

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 30 October 2019
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

MALVERN TOWN COMMUNITY SUPPORT GRANT

COMMUNITY ACTION MALVERN & DISTRICT

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee considers Community Action's application for an Annual Community Support Grant of £10,900 for the year 2020/21 and makes a recommendation on its inclusion into the 2020/21 Annual Budget. The application form is attached at Appendix A.

3. Background

3.1. Community Action has for many years received an annual grant from Malvern Town Council and they are asked to reapply in October each year for funding for the following financial year.

3.2. In 2018, Full Council approved a grant of £10,900 to Community Action for 2019/20.

3.3. Community Action has now submitted a grant application for this funding to be continued in 2020/21, and once again have applied for a grant of £10,900.

3.4. Members should note that all supporting documents have been received. These have not all been circulated due to the volumes of paperwork involved but are available for members to view at the office should they wish.

3.5. Community Action is one of two organisations who currently receive a community support grant from the Council, subject to a successful renewal application being agreed.

3.6. It should be noted that Community Action pays an annual rent to the Town Council for use of the 3rd floor offices at Belle Vue Terrace. At the Full Council meeting in December 2017, it was resolved that the lease of the third floor offices to Community Action be renewed for a further three years, at an annual rent of £10,900. This lease is due to expire on 31 December 2020 and therefore will need to be reviewed by Council next year.

4. Financial Implications

4.1. Following approval of the grant, £10,900 will be included in the Town Council's Grants budget for 2020/21.

4.2. The Grant is paid upon request in two instalments, July and January each year, in line with receipt of the precept from Malvern Hills District Council.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under Sections 137, 142, 144 and 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. It can also use the Power of General Competence for this purpose.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

SPECIAL GRANT APPLICATION FORM

Name of Organisation: ...Community Action Malvern and District.....

Amount of Grant Requested: ...£10,900.....

Address for Correspondence:

Name: Jacci Phillips.....

Address: Third Floor.....

28-30 Belle Vue Terrace.....

Malvern.....

Worcestershire.....

Postcode: WR14 4PZ.....

Tel. No: Day ...01684 892381.....

Evening

Reason/s for Grant Request:

The grant is requested to offset the rent charged for office accommodation.....

A. What is the nature of your Organisation's activity?

We provide:

- A community car scheme providing transport to medical and social appointments
- Shoparound project taking mobility restricted people on local shopping trips.
- 3 community minibuses hired out to local groups to support their activities.
- 2 wheelchair adapted cars to accommodate mobility restricted people.
- Support, advice, information and representation for voluntary groups in Malvern.
- A resource centre for local groups.
- Helping Hands to help older people with housework/gardening.
- Malvern Men's Shed to help lonely men in Malvern.

B. What are the aims and objectives of your organisation?

- To promote and/or carry out charitable purposes for the benefit of the public, principally but not exclusively in the local area of Malvern and surrounding districts and environs who have need because of age, mental or physical disability, poverty or geographical isolation.
- In particular a) to provide and maintain non-profit community transport services and b) to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

C. When was your Organisation formed?

1972

DECLARATION

I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.

Signed:

Position in Organisation: ...Chief Officer.....

Date: 01/10/2019.....

Please complete and send this application together with supporting documents to:

Linda Blake
Malvern Town Council
28-30 Belle Vue Terrace
Malvern
Worcestershire
WR14 4PZ

How the grant will provide significant and wide reaching benefit for the residents of Malvern town

The grant will be used to pay rent for our office space. Without a central office Community Action's (CA) effectiveness would be severely reduced and much of the good work that we do will be lost: we are one of the primary and oldest (at over 40 years' service) charities specific to Malvern and where possible try to work closely with MTC, MHDC and WCC to enhance the community of Malvern.

As you will be aware Malvern has a higher population of older people than almost anywhere else in the country. Many older people in Malvern use the services of Community Action and would be a virtual prisoner in their own homes without us. Our remit is to reduce isolation by providing independent transport to all over 60's and any registered disabled in the Malvern area. We take them to doctors, hospitals all sorts of medical appointments as well as exercise classes. Just as important we take them to visit their husbands and wives in hospital and to do their shopping. These social trips are just as important to the lives of our clients as the medical journeys. Our wheelchair accessible cars allow wheelchair users to maintain their independence and are often used by their families to take them to weddings and family occasions as well as medical appointments.

We work closely with the Churches Together group covering Malvern area. Our minibuses are used by most of the local church groups and other charities that may not be able to afford to support their own. These charities cover a wide section of the local community helping children, older and disabled people. Additionally we work closely with the Cube, providing transport for events provided by them.

This year we have set up a Men's Shed which although still in its early stages, will help reduce loneliness in our town's male population.

We provide several 'shopping' bus services into and around Malvern, increasing opportunities for trade. One from Half Key goes to into the Retail Park once a week and into the town the following week; others are collecting and dropping clients into the Malvern area from as far as Gloucester, Cheltenham and Tewkesbury. We also have a bus service which will bring people from the more rural areas into Malvern 4 days a week.

Therefore, in supporting Community Action, Malvern Town Council supports many other local charities and organisations as well as nearly 1500 older and disabled people in Malvern Town. With Malvern Town Council support we enable over 170 volunteers to help their local community and put something back into the town. All of this is achieved predominantly by a small team of part time administrators based within the offices crucially funded by MTC. During the past few years CA's funding has been drastically reduced from its various sources. Without this grant CA would be forced to find smaller less adequate premises at an unaffordable cost. This would force Community Action to reduce its operations and ultimately the residents of Malvern would suffer.

SUPPORTING DOCUMENTS REQUIRED WITH YOUR APPLICATION

The following documents are required to support your application:

1. A statement of no more than one A4 page explaining how the grant will provide significant and wide reaching benefit for the residents of Malvern Town. This statement will be presented to Committee to assist in the decision making process.
2. A copy of your organisation's Constitution / Articles of Association and organisational chart. The organisational chart should indicate full/part time staff and whether they are paid or volunteers.
3. A copy of your organisation's latest Annual Report.
4. A copy of your organisation's' latest bank statement.
5. The organisation's most recent annual accounts preferably audited and / or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted.

1. Please provide names and relevant details of your current Management Board:

Chris Kirk	Chair	Jacci Phillips	Chief Officer
Alan Turpin	Treasurer	Nigel Thompson	Trustee
Nick Hubbard	Trustee	Karen Sutton	Trustee
Carola Bennion	Trustee	Cllr Cynthia Palmer	MTC Rep
Russell Emery	Trustee	Cllr Raine	WCC Rep
Mike Amery	Trustee	Mary Wetherall	CT Rep

2. Is your Organisation a registered charity? YES (* Delete as appropriate)

Charity Number: 1149335

3. Is your Organisation or any part of it operated as a commercial business? If so provide details and income generated: No

4. Is your organisation part of, or affiliated to, any National Organisation? Yes

If yes, please give details:

Members of:

- NAVCA National Association for Voluntary and Community Action
- NCVO National Council for Voluntary Organisations
- CTA Community Transport Association

5. Please provide details of how many members belong to your organisation?

<u>Malvern Town Residents</u>	<u>Residents Outside Malvern Town</u>
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Adult
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Junior
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If your organisation is not membership based, please give details of approximately how many people you work with/provide services for and the percentage of those who are actually resident in the six Wards that Malvern Town Council is responsible for i.e. Priory, Chase, Pickersleigh, Dyson Perrins, Link and North Malvern:

98% of our transport services are for Malvern town residents – approx. 1400 Car Service and 360 Shoparound users.

99% of groups who regularly hire our minibus are Malvern based.

100% of groups using the Resource Centre are Malvern based.

6. Please provide details of Membership Subscription levels (if any):

N/A

7. What is the catchment area covered by your Organisation for which you provide services?

- All projects are Malvern based due to capacity.
- Shoparound trips are offered on a monthly basis to Upton and Bransford residents.
- CVS work is district wide
- Community Bus Services are town based and also cover rural/isolated parts of Malvern.

8. Give details of the exact purpose for which a Grant is sought:

The grant will be used to pay the rent for the office space in the Town Council building at Belle Vue Terrace.

9. If your application is requested for a specific Project, how will this benefit the community or residents of Malvern Town?

N/A

10. (a) What is the amount of the Grant your organisation is requesting?

£10,900

- (b) Is this an annual cost? YES

11. (a) If the grant is for a specific project, what is the total cost of the project?

N/A

- (b) Is this an annual cost? YES/NO*

- (c) Are there any recurring costs likely to arise from the Project? YES/NO*

- (d) If the answer to (c) above is "YES", please explain how this will be funded.

12. If the total cost of the Project is more than the Grant you are requesting, do you already have the balance available?

N/A

If "NO" please indicate how you intend to raise the balance and how long you expect this to take:

13. How much have you raised to date and intend raising for the specific Project (if applicable):

N/A

14. (a) Have you received, or been promised, Grant Aid from any Government, statutory, voluntary or charitable organisation or from Malvern Hills District Council/Worcestershire County Council towards this Project?

NO

- (b) If "YES" please give the following details:

Organisation	Purpose	Date Received	Amount

15. Give details of all Grants obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
MTC	£10,900	Rent of office space
WCC	£16,146	Concessionary Fares
MHDC	£16,146	Concessionary Fares

16. Give details of all Donations obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
Various donations	£41,595	See accounts for more detail

17. Give details of any unsuccessful Grant applications made by your Organisation during the current Financial Year and indicate the result:

Applied To	Amount	Remarks
none		

18. What are your other main sources of income during the last financial year?

Source of Income	Amount	Reason
Please see accounts		

19. Please list amounts and reasons below for Reserve funds shown in the latest Accounts that your Organisation:

Reason for Maintaining the Reserve	Amount
none	£

20. Please give details of your Organisation's own fund raising efforts during the past year:

We are not a fundraising organisation in that our time and resources are directed at providing supplementary support services to disadvantaged members of the community. We also identify and establish areas and instances where additional support is needed and can be provided.

The establishment of Friends of Community Action Malvern in January 2008 helps to produce funding for any shortfalls.

21. (a) Have you previously received, or applied for a Grant from Malvern Town Council?

YES

- (b) If "YES" please give details of amount(s) and date(s):

As per Council agreement a grant of £10,900 was awarded towards rent costs for the fiscal year 2018/19

22. If your application is successful, please state to whom the Grant cheque should be made payable:

Community Action Malvern and District

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**to be held on Wednesday 30 October 2019
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SAGE ACCOUNTING SYSTEM UPGRADE

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to agree the upgrade of the Council's SAGE Accounting System to "SAGE 50cloud Professional subscription with Microsoft Office 365 Integration and Premium Plus support".

3. Background

3.1. The Town Council currently uses SAGE 50 Accounts Professional; the system was last upgraded in 2012.

3.2. An annual maintenance fee of £1,371 is paid to SAGE to cover ongoing support and maintenance as needed.

3.3. Some Councillors will be aware of VAT Notice 700/22: Making Tax Digital, which requires VAT registered businesses to keep records in digital form and file their VAT returns using software.

3.4. Many businesses have been required to do this since 1 April 2019, but local councils are in a category called deferred organisations and therefore must submit VAT returns digitally for the accounting period beginning 1 October 2019.

3.5. The Town Council does not currently have Making Tax Digital (MTD) compliant software and therefore will not be able to comply with the legislation by communicating with HMRC digitally through their application programming interface (API) platform.

3.6. The Town Clerk has spoken with SAGE regarding the upgrade required to be MTD compliant and an upgrade to SAGE 50cloud Professional subscription with Microsoft Office 365 Integration and Premium Plus support will be required. The cost of this upgraded package is charged on an ongoing contract basis of £132.50 per month for a minimum of 12 months.

3.7. This cost includes product improvements and legislation updates; online, webchat and email support; HR and Health and Safety advice; reports library; Microsoft Office 365 support; telephone support; 30 minute call-back; Excel support and an annual health check. It will also allow the Council to keep up with the changes brought in by MTD and has secure online access and the freedom of cloud and mobile technology.

3.8. Town Council Officers are familiar with SAGE and would prefer to continue with this accounting system rather than to swap provider. SAGE is also a well-known and well-regarded software used by many businesses and accountants.

4. Financial Implications

- 4.1. The upgrade to SAGE 50cloud Professional will be an ongoing subscription of £132.50 per month, therefore £1,590 per annum. This is slightly more than the current maintenance charge of £1,371 per annum but is fully inclusive of the upgrade required plus ongoing support and maintenance.

5. Legal Implications

- 5.1. Malvern Town Council is a VAT registered council and therefore must comply with VAT Notice 700/22: Making Tax Digital by the time of its VAT return for the quarter ending 31 December 2019, due to be submitted in early February 2020.

End

Linda Blake
Town Clerk