SAMSUNG Xpress C480FW All-in-One Wireless Laser Printer with Fax for only £2.49

Product information

Perfect for home and office use, the Samsung **Xpress C480FW All-in-One Laser Printer with Fax** lets you print, copy, scan and fax at the touch of a button.

Well connected

With a wide range of mobile connectivity including NFC, Google Cloud and Apple AirPrint, using your **Xpress** is quick and easy.

Built-in NFC technology means you can simply tap your NFC-enabled smartphone or tablet to the printer and wireless print documents completely hassle-free.

There's also a reliable USB 2.0 port and Ethernet connection for wired printing.

User friendly design

The compact and easy to use **Xpress C480FW** features a transparent document feeder that automatically feeds up to 40 sheets for scanning, copying and faxing.

What's more, its 800 MHz CPU processor and 128 MB of memory lets you take on large printing jobs without compromising on speed or picture quality.

Eco Driver

Activate the **Xpress's** eco-printing features and save up to 20% on your printing costs. Switch to double-sided printing, toner-save mode or mono printing to use less power, paper and ink cartridges.

This model replaces the popular Samsung C430W Printer

Tech specs

Technical specifications for SAMSUNG Xpress C480FW All-in-One Wireless Laser Printer with Fax

OVERVIEW

Type	All-in-one
Function	- Print - Copy - Scan - Fax
Print technology	Laser
Display	LCD

CONNECTIVITY

Wired connectivity	- USB 2.0 - Ethernet
--------------------	-------------------------

EPPING FOREST REUSE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2018

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		18,522	5,715	24,237
Other trading activities	2	187,286	-	187,286
Investment income	3	2	-	2
Other income		6,032	-	6,032
Total		211,842	5,715	217,557
EXPENDITURE ON				
Raising funds		202,381	4,450	206,831
NET INCOME		9,461	1,265	10,726
RECONCILIATION OF FUNDS				
Total funds brought forward		6,892	1,349	8,241
TOTAL FUNDS CARRIED FORWARD		16,353	2,614	18,967

The notes form part of these financial statements

EPHING FOREST REUSE

BALANCE SHEET AT 30 APRIL 2018

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
FIXED ASSETS				
Tangible assets	6	1,675	10,575	12,250
CURRENT ASSETS				
Stocks	7	4,901	-	4,901
Debtors	8	16,810	-	16,810
Cash at bank and in hand		15,830	2,614	18,444
		<u>37,541</u>	<u>2,614</u>	<u>40,155</u>
CREDITORS				
Amounts falling due within one year	9	(4,401)	(10,575)	(14,976)
NET CURRENT ASSETS/(LIABILITIES)		<u>33,140</u>	<u>(7,961)</u>	<u>25,179</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		34,815	2,614	37,429
CREDITORS				
Amounts falling due after more than one year ¹⁰		(18,462)	-	(18,462)
NET ASSETS		<u>16,353</u>	<u>2,614</u>	<u>18,967</u>
FUNDS	11			
Unrestricted funds				16,353
Restricted funds				<u>2,614</u>
TOTAL FUNDS				<u>18,967</u>

The financial statements were approved by the Board of Trustees on 12-11-2018 and were signed on its behalf by:

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)	Epping Forest Sportability Club
<p>Summary of aims and objectives</p> <p>We provide a weekly sports club for children with mild to moderate disabilities so that they can learn and partake in a variety of sports, have fun and be with like children. The aim is to make the children healthier and fitter, more skilled at the sports we partake in, to increase their confidence and to allow them to enjoy sports.</p>	
Age groups specifically catered for, if any	5 to 18 years old specifically but we allow members to carry on post 18 if they wish.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	No
Number of members in the organisation	22 with an average attendance of 12
Number of members resident in Loughton	9
Is membership restricted in any way?	No – although the club is run for children with disabilities
Do you charge a membership fee, or charge for access to your activities? Please give details	£50 per school term or £5 per week (session is 3 hours). Weekly fee will rise o £6 in Jan 19 the first rise for a few years. We would never refuse access on the grounds of money though.
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>The purpose of the grant is to facilitate the continued running of the club. We have been running for over 13 years now and want to keep going as long as there is a need – and we do see the need still there. LTC have been very kind in providing funding to us in the past and we try not to apply every year buy rather get funding from other sources.</p> <p>We have over the last few years made attempts to become more self-sufficient by reducing the session hours but keeping the membership fees excellent value and also by trying to keep sessional coaching costs down. We do pay at or over a living wage rate but are conscious as well that the staffing costs constitute the bulk of our budget. This means we get a significant amount of our budget requirement from subscriptions but there is still an annual short fall which we are trying to source from outside funding.</p> <p>Aside from coaching costs other projected expenditure includes training, equipment, DBS checks, insurance and other costs. Training is vital to ensure our coaches stay up to date with safeguarding and other vital guidelines for example, although this last year we benefitted from sitting in on Oak View School's safeguarding training session.</p>	

Explain how Loughton residents will benefit from this project?

The club was set up to serve the Epping Forest community and being Loughton based we look to take much of our membership from our own town. That said we do have members that come from the surrounding towns and districts as we are the only club that provides this service, to our knowledge, in the area. We are trying to find out if forums or groups exist in our own town and district to attract more new members from our own locality. Over the last couple of years, we have worked to establish much closer links with the Oak View School where we are based and that will hopefully lead to more of their pupils wanting to attend the club. However, a lot of their pupils are on the more severe end of the spectrum, so our target audience are not only children from Oak View but also those in main stream schools. We have tried to reach out to these schools and to their SENCO's but with little response. Therefore, we continue to look in to ways of getting an active engagement with these establishments so that more children can benefit from our service.

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	£5380
Amount of grant requested	£900
Funds available from organisation's own resources	£4480 being £2230 held on account at year end and 2250 from Subscriptions

Funds granted from other bodies (please give details)

Last year we were lucky enough to get £4000 via two funds through ECF hence why we are requesting less this year. However, we are projecting the need for some funds so that we do not run out by Q4 2019.

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

We will be applying to other organisations such as Essex Community Foundation and Children in Need to see if they can help us

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	800	Awarded to assist with running costs	Yes
1.4.17 – 31.3.18	0	Did not apply	Yes / No
1.4.16 – 31.3.17	0	Did not apply	Yes / No
1.4.15 – 31.3.16	1000	Awarded to assist with running costs	Yes / No
1.4.14 – 31.3.15	700	Awarded to assist with running costs	Yes / No
1.4.13 – 31.3.14	600	Awarded to assist with running costs	Yes / No

ACCOUNTS & CONSTITUTION

EPPING FOREST SPORTABILITY CLUB



PRESENTATION OF ANNUAL ACCOUNTS FOR 31 DECEMBER 2017

Receipts and Payments Accounts

	£	£
Cash balance brought forward 1 January 2017		3,937
Income		
Membership subscriptions	2,365	
Other income	13	
		<u>2,378</u>
Expenditure		
Coach costs	(4,920)	
Insurance costs	(308)	
Equipment	(77)	
Website costs	(55)	
Seasonal prizes / sundry	(81)	
Rent for use of Oakview School	(1)	
		<u>(5,442)</u>
Cash balance 31 December 2017		873

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)	GROW Community Garden (Beyond Ourselves)
<p>Summary of aims and objectives</p> <p>GROW Community Garden is a community food-growing project in Loughton. The purpose of the project is to bring people together in a supportive and safe outdoor space to grow fruit and vegetables. We aim to be inclusive and we welcome people of any age, background or ability to take part and value every person's contribution. We have created a beautiful and functional outdoor space where people are valued and where friendships and social connections can be developed. This is especially important for people with disabilities or people who experience social isolation or vulnerability in the community.</p> <p>We provide opportunities for physical activity through gardening which promotes fitness and healthy lifestyles in the local community. We only use organic methods to grow fruit and vegetables to contribute to a sustainable local environment. We hold volunteer days twice a week as well as organise community events and training courses to ensure that members of the local community have lots of different ways to engage and be part of the project.</p>	
Age groups specifically catered for, if any	All- age
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes Registered charity number: 1165654
Number of members in the organisation	There is no formal membership at GROW Community Garden but there is a core of 20 regular volunteers and around 100 different volunteers or visitors who have been involved at various times over the course of the past year
Number of members resident in Loughton	All of our regular core volunteers are resident in Loughton apart from two volunteers
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	

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).

We are applying for a grant to contribute to:

- 1) The running costs of GROW Community Garden. These include the costs for insurance, publicity and promotional expenses, administration, book-keeping costs and volunteer refreshments. The grant will also enable us to replace old and broken tools and purchase growing materials for the garden such as compost, seeds and soil which are needed on an on-going basis. We are very grateful that Loughton Town Council is able to fund running costs as many funders only fund capital expenditure. Contributing to these costs will enable us to continue to run volunteer days every week which are well-attended by members of the local community and who greatly benefit from being part of this project.
- 2) The grant will also contribute to the costs of running our programme of public events in 2019. We are aiming to organise a public event once a month during the spring and summer months. This will help to raise awareness of the project in the local community so that more people can get involved and benefit from taking part in outdoor garden activities with others. Our programme of public events will also provide a wide range of ways to get involved in the garden especially for people who are unable to commit to become a regular volunteer but would still benefit from our supportive outdoor environment. We are hoping the grant will contribute to the costs involved in running these public events which include purchasing materials for activities and publicising these events.
- 3) Delivery and installation of a compost toilet. We have just been awarded a grant from Essex Community Initiatives Fund to purchase a compost toilet however the grant does not cover the costs of delivery and installation and so we need to raise funds for this so that the toilet can be delivered and then installed on site, so it can be used. A compost toilet on site will enable us to extend our reach in the community and attract wider groups of people to take part in community food-growing. Currently, volunteers of the project have to leave the site to access public toilets in the area (on a Saturday, the closest public toilet is a pub). This is not convenient or appropriate for children, young people, vulnerable people or disabled people. Having a toilet suitable for people with disabilities on site will make it easier for these groups to take part in and it will help us to expand the range of people who can take part in the garden and improves our ability to be inclusive. Furthermore, a compost toilet ensures that we maintain a very low ecological footprint and help promote a sustainable environment in the local area.

Please find enclosed the quote from the company Natsol to supply the toilet. The cost of the toilet itself will be covered by Essex Community Initiatives Fund). However, the quote also includes the delivery cost plus VAT (£540) which we need funding for as well as a quote for the installation which includes equipment hire and materials (£2820) which need funding too. We are hoping Loughton Town Council can assist us in this so that we can complete this project.

Note about the toilet: Our grant from Essex Community Initiatives Fund is for the 'Natsol' model of compost toilet because its functionality meets our specific needs. It is an in-situ composting toilet which means that the human waste rots down within the toilet vaults. This is generally more hygienic as the waste is then removed when it has rotted down into compost and therefore is no longer in the form of raw human waste. This is a preferable model for us because it means that our volunteers (some of who have learning difficulties or medical conditions or social issues) will not have to handle the human waste in a non-rotted form. All other types of compost toilets require the human solid waste to be emptied in its raw form before it has rotted down. This is a lot less pleasant and less hygienic for volunteers to handle especially for our volunteers who are vulnerable or who have mobility issues. The vaults in this Natsol model require specialist equipment and expertise and so we need funding to cover the costs of this complex installation.

The attached spreadsheet shows our proposed expenditure for 2019 and we are hoping the grant will contribute to the running costs, event costs and the delivery and installation of the compost toilet.

Explain how Loughton residents will benefit from this project?

The benefits of this project to Loughton residents are as follows:

Building community

- Strengthening the community in Loughton as local residents work together on a project that benefits the community
- Providing a safe, supportive place where people are valued and where friendships and social connections can be developed. This is especially important for people with disabilities or people who experience social isolation or vulnerability.
- Working in collaboration and building relationships with other voluntary agencies and local schools to get involved in the project alongside individual volunteers.
- Having a toilet on site will expand the range of people that can get involved in the project as certain groups (such as children) require an on-site toilet as part of their risk assessment for taking part.

Promoting health and wellbeing

- Providing opportunities for regular physical activity through gardening which promotes good mental health, fitness and healthy lifestyles
- Building self-esteem and confidence through learning new skills and connecting with others

Building skills

- Providing both formal and informal opportunities for people to learn new skills
- Practical learning in a supportive environment builds self-confidence and self-esteem, which are also important for gaining employment and pursuing ambitions.
- Improving employability through volunteering opportunities, training and learning.

Local organic food

- Improving access to local organic food in the community, which will promote healthy lifestyles as well as benefit the environment.

Sustainable environment

- Organic food growing contributes to sustainable soil health and reduce risks to water, air and soil contamination. It is also help preserve local wildlife, birds and small animals, which supports biodiversity in the area.
- Recycling including composting green waste which can be used to improve soil quality and water harvesting to conserve local water resources
- Building an attractive green space for people to connect to the natural environment.
- Growing food locally reduces the need for transportation over great distances. This will assist in reducing carbon emissions necessary to tackle climate change
- Growing herbs, fruit and vegetables increase the oxygen content in the local area, contributing to good air quality.

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	£16,866
Amount of grant requested	£5,000
Funds available from organisation's own resources	£3,000
Funds granted from other bodies (please	We have received notification that we have been awarded a grant from Essex Community

give details)	<p>Initiatives Fund for £6,500 to purchase a compost toilet. However, they did not award the funding for the delivery and installation of the toilet.</p> <p>Epping Forest Grant Aid – £1,500 (This will be largely spent by Feb 2019). This was originally a £3K grant but we agreed to share the grant with the new Willingale Community Garden project which was previously part of GROW but is now independent.</p> <p>(The following grants were awarded to GROW for the Willingale Road project. This was formerly part of GROW but is now independently run by Anne Redelinghuys and so the following funds will not be used to fund GROW at Pyrles Lane: EALC- £10K over three years Loughton Club - £4K)</p>
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We will apply to other funders and we have also planned some fundraising activities for next year. If we do not get the sufficient funding for the shortfall, some of our capital-expenditure projects will not go ahead.

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	£3,000	Running costs	Yes
1.4.17 – 31.3.18	£4,000	Training course	Yes
1.4.16 – 31.3.17	£5,421	Fence	Yes
1.4.15 – 31.3.16	N/A		Yes / No
1.4.14 – 31.3.15	N/A		Yes / No

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)

FOR THE YEAR ENDING 31 DECEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income from:				
Donations	3	43,720	394,451	438,171
Other		-	-	-
Total income		<u>43,720</u>	<u>394,451</u>	<u>438,171</u>
Expenditure on:				
Charitable activities	4	19,684	257,919	277,603
Total expenditure		<u>19,684</u>	<u>257,919</u>	<u>277,603</u>
Net income / (expenditure)		24,036	136,532	160,568
Transfers between funds		(19,307)	19,307	-
Net movement in funds		<u>4,729</u>	<u>155,839</u>	<u>160,568</u>
Reconciliation of funds:				
Total funds brought forward		3,495	14,886	18,381
Total funds carried forward		<u>8,224</u>	<u>170,725</u>	<u>178,949</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

**BALANCE SHEET
AT 31 DECEMBER 2017**

Company number: 09666871

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets	11	<u>3,895</u>	<u>-</u>
Current assets			
Debtors	12	14,386	-
Cash at bank and in hand		<u>166,222</u>	<u>24,274</u>
		<u>180,608</u>	<u>24,274</u>
Liabilities			
Creditors: Amounts falling due within one year	13	<u>(5,554)</u>	<u>(5,893)</u>
Net current assets		<u>175,054</u>	<u>18,381</u>
Net assets		<u>178,949</u>	<u>18,381</u>
Funds			
Unrestricted reserve	14	8,224	3,495
Restricted funds		<u>170,725</u>	<u>14,886</u>
Total funds		<u>178,949</u>	<u>18,381</u>

The notes on pages 11 to 16 form part of these financial statements.

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:

For the period to 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees / directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

The accounts were approved by the board of trustees on 27 September 2018.

VAT Number: 869 9277 43

Delivery To:

Grow Community Garden
Pyres Lane
Loughton
IG10 2NH

Invoice To:

Grow Community Garden
Heidi Chow
Beyond Ourselves
Trinity Church
Mannock Drive, Loughton
IG10 2JD

NatSol

COMPOST TOILET SPECIALISTS

Invoice: 1988

Date 23/10/2018

Account GROWCOMM

Delivery

Page: 1

Quotation

<u>Quantity</u>	<u>Details</u>	<u>Unit Price</u>	<u>Net Amount</u>	<u>VAT</u>
1.00	Full Access toilet system complete with a metal building Supplied to Doc M standard	6,450.00	6,450.00	0.00

Your Order Number

Delivery Date:

COMMENT

Your enquiry number is 5638
A 30% deposit is required at contract
Completed HMRC form 10.2 is required before invoicing

Subtotal: 6,450.00

Carriage Net: 450.00

Total VAT: 90.00

Total Amount: 6,990.00

Amount Paid: 0.00

Balance Due: 6,990.00

Unit 5, Maesyllan Enterprise Park, Llanidloes, Powys, SY18 6DF Tel 01686-412653 Fax 0870 622 1384
info@natsol.co.uk www.natsol.co.uk Company No 5624596

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)	Ignite St Mary's Church Loughton
<p>Summary of aims and objectives</p> <p>Promote positive, life affirming behaviour patterns and skills amongst children and young people (aged 0-16+), based on the teaching of Jesus Christ as found in the bible, through the provision of diverse, recreational and educational activities. From sustained and constructive relationships between children/young people and adults, enabling young people to feel more integrated in their community, and allowing adults to feel more comfortable around them and better recognise and encourage the positive contribution that young people can make.</p>	
Age groups specifically catered for, if any	0-18
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1130673
Number of members in the organisation	Approximately 250
Number of members resident in Loughton	75%
Is membership restricted in any way?	Only by age
Do you charge a membership fee, or charge for access to your activities? Please give details	Most activities free. Some skills based/off site activities incur a small fee. Free or subsidised places always offered to low income families.
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>Alongside the church activities, ignite also runs two community pre-school groups each week, all with the purpose to contribute positively to the community in Loughton where we can see there is a need for children and parents.</p> <p>All these ignite activities have an important role in promoting good social skills between children themselves and children with adults.</p> <p>For these groups to run, there are financial expenditures to maintain equipment and to buy new resources to keep the groups relevant and of interest to the community in Loughton.</p> <p>We are applying for a grant to purchase equipment for equipment to be used regularly in groups and especially in our two mid-week groups Tot's Time and Shine – both groups for pre-schoolers and their parents/carers. We are needing to purchase:</p> <ul style="list-style-type: none"> A simple laptop as a tool to engage children through, song, powerpoint or video. Foam matting and storage bags that can be used during Shine and other groups for the children to sit on and be safe as they play and learn. 	

<p>Explain how Loughton residents will benefit from this project?</p> <p>Providing care and support for children in Loughton, as well as giving parents a place they can trust and know that they and their children will get new opportunities and to get to socialise and meet others in the Loughton community.</p> <p>Creating community cohesion between local children and parents. Demonstrating to young children and parents that they are cared for by their local community and having safe and relevant place to gather together.</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</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>																																								
Total cost of project	Laptop £349.00 Matting & storage bags £1,258.32																																							
Amount of grant requested	£1,300																																							
Funds available from organisation's own resources	£307.32																																							
Funds granted from other bodies (please give details)	-																																							
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Fundraising																																							
PREVIOUS APPLICATIONS																																								
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Financial Year</th> <th style="width: 15%;">Amount</th> <th style="width: 45%;">Purpose</th> <th style="width: 25%;">Successful</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1.4.17 – 31.3.18</td> <td>£800</td> <td>Towards chairs for new Hope Centre</td> <td>Yes</td> </tr> <tr> <td>£450</td> <td>Love Loughton Fun Day</td> <td>Yes</td> </tr> <tr> <td>£400</td> <td>Ignite</td> <td>Yes</td> </tr> <tr> <td rowspan="3">1.4.16 – 31.3.17</td> <td>£4,794</td> <td>Chairs for Hope Centre</td> <td>No</td> </tr> <tr> <td>£200</td> <td>Ignite</td> <td>Yes</td> </tr> <tr> <td>£800</td> <td>Ignite</td> <td>No</td> </tr> <tr> <td rowspan="2">1.4.15 – 31.3.16</td> <td>£500</td> <td>Love Loughton</td> <td>Yes</td> </tr> <tr> <td>£800</td> <td>Speakers for community events</td> <td>Yes</td> </tr> <tr> <td>1.4.14 – 31.3.15</td> <td>£400</td> <td>Love Loughton</td> <td>Yes</td> </tr> <tr> <td>1.4.13 – 31.3.14</td> <td>£500</td> <td>Love Loughton</td> <td>Yes</td> </tr> </tbody> </table>		Financial Year	Amount	Purpose	Successful	1.4.17 – 31.3.18	£800	Towards chairs for new Hope Centre	Yes	£450	Love Loughton Fun Day	Yes	£400	Ignite	Yes	1.4.16 – 31.3.17	£4,794	Chairs for Hope Centre	No	£200	Ignite	Yes	£800	Ignite	No	1.4.15 – 31.3.16	£500	Love Loughton	Yes	£800	Speakers for community events	Yes	1.4.14 – 31.3.15	£400	Love Loughton	Yes	1.4.13 – 31.3.14	£500	Love Loughton	Yes
Financial Year	Amount	Purpose	Successful																																					
1.4.17 – 31.3.18	£800	Towards chairs for new Hope Centre	Yes																																					
	£450	Love Loughton Fun Day	Yes																																					
	£400	Ignite	Yes																																					
1.4.16 – 31.3.17	£4,794	Chairs for Hope Centre	No																																					
	£200	Ignite	Yes																																					
	£800	Ignite	No																																					
1.4.15 – 31.3.16	£500	Love Loughton	Yes																																					
	£800	Speakers for community events	Yes																																					
1.4.14 – 31.3.15	£400	Love Loughton	Yes																																					
1.4.13 – 31.3.14	£500	Love Loughton	Yes																																					
ACCOUNTS & CONSTITUTION																																								
<p>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. NB: 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.</p>																																								

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN
LOUGHTON**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017**

		2017			2016	
	Note	Unrestricted funds £	Restricted Hope Centre £	Restricted Church Hall £	Total £	Total £
Income and endowments from:						
Donations and legacies	2	231,898	196,331	-	428,229	598,734
Charitable activities	3	34,740	3,562	-	38,302	19,264
Investments	4	531	-	-	531	3,039
Other	5	34,129	23,575	-	57,704	74,984
Total income and endowments		301,298	223,468	-	524,766	696,021
Expenditure on:						
Raising funds	6	37,614	-	-	37,614	32,871
Charitable activities	6	317,067	19,114	34,700	370,881	318,967
Governance	7	5,604	-	-	5,604	5,914
Total expenditure		360,285	19,114	34,700	414,099	357,752
Net movement in funds		(58,987)	204,354	(34,700)	110,667	338,269
Reconciliation of funds:						
Total funds brought forward	16	226,104	830,961	1,422,718	2,479,783	2,141,514
Total funds carried forward	16	167,117	1,035,315	1,388,018	2,590,450	2,479,783

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN
LOUGHTON**

**BALANCE SHEET
AS AT 31 DECEMBER 2017**


	Note	2017 £	2016 £
Fixed assets			
Tangible assets	13	2,393,715	1,796,191
		<u>2,393,715</u>	<u>1,796,191</u>
Current assets			
Debtors	14	40,532	50,762
Cash at bank and in hand		184,588	654,129
		<u>225,120</u>	<u>704,891</u>
Creditors: amounts falling due within one year	15	(28,385)	(21,299)
Net current assets / (liabilities)		<u>196,735</u>	<u>683,592</u>
Total assets less current liabilities		<u>2,590,450</u>	<u>2,479,783</u>
Net assets / (liabilities)		<u>2,590,450</u>	<u>2,479,783</u>
Charity Funds			
Restricted funds	16	2,423,333	2,253,679
Unrestricted funds	16	167,117	226,104
Total charity funds / (deficit)	16	<u>2,590,450</u>	<u>2,479,783</u>

The financial statements were approved and authorised for issue by the Trustees on 14 March 2018

Signed on behalf of the board of trustees:

 **CUSTOMER APPROVED**
Excellent [Buyer Ratings](#)





 **QUALITY MATERIALS**
100% Safe EVA Foam

 **14 YEARS EXPERIENCE**
Strong Industry Reputation

 **UK CHRISTMAS DELIVERY**
Order by 19th Dec. [See Rates](#)

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

✓ 4 x "Mat Carry Bag (Large)" have been added to your Cart.

PRODUCT	PRICE	QUANTITY	TOTAL
  Large Interlocking Gym Mats 40mm (Blue Black) Low Stock	£27.96	- 40 +	£1,118.40
  Mat Carry Bag (Large)	£34.98	- 4 +	£139.92

← [CONTINUE SHOPPING](#)

[UPDATE CART](#)

CART TOTALS

Subtotal **£1,258.32**
Total **£1,258.32** (includes £209.72 VAT)

[PROCEED TO CHECKOUT](#)

Coupon

Coupon code

[Apply coupon](#)



Product name or item no.

[Search](#)

 [Stores](#)

 [Sign in](#)

 [Basket](#)

[Laptops](#) [Desktops](#) [iPad & Tablets](#) [Software](#) [Printing](#) [Accessories](#) [Network & Storage](#) [Upgrades](#) [Entertainment](#)

 Free delivery available on all orders

 Collect from over 800 stores

 Found it cheaper? Find out more about our Price Promise

 Spread the cost from £99 (24.9% APR representative)

[Home](#) > [Computing](#) > [Laptops](#) > [Laptops](#) > IdeaPad 330S 14" Intel® Pentium® Gold Laptop - 128 GB SSD, Blue

LENOVO IdeaPad 330S 14" Intel® Pentium® Gold Laptop - 128 GB SSD, Blue

Product code: 241826



Video 




Everyday

Product features

- Everyday: All-rounder for work and play
- Windows 10
- Intel® Pentium® Gold 4415U Processor
- RAM: 4 GB / Storage: 128 GB SSD
- Battery life: Up to 6 hours

 Save £20 on Microsoft Office when you buy with any laptop or desktop. [More info](#)

 Get McAfee for £20 when bought with any laptop or desktop. [More info](#)

★★★★★ Read 26 customer reviews

[Ask an owner](#)



With expert service from **Team Knowhow**

- ✓ Monthly protection of your LENOVO IdeaPad 330S 14" Intel® Pentium® Gold Laptop - 128 GB SSD, Blue for only £6.99 [More info](#)


£349.00

£13.40 a month.

Representative example: Pay £13.40/mth over 36 months. Credit amount £349.00. Total payable £482.40. Rate of interest 24.9% (variable) 24.9% APR representative. [More](#)

 [Add to basket](#)

 ✓ For next-day delivery order within **8 hrs 17 mins 19 secs** [More info](#)

 ✓ Order online to collect in store minutes later [More info](#)

Let's show you

- Delivery dates and prices
- Stores you can collect

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)	Living Hope St Mary's
<p>Living Hope is a new and developing project at St Mary's church, seeking to engage with our local community, meeting needs and helping to create community in a variety of different ways. (Job Club, Foodbank, Saved! food waste project, Lunch Club, monthly community meals, free tea and coffee cards, provision for homeless as we meet them (blankets, gloves etc), provision to respond to one off requests for help, Eco Church. We are motivated by our faith and share it in a gentle way, when it is natural to do so. Our projects are for all, regardless of belief. We would like to request funds for several of our projects</p> <ol style="list-style-type: none"> 1. Lunch Club is a fortnightly lunch time gathering for those in retirement with the aim of creating community, breaking isolation and providing a fun few hours with time to chat, an engaging talk or activity and including a simple but nutritious meal and lots of tea and coffee. Lunch Club has really become a lovely place for people to gather, with friendships forming and a very relaxed and fun feel. 2. Eco-Church is new group that has formed this year to help us as a church and to engage with the wider community in caring for the environment, an issue that is so pressing at the moment. 3. Living Hope 	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes - 1130673
Number of members in the organisation	Lunch Club – 40 approx at each session Eco Church – seeks to bring awareness and change to our congregation (approx 250) and the wider community of Loughton
Number of members resident in Loughton	Approx 85% in Lunch Club
Is membership restricted in any way?	No. Lunch Club is aimed at those in retirement, but all other projects everyone is welcome. Eco Church has a small group organising it, but it aims to encourage many to get involved in caring for the environment.
Do you charge a membership fee, or charge for access to your activities? Please give details	There is no charge to access activities, but participants to meals can make a voluntary donation of about £3. We try to make it clear that this is voluntary and we those unable to pay are very welcome.
DETAILS OF GRANT APPLIED FOR	

<p>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).</p> <p>Lunch Club – help cover the costs of a special afternoon tea in the summer, cost of speakers/activity leaders, cost of resources for activities, such as craft materials. £200..</p> <p>Eco Church – We would like to purchase a bird feeding station, bird food and bee and insect friendly plants. £150</p> <p>Living Hope – Living Hope has a number of projects which would benefit from a laptop computer. We would like to purchase a computer that can be shared amongst the projects as needed – projects that would benefit would be Lunch Club, Job Club, Foodbank and as and when for general Living Hope work. £349 (currently) for a LENOVO IdeaPad 330S 14" Intel® Pentium® Gold Laptop.</p>	
<p>Explain how Loughton residents will benefit from this project?</p> <p>Lunch Club - Our guests enjoy a variety of activities which are good for general wellbeing (talks/quizzes/craft sessions/games/fitness sessions) and are good encouraging friendships and socialising and enjoying a good lunch.</p> <p>Eco Church – We want to increase the biodiversity on our church site, and to encourage others to think about caring for the environment. These will be positioned near the High Road and will be seen by the public passing by.</p> <p>Living Hope – all our Living Hope Local projects serve the residents of Loughton and a computer will support the work of our projects.</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</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>	
Total cost of project	<p>Lunch Club – approx. £350 per year</p> <p>Eco Church - ongoing project costs through the year. The plants/ birds project approx £150</p> <p>Living Hope – ongoing costs throughout the year. Cost of computer £349.99</p>
Amount of grant requested	<p>Lunch Club - £200</p> <p>Eco Church - £150</p> <p>Living Hope - £349</p>
Funds available from organisation's own resources	<p>Living Hope does have a yearly budget of £1000 which helps support our projects, including ones not mentioned in this grant application.</p>
Funds granted from other bodies (please give details)	<p>None for these particular projects, although Living Hope</p>

	did receive £400 via Waitrose Community Champions scheme which was used to support our projects and people in need we meet through the Church.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Living Hope has a food waste project called Saved! (in partnership with Morrisons) to which people can give a small donation for food items they take, if they would like to. Donations can then be used to help fund Living Hope projects if necessary. We also try and incorporate Saved! food items into our meals to keep costs down.

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	£800	Chairs for new Hope Centre	Yes
	£450	Love Loughton Fun Day	Yes
	£400	Ignite	Yes
	£250	Living Hope	Yes
1.4.17 – 31.3.18	£4794	Chairs for Hope Centre	No
	£200	Ignite	Yes
	£800	Ignite	No
1.4.16 – 31.3.17	£500	Love Loughton	Yes
	£800	Speakers for community events	Yes
1.4.15 – 31.3.16	£400	Love Loughton	Yes
1.4.14 – 31.3.15	£500	Love Loughton	Yes

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN
LOUGHTON**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017**

		2017				2016
	Note	Unrestricted funds £	Restricted Hope Centre £	Restricted Church Hall £	Total £	Total £
Income and endowments from:						
Donations and legacies	2	231,898	196,331	-	428,229	598,734
Charitable activities	3	34,740	3,562	-	38,302	19,264
Investments	4	531	-	-	531	3,039
Other	5	34,129	23,575	-	57,704	74,984
Total income and endowments		301,298	223,468	-	524,766	696,021
Expenditure on:						
Raising funds	6	37,614	-	-	37,614	32,871
Charitable activities	6	317,067	19,114	34,700	370,881	318,967
Governance	7	5,604	-	-	5,604	5,914
Total expenditure		360,285	19,114	34,700	414,099	357,752
Net movement in funds		(58,987)	204,354	(34,700)	110,667	338,269
Reconciliation of funds:						
Total funds brought forward	16	226,104	830,961	1,422,718	2,479,783	2,141,514
Total funds carried forward	16	167,117	1,035,315	1,388,018	2,590,450	2,479,783

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN
LOUGHTON**

**BALANCE SHEET
AS AT 31 DECEMBER 2017**

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	13	2,393,715	1,796,191
		<u>2,393,715</u>	<u>1,796,191</u>
Current assets			
Debtors	14	40,532	50,762
Cash at bank and in hand		184,588	654,129
		<u>225,120</u>	<u>704,891</u>
Creditors: amounts falling due within one year	15	(28,385)	(21,299)
Net current assets / (liabilities)		<u>196,735</u>	<u>683,592</u>
Total assets less current liabilities		<u>2,590,450</u>	<u>2,479,783</u>
Net assets / (liabilities)		<u>2,590,450</u>	<u>2,479,783</u>
Charity Funds			
Restricted funds	16	2,423,333	2,253,679
Unrestricted funds	16	167,117	226,104
Total charity funds / (deficit)	16	<u>2,590,450</u>	<u>2,479,783</u>

The financial statements were approved and authorised for issue by the Trustees on 14 March 2018

Signed on behalf of the board of trustees:

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)	The Lopping Endowment
Summary of aims and objectives To provide a community meeting place for the residents of Loughton where they can meet together to take part in social or other activities.	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	228236
Number of members in the organisation	Various groups including Loughton Amateur Dramatics, Loughton Camera Club, Loughton Operatic Society and 3 rd Loughton Brownies
Number of members resident in Loughton	The majority
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	Hire fee for room useage
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>Wish to purchase a defibrillator and two evacuation chairs to help ensure the safety and well being of patrons of the Hall who attend for Theatre performances, fitness classes and various similar activities.</p> <p>In line with our health and safety policy we need evacuation chairs to ensure the safe removal of ill, injured or disabled persons in the event of illness or evacuation. Likewise the defibrillator would be used if urgent First Aid was required.</p> <p>Training in the use of the defibrillator has been provided to staff and several hall users.</p>	

Explain how Loughton residents will benefit from this project?

Many of the patrons of Lopping Hall are Loughton residents and the venue provides many activities and resources for all age groups in the local area.

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	£1,480
Amount of grant requested	£750
Funds available from organisation's own resources	£750
Funds granted from other bodies (please give details)	None

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

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			Yes / No
1.4.17 – 31.3.18			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

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

LOUGHTON LOPPING ENDOWMENT FUND

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2017

	Note	Unrestricted	Endowment & Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2017	2017	2017	2016
		£	£	£	£
Incoming Resources					
Grant from LTC		-	-	-	-
Rental of bank, shop		61,435	-	61,435	59,802
Lettings of Hall and Rooms		51,195	-	51,195	29,935
Gallery	2	3,212	-	3,212	-
Loughton Arts Centre (nett)		-	-	-	558
Bank & other interest		20	-	20	32
Investment Income		99	-	99	99
Fundraising events, and donations		<u>7,831</u>	<u>-</u>	<u>7,831</u>	<u>793</u>
Total Incoming Resources		<u>123,792</u>	<u>-</u>	<u>123,792</u>	<u>91,219</u>
Resources Expended					
Gallery	2	1,372	-	1,372	-
Loughton Arts Centre					
Premises costs, inc loan interest	3	65,970	6,191	72,161	82,950
Other expenses	4	<u>7,067</u>	<u>12,962</u>	<u>20,029</u>	<u>17,945</u>
Total Resources Expended		<u>74,409</u>	<u>19,153</u>	<u>93,562</u>	<u>100,895</u>
Net incoming/(outgoing) resource before transfer		49,383	(19,153)	30,230	(9,576)
Transfer from Gallery	2	<u>2,407</u>	<u>-</u>	<u>2,407</u>	<u>-</u>
Net incoming/(outgoing) resources after Transfer		<u>51,790</u>	<u>(19,153)</u>	<u>32,637</u>	<u>(9,676)</u>
TOTAL FUNDS AT 1 JANUARY 2017		<u>99,432</u>	<u>819,633</u>	<u>919,065</u>	<u>928,741</u>
TOTAL FUNDS AT 31 DECEMBER 2017	12	<u>151,222</u>	<u>800,480</u>	<u>951,702</u>	<u>919,065</u>

LOUGHTON LOPPING ENDOWMENT FUND
BALANCE SHEET
As at 31 December 2017

	Notes	2017	2016
FIXED ASSETS			
Tangible assets	7	1,015,299	1,020,626
Investments	8	<u>711</u>	<u>711</u>
		1,016,010	1,021,337
CURRENT ASSETS			
Debtors	9	8,194	9,973
Cash at bank and in hand		<u>108,059</u>	<u>82,114</u>
Total		116,253	92,087
CREDITORS: amounts falling due within one year	10	<u>(15,013)</u>	<u>(22,674)</u>
NET CURRENT ASSETS		<u>101,240</u>	<u>69,413</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,117,250	1,090,750
CREDITORS: amounts falling due after one year		<u>(165,548)</u>	<u>(171,685)</u>
NET ASSETS		<u>951,702</u>	<u>919,065</u>
FUNDS			
Endowment fund		800,480	819,633
Restricted funds		<u>151,222</u>	<u>99,432</u>
Unrestricted funds: General fund		<u>951,702</u>	<u>919,065</u>

The financial statements were approved, and authorised for issue, by the Trustees on April 2018 and signed on their behalf by:

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)	Loughton Baptist Church ('LBC', the 'Church')
Summary of aims and objectives Living and sharing Jesus in the community.	
Age groups specifically catered for, if any	All age groups
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1144136
Number of members in the organisation	40
Number of members resident in Loughton	25
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	

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).

We are requesting a grant to assist with the refurbishment of our main toilet facilities, which have not been modernised since the Church was rebuilt in 1972. The current facilities require refurbishing for many reasons, including:

- Following a major fault with the sewage pipework between these toilets and the pipework to the main Thames Water sewer, an area of the flooring in the ladies toilet had to be lifted to enable the manhole, which was underneath the flooring, to be fully accessed. The manhole cover and the concrete surround to this manhole needed to be replaced. These works have resulted in an exposed concrete floor that is prone to flaking, is difficult to clean properly and presents a trip hazard;
- Following a damp issue, the tiling in the mens urinal area is moving away from the wall;
- The disabled and baby change area (which is currently accessed via the ladies toilet area), is in a state of disrepair and requires a refit to improve accessibility and safety;
- The overall décor of the facilities is tired and run down making it difficult to maintain cleanliness and to provide a safe environment to our users, some of whom (young children, elderly, disabled) would benefit from more accessible facilities.

Many groups, aside from worship groups (of which we have three – LBC, South African Congregation, Salvation Christian Church (Mandarin)) make use of our Church, including the Red Balloon Foundation, baby and toddler groups, a Stroke club, an elderly persons' lunch club, an Art Group, Brownies, Guides, Rainbows, NCT etc. We want to ensure that we are providing a safe and comfortable environment for these users as we have a duty of care towards them and we, as a charity, also need to ensure that we can maintain our paid hires in order to maintain the Church and its activities. We are concerned that a continued decline in our facilities may lead to a decline in our hires.

We have approached two parties to provide quotations for the works, copies of which are attached:

1. Bernard Storm - £11,621.45 incl. VAT

Bernard has quoted to refurbish the toilet areas that we already have including the provision of new sanitaryware and partitioning, tiling and flooring etc.

2. Robert Way Designers (refurbishment) - £8,355.60 incl. VAT

Robert Way have quoted to refurbish the toilet areas that we already have. They will however use the sanitaryware already in place but will make other improvements such as the addition of emergency lighting. They have advised us of an anticipated additional cost of approximately £500.00 to address the manhole cover and leak issue and we anticipate that, on further inspection, the toilets themselves will need replacing.

Robert Way Designers (Full redevelopment) - £3,750.00 for design stage

Robert Way have proposed a complete redevelopment of the space (see drawing attached) to comprise a gender neutral layout with a standalone disabled toilet and an additional enlarged cubicle. This would provide optimal use of the space but we would need to spend the above money in order to reach design stage. They have estimated a cost of £30,000.00 for full redevelopment.

Explain how Loughton residents will benefit from this project?

The Church, in its service to God and to the local community, offers a number of groups for free or for a minimal donation – prayer group, Stroke club, LBeebies Toddler group, Art Group, GOLDS monthly lunch for the elderly. Improving the facilities that we have at the Church will ensure that these groups are safe and comfortable when they attend the premises.

Aside from the church run groups, the facilities are hired out to a variety of organisations who offer services to the local community – Rainbows, Brownies, Guides, Caterpillar Music, Sing & Sign, Gamblers Anonymous, Popchoir, Lingotots, NCT. The facilities are hired at rates dependent on the position of the organisation i.e. whether they are private, voluntary, charitable etc.

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	£10,000.00
Amount of grant requested	50% – 100%
Funds available from organisation's own resources	TBC. We have very limited funds and currently have no reserve. Please see below.
Funds granted from other bodies (please give details)	We are submitting applications to other parties, including Epping Forest District Council but will not know whether we are successful until 2019.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We will look to our congregation to see if we can raise additional funds through them making additional gift payments and also have fundraising taking place in 2019 via the other congregations who meet at LBC.

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
1.4.17 – 31.3.18	None		Yes / No
1.4.16 – 31.3.17	None		Yes / No
1.4.15 – 31.3.16	None		Yes / No
1.4.14 – 31.3.15	None		Yes / No
1.4.13 – 31.3.14	None		Yes / No

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

Loughton Baptist Church

Financial Statement For The Year Ended 31 December 2017

General Fund Receipts & Payment Account

	Note	2017	2016
Receipts			
Total Offerings		£ 23,099.81	£ 27,835.21
Manse Build Fund		£ 2,810.00	
Donations and other income	2	£ 3,640.96	£ 16,408.94
Income tax recovered on gifts		£ 4,520.83	£ 5,375.78
Use of premises	3	£ 32,237.74	£ 21,427.00
		£ 66,309.34	£ 71,046.93
Payments			
Ministry	4	£ 17,490.41	£ 31,332.10
Manse (2016 included in Ministry)	5	£ 4,076.36	
Mission	6	£ 4,951.18	£ 4,983.31
Upkeep of church premises	7	£ 22,029.03	£ 18,387.21
Loan Repayment (Lincoln Alms)		£ 1,200.00	£ 1,200.00
Administration	8	£ 4,829.31	£ 5,916.03
Redevelopment Expenses			£ 360.66
Special Offerings expenses		£ 350.00	£ 565.59
Worship equipment		£ 51.89	£ 494.96
Occasional Bookings Refund		£ 1,430.00	£ 880.00
Transfer to Manse Build Loan Fund	9	£ 6,190.32	
Transfer to Manse Build Fund (Oct)			£ 5,344.94
Transfer to Manse Build Fund (Nov)			£ 190.00
Transfer to Refresh Fund (Oct)			£ 84.09
Transfer to Sabbatical Fund (Oct)			£ 458.10
		£ 62,598.50	£ 70,196.99
Surplus for the year		£ 3,710.84	£ 849.94
Balance brought forward		£ 6,638.80	£ 5,788.86
Balance carried forward		£ 10,349.64	£ 6,638.80

Redevelopment Fund Receipts & Payments Account
(Trustfund A/C no TL069 held by Baptist Union Corporation Ltd.)

	2017	2016
Receipts		
Interest	£ 17.92	£ 8.25
	£ 17.92	£ 8.25
Payments		
Interest transfer to HSBC Community	£ 17.92	£ 8.25
	£ 17.92	£ 8.25
Surplus for the year	£ -	£ -
Balance brought forward	£ 4,756.77	£ 4,756.77
Balance carried forward	£ 4,756.77	£ 4,756.77

Manse Buid Fund

	Note	2017	2016
Receipts			
Monthly transfer from General Fund	£	6,000.00	
Transfer from General Fund	£	190.32	
Transfer from General Fund (Oct)			£ 5,344.94
Transfer from Maintenance Fund (Oct)			£ 2,541.04
Transfer from General Fund (Nov)			£ 190.00
Manse Build Loan			£ 59,000.00
Manse Build monthly SO income			£ 3,790.00
Interest BMM	£	1.83	£ -
	£	6,192.15	£ 70,865.98
Payments			
Corvinview Payments			£ 79,782.40
Baptist Building Loan Repayment	£	5,900.00	£ 2,950.00
	£	5,900.00	£ 82,732.40
Surplus for the year	£	292.15	-£ 11,866.42
Balance brought forward	£	2,994.40	£ 14,860.82
Balance carried forward	£	3,286.55	£ 2,994.40

1 Basis of Accounts:

These accounts have been prepared on a 'receipts and payments' basis and accord with Section 133 Charities Act 2011

	2017	2016
2 Donations and Other Income		
Other Income	£ 3,488.42	£ 15,489.62
Interest Redevelopment Fund	£ 9.67	£ 303.58
Interest BMM Account		£ 1.53
Gift Day		£ 115.00
Light Factory Income		£ 499.21
Special Offerings	£ 142.87	£ -
	£ 3,640.96	£ 16,408.94

3 Use Of Premises

Little Treasures Rent	£ 10,250.00	
Regular Bookings	£ 13,139.00	£ 18,852.00
Occasional Bookings	£ 5,984.00	£ 2,575.00
Church Groups	£ 2,864.74	
	£ 32,237.74	£ 21,427.00

4 Ministry

Employment	£ 9,547.74	£ 15,337.76
HMRC	£ 532.46	£ 3,485.12
Baptist Ministers Pension	£ 6,489.00	£ 8,127.00
Pulpit Supplies	£ -	£ 600.00
Outreach	£ -	£ -
Pastoral Expenses	£ 48.24	£ 14.00
Resources	£ 254.12	£ 429.20
Conferences, Training etc.	£ 420.00	£ 600.98
Wayne's Telephone	£ 120.00	£ 110.00
Travel Expenses	£ 78.85	£ 231.35
Property Repairs Manse	£ -	£ 166.00
Manse Council Tax	£ -	£ 1,880.16
Manse Water	£ -	£ 43.50
Manse Insurance	£ -	£ 307.03
	£ 17,490.41	£ 31,332.10

5 Manse

Manse Council Tax	£ 2,680.93
Manse Water	£ 803.00
Manse Maintenance	£ 267.00
Manse Insurance	£ 325.43
	£ 4,076.36

6 Mission

Hospitality	£ -	£ 615.00
Outreach	£ 2,502.21	£ 1,431.90
Youth Work	£ 48.97	£ 536.41
Donations to Charities	£ 2,400.00	£ 2,400.00
Light Factory - Expenses	£ -	£ -
Church Family Activity Expenses	£ -	£ -
	£ 4,951.18	£ 4,983.31

7 Upkeep of Church Premises

Housekeeping	£	-	£	-
Cleaning, Rubbish & Grounds	£	3,498.16	£	1,963.18
Employment Cleaner	£	3,155.00	£	2,498.00
Church Maintenance	£	4,394.66	£	3,624.22
Gas/Electricity - British Gas	£	6,954.94	£	6,424.53
Water - Thames Water	£	573.94	£	661.02
Insurance	£	3,452.33	£	3,216.26
	£	22,029.03	£	18,387.21

7 Administration

Employment - Admin Assistant	£	-	£	879.30
General Administration	£	3,572.98	£	3,499.20
Telephones & Internet	£	826.40	£	1,035.44
Subscriptions	£	367.15	£	399.00
Housekeeping	£	25.80	£	90.60
Publicity	£	36.98	£	12.49
	£	4,829.31	£	5,916.03

8 Transfers General Fund to Manse Build Fund

Monthly transfer of £500	£	6,000.00
General Fund to Manse Build Fund (Jan)	£	190.32
	£	6,190.32

9 Non-monetary assets held for the Church's own use

The church is the beneficial owner of the following assets, the legal title to which is held by the church's custodial trustee (Baptist Union Corporation Ltd.)

Church premises		
92 High Road, Loughton, IG10 4QU		
with an insured value of	£	2,976,094.00
Fixtures, furniture and equipment		
with an insured value of	£	114,066.00
	£	3,090,160.00

9 Liabilities**(a) Current**

HMRC NI/PAYE Oct - Dec 2017	£	92.70
to be paid 10th Jan 2018		

(b) Long Term Loans

loan from Lincoln Alms Houses	£	4,000.00
payments £100 per month		

£	4,092.70
----------	-----------------



LOUGHTON BAPTIST CHURCH

Estimate for new WC's

HIGH RD

LOUGHTON

IG10 4QU

Date: 12/12/2018

Description	Quantity	Unit Value	Total
Traditional close coupled toilet	4	119.95	479.80
Traditional premier basin	3	84.95	254.85
Traditional basin taps	3	49.95	149.85
2 bowl exposed urinals	1	379.95	379.95
Mirrors	3	69.95	209.85
Floor tiles		611.64	611.64
Wall tiles		470.98	470.98
Adhesive and grout		259.65	259.65
Paint		320.00	320.00
Skip	1	340.00	340.00
Material for new plumbing and build box around water heater.		250.00	250.00
Labour, removal of all existing sanitary ware and tiles and dispose of. Preparation and fitting of new sanitary, tiling and decorating.		5100.00	5100.00
Partitions from UK Cubicles, Constant use range. Including installation.		2794.88	2794.88
Total			11 621.45

Full
redevelopmer

ROBERT WAY designers

Loughton Baptist Church
92 High Road
Loughton
Essex IG10 4QU

22nd October 2018

Dear Ginny,

If you decide to go along the re-development route, there will be fees attached to the job as follows:-

Preparation of material specification	£1200.00
Preparation of drawings	£300.00
Submission to building regulation	£400.00
Structural calculation	£250.00
Preparation of work schedule	£400.00
Project management (15% of overall cost)	TBC

Proposed layout attached.

Refurb

Robert Way
The Barn, Takeley Manor
Upland Road, Epping
Essex CM16 6PB

Loughton Baptist Church
92 High Road
Loughton
Essex IG10 4QU

22nd October 2018

Dear Ginny,

I have estimated for a refurbishment on the basis of using the existing sanitary ware and forming a retro but easy care solution. The pipework and drainage will be changed to chrome fittings. The ceiling will be dropped with LED downlighters and emergency lighting.

I propose floor to ceiling tiling on all areas including the floor. The overall scheme will be white and chrome with a grey non-slip floor.

The outline schedule is attached and costed subject only to the confirmation of the materials scheduled.

Regards,

ROBERT WAY designers

Outline Schedule for Ladies & Gents Toilets

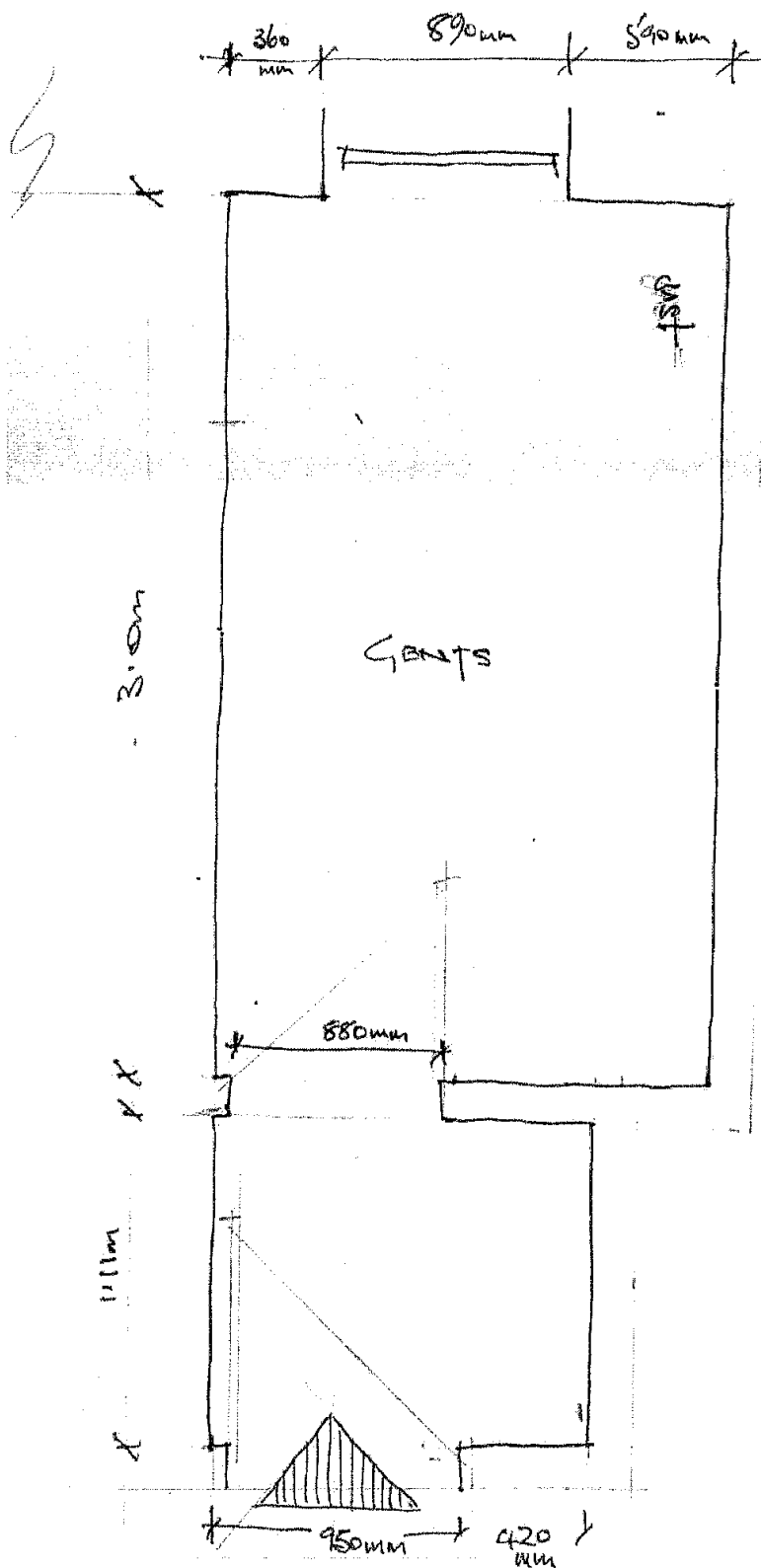
For: Loughton Baptist Church
92 High Road
Loughton
Essex IG10 4QU

- To box-in existing water heater and form shelf
- To install drop ceiling
- To replace all exposed plumbing with chrome fittings and pipe clips
- To clean all existing sanitary ware
- To replace taps & chrome handles
- To install new W.C. seats
- To install white wall tiles (all areas)
- To install separate LED down lighters on P.I.R. switching with separate emergency circuit
- To re-run existing supplies & install existing circuits and lighting into the dropped ceiling
- To clean down existing doors, repaint doors, frames & architraves
- To affix new signage
- To install baby change unit in the men's W.C.
- To remove fittings to facilitate plumbing & re-install

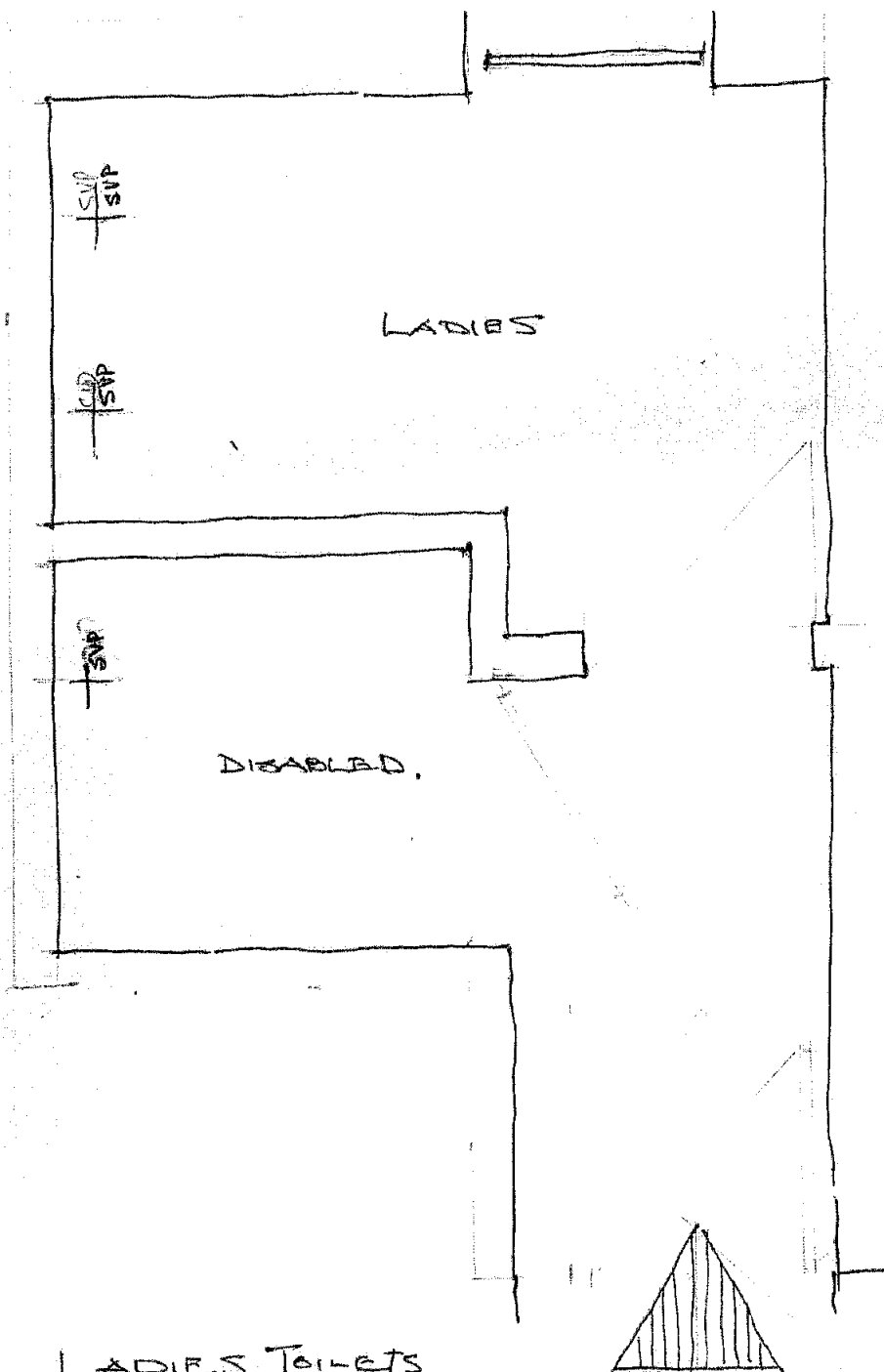
Ex. VAT - £6963.00

Further sums may be required for adapting the internal manhole and confirming damp issues from a possible leak. These will need to be addressed when the problem has been exposed.

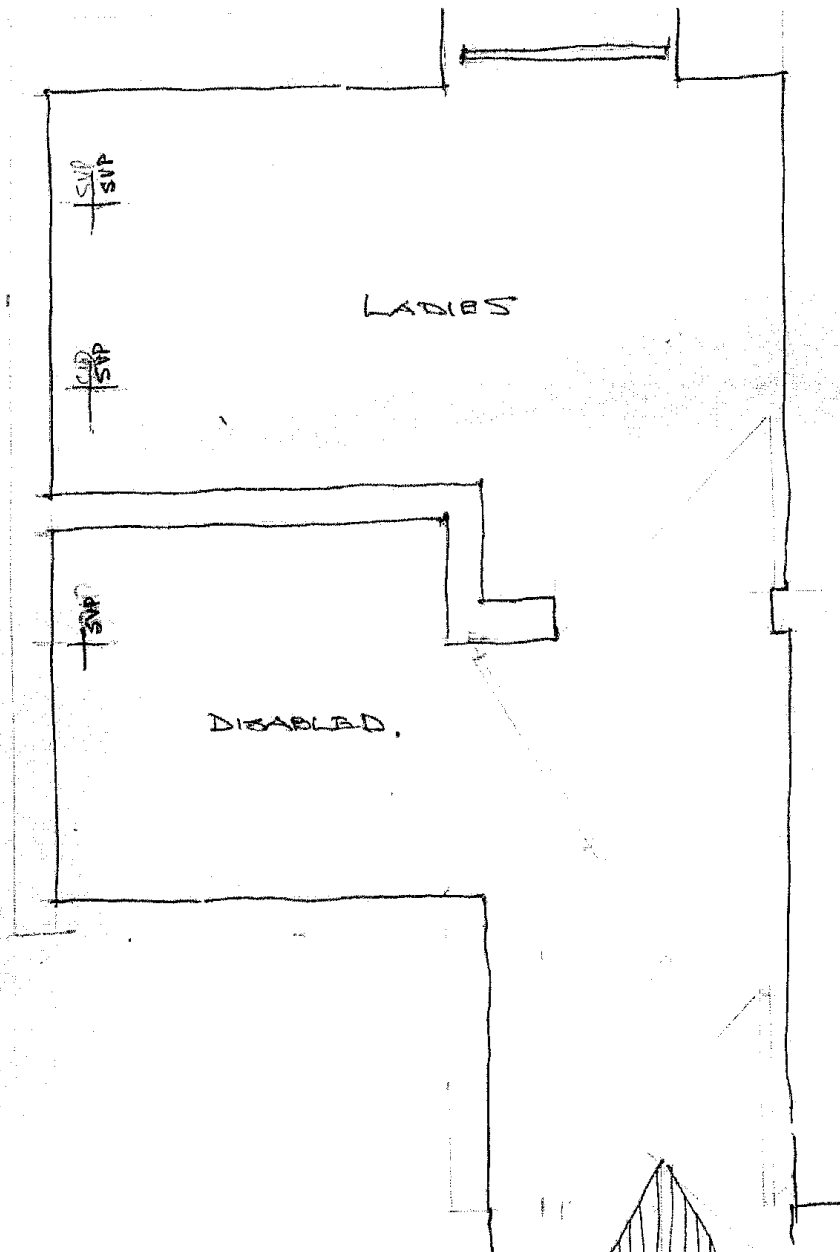
Full re-development to be discussed.



GENTS TOILET
BAPTIST CH
LOUGHTON



LADIES TOILETS
BAPTIST CHURCH
LOUGHTON 17.10.18
11.20



LADIES TOILETS
BAPTIST CHURCH
LOUGHTON 17.10.18
11.20

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)	Loughton Festival
<p>Summary of aims and objectives</p> <p>To run an annual festival, run by local volunteers, and to enable our events to be used by a local charity to raise money for its own use.</p> <p>Every year the Loughton Festival team organise a varied programme of events for the local community. We offer volunteering opportunities, work experience, and opportunities for partnership working across a wide range of different organisations in the Loughton area as well as a month of events that are enjoyed by Loughton residents.</p> <p>We say this every year, and it continues to be true: we give the residents of Loughton something to look forward to, and this year we will be moving to June.</p>	
Age groups specifically catered for, if any	All ages
Is the organisation a non-profit making body?	yes
Is the organisation a Registered Charity? (if so, please give registration number)	no
Number of members in the organisation	Most of our volunteers live in Loughton, but some of the people attending events live outside the town and travel in.
Number of members resident in Loughton	All of the organisers are from Loughton. Our events attract visitors from outside the town as well as local residents.
Is membership restricted in any way?	no
Do you charge a membership fee, or charge for access to your activities? Please give details	No membership. Events are often ticketed to help cover the costs.

DETAILS OF GRANT APPLIED FOR

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).

We are applying for a grant to pay towards some of the costs of running the Loughton Festival 2019. These include paying for venue hire, insurance costs, paying performers and speakers, hiring costumes, printing, providing refreshments, etc.

We need LTC to support us for the following reasons:

- * We are quite alone in Loughton. As we are not part of any larger organisation and we are not able to benefit from free or discounted resources such as venues, sound / lighting equipment, printing costs, graphic design, insurance, etc. We must pay for everything, and we do not have any professional staff to assist us so any professional services must be paid for.
- * Our programmes, that were previously donated by Haslers, will need to be paid for by us in 2019. We tried to find another sponsor in 2018 to print our programmes, but wherever we went we were told they were either already committed to other organisations or they thought we were fully funded by 'the council' (we heard that a lot last year!).
- * All our performers and speakers (many are professional) are paid the going rate, and even when an amateur musical group performs, we pay their Musical Director's and / or pianist's fee as well as the cost of costume hire, venue hire, sound, etc.
- * We are a tiny organisation of volunteers who work hard throughout the year organising events for Loughton that will run right through the month of May.
- * We offer volunteering opportunities and work experience to local people
- * We also work provide free publicity by including other local group events in our programme
- * Every year local people let us know how extremely appreciative they are of what we do and what we offer them.

The bottom line is, we need your support if we are to pay our bills. Without your grant we would drain our existing reserves and that would be the end of the Loughton Festival.

<p>Explain how Loughton residents will benefit from this project?</p> <p>Every year Loughton organisations and residents get together to run events and enjoy participating in them. Each year our attendance increases, and we run events for all ages, from children to older people.</p> <p>Every year our volunteers make new friends, develop new interests, and learn new skills.</p> <p>Every year we run community events. For example, following on from our successful safety workshop, run in partnership with Essex Police last year, in 2019 we will be running another, this time focusing on scams and how to avoid them, and we have hired a security advisor to lead this session – he works with banks around the world advising on bank and ATM security and we are sure this session will be as successful as the 2018 one was.</p> <p>Every year we bring local organisations together. In 2019 we will be working with Epping Forest College (to provide a ‘drop in’ family event and information stalls) along with other groups such as the Friends of Epping Forest, the Rotary, Herts & Essex Architectural Society, LADS, the Sunflower Group, Loughton Library, National Jazz Archive, West Essex Ramblers, Neighbourhood Watch, Essex Police and others.</p> <p>We invite our partners to showcase what they do by running associated events under our banner. We do not charge them, they are advertised freely in return for them raising a little money for our charities, and we hope they gain additional members as a result.</p> <p>None of these events would be happening without the Loughton Festival, and if we receive your financial support, we will be able to cover our costs.</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</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>			
Total cost of project	£6,000		
Amount of grant requested	£5,000		
Funds available from organisation’s own resources	£3,000		
Funds granted from other bodies (please give details)	none		
If there is a shortfall in these figures, how do you propose to fund the deficiency?	From our reserves		
PREVIOUS APPLICATIONS			
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p>			
Financial Year	Amount	Purpose	Successful
1.4.18 – 31.3.19	2,500	Towards Loughton Festival costs	Yes /
1.4.17 – 31.3.18	2,000	Towards Loughton Festival costs	Yes /
1.4.16 – 31.3.17	2,000	Towards Loughton Festival costs	Yes /
1.4.15 – 31.3.16	1,000	Towards Loughton Festival costs	Yes /
1.4.14 – 31.3.15	1,000	Towards Loughton Festival costs	Yes /

**LOUGHTON FESTIVAL
INCOME AND EXPENDITURE ACCOUNT
YEAR TO 30 SEPTEMBER 2018**

<u>INCOME (£)</u>	2018	2017
Study Events	100	465
Concerts	439	704
Talk Events	146	0
Walk Events	40	140
Town Council Grant	2000	2000
Contributions from Supporters/bank interest	252	1001
Loughton Showcase	591	0
TOTAL	3568	4310
 <u>EXPENDITURE (£)</u>		
Study Events	392	322
Concerts	900	484
Walk Events	0	100
Subscription and Advert/Venues	65	85
Insurance	333	339
Banners and Flyers	960	353
Office Expenses (see note 1)	1036	239
Photography/Football Match	0	252
Talk Events	174	288
Loughton Youth Project	0	1351
HOWZAT!	0	1013
Showcase	146	0
Refreshments	544	0
TOTAL	4550	4826
DEFICIT/SURPLUS	-982	-516
 Accumulated Funds 2.10.17	5669	6185
Deficit/Surplus	-982	-516
Accumulated Funds 30. 9.18	4687	5669
REPRESENTED BY		
Lloyds Bank Treasurers Account	1513	2497
Business Instant Access Account	3174	3172
TOTAL	4687	5669

Note 1. Office expenses includes £640 expenditure on a new sound system.

Acting Treasurer

I have examined the books and records for this year and consider this Account to truly reflect affairs for the year ended 30th September 2018.

31 DEC 2018

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)	Loughton Voluntary Care Association
<p>Summary of aims and objective We are a "good neighbour" scheme, serving the IG10 postcode. Most of our work supports older people, so that their voice may be heard.</p> <p>Living a good old age is a crucial issue. LVC believes that by listening to that voice and by responding quickly in a dynamic and innovative way, we can both promote and practically assist a better old age:</p> <p>Our programmes: (figures for 2017)</p> <p>a) Community transport to medical appointments: (used 611 times)</p> <p>b) Anti-loneliness initiatives – visiting (22 weekly), escorted shopping (used 350 times), Silver Surfer Club (IT support) (used by 39 people), transport to community social events (used 72 times), weekly games group (used 460 times)</p> <p>c) Garden clearance. New service in 2017 (used 3 times).</p>	
Age groups specifically catered for, if any	Older people, mainly 75+
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes No. 287747
Number of members in the organisation	Volunteers: 68 Service users: 232 (2017)
Number of members resident in Loughton	Vast majority of service users, most volunteers
Is membership restricted in any way?	Only in that users of community transport, visiting and escorted shopping services must live in IG10.
Do you charge a membership fee, or charge for access to your activities? Please give details	No, but many users give a donation
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>Telephone Bill £750 Premised Rental £250</p> <p style="text-align: center;">£1,000</p> <p>We are asking for 50% of this amount. Total £500</p>	

Explain how Loughton residents will benefit from this project?

These are core costs which support the efficient running of our organisation. Nobody within the organisation is paid

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

£1,000

Amount of grant requested

£ 500

Funds available from organisation's own resources

Funds granted from other bodies (please give details)

£500 client donations

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

n/a

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	£500	Seated Keep Fit	Yes
1.4.17 – 31.3.18	£500	Rent Bus Hire Admin	Yes
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16			Yes / No
1.4.14 – 31.3.15	£475	Website Construction	Yes

ACCOUNTS & CONSTITUTION

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. **NB:** 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.

LOUGHTON VOLUNTARY CARE ASSOCIATION

Registered Charity No.287747

RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 28TH FEBRUARY 2018

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Balance b/fwd			15493.48	11900.03
Client Donations				
Transport		3330.15		3962.46
Shopping		<u>2244.05</u>	5574.20	<u>2957.50</u>
				6919.96
<u>LESS</u>				
Trans Costs	3631.95		5523.90	
Shop costs	<u>2946.15</u>		<u>3027.12</u>	
		6578.10		8551.02
Games & S/Surf exps	53.94		30.05	
Phone	281.42		1075.37	
Insurance	680.08		677.07	
Premises	250.00		250.00	
DBS Checks	168.00		120.00	
Subs VAGF			24.00	
Stationery & Postage	396.79		340.52	
Misc(Vol.Lunch/Agm	104.90		337.70	
Photocopies	382.24		394.52	
Blue Badges			30.00	
Publicity	59.63		58.62	
Web	345.00			
Jack Petchey Award			250.00	
Keep Fit Exps	1082.00		270.90	
Buddy Exps	56.00		110.00	
Repayment of Grant	4000.00			
	7860.00		7860.00	3968.75
		total		3968.75
<u>ADD</u>				
EFDC GRANT	1540.00		2500.00	
Anonymous donation	1033.50		Bud 4000.00	
Churches together	200.00		Petch250.00	
Sr Marys Donation	750.00		St.Mar750.00	
C.French & Waitrose	780.00		Sp/C 1054.20	
CLIENT DONATIONS	178.62		C/Don 633.53	
Keep Fit Donations	93.00			
	<u>4575.12</u>		<u>9187.73</u>	9187.73
Bank Int		4575.12		5.53
Bank Adj.		1.49		
Cash	80.09			
Barclays C/Account	2650.09		110.64	
Balance carried Forward			2910.2	
Barclays Dep/Acc	<u>8474.13</u>		<u>12472.64</u>	
	<u>11204.31</u>	<u>11204.31</u>	<u>15493.48</u>	<u>15493.48</u>

JUNE BACHELL HON. TREASURER DATED 6th MARCH 2018

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)	NEW VISTAS - meetings held at LOUGHTON CLUB STATION ROAD
Summary of aims and objectives HELPING LONELY OLD PEOPLE BY PROVIDING HAPPY, ENJOYABLE AFTERNOON MEETINGS WITH INTERESTING SPEAKERS, AND AN OPPORTUNITY TO GOSSIP AND MAKE NEW FRIENDS.	
Age groups specifically catered for, if any	65+
Is the organisation a non-profit making body?	YES
Is the organisation a Registered Charity? (if so, please give registration number)	NO
Number of members in the organisation (with more joining in NY)	33
Number of members resident in Loughton	30
Is membership restricted in any way?	NO
Do you charge a membership fee, or charge for access to your activities? Please give details	YES, PLUS THE MEMBERSHIP FEE FOR LOUGHTON CLUB
DETAILS OF GRANT APPLIED FOR	
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). TO ASSIST WITH PAYING THE RENT CHARGED BY LOUGHTON CLUB	

<p>Explain how Loughton residents will benefit from this project?</p> <p>NEW VISTAS BEGAN IN 1970, AND ITS AIM REMAINS THE SAME; TO PROVIDE OLDER, LONELY RESIDENTS WITH AN OPPORTUNITY TO ENJOY SOCIAL GATHERINGS AND MAKE NEW FRIENDS.</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>																									
Total cost of project	—																								
Amount of grant requested	£400																								
Funds available from organisation's own resources AS ATTACHED.																									
Funds granted from other bodies (please give details)	NONE																								
<p>If there is a shortfall in these figures, how do you propose to fund the deficiency? BY SEEKING NEW MEMBERS AND BOOKING CHEAPER SPEAKERS</p>																									
PREVIOUS APPLICATIONS																									
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Financial Year</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Purpose</th> <th style="text-align: left;">Successful</th> </tr> </thead> <tbody> <tr> <td>1.4.17 – 31.3.18</td> <td>£400</td> <td>RENT</td> <td>Yes / No</td> </tr> <tr> <td>1.4.16 – 31.3.17</td> <td>£400</td> <td>"</td> <td>Yes / No</td> </tr> <tr> <td>1.4.15 – 31.3.16</td> <td>300</td> <td>"</td> <td>Yes / No</td> </tr> <tr> <td>1.4.14 – 31.3.15</td> <td>375</td> <td>"</td> <td>Yes / No</td> </tr> <tr> <td>1.4.13 – 31.3.14</td> <td>400</td> <td>"</td> <td>Yes / No</td> </tr> </tbody> </table>		Financial Year	Amount	Purpose	Successful	1.4.17 – 31.3.18	£400	RENT	Yes / No	1.4.16 – 31.3.17	£400	"	Yes / No	1.4.15 – 31.3.16	300	"	Yes / No	1.4.14 – 31.3.15	375	"	Yes / No	1.4.13 – 31.3.14	400	"	Yes / No
Financial Year	Amount	Purpose	Successful																						
1.4.17 – 31.3.18	£400	RENT	Yes / No																						
1.4.16 – 31.3.17	£400	"	Yes / No																						
1.4.15 – 31.3.16	300	"	Yes / No																						
1.4.14 – 31.3.15	375	"	Yes / No																						
1.4.13 – 31.3.14	400	"	Yes / No																						

**NEW VISTAS
2017/18 BALANCE SHEET**

RECEIPTS	£	PAYMENTS	£
Balance B/Fd	1364.15	Loughton Club Membership fees	264.00
Members Subscriptions	990.00	Loughton Club Rent	480.00
Grant from Loughton Town Council	250.00	Speakers	598.00
Nominal charge to visitors	12.00	Expenses	15.00
	-----		-----
			1357.00
		Balance c/fd	1259.15

	2616.15		2616.15
	=====		=====

I have examined the above credits
and debits in accordance with the
Bank Statements and cheque and
paying in books

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	Noah's Ark play group (a project of Beyond Ourselves) At Oakwood Hill Community Centre, Oakwood Hill and at Trinity Church, Mannock Drive.
<p>Summary of aims and objectives:</p> <p>Noah's Ark is a pre-school playgroup for children with their carers run at Oakwood Hill Community Hall two mornings a week and now at Trinity Church, Mannock Drive on a separate two mornings a week during term time. The group is run by staff and volunteers from Restore Community Church and the local community.</p> <p>The group is open to the whole community who have children under school age. The local community includes families in social housing; those without own means of transportation; in temporary accommodation; ethnic minorities; children on the 'at risk' register and those vulnerable to loneliness and isolation.</p> <p>Noah's Ark has been historically been run by Restore Community Church and now comes under the charity of Beyond Ourselves as one of our community projects. Beyond Ourselves is a Christian charity that seeks to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.</p> <p>There are currently no other activities for pre-schoolers on the Oakwood Hill estate and limited access to pre-school activities in the Debden area therefore we are mindful of how we can expand our activities (in collaboration with others) to address the needs and desires of the communities that we are engaging with.</p> <p>We aim to:</p> <ul style="list-style-type: none"> - provide a safe, relaxing and stimulating environment for children to play, learn and develop - provide a non-threatening atmosphere for parents and carers to relate to their children and each other - offer support to parents and careers where appropriate - praise and encourage children in their development and to offer a range of activities for them to achieve this - provide positive role models - enable the parents and carers to become active in their community by volunteering at sessions and having a voice as to how it is run. (Currently close to 1/3 of our team are parents/carers from the local community who attend and help with most of them still staying on team to help even when their children have transitioned into school). <p>Since September 2018, Noah's Ark at Oakwood Hill has seen a radical increase in attendance with some sessions reaching full capacity and needing to politely turn members away from a session. Noah's Ark at Trinity Church, being a smaller capacity, is reaching it's full limit at most sessions and regularly having to turn members away in order to continue with a safe environment and now permit members to only one session visit to this venue each week in order to allow as many members to attend during the week. These elements are key indicators that Noah's Ark, at both venues, is a popular community activity that draws local residents to gather together and build relationship, reduce isolation and potentially access valuable support.</p>	

Due to the increased popularity of our Noah's Ark sessions, we are looking to expand into further community activities and events that allow opportunities for local families to gather together, engage in positive activities and develop quality relationships and support structures.	
Age groups specifically catered for, if any	Children 0-4 with their parents/carers
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes; Beyond Ourselves – 1165654 <i>a company limited by guarantee no 09666871,</i>
Number of members in the organisation	We have over 150 members of Noah's Ark at Oakwood Hill, averaging 41 members attending each session. We have over 130 members of Noah's Ark at Trinity, averaging 33 members attending each session.
Number of members resident in Loughton	At Oakwood Hill: 75% of our attending members are residents of the IG10 area with 72% being from within approximately 0.5 miles from the Oakwood Hill estate. At Trinity: 79% of our attending members are residents of the IG10 area with 59% being from the IG10 2** postcode area.
Is membership restricted in any way?	Parents and carers of pre-school aged children.
Do you charge a membership fee, or charge for access to your activities? Please give details	As of September 2018 each family has been asked for a £1.50 donation per family per session at both locations to help cover costs of snacks and refreshments (previously £1 per family per session at Oakwood Hill).
DETAILS OF GRANT APPLIED FOR	
<p>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):</p> <p>This grant will enable us to continue to provide engaging, high quality and meaningful craft and play opportunities at Noah's Ark in both locations and to further develop community activities and engagement with local families. This grant will be allocated to the following costs:</p> <p>£300 – Children's craft materials, snacks, equipment and toys £200 – Special event supplies £300 – Contribution to venue's running costs (including cleaning) £2,000 – Contribution to Community Family Worker hours Total amount of grant request = £ 2,800</p> <p>These funds will provide materials for the weekly craft activities; a variety of snacks each week for children to explore and enjoy; maintain and upgrade equipment and toys for the sessions; contribute to the running costs for use of the two venues including the weekly cleaning service that ensures the halls are kept to a high standard for our sessions and contribute to special events (like Christmas parties) that support and create community.</p>	

In addition to these materials and costs we would look to contribute towards the cost of a Beyond Ourselves Community Family Worker who upholds the administration for Noah's Ark at both venues, oversees session preparation, undertakes volunteer team development and support, plans and delivers additional local family activities/events related to the families attending Noah's Ark at both venues. This is a role that was developing under Restore Community Church and is now fully established as part of Beyond Ourselves charity. This, and the extension with two more sessions at Trinity in Debden, is the reason for the increased amount requested this year.

Explain how Loughton residents will benefit from this project:

Using toys, craft, messy play, snacks, songs and good conversation, our Noah's Ark sessions facilitate a warm, welcoming environment where Loughton residents feel part of this community. Residents connect with other local families and friendships are built between children and adults. Through opportunities for children and their carers to play and create together, development of language skills, fine and gross motor skills and social skills are encouraged. It is important that equipment used is maintained well and suitably replaced when needed in order to provide high quality sessions. It is also vital that the hall itself is kept to a high standard of cleanliness to ensure the environment is suitable for pre-schoolers to explore and play in.

The special events include Christmas parties and summer picnics where the community get to celebrate together and in a variety of ways. We are looking to create more of these opportunities to gather in different ways and facilitate new experiences for the children and quite possibly new experiences for their parents too.

We have an excellent group of volunteers who have a heart to help people connect more with one another so if we become aware of a member of Noah's Ark that is seeking additional help we ensure we can signpost to agencies/individuals that can support them and we have developed good links with such agencies as the local Children's Centre teams and Epping Forest Foodbank. We also have access to good support through partner projects in Beyond Ourselves and strong links with Restore Community Church.

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	£12,410 [£2,500 for Noah's Ark costs at Oakwood Hill £2,500 for Noah's Ark costs at Trinity Church £7,410 for 9.5 hours of Community Family Worker time per week]
Amount of grant requested	£2,800
Funds available from organisation's own resources	Beyond Ourselves (and Restore Community Church) are committed to Noah's Ark and additional community projects whilst it has the resources (staff, volunteers and finances) to do so.
Funds granted from other bodies (please give details)	None at present
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Noah's Ark will continue to run within the means the charity has. Any outside funding will be used to build upon its work. Other grants may be applied for and fundraising.

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	600	Craft/equipment/events/cleaning	Yes
1.4.17 – 31.3.18	600	Craft/equipment/events	Yes
1.4.16 – 31.3.17	800	Craft/equipment/events	Yes
1.4.15 – 31.3.16	800	Craft/equipment/events	Yes
1.4.14 – 31.3.15	800	Craft/equipment/events	Yes

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)

FOR THE YEAR ENDING 31 DECEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income from:				
Donations	3	43,720	394,451	438,171
Other		-	-	-
Total income		<u>43,720</u>	<u>394,451</u>	<u>438,171</u>
Expenditure on:				
Charitable activities	4	19,684	257,919	277,603
Total expenditure		<u>19,684</u>	<u>257,919</u>	<u>277,603</u>
Net income / (expenditure)		24,036	136,532	160,568
Transfers between funds		(19,307)	19,307	-
Net movement in funds		<u>4,729</u>	<u>155,839</u>	<u>160,568</u>
Reconciliation of funds:				
Total funds brought forward		3,495	14,886	18,381
Total funds carried forward		<u>8,224</u>	<u>170,725</u>	<u>178,949</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

**BALANCE SHEET
AT 31 DECEMBER 2017**

Company number: 09666871

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets	11	<u>3,895</u>	<u>-</u>
Current assets			
Debtors	12	14,386	-
Cash at bank and in hand		<u>166,222</u>	<u>24,274</u>
		<u>180,608</u>	<u>24,274</u>
Liabilities			
Creditors: Amounts falling due within one year	13	<u>(5,554)</u>	<u>(5,893)</u>
Net current assets		<u>175,054</u>	<u>18,381</u>
Net assets		<u>178,949</u>	<u>18,381</u>
Funds			
Unrestricted reserve	14	8,224	3,495
Restricted funds		<u>170,725</u>	<u>14,886</u>
Total funds		<u>178,949</u>	<u>18,381</u>

The notes on pages 11 to 16 form part of these financial statements.

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:

For the period to 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees / directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

The accounts were approved by the board of trustees on 27 September 2018.

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	Beyond Ourselves (Oakwood Hill Community Centre)
<p>Summary of aims and objectives</p> <p>To deliver community projects and activities in Oakwood Hill Community Hall for the benefit of Loughton residents as part of the charitable aims of Beyond Ourselves:</p> <p>Beyond Ourselves is a Christian charity that seeks to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.</p> <p>We are pleased to be the new leaseholders of the Oakwood Hill Community Hall and our objective is that it will become a thriving centre for the community reflecting the ideas and aspirations recorded in the community consultation, with ongoing opportunities for the community to have a voice as to how it is run.</p> <p>We aim that the centre will be a safe and encouraging environment inclusive of all ages with a welcoming atmosphere, where local people will be able to enjoy activities, may gain new skills, find a new sense of inclusion, and receive support where appropriate.</p> <p>Following on from the success of Noah's Ark (Currently 1/4 of our Noah's Ark team are parents/carers from the local community who attend and help with most of them still staying on team to help even when their children have transitioned into school) we expect to enable local people to become active in the community and be encouraged to take opportunities for volunteering.</p> <p>We aim to work collaboratively with other organisations for the good of the community and seek to enhance and support the existing activities that take place in the hall. We have been able to run Noah's Ark in the hall for many years and we are looking forward to beginning new activities reflecting the same ethos of encouragement and community involvement that Noah's Ark expresses. We are supportive of the Senior Citizens Club that meet there regularly.</p>	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes; Beyond Ourselves - 1165654 <i>a company limited by guarantee no 09666871,</i>
Number of members in the organisation	We already have over 150 members of Noah's Ark Oakwood Hill. Averaging 41 members attending each session. Peaced Together will be for 10 women each course, and the children's activities will only be restricted if numbers are too big for the hall to be a safe environment.
Number of members resident in Loughton	75% of our attending members at Noah's Ark are residents of the IG10 area with 72% of that amount being from within approx. 0.5 miles from the Oakwood Hill estate. Other activities are new so difficult to assess but will be offered to those living locally as a priority.
Is membership restricted in any way?	No

Do you charge a membership fee, or charge for access to your activities? Please give details	<p>There is no membership fee.</p> <p>All activities are subsidised but some activities carry a charge.</p> <p>Noah's Ark costs £1.50 per family</p> <p>Peaced Together costs £50 to complete the 10 week course, which includes taking home 5 completed crafts as well as the therapeutic nature of the course.</p> <p>Family and children activities range from free entry to a small charge as a contribution to costs. Advice sessions are free.</p>
--	--

DETAILS OF GRANT APPLIED FOR

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 grant will enable us to increase the number of activities delivered by Beyond Ourselves at Oakwood Hill Community Hall, which is newly leased to Restore Community Church.

We will work with other organisations, such as Voluntary Action Epping Forest, Anglian Community Enterprise, Peabody Trust, Epping Forest District Council Health and Well-being Team to deliver these activities.

Following the community consultation we have identified areas that local people are seeking help with and have incorporated their suggestions into the planned activities.

Over the following year we will:-

- host the Senior Citizens' Club, and offer support to them to engage with local senior citizens
- work with EFDC and other organisations to help facilitate the running of the youth group and other health and wellbeing groups
- **run 10 children's/family activities to take place in the school holidays** (in addition to Noah's Ark toddler group in term time)
- **hold 3 courses Peaced Together** <http://www.peacedtogether.co.uk> (a 10 week course that uses crafts to enable women to reflect on the past and move forward equipped with 'tools' to enable them to have hope for the future)
- **Offer continued crafting sessions between courses**
- **Install wifi and offer supported internet access; running alongside a games group**
- **offer space to Peabody Trust to hold advice sessions**, which will be particularly helpful to have on the estate.
- continue to engage with residents through hosting OHERA meetings, leafletting the estate and a follow up consultation event.

Highlighted activities are new activities that we are excited at having the opportunity to put on for the local residents on the Oakwood Hill estate and beyond.

	Cost
Seniors	0
EFDC	0
Family activities	4620
Peaced Together	16830
Peabody	0
Community Engagement	760
Launch	1270
Games	8900
Crafting	1530
	33910
Other staff costs	
Hall management/grant applications	3120
Training	1000
supervision	3120
Total project costs	41150

Explain how Loughton residents will benefit from this project?

Oakwood Hill Community Hall is located in Alderton Ward. The district council recognises that this ward has an ageing population that is forecasted to grow in numbers as life expectancy increases - with an ageing population is the increased number of age related disabilities;

- 43% of the Loughton Alderton Ward has a household of one – social isolation could be an issue
- Alderton Ward is one of two wards in Epping Forest District with Index of Multiple Deprivation (IMD) Decile 2 (where 1 is most deprived 10% of LSOAs)

Epping Forest District Council have identified the following as objectives

- Mental and physical health and wellbeing;
- Social communication;
- Community integration/breaking down barriers;
- Provide accessible activities that those with a disability can access, enriching a person's life and improving awareness of other's needs.

The aim of Beyond Ourselves is to create a centre for the community in the community hall which will help to address the problems and fulfil the goals, primarily for those on the estate but for all who would find the activities beneficial.

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	£41150
Amount of grant requested	£5000
Funds available from organisation's own resources	Beyond Ourselves (and Restore Community Church) are committed to running community projects and providing support in the community whilst it has the resources (staff, volunteers and finances)
Funds granted from other bodies (please give details)	We will be applying for other grants but this is a new project and this is the first grant applied for.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Other grant applications and fund raising.

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
1.4.17 – 31.3.18	4,000.00	Centre running costs	Yes
1.4.16 – 31.3.17	4,000.00	Centre running costs	Yes
1.4.15 – 31.3.16	3,000.00	Centre running costs	Yes
1.4.14 – 31.3.15	2,500.00	Centre running costs	Yes
1.4.13 – 31.3.14	2,000.00	Centre running costs	Yes

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

**STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)
FOR THE YEAR ENDING 31 DECEMBER 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income from:				
Donations	3	43,720	394,451	438,171
Other		-	-	-
Total income		<u>43,720</u>	<u>394,451</u>	<u>438,171</u>
Expenditure on:				
Charitable activities	4	19,684	257,919	277,603
Total expenditure		<u>19,684</u>	<u>257,919</u>	<u>277,603</u>
Net income / (expenditure)		24,036	136,532	160,568
Transfers between funds		(19,307)	19,307	-
Net movement in funds		<u>4,729</u>	<u>155,839</u>	<u>160,568</u>
Reconciliation of funds:				
Total funds brought forward		3,495	14,886	18,381
Total funds carried forward		<u>8,224</u>	<u>170,725</u>	<u>178,949</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

BEYOND OURSELVES (FORMERLY KNOWN AS ABOVE + BEYOND)

**BALANCE SHEET
AT 31 DECEMBER 2017**

Company number: 09666871

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets	11	<u>3,895</u>	<u>-</u>
Current assets			
Debtors	12	14,386	-
Cash at bank and in hand		<u>166,222</u>	<u>24,274</u>
		<u>180,608</u>	<u>24,274</u>
Liabilities			
Creditors: Amounts falling due within one year	13	<u>(5,554)</u>	<u>(5,893)</u>
Net current assets		<u>175,054</u>	<u>18,381</u>
Net assets		<u>178,949</u>	<u>18,381</u>
Funds			
Unrestricted reserve	14	8,224	3,495
Restricted funds		<u>170,725</u>	<u>14,886</u>
Total funds		<u>178,949</u>	<u>18,381</u>

The notes on pages 11 to 16 form part of these financial statements.

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:

For the period to 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees / directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

The accounts were approved by the board of trustees on 27 September 2018.

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)	Project Linus UK, 10 Manor Fields, Alrewas, Burton-on-Trent, DE13 7DA
Summary of aims and objectives Project Linus UK is a 100% volunteer non-profit Community Interest Company. It is the mission of PL UK, through donations of new, handmade, washable blankets and quilts, made by volunteer knitters and quilters across the UK, to provide love, a sense of security, warmth and comfort to babies, children and teenagers who are sick, disabled, disadvantaged or distressed.	
Age groups specifically catered for, if any	Premature, neo-natal babies, children and teenagers
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	It is a Community Interest Company Number 08422226
Number of members in the organisation	100+
Number of members resident in Loughton	I am the coordinator for South-west Essex, part of east London and I collect and donate quilts from around our local area from various quilting and sewing groups. Donaters are living in Loughton, Buckhurst Hill, Epping, Chigwell, Woodford, South Woodford so it is difficult to quantify the number.
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>I have received a donation of a large quantity of fabric from Charles Tyrwhitt, the shirt manufacturer. In order to make full use of this donation, I would like to organise a cutting and sewing day for members of local sewing and quilting groups and individuals to get together to sew quilts and prepare them for distribution to local hospitals. I have investigated various halls in the area and St Marys Church, Chigwell, seems to be the best option as there is very good light, plenty of space and a car park. The cost for hiring the hall is £120. The grant will enable us to make and donate quilts to as many children as we can as we always have a high demand.</p>	

Explain how Loughton residents will benefit from this project?

Potentially, any baby, child or teenager who is in a life-threatening or life-changing situation who has to go into local hospitals, will have the opportunity to select a quilt, use it while in hospital and take it home. Many children have ongoing treatment and stays in hospital and the quilt is used to bring them a degree of comfort when they are in often scary situations. The parents of those receiving quilts and blankets tend to be overwhelmed when they are in very challenging circumstances and the quilts give them the assurance that others are thinking of them at this difficult time. Volunteer Area Co-ordinators and their Assistants deliver around 3,500 quilts and blankets to sick, disabled or disadvantaged children across the UK each month. We cannot reach out to every distressed child but we can help to provide them with tangible evidence that someone cares, along with the physical reassurance that comes with being snuggled up in a quilt. We always try to deliver quilts and blankets to children who are local to the makers.

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	£120.00
Amount of grant requested	£120.00
Funds available from organisation's own resources	£27.00
Funds granted from other bodies (please give details)	None
If there is a shortfall in these figures, how do you propose to fund the deficiency?	I will fund it myself.

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			Yes / No
1.4.17 – 31.3.18			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

Project Linus UK - Area Co-ordinator Accounts

Name: Pat Thompson..... Area. South-west Essex and part of East London.....

Date	Description of Income / Expenditure	Amount of Donation £	Amount Spent £ (Keep receipts)	Balance £
24 November 2018	Sale of donated quilted items at St Anthony's School Christmas fete	£24.00		£24.00
June – November 2018	Donations from sale of fabric pieces	£83.00		£107.00
3 December 2018	Purchase of wadding		£95.00	£12.00
7 December 2018	Sale of donated quilted items at Epping Christmas Market	£15.00		£27.00

Project Linus

Date 3/12/18

No. W0214

Amount

£95

Received From
for wadding

PAT THOMPSON

With Thanks

de Russell

Pat Thompson

Attach: SM Hire terms page 1 amended 01 September 2014.doc; SM Hire terms page 2 amended 01 September 2014.doc; SM Conditions of Hire.doc

Subject: Hire of St Mary's Church Rooms, Chigwell

Dear Pat

Attached are the terms and conditions for hiring St Mary's Church Rooms. For Roding Quilters to hire the Church Rooms we would charge you as a Community Service Group, please see attachment two, and the rate would be £20 per hour.

I hope this is what you require. Please let me know if I can help further.

Kind regards

Tricia Johnson
Diary for St Mary's Church Rooms, Chigwell

020 8500 5759

Sent from Mail for Windows 10



Virus-free. www.avg.com

14/12/2018

PARISH OF CHIGWELL AND CHIGWELL ROW

ST MARY'S CHURCH

HIRE OF THE CHURCH ROOMS
HIGH ROAD CHIGWELL ESSEX IG7 6QQ

The Rooms are available for hire upon request to

Tricia Johnson
22 Dickens Rise
Chigwell
Essex IG7 6PA
Telephone 020 8500 5759

Equipment available:

7 tables x 6ft long
6 tables x 4 ft long
96 chairs
Assorted cups
Assorted saucers
Assorted plates
Cutlery
Kitchen utensils
Electric kettle

**PLEASE PROVIDE OWN TEA TOWELS
AND TABLE CLOTHS**

Current charges as at 1 September 2014

Non-parish church groups, charity, community service groups
By arrangement

All other bookings
£150 for 4 hours

Please telephone 020 8500 5759 to check availability

Should you wish to view the Rooms prior to hire, this is possible between 12 mid-day
and 12.30pm on a Sunday, no appointment necessary.

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)	Restore Community Church
<p>Summary of aims and objectives</p> <p>As new leaseholders of Oakwood Hill Community Hall we want to make the hall welcoming and appropriately equipped for increased use by the community, particularly for those living on the Oakwood Hill Estate</p>	
Age groups specifically catered for, if any	All
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Charity no. 1086604 Company no. 4198958
Number of members in the organisation	Approx 400 adult members (Loughton and Enfield)
Number of members resident in Loughton	<p>Approx 50%</p> <p>The refurbishment of the hall is to ensure that the hall is in good decoration and repair to enable it to be used for the benefit of Loughton residents especially those who live in Alderton Ward. A consultation event was held to gain their views.</p>
Is membership restricted in any way?	Membership is not restricted although some activities cater for specific groups – for example the Carer and toddler group.
Do you charge a membership fee, or charge for access to your activities? Please give details	<p>There is no membership fee. Some activities have a suggested charge to cover the cost of materials, but no-one is prevented from taking part because of financial difficulty. E.g. the charge for a family at the Toddler group is £1.50, which is inclusive of refreshments for all the family.</p>

DETAILS OF GRANT APPLIED FOR

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).

Refurbishment and improvement of Oakwood Hill Community Hall

The grant is required to help improve the facilities of the hall so that it can be used more frequently, safely, for a wider range of activities and by a wider range of people.

We envisage that the main beneficiaries of the grant will be the local community; Restore Community Church will benefit because we will be enabled to have a suitable facility in which projects can be delivered, both by Restore and other community groups.

Painting of walls

New signage

Replace stained and worn carpet in corridor

Provide phone and wi-fi to the hall

Storage cupboards

New notice boards

Replacement of foam on pillars

Leaflet the estate with information about the 'grand opening'

Banner to advertise opening

Baby changing units in the toilets

Replace curtains with blinds

New fob entry system

Full size trestle tables

Deep clean

Flyers printed with new programme of activities

Explain how Loughton residents will benefit from this project?

Oakwood Hill Community Hall is located in Alderton Ward. The district council recognises that this ward has an ageing population that is forecasted to grow in numbers as life expectancy increases - with an ageing population is the increased number of age related disabilities;

- 43% of the Loughton Alderton Ward has a household of one – social isolation could be an issue;
- A successfully 'Carer and Toddler Group' is held twice weekly , along with Senior Citizen events;
- The Council's Community and Wellbeing Team organises and holds community events along with the Oakwood Hill Senior Citizens Club. All of the above protected characteristics (age young and old), persons with a disability, pregnancy/maternity, carers/dependents) will benefit from the events held at this venue as it will improve:
 - Mental and physical health and wellbeing;
 - Social communication;
 - Community integration/breaking down barriers;
 - Provide accessible activities that those with a disability can access, enriching a person's life and improving awareness of other's needs.

RESTORE COMMUNITY CHURCH

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account) FOR THE YEAR ENDING 31 DECEMBER 2017

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2017 £	Total 2016 £
Income from:						
Donations	3	454,432	92,322	-	546,754	525,495
Investments	4	22	-	-	22	75
Other		-	-	-	-	3,975
Total income		<u>454,454</u>	<u>92,322</u>	<u>-</u>	<u>546,776</u>	<u>529,545</u>
Expenditure on:						
Charitable activities	5	467,279	82,061	41,766	591,106	503,555
Total expenditure		<u>467,279</u>	<u>82,061</u>	<u>41,766</u>	<u>591,106</u>	<u>503,555</u>
Net income / (expenditure)		(12,825)	10,261	(41,766)	(44,330)	25,990
Transfers between funds		(32,789)	(9,618)	42,407	-	-
Net movement in funds		<u>(45,614)</u>	<u>643</u>	<u>641</u>	<u>(44,330)</u>	<u>25,990</u>
Reconciliation of funds:						
Total funds brought forward		77,757	10,079	6,746	94,582	68,592
Total funds carried forward		<u>32,143</u>	<u>10,722</u>	<u>7,387</u>	<u>50,252</u>	<u>94,582</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

RESTORE COMMUNITY CHURCH
COMPANY REGISTRATION NUMBER: 04198958
BALANCE SHEET
FOR THE YEAR ENDING 31 DECEMBER 2017

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets	13	<u>4,584</u>	<u>2,029</u>
Current assets			
Debtors	14	<u>9,901</u>	<u>9,164</u>
Cash at bank and in hand		<u>44,570</u>	<u>96,336</u>
		<u>54,471</u>	<u>105,500</u>
Liabilities			
Creditors: Amounts falling due within one year	15	<u>(8,803)</u>	<u>(12,947)</u>
Net current assets		<u>45,668</u>	<u>92,553</u>
Net assets		<u>50,252</u>	<u>94,582</u>
Funds			
Unrestricted reserve	16	<u>32,143</u>	<u>77,757</u>
Designated funds		<u>7,387</u>	<u>6,746</u>
Restricted funds		<u>10,722</u>	<u>10,079</u>
Total funds		<u>50,252</u>	<u>94,582</u>

The notes on pages 13 to 20 form part of these financial statements.

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:

For the year ending 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees / directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

The accounts were approved by the board of trustees on 21 September 2018. 

Painting of walls	Responsibility of EFDC
Removal/appropriate replacement of foam from pillars	Responsibility of EFDC
New signage	£750.00 includes legal fees
Replace stained and worn carpet in corridor	£1,768.65
Provide phone and wi-fi to the hall (Dec - March)	£424.80
Storage cupboards	£600.00
New notice boards	£200.00
Leaflet the estate with information about the 'grand opening' and the new programme of activities	£30.00
Banner to advertise opening	£40.00
Baby changing units in the toilets	£500.00
Replace curtains with blinds	£1,200.00
New fob entry system	£663.25
Full size trestle tables x 4	£300.00
Deep clean	£600.00
	£7,076.70

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)	Revitalise Respite Holidays
<p>Summary of aims and objectives</p> <p>Our mission is to enable people with disabilities and their carers in the UK to access essential breaks with care, and provide inspirational volunteering opportunities.</p>	
Age groups specifically catered for, if any	Our service is only for adults aged 18+
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes - 295072
Number of members in the organisation	We are not a members organisation, however in 2017/18 we provided almost 4,400 respite breaks
Number of members resident in Loughton	To date, in 2018/19, we have provided 6 breaks to residents of Loughton
Is membership restricted in any way?	We provide our breaks specifically for disabled people and their carers
Do you charge a membership fee, or charge for access to your activities? Please give details	The price of each break is dependent on the length of the break and the date. Guests pay a fee for their break, however we do provide hardship funding for those struggling to afford a break.
DETAILS OF GRANT APPLIED FOR	

<p>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).</p> <p>Everybody needs a break, yet for many disabled people and their carers, this can seem impossible. Our breaks help to improve the wellbeing and quality of life of our guests by alleviating the daily challenges that living with disability and caring for a loved one can bring.</p> <p>The average cost of a Revitalise break is £1,813, with our target fundraising contribution of £354 per break. In 2018/19 we have provided 6 essential respite breaks for disabled people and their carers from Loughton at our Jubilee Lodge centre in Essex, equating to a commitment to fundraise £2,124.</p> <p>A grant of £1,062 could be used to ease the financial burden of care on our guests, fund upgrades to facilities, make improvements to the quality of care or to the overall enjoyment of the Revitalise experience.</p> <p>Please see the additional documents enclosed for further information on our respite breaks, along with the enclosed budget detailing the breakdown of the costs for a Revitalise break.</p>
--

Explain how Loughton residents will benefit from this project?

96% of disabled people and carers think breaks are essential to sustaining strong, functional and healthy caring relationships, therefore we know that our breaks provide many important benefits to our guests.

Outcome: Improved wellbeing

Disabled people and their carers from Loughton will benefit from our specialised respite breaks – improving their quality of life and helping them to cope after their break is over. Guests have often told us that before Revitalise it felt impossible for them to take a break, however they now feel comforted in the knowledge that they know there is somewhere they can take an essential break.

Outcome: Improved relationship with others

Disabled people and their carers from Loughton will benefit from 24 hours support of care staff and social support of our volunteers, enabling them to relax and reconnect with one another. Carers are given a complete break from their caring responsibilities, and have often described our service as a 'life saver'.

Outcome: Reduced isolation and loneliness

Disabled people and their carers from Loughton will benefit from the socially enabling atmosphere of Revitalise breaks with staff, volunteers and fellow guests. In day to day life, there can be few opportunities for disabled people and carers to enjoy activities; they may be housebound and have no independent access to transport. Our respite breaks will combat the issue of social isolation by allowing guests to interact with each other, the volunteers and the staff in a truly inclusive environment.

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	£5,439
Amount of grant requested	£1,062
Funds available from organisation's own resources	£4,377 – made up of guests fees and income from our centres and shops
Funds granted from other bodies (please give details)	£0 – we have not applied to any other funding bodies specifically for residents of Loughton
If there is a shortfall in these figures, how do you propose to fund the deficiency?	If there were to be any shortfall, it would be funded through our ongoing fundraising programme.

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
1.4.17 – 31.3.18	£500	Breaks for Loughton Guests	Yes
1.4.16 – 31.3.17	£800	Breaks for Loughton Guests	Yes
1.4.15 – 31.3.16	£800	Breaks for Loughton Guests	Yes
1.4.14 – 31.3.15	£200	Breaks for Loughton Guests	Yes

REVITALISE RESPITE HOLIDAYS

Consolidated Statement of Financial Activities (SOFA) Incorporating Income and Expenditure Account for the Year to 31st January 2018

		Un- restricted funds	Restricted funds	Total year ended 31 Jan 2018	Un- restricted funds	Restricted funds	Total year ended 31 Jan 2017
	Notes	(Note 17) £'000	(Note 16) £'000	£'000	(Note 17) £'000	(Note 16) £'000	£'000
Income and endowments from:							
Donations & legacies	2	1,464	490	1,954	754	1,028	1,782
Charitable activities	1e	6,785	-	6,785	6,497	-	6,497
Other trading activities		869	-	869	812	-	812
Investment income	3	7	7	14	7	5	12
Other Income		60	-	60	46	-	46
Total income from continuing activities		9,185	497	9,682	8,116	1,033	9,149
Discontinued Activities:							
Continuing and longer-term care		-	-	-	248	-	248
Goodwill		-	-	-	30	-	30
Total income from discontinued activities		-	-	-	278	-	278
Total income		9,185	497	9,682	8,394	1,033	9,427
Expenditure on:							
Raising funds		348	-	348	349	-	349
Charitable activities		7,723	743	8,466	6,536	1,011	7,547
Other trading activities		664	-	664	659	-	659
Business Development Costs		64	-	64	38	-	38
Total expenditure on continuing operations		8,799	743	9,542	7,582	1,011	8,593
Discontinued Activities:							
Continuing and longer-term care		-	-	-	325	-	325
Total expenditure from discontinued activities		-	-	-	325	-	325
Total expenditure	4, 6	8,799	743	9,542	7,907	1,011	8,918
Net income/(expenditure)		386	(246)	140	487	22	509
Other recognised gains/(losses):							
Profit on Sale of Investment		75	-	75	-	-	-
Net movement in funds		461	(246)	215	487	22	509
Reconciliation of funds:							
Total funds brought forward		5,215	1,846	7,061	4,728	1,824	6,552
Total funds carried forward	16, 17	5,676	1,600	7,276	5,215	1,846	7,061

There were no other recognised gains or losses, other than the above.

The accompanying notes are an integral part of this statement of consolidated financial activities.

REVITALISE RESPITE HOLIDAYS

Company No. 2044219

Balance Sheets

as at 31st January 2018

	Notes	Consolidated		Charity	
		2018 £'000	2017 £'000	2018 £'000	2017 £'000
Fixed assets					
Tangible assets	10	3,585	3,831	3,585	3,824
Investments	11	-	45	-	45
		3,585	3,876	3,585	3,869
Current assets					
Stocks	12	24	25	24	7
Debtors	13	450	616	450	953
Bank deposits and cash	14	4,546	3,932	4,546	3,617
		5,020	4,573	5,020	4,577
Liabilities					
Creditors - amounts falling due within one year	15	(1,071)	(1,073)	(1,071)	(1,036)
Net current assets		3,949	3,500	3,949	3,541
Total assets less current liabilities		7,534	7,376	7,534	7,410
Creditors - amounts falling due after more than one year	15	(258)	(315)	(258)	(315)
Total net assets		7,276	7,061	7,276	7,095
The funds of the charity:					
Restricted funds					
Fixed assets	16	510	523	510	523
Other restricted funds	16	1,090	1,323	1,090	1,323
		1,600	1,846	1,600	1,846
Unrestricted funds					
Fixed assets	17	3,075	3,352	3,075	3,352
Working capital	17	2,601	1,859	2,601	1,897
Non-charitable trading funds	17	-	4	-	-
		5,676	5,215	5,676	5,249
Total charity funds		7,276	7,061	7,276	7,095

As permitted by section 408(3) of the Companies Act 2006, the statement of financial activities of the parent charity by itself is not presented as part of these accounts. The parent company's income for the financial year amounted to £9,682,000 (2017: £8,615,000) and it had a surplus for the year of £177,000 (2017: £509,000)

Approved by the Board of Trustees on 10th July 2018 and signed on its behalf by:

Loughton Town Council

A lifeline for disabled people and their carers

Budget to provide 3 breaks for disabled people and their carers

Income		
Source	Detail	Total (£)
Guest Contribution	Guests contribution to their break	4,164
Other income	Includes contracts, local donations to our centres and income from our centre shops	213
Total income for 3 breaks		4,377
Expenditure		
Cost Area	Detail	Total (£)
Staff, Professional and Volunteer	Includes 24 hour on call nurses, care staff, recruitment, training and direct volunteer costs	2,061
Centre Costs	Includes premises, utilities, maintenance, meals and catering, accessible transport, entertainment and activities, key capital items	1,917
Central Admin	Includes the bookings team, IT costs, finance, Fundraising, HR and business development	1,287
Marketing	Central marketing team costs, providing website, printed material and media support	174
Total cost for 3 breaks		5,439
Fundraising		
Funding required	Fundraising contribution required to provide 3 breaks	1,062

We would like to ask Loughton Town Council for a gift of £1,062

(These figures are the average costs across our three Revitalise centres, and are based on our average annual occupancy of 85%)

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)	Samaritans – Redbridge Branch
Summary of aims and objectives Samaritans vision is that fewer people die by suicide. We work to achieve this vision by making it our mission to alleviate emotional distress and reduce the incidence of suicide feelings and suicidal behaviour. We do this by: <ul style="list-style-type: none"> Being available, 24 hours a day to provide emotional support for people who are struggling to cope, including those who have had thoughts of suicide Reaching out to high risk groups and communities to reduce the risk of suicide Working in partnership with other organisations, agencies and experts Influencing public policy and raising awareness of the challenges of reducing suicide. We are committed to the following values: <ul style="list-style-type: none"> Listening, because exploring feelings alleviates distress and helps people to reach a better understanding of their situation and the options open to them Confidentiality, because if people feel safe, they are more likely to be open about their feelings People making their own decisions wherever possible, because we believe that people have the right to find their own solution and telling people what to do takes responsibility away from them Being non-judgemental, because we want people to be able to talk to us without fear of prejudice or rejection Human contact, because giving people time, undivided attention and empathy meets a fundamental emotional need and reduces distress and despair. 	
Age groups specifically catered for, if any	All age groups
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes: Samaritans – Redbridge Branch is a branch of the Samaritans National Charity (registered charity no. 219432)
Number of members in the organisation	74 - all unpaid volunteers
Number of members resident in Loughton	3 volunteers Contacts from Loughton are responded to by any of our volunteers.

Is membership restricted in any way?	<p>No restrictions.</p> <p>We monitor closely the diversity of our volunteer base:</p> <ul style="list-style-type: none"> • Our volunteers range in age from 18 to over 80. • The ethnic and faith mix of our volunteers reflects the communities we serve.
Do you charge a membership fee, or charge for access to your activities? Please give details	<p>No.</p> <p>There are no fees or charges for the Samaritans service.</p>
DETAILS OF GRANT APPLIED FOR	
<p>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).</p> <p>The service provided by Redbridge Samaritans is managed from our Ilford branch office. Loughton is a key part of our 'catchment' area and our service is available to all Loughton residents. We are seeking assistance to meet a small proportion (4%) of our annual branch running costs to ensure that we can continue to provide a high-quality service to Loughton residents.</p> <p>The annual running costs of our branch are between £15,000 and £20,000 depending on the level of funding that we allocate for discretionary expenditure such as repairs and improvements to our branch premises, new equipment and publicising our service across the communities we serve.</p> <p>In a typical year, between half and two thirds of our costs are met by volunteer-led fundraising activities, demonstrating the depth and breadth of commitment shown by our volunteer team and our supporters who make individual donations. We are also very grateful to receive valuable support through grants from the local public sector bodies in the areas we serve. However, we recognise that this source of income can never be assured having regard, in particular, to the budget pressures facing local authorities and councils.</p> <p>Any grant contribution is gratefully received and carefully used, to ensure that we deliver the best value for money from any funding. Our Branch Leadership Team and Treasurer maintain a close focus on all expenditure, to ensure that we maintain rigorous financial control and that we spend money only in furtherance of our mission and aims.</p> <p>We are seeking a financial grant of £750 to meet some of our running costs. This figure is based broadly on the proportionate cost of providing our service to Loughton residents. Any grant provided will help us to continue to deliver our service to Loughton residents including, where possible, working with the Council to ensure that we maximise the impact of awareness-raising amongst the Loughton community. We are, of course, very grateful for the financial support provided by Loughton Town Council over many years.</p> <p><i>"For me personally, I find volunteering very satisfying and rewarding. In my experience, I find our callers and visitors really value our service and gain a great deal from it, especially when they feel alone and are in emotional crisis. I feel our callers also have the added reassurance of knowing our service is available to them throughout the day and night".</i></p> <p>Evelyn, Loughton resident and Redbridge Samaritans volunteer</p>	

Explain how Loughton residents will benefit from this project?

This grant will ensure that Loughton residents continue to benefit fully from all aspects of the Samaritans' service. Samaritans are available, 24 hours a day, each day of the year, to support any Loughton resident who wishes to contact us in times of emotional distress via telephone, face to face contact, letter, e-mail or SMS text messaging. In a typical year, we estimate that Samaritans will receive over 2,000 contacts from Loughton residents.

With a few, isolated exceptions, Redbridge Samaritans operates shifts to handle calls/visits every day of the year. Eight of our branch volunteers will be working on Christmas Day this year, responding to some of the 11,000 calls that Samaritans expects to receive on this day from people across the UK and Ireland.

Using Samaritans' established systems and processes, we log and analyse all the calls we receive to ensure that we continue to offer high quality support to all our callers across the communities we serve.

We are proud of our close association with the Loughton community, working closely with the Council and other key organisations within Loughton to ensure that as many residents as possible are aware of our service. Examples of our activities in Loughton over recent years, in respect of which previous grants awarded to us have made a valuable contribution, include:

- Supply of leaflets and posters to Loughton churches and Loughton library.
- Adverts, covering potential callers and volunteers, in:
 - 'Think Loughton' magazine.
 - 'The Forester' magazine.
- Display of laminated adverts on Loughton notice boards.
- Attendance at the LRA Farmers' Market events.
- Advert in the Church of The Holy Innocents concert programme/magazine.
- Attendance at the 2017 Loughton Mayor's Charity Fun Run, where we were delighted to help spread the message about our service and also receive support as one of the nominated charities at this event.

Our awareness activities across Loughton this year, and planned for 2019 include:

- Delivery of new Samaritans' information to Loughton library, doctors' surgeries/health centres and churches across Loughton.
- Raising awareness and fundraising at Morrisons in Loughton on 22 December 2018.
- Placing Samaritans' adverts in Think Loughton during 2019.
- Progressing plans for a Samaritans' stall at the Loughton Farmers Market in 2019.

Just days before Christmas, Helen's husband left her and her children. She was struggling to cope and started to feel suicidal. Helen called Samaritans for support: "As soon as I called, I felt such a surge of relief. The calm, kind voice at the end of the phone just listened. For the first time, I felt I could say what was going on in my head, out loud, without fear of being judged. I know that the Samaritan who listened to me that Christmas night saved my life."

Helen, Samaritans caller

<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p>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>N/A</p>	
Total cost of project-branch running costs	2019/20 cost budget: £19,450
Amount of grant requested	£750
Funds available from organisation's own resources	<ul style="list-style-type: none"> • Volunteer-led fundraising and donations (2019/20 budgeted income - £5,550) • Financial support from Samaritans' Central Charity, if required • Significant unpaid time and goods in kind from volunteers, including ca. 16,000 volunteer hours provided free of charge per annum.
Funds granted from other bodies (please give details)	<ul style="list-style-type: none"> • We received a grant of £1,500 from Epping Forest District Council in 2018. • The London Borough of Redbridge, the landlord of our branch premises, provides a significant rent subsidy. • We plan to submit grant applications to Ford Britain Trust, the Jack Petchey Foundation, Epping Forest District Council and the London Borough of Redbridge. • We aim to participate in the 2019 Walk for Peace to raise sponsored walk donations. This event attracts match funding from the Ahmadiyya Muslim Elders Association • We will continue to research other grant opportunities.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	N/A

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	400	Contribution to running costs to enable continuing support to the residents of Loughton, including publicising our service to the Loughton community.	Yes / No
1.4.17 – 31.3.18	300		Yes / No
1.4.16 – 31.3.17	400		Yes / No
1.4.15 – 31.3.16	450		Yes / No
1.4.14 – 31.3.15	300		Yes / No

Samaritans – Redbridge Branch

Accounts for the year ended 31 March 2018

	2018 £	2017 £
Income		
Grants	1,800	400
Branch fundraising	8,911	6,900
Donations	1,291	3,377
Total income	12,002	10,677
Expenditure		
Premises expenditure		
Rent and rates	1,921	2,116
Utilities	2,223	2,038
Repairs and maintenance	2,114	3,397
Other premises expenses	1,944	1,917
Telephone and IT	2,108	2,832
Equipment purchases	1,315	10,151
Publicity and outreach	755	665
Recruitment and training	728	524
Volunteer expenses	1,698	1,281
Fundraising expenses	47	-
Other expenses (net)	66	(28)
Total expenditure	14,919	24,893
Deficit for the year	(2,917)	(14,216)

Approved and authorised for issue:

SCHEME OF GRANTING FINANCIAL ASSISTANCE

31 DEC 2018

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)	The Loughton Club
Summary of aims and objectives To carry on the business of a club by providing for the use of its members, the means of social intercourse, rational recreation and other advantages of a club to the Loughton Community.	
Age groups specifically catered for, if any	All AGE Groups
Is the organisation a non-profit making body?	Yes.
Is the organisation a Registered Charity? (if so, please give registration number)	No
Number of members in the organisation	600
Number of members resident in Loughton	400
Is membership restricted in any way?	NOT as yet.
Do you charge a membership fee, or charge for access to your activities? Please give details	yes. £20 for membership £10 for one.
DETAILS OF GRANT APPLIED FOR	
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 Club has a number of rooms that are hired out to community groups. In recent months the boiler has broken down and had not been fixed or replaced. As the club is now under new management this is a top priority as members of our community access the building every day. The current boiler has been condemned. We wish to offer rooms to the community groups on an ongoing basis	

Explain how Loughton residents will benefit from this project?

The Club houses a main hall where many of our residents hold birthday parties and various celebrations. Smaller rooms are hired by baby groups, Karate, Dance classes, swimming world, local darts team, snooker teams, New Visitors and local colleges/schools. We need to provide warm building for our residents.

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

Yes / No.

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

Club currently operating without central heating. In the process of obtaining detailed quotes but really need to act now to supply heat as soon as possible.

Total cost of project	£25,000
Amount of grant requested	£10,000
Funds available from organisation's own resources	£10,000
Funds granted from other bodies (please give details)	
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Local Fundraising in the club.

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. None to my knowledge.

Financial Year	Amount	Purpose	Successful
1.4.15 – 31.3.16			Yes / No
1.4.14 – 31.3.15			Yes / No
1.4.13 – 31.3.14			Yes / No
1.4.12 – 31.3.13			Yes / No
1.4.11 – 31.3.12			Yes / No

ACCOUNTS & CONSTITUTION

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.

If you are a new organisation without past accounts, please attach a copy of your budget for the year.

Loughton Club Limited
Abridged Income Statement
For the Year Ended 31st December 2017

	Notes	2017 £	2016 £
Gross profit		136,726	135,886
Administrative expenses		<u>(127,821)</u>	<u>(143,106)</u>
Operating profit/(loss)	4	8,905	(7,220)
Interest receivable and similar income		<u>-</u>	<u>8</u>
Profit/(loss) before taxation		8,905	(7,212)
Tax on profit/(loss)		<u>-</u>	<u>-</u>
Profit/(loss) for the financial year		<u>8,905</u>	<u>(7,212)</u>

Loughton Club Limited (Registered number: IP031340)

Abridged Statement of Financial Position
31st December 2017

	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	5	863	1,150
Current assets			
Stocks		5,022	4,277
Cash at bank		<u>4,675</u>	<u>9,585</u>
		9,697	13,862
Creditors			
Amounts falling due within one year		<u>(24,338)</u>	<u>(37,695)</u>
Net current liabilities		<u>(14,641)</u>	<u>(23,833)</u>
Total assets less current liabilities		<u>(13,778)</u>	<u>(22,683)</u>
Reserves			
Retained earnings		<u>(13,778)</u>	<u>(22,683)</u>
		<u>(13,778)</u>	<u>(22,683)</u>

Loughton Club Limited

**Trading and Profit and Loss Account
For the Year Ended 31st December 2017**

	2017		2016	
	£	£	£	£
Turnover				
Tills	171,791		175,931	
Fruit Machines	4,011		12,941	
Snooker	6,253		2,420	
Pool	261		2,165	
Subscriptions	4,511		2,328	
Parking	7,400		8,146	
Tickets machine	2,941		830	
Donations	<u>32,392</u>		<u>32,182</u>	
		229,560		236,943
Cost of sales				
Opening stock	4,277		4,732	
Fruit machines charges	13,174		8,815	
Purchases	79,625		90,717	
Hire of pool table	780		780	
Card Machine tickets	<u>-</u>		<u>290</u>	
	97,856		105,334	
Closing stock	<u>(5,022)</u>		<u>(4,277)</u>	
		92,834		101,057
Gross profit		136,726		135,886
Other income				
Deposit account interest		<u>-</u>		<u>8</u>
		136,726		135,894
Expenditure				
Wages	38,594		37,633	
Rent and rates	17,749		32,810	
Light and heat	7,558		14,500	
Repairs and maintenance	11,441		29,093	
Cleaning costs	12,214		15,003	
Telephone	1,448		746	
Post and stationery	239		1,749	
Travelling and subsistence	2,013		2,361	
Insurance	3,552		1,663	
Hire of equipment	-		(145)	
Subscriptions and licences	1,306		1,423	
Sundry expenses	290		492	
Accountancy	2,200		2,150	
Legal and professional	7,480		-	
Stocktaking fees	1,495		1,265	
Depreciation of tangible fixed assets	<u>287</u>		<u>383</u>	
Carried forward	107,866	136,726	141,126	135,894

This page does not form part of the statutory financial statements

Loughton Club Limited

**Trading and Profit and Loss Account
For the Year Ended 31st December 2017**

	2017		2016	
	£	£	£	£
Brought forward	107,866	136,726	141,126	135,894
Entertainment	<u>19,891</u>		<u>1,820</u>	
		<u>127,757</u>		<u>142,946</u>
		8,969		(7,052)
Finance costs				
Bank charges		<u>64</u>		<u>160</u>
Net profit/(loss)		<u><u>8,905</u></u>		<u><u>(7,212)</u></u>

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)	Citizens Advice - Epping Forest District
<p>Summary of aims and objectives</p> <p>To provide free, confidential, independent and impartial advice that people need for the problems they face.</p> <p>To improve the policies and processes that affect people's lives.</p>	
Age groups specifically catered for, if any	16 plus
Is the organisation a non-profit making body?	YES
Is the organisation a Registered Charity? (if so, please give registration number)	YES 1118465
Number of members in the organisation	10 trustees and 47 volunteers
Number of members resident in Loughton	5 trustees and 23 volunteers
Is membership restricted in any way?	NO
Do you charge a membership fee, or charge for access to your activities? Please give details	NO
DETAILS OF GRANT APPLIED FOR	

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).

We provide a free advice service to Loughton and District residents. The number of clients remains similar from year to year but the problems are increasingly complex. Most of the enquiries are about benefits and tax credits. In the year 2017/18 clients across the district gained £94,897 in additional benefit and tax credits with our help and advice. Not all the clients let us know the outcome of the claims we help them with, so the figure is likely to be higher. In addition, we moved over to a new database management system so some of the figures were recorded differently. We also assisted with the management of debt amounting to over £444,270.

Explain how Loughton residents will benefit from this project?

Citizens Advice is the only organisation to provide face to face advice covering a wide variety of subjects and for all ages. This is important particularly for those who come with many problems which have just become overwhelming. We give time, even over weeks, to help people manage their problems. The service in Loughton is mainly provided by volunteers assisted by a small number of paid staff. Last year 2017/2018 41% of our clients were Loughton residents

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	£210,000
-----------------------	----------

Amount of grant requested	£8,500
Funds available from organisation's own resources	£155,840 EFDC including Debt Mitigation project (to be confirmed)
Funds granted from other bodies (please give details)	ECC, Loughton Charity, Epping and Waltham Abbey Town Councils and other local parishes whose residents use the Loughton Citizens Advice offices. All to be applied for 2019/20
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Through our own fundraising activities and other grant applications

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	£8,500	Assist with the provision of CA in Loughton	Yes
1.4.17 – 31.3.18	£8,000	"	Yes
1.4.16 – 31.3.17	£8,000	"	Yes
1.4.15 – 31.3.16	£8,000	"	Yes
1.4.14 – 31.3.15	£6,000	"	Yes

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	10,344	-	10,344	6,528
Charitable activities	4				
Charitable activities		147,099	42,000	189,099	190,805
Other income	3	3,568	-	3,568	6,294
Total		<u>161,011</u>	<u>42,000</u>	<u>203,011</u>	<u>203,627</u>
EXPENDITURE ON					
Raising funds	5	567	-	567	726
Charitable activities	6				
Charitable activities		160,399	44,621	205,020	204,632
Total		<u>160,966</u>	<u>44,621</u>	<u>205,587</u>	<u>205,358</u>
NET INCOME/(EXPENDITURE)		<u>45</u>	<u>(2,621)</u>	<u>(2,576)</u>	<u>(1,731)</u>
Transfers between funds	11	<u>(2,621)</u>	<u>2,621</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(2,576)</u>	<u>-</u>	<u>(2,576)</u>	<u>(1,731)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>123,767</u>	<u>-</u>	<u>123,767</u>	<u>125,498</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>121,191</u></u>	<u><u>-</u></u>	<u><u>121,191</u></u>	<u><u>123,767</u></u>

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**BALANCE SHEET
AT 31 MARCH 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
CURRENT ASSETS					
Debtors	9	14,540	1,130	15,670	6,583
Cash at bank and in hand		110,280	(320)	109,960	120,452
		<u>124,820</u>	<u>810</u>	<u>125,630</u>	<u>127,035</u>
CREDITORS					
Amounts falling due within one year	10	(3,629)	(810)	(4,439)	(3,268)
		<u>121,191</u>	<u>-</u>	<u>121,191</u>	<u>123,767</u>
NET CURRENT ASSETS					
		<u>121,191</u>	<u>-</u>	<u>121,191</u>	<u>123,767</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>121,191</u>	<u>-</u>	<u>121,191</u>	<u>123,767</u>
NET ASSETS		<u>121,191</u>	<u>-</u>	<u>121,191</u>	<u>123,767</u>
FUNDS	11				
Unrestricted funds				121,191	123,767
Restricted funds				-	-
TOTAL FUNDS				<u>121,191</u>	<u>123,767</u>